

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

CA DEPT: Community Services Agency

BOARD AGENDA # *B-4

Urgent Routine

AGENDA DATE January 24, 2012

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval for the Community Services Agency to participate with Health Services Agency to Expand the Supplemental Nutrition Assistance Program Education (SNAP-Ed) 2 Year Pilot in Stanislaus County and Approval of the Agreement Amendments with Sierra Vista Child and Family Services, Catholic Charities, Center for Human Services and Stanislaus Literacy Center for SNAP-Ed Services.

STAFF RECOMMENDATIONS:

1. Approve the Community Services Agency participation with Health Services Agency for Expansion of the Supplemental Nutrition Assistance Program Education (SNAP-Ed) 2 Year Pilot Program in Stanislaus County.
2. Authorize the Director of the Community Services Agency or her Assistant Director Designee to finalize and sign the agreements with Sierra Vista Child and Family Services, Catholic Charities, Center for Human Services and Stanislaus Literacy Center for SNAP-Ed services and any amendments not to exceed the contract amounts.

Continued on Page 2

FISCAL IMPACT:

The estimated total cost to operate the Community Services Agency (CSA) Supplemental Nutrition Assistance Program Education (SNAP-Ed) 2 Year Pilot Program is \$700,000. SNAP-Ed is 100% Federally funded by the United States Department of Agriculture (USDA) which will provide Stanislaus County with \$350,000 each year beginning in Federal Fiscal Year 2012.

Continued on Page 2

BOARD ACTION AS FOLLOWS:

No. 2012-028

On motion of Supervisor Monteith, Seconded by Supervisor Withdraw
and approved by the following vote,

Ayes: Supervisors: Chiesa, Withdraw, Monteith, De Martini, and Chairman O'Brien

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) Approved as recommended

2) Denied

3) Approved as amended

4) Other:

MOTION:

Christine Ferraro

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

Approval for the Community Services Agency to participate with Health Services Agency to Expand the Supplemental Nutrition Assistance Program Education (SNAP-Ed) 2 Year Pilot in Stanislaus County and Approval of the Agreement Amendments with Sierra Vista Child and Family Services, Catholic Charities, Center for Human Services and Stanislaus Literacy Center for SNAP-Ed Services.

Page 2

STAFF RECOMMENDATIONS: Continued

3. Direct the Auditor-Controller to increase appropriations and estimated revenue in the amount of \$233,333 for Fiscal Year 2011-2012 as detailed in the attached Budget Journal.

FISCAL IMPACT: Continued

Federal Fiscal Year 2012 begins 10/01/2011 and ends 09/30/2012, during which time the Agency will contract out SNAP-Ed services estimated at \$339,500 with an estimated \$10,500 reserved for program administration. Upon Board approval, CSA will begin SNAP-Ed efforts in January 2012. The request to increase appropriations and estimated revenue by \$233,333 for the County Fiscal Year 2011-2012 are detailed in the attached Budget Journal. Appropriations and estimated revenue to support the remainder of the SNAP-Ed 2 Year Pilot Program will be included in future Department County budget submissions. There is no impact to the County General Fund as the result of the SNAP-Ed 2 Year Pilot Program.

DISCUSSION:

The California Supplemental Nutrition Assistance Program Education Plan is funded federally by the United States Department of Agriculture and administered at the state level by the California Department of Social Services and the California Department of Public Health. The SNAP-Ed program is intended to provide nutrition education and obesity prevention to low-income households. To support this goal Health Services Agency (HSA) and Community Services Agency (CSA) will conduct county-wide nutrition education interventions to eligible families as described in their respective plans. Key components of this public health nutrition campaign will include information about the 2010 Dietary Guidelines and the importance of increasing fruit and vegetable consumption along with physical activity to improve overall health in the SNAP-Ed eligible population. HSA will request approval from the Board of Supervisor's in a separate agenda item.

On December 15, 2011 CSA received approval from the California Department of Social Services (CDSS) to implement the Agency's plan to contract with local Community Based Organizations (CBOs) and the Area Agency on Aging to provide nutrition education and CalFresh information to targeted groups of individuals. Those targeted include: people currently receiving public assistance; individuals eligible for CalFresh/SNAP, and geographic areas of the County with large percentages of obesity and poverty. The CBOs will implement community nutrition interventions and educate the target groups about healthier choices on a limited budget specific to the USDA SNAP Ed Plan Guidance for Counties. Both CSA and HSA will provide oversight and technical assistance for the organizations on the SNAP-Ed program.

The Agency will amend agreements with four (4) participating Community Based Organizations and establish one new agreement with the Area Agency on Aging through September 30, 2012 as follows:

Approval for the Community Services Agency to participate with Health Services Agency to Expand the Supplemental Nutrition Assistance Program Education (SNAP-Ed) 2 Year Pilot in Stanislaus County and Approval of the Agreement Amendments with Sierra Vista Child and Family Services, Catholic Charities, Center for Human Services and Stanislaus Literacy Center for SNAP-Ed Services.

Page 3

- ◆ Sierra Vista Child and Family Services - \$95,557
- ◆ Catholic Charities - \$99,433
- ◆ Center for Human Services - \$95,556
- ◆ Stanislaus Literacy Center - \$19,400
- ◆ Area Agency on Aging - \$ 29,554

The Department will evaluate the agreements through the annual contract renewal process for Fiscal Year 2012-2013 to establish ongoing services for the remainder of the 2 Year pilot.

Providing Supplemental Nutrition Assistance Program Education (SNAP-Ed) in Stanislaus County will assist low income residents to improve their nutrition knowledge and make healthy food choices within a limited budget. Given Stanislaus County's 62.9% obesity rate, these education activities could provide the impetus for customers on CalFresh to better their overall health and purchasing habits. This is a benefit for the community as a whole, as improved health lowers costs of medical services and contributes to community well-being.

It is recommended that the Board approve the Community Services Agency participation with Health Services Agency Public Health Department for Expansion of the Supplemental Nutrition Assistance Program Education (SNAP-Ed) 2 Year Pilot Program in Stanislaus County.

As required by the Board of Supervisors on March 22, 2011, Attachment 1 includes those agreements where cumulative compensation paid exceeds \$100,000 in a three-year review beginning July 1, 2009 through June 30, 2012. CSA will identify any amendments to the Fiscal Year 2011-2012 agreements in future quarterly reports to the Board of Supervisors.

POLICY ISSUES:

Approval for the Community Services Agency to participate with Health Services Agency Public Health Department to Expand the Supplemental Nutrition Assistance Program Education (SNAP-Ed) 2 Year Pilot Program in Stanislaus County supports the Board's priority of A Healthy Community by helping CalFresh customers and their families make nutritional choices to improve their health and well being.

STAFFING ISSUES:

Existing Community Services Agency staff are available to support the Supplemental Nutrition Assistance Program Education (SNAP-Ed) 2 Year Pilot Program.

CONTACT PERSON:

Christine C. Applegate, Director 558-2500

Database
Balance Type
Data Access Set

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 Budget
 County of Stanislaus

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Ledger
Budget
Category
Source
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Period
Batch Name
Journal Name
Journal Description
Journal Reference
Organization
Chart Of Accounts

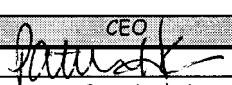
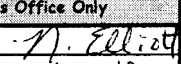
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Totals: 233333 233333
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Explanation: SNAP ED Board Item

Requesting Department		Data Entry		Auditors Office Only	
Karla Garcia Prepared by 12/21/2011 Date		 Supervisor's Approval 1/17/12 Date		Karla Garcia Keyed by 12/21/2011 Date	
				 Prepared By 1/18/12 Date	

COUNTY OF STANISLAUS
COMMUNITY SERVICES AGENCY
AGREEMENT TO PROVIDE
CALFRESH OUTREACH AND ENROLLMENT SERVICES
JANUARY 1, 2011 THROUGH JUNE 30, 2012
AND
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION
JANUARY 1, 2012 THROUGH SEPTEMBER 30, 2012

It is hereby mutually agreed between the County of Stanislaus, Community Services Agency, (hereinafter referred to as "County") and SIERRA VISTA CHILD & FAMILY SERVICES, (hereinafter referred to as "Contractor") that the Agreement entered into on January 1, 2011, for the purpose of providing CalFresh outreach and enrollment services hereby amended as follows:

WHEREAS the need for additional services is required; and

WHEREAS the need for additional services requires additional funds; and

Whereas Paragraph 18 AMENDMENT provides for the amendment of the Agreement by mutual written consent of the parties.

FIRST: EXHIBIT A is hereby deleted and replaced with EXHIBIT D.

SECOND: EXHIBIT B is hereby deleted and replaced with EXHIBIT E.

THIRD: All references to this Agreement terminating on June 30, 2012, are hereby deleted and replaced with September 30, 2012.

All other terms and conditions of the Agreement shall remain in full force and effect.

//

This Agreement has been signed by the parties or their duly authorized representatives to become effective as of the date referenced on the first page.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate on the day and year first hereinabove written.

COUNTY OF STANISLAUS

**SIERRA VISTA
CHILD & FAMILY SERVICES**

By: 
Keith D. Boggs

By: 

Title: Deputy Executive Officer
GSA Director/Purchasing Agent

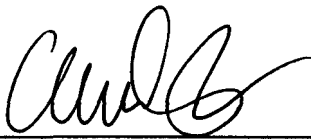
Title: Exec. Director

Dated: 2-1-12

Dated: 1-9-12

**APPROVED AS TO FORM:
COUNTY COUNSEL
JOHN P. DOERING**

**APPROVED AS TO CONTENT:
COUNTY OF STANISLAUS
COMMUNITY SERVICES AGENCY**

By: 

By: 
Christine C. Applegate

Title: Deputy County Counsel

Title: Director

Dated: 12/23/11

Dated: 1/27/12

COUNTY OF STANISLAUS

Approved per BOS Item #: 2012-028

Dated: 1/24/12

**SIERRA VISTA CHILD & FAMILY SERVICES
AGREEMENT TO PROVIDE
CALFRESH OUTREACH AND ENROLLMENT SERVICES
JANUARY 1, 2011 THROUGH JUNE 30, 2012
AND
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION
JANUARY 1, 2012 THROUGH SEPTEMBER 30, 2012**

I. SCOPE OF WORK:

CALFRESH OUTREACH AND ENROLLMENT SERVICES

- A. Contractor shall provide the following in both English and Spanish to residents of Stanislaus County:
1. Perform outreach activities inform residents of Stanislaus County of the eligibility requirements for the Federal Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp Program.
 2. Assist with completing applications, quarterly reports and annual redeterminations for the Federal SNAP Program.
 3. Promote nutrition information and educating families about healthy food choices leading to improved health outcomes for children.
 4. Contractor shall attend the following meetings:
 - Children and Families Commission Quarterly Meeting
 - StanWORKs' Advisory Committee Quarterly Meeting
- B. County shall provide CalFresh Eligibility Training to Contractor.

SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM EDUCATION

- C. Contractor shall provide the following in both English and Spanish to the residents of Stanislaus County that meet 185% of the federal poverty level:
1. Education to food benefit eligible customers to eat a healthy diet on limited food budget using food benefits and manage their food resources
 2. Healthy nutrition education classes and workshops to all age groups
 3. Healthy nutrition education to individuals
 4. Curriculum must be reviewed and approved by CSA staff
- D. Contractor shall attend the following meetings:
- CNAP monthly meeting 2nd Thursday of the month
 - CSA SNAP Education Quarterly Meeting

II. COMPENSATION:

Contractor shall be compensated for the services provided under this Agreement as follows:

A. Costs:

1. The maximum amount of this Agreement for the period January 1, 2011, through September 30, 2012, shall not exceed \$511,064.
 - The maximum amount for CalFresh Enrollment and Outreach Services for the period January 1, 2011, through June 30, 2012, shall not exceed \$415,507.
 - The maximum amount for SNAP Education for the period January 1, 2012, through September 30, 2012, shall not exceed \$95,557.
2. This is a cost reimbursement Agreement. Contractor shall not expend any funds provided pursuant to this Agreement except as expressly authorized in EXHIBIT E, which is hereby incorporated by reference and made a part hereof, or as the budget is thereafter amended or obligated.

B. Contractor shall make no charge to the recipient and shall collect no share of cost.

C. This Agreement shall be effective January 1, 2011, through September 30, 2012.

D. Contractor agrees that the costs to be charged to County for contracted services for the term of this Agreement includes all allowable Contractor costs, both indirect and direct, relative to this Agreement.

E. Costs must conform with Federal costs regulation: OMB Circular A-87, A Guide for State and Local Government Agencies, 48 CFR, Part 31, Subpart 31.2 (for profit agencies), and OMB Circular A-122 (for nonprofit agencies). All equipment purchased by Contractor must be depreciated in accordance with 45 CFR 95.705. All equipment, materials, supplies or property of any kind purchased from funds reimbursed or furnished by County under the terms of this Agreement shall be fully consumed or aged out in the course of the Agreement/program. County reserves the right to physically reclaim any/all such property at the conclusion of the Agreement in accordance with 45 Code of Federal Regulations, Part 74, Administration of Grants.

F. County shall not be required to purchase any definite amount of services nor does County guarantee to Contractor any minimum amount of funds or hours.

G. Billings:

1. Contractor shall submit billings, in a County specified format, within twenty (20) days following the end of service month, for **January 2011 through April 2011 services. Billings for service months of May and June 2011 are as follows:**

May 2011 is due June 7, 2011

June 2011 is due June 14, 2011

2. Contractor shall submit billing, in a County specified format, within twenty (20) days following the end of service month, for **July 2011 through April 2012 services**. **Billings for the service months of May and June 2012 are as follows:**

May 2012 is due June 7, 2012

June 2012 is due June 15, 2012

3. Contractor shall submit billing, in a County specified format, within twenty (20) days following the end of service month, for **July 2012 through August 2012 services**. **Billings for the service month of September 2012 is as follows:**

September 2012 is due September 14, 2012

Billing requirements are subject to change and the Contractor will be notified in writing.

4. Billings will be submitted to:

Stanislaus County Community Services Agency
Attention: Accounts Payable Supervisor, F3A
P.O. Box 42
Modesto, CA 95353-0042
(209) 558-2217

5. Supporting documentation shall accompany each invoice: copies of employee time studies/time cards documenting actual time dedicated to these Agreement services, supporting payroll and fringe benefit journals, copies receipts/invoices of all Contractor operational costs billed to this Agreement. Monthly invoices shall include the unduplicated number of clients served by age as follows:

Clients served in the month of _____
0-5 _____ Over 5 _____

H. Payments:

1. If the conditions set forth in this Agreement are met County shall pay, on or before the thirtieth (30th) day after receipt of the billing, the sum of money claimed by the approved billings, (less any credit due County for adjustments of prior billing). If the conditions are not met, County shall pay when the necessary processing is completed.
2. County will not pay for unauthorized services rendered by Contractor or for the claimed services which County monitoring shows have not been provided as authorized.
3. Payment for travel must be in accordance with County Travel Policy located at <http://www.stancounty.com/auditor/internal-audit-division.shtm>.
4. County retains the right to withhold payment on disputed claims.

5. Final payment under Agreement may be held until a termination audit is completed or until receipt of Contractor's annual narrative report.

III. REPORTING:

In addition to monthly invoice Contractor shall submit reports or other data as required by County including, but not limited to:

CALFRESH ENROLLMENT AND OUTREACH

A. QUARTERLY

1. SCOARRS – Contractor shall submit the SCOARRS, EXHIBIT C, to County
All quarterly forms (reports) shall be due according to the following schedule:

Year 1:

- Quarter 3 (January – March): April 22, 2011
- Quarter 4 (April – June): July 22, 2011

Year 2:

- Quarter 1 (July – September): October 21, 2011
- Quarter 2 (October – December): January 20, 2012
- Quarter 3 (January – March): April 20, 2012
- Quarter 4 (April – June): July 20, 2012

*Note: The Indicator column numbers should only include children 0-5 years of age served. The Narrative column numbers should only include children over 5 years of age and adults served.

2. Contractor shall enter data into a CFC approved database (currently PEDS) a minimum of once a quarter, due according to the following schedule:

Year 1:

- Quarter 3 (January – March): April 22, 2011
- Quarter 4 (April – June): July 22, 2011

Year 2:

- Quarter 1 (July – September): October 21, 2011
- Quarter 2 (October – December): January 20, 2012
- Quarter 3 (January – March): April 20, 2012
- Quarter 4 (April – June): July 20, 2012

3. Receipt of the reports is required in order to make payment to Contractor. County shall provide the Contractor with the forms via email and/or hard copy.
4. Contractor shall have a representative attend all quarterly CSA StanWORKS Advisory meetings.

B. ANNUAL

1. Contractor shall submit to County Program Monitor an annual report in the format provided by County, which shall include the following:
 - a. Leveraging
 - b. Linkages/collaboration
 - c. Best practices/evidence-based practices
 - d. Cultural proficiency
 - e. Community feedback
 - f. Evaluation capacity
 - g. Response to prior evaluation recommendations
 - h. Contract compliance issues
 - i. Financial management
 - j. Outcomes/results
2. Result of Contractor Customer Satisfaction Survey – Contractor shall develop and conduct customer satisfaction surveys during the 2nd and 4th quarter of each fiscal year and submit a summary report of the results of the Contractor's Customer Satisfaction Survey.

C. Contractor shall submit all reporting via email to the following:

Sysvanh Kabkeo at: KABKEOS@stancounty.com
and CSAReport@stancounty.com

D. County shall notify Contractor of any form and/or submittal procedure changes.

SNAP EDUCATION

- E. Annual Narrative Report due date and format shall be determined at a later date and mutually agreed upon by Contractor and County, within ninety (90) days of execution of Agreement.
- F. Annual Statistical Report due date and format shall be determined at a later date and mutually agreed upon by Contractor and County, within ninety (90) days of execution of Agreement.

IV. MONITORING:

- A. Contractor shall participate in site visits.

- B. Contractor shall meet periodically with County representatives upon reasonable request of the County to discuss, review and evaluate program activities as required in the awarded contract.
- C. Contractor shall assist in the monitoring and evaluation of the program according to the scope of work, SCOARRS and through the use of County approved evaluation instruments and process.

SIERRA VISTA CHILD & FAMILY SERVICES
AGREEMENT TO PROVIDE
CALFRESH OUTREACH AND ENROLLMENT SERVICES
JANUARY 1, 2011 THOUGH JUNE 30, 2012
AND
SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM EDUCATION
JANUARY 1, 2012 THOUGH SEPTMEBER 30, 2012
AGREEMENT BUDGET

CALFRESH OUTREACH AND ENROLLMENT SERVICES
JANUARY 1, 2011 THOUGH JUNE 30, 2012

<u>BUDGET CATEGORY</u>	<u>TOTAL</u>
Personal Services	
Salaries	\$241,524
Fringe Benefits (Invoice actual employer paid only)	53,135
Total Personal	\$294,659
Operating Expenses	\$91,382
Sub-Contract	\$0
Indirect (10% of Salaries & Benefits)	\$29,466
Total Costs	<u>\$415,507</u>

SIERRA VISTA CHILD & FAMILY SERVICES
 AGREEMENT TO PROVIDE
 CALFRESH OUTREACH AND ENROLLMENT SERVICES
 JANUARY 1, 2011 THROUGH JUNE 30, 2012
 AND
 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION
 JANUARY 1, 2012 THROUGH SEPTEMBER 30, 2012

SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM EDUCATION
JANUARY 1, 2012 THOUGH SEPTEMBER 30, 2012

<u>BUDGET CATEGORY</u>	<u>TOTAL</u>
Personal Services	
Salaries	\$48,393
Fringe Benefits (Invoice actual employer paid only)	8,078
Total Personal	\$56,471
Operating Expenses	\$10,123
Sub-Contract	\$16,500
Indirect (10% of Salaries & Benefits)	\$12,463
Total Costs	<u>\$95,557</u>

SIERRA VISTA CHILD & FAMILY SERVICES
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 JANUARY 1, 2011 THROUGH JUNE 30, 2012
 AND
 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION
 JANUARY 1, 2012 THROUGH SEPTEMBER 30, 2012

CALFRESH OUTREACH AND ENROLLMENT SERVICES
JANUARY 1, 2011 THROUGH JUNE 30, 2011

<u>BUDGET CATEGORY</u>	<u>TOTAL</u>
Personal Services	
Salaries	\$79,769
Fringe Benefits (Invoice actual employer paid only)	17,549
Total Personal	\$97,318
Operating Expenses	\$31,670
Sub-Contract	\$0
Indirect (10% of Salaries & Benefits)	\$9,732
Total Costs	<u>\$138,720</u>

SIERRA VISTA CHILD & FAMILY SERVICES
 AGREEMENT TO PROVIDE
 CALFRESH OUTREACH AND ENROLLMENT SERVICES
 JANUARY 1, 2011 THROUGH JUNE 30, 2012
 AND
 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION
 JANUARY 1, 2012 THROUGH SEPTEMBER 30, 2012

CALFRESH OUTREACH AND ENROLLMENT SERVICES
JULY 1, 2011 THOUGH JUNE 30, 2012

<u>BUDGET CATEGORY</u>	<u>TOTAL</u>
Personal Services	
Salaries	\$161,755
Fringe Benefits (Invoice actual employer paid only)	35,586
Total Personal	\$197,341
Operating Expenses	\$59,712
Sub-Contract	\$0
Indirect (10% of Salaries & Benefits)	\$19,734
Total Costs	<u>\$276,787</u>

**COUNTY OF STANISLAUS
COMMUNITY SERVICES AGENCY
AGREEMENT TO PROVIDE
CALFRESH OUTREACH AND ENROLLMENT SERVICES
JANUARY 1, 2011 THROUGH JUNE 30, 2012
AND
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION
JANUARY 1, 2012 THROUGH SEPTEMBER 30, 2012**

It is hereby mutually agreed between the County of Stanislaus, Community Services Agency, (hereinafter referred to as "County") and CATHOLIC CHARITIES DIOCESE OF STOCKTON, (hereinafter referred to as "Contractor") that the Agreement entered into on January 1, 2011, for the purpose of providing CalFresh outreach and enrollment services hereby amended as follows:

WHEREAS the need for additional services is required; and

WHEREAS the need for additional services requires additional funds; and

Whereas Paragraph 18 AMENDMENT provides for the amendment of the Agreement by mutual written consent of the parties.

FIRST: EXHIBIT A is hereby deleted and replaced with EXHIBIT D.

SECOND: EXHIBIT B is hereby deleted and replaced with EXHIBIT E.

THIRD: All references to this Agreement terminating on June 30, 2012, are hereby deleted and replaced with September 30, 2012.

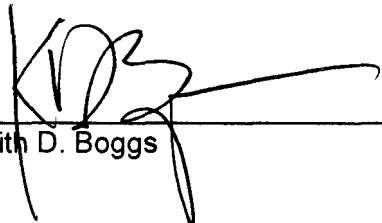
All other terms and conditions of the Agreement shall remain in full force and effect.

////////////////////////////////////

This Agreement has been signed by the parties or their duly authorized representatives to become effective as of the date referenced on the first page.


IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate on the day and year first hereinabove written.

COUNTY OF STANISLAUS

By: 
Keith D. Boggs
Title: Deputy Executive Officer
GSA Director/Purchasing Agent

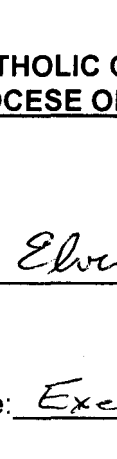
Dated: 2.1.12

CATHOLIC CHARITIES
DIOCESE OF STOCKTON

By: 
Title: Executive Director


Dated: 1-10-12

APPROVED AS TO FORM:
COUNTY COUNSEL
JOHN P. DOERING

By: 
Title: Deputy County Counsel

Dated: 12/23/11

APPROVED AS TO CONTENT:
COUNTY OF STANISLAUS
COMMUNITY SERVICES AGENCY

By: 
Christine C. Applegate
Title: Director

Dated: 1/27/12

COUNTY OF STANISLAUS

Approved per BOS Item #: 2012-028
Dated: 1/24/12

**CATHOLIC CHARITIES DIOCESE OF STOCKTON
AGREEMENT TO PROVIDE
CALFRESH OUTREACH AND ENROLLMENT SERVICES
JANUARY 1, 2011 THROUGH JUNE 30, 2012
AND
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION
JANUARY 1, 2012 THROUGH SEPTEMBER 30, 2012**

I. SCOPE OF WORK:

CALFRESH OUTREACH AND ENROLLMENT SERVICES

- A. Contractor shall provide the following in both English and Spanish to residents of Stanislaus County:
1. Perform outreach activities inform residents of Stanislaus County of the eligibility requirements for the Federal Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp Program.
 2. Assist with completing applications, quarterly reports and annual redeterminations for the Federal SNAP Program.
 3. Promote nutrition information and educating families about healthy food choices leading to improved health outcomes for children.
 4. Contractor shall attend the following meetings:
 - Children and Families Commission Quarterly Meeting
 - StanWORKs' Advisory Committee Quarterly Meeting
- B. County shall provide CalFresh Eligibility Training to Contractor.

SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM EDUCATION

- C. Contractor shall provide the following in both English and Spanish to the residents of Stanislaus County that meet 185% of the federal poverty level:
1. Education to food benefit eligible customers to eat a healthy diet on limited food budget using food benefits and manage their food resources.
 2. Healthy nutrition education series to students and parents in after school or pre-school settings
 3. Healthy nutrition education to seniors
 4. Healthy nutrition education to individuals
 5. Curriculum must be reviewed and approved by CSA staff

D. Contractor shall attend the following meetings:

- CNAP monthly meeting 2nd Thursday of the month
- CSA SNAP Education Quarterly Meeting

II. INSURANCE:

County shall waive the Contractor's use of a California admitted insurance company with a Best's Key Rating Guide rating of at least A-II Insurance requirement set forth in Section 7.8 of the body of this Agreement.

III. COMPENSATION:

Contractor shall be compensated for the services provided under this Agreement as follows:

A. Costs:

1. The maximum amount of this Agreement for the period January 1, 2011, through September 30, 2012, shall not exceed \$213,539.
 - The maximum amount for CalFresh Enrollment and Outreach Services for the period January 1, 2011, through June 30, 2012, shall not exceed \$114,105.
 - The maximum amount for SNAP Education for the period January 1, 2012, through September 30, 2012, shall not exceed \$99,434
2. This is a cost reimbursement Agreement. Contractor shall not expend any funds provided pursuant to this Agreement except as expressly authorized in EXHIBIT E, which is hereby incorporated by reference and made a part hereof, or as the budget is thereafter amended or obligated.

B. Contractor shall make no charge to the recipient and shall collect no share of cost.

C. This Agreement shall be effective January 1, 2011, through September 30, 2012.

D. Contractor agrees that the costs to be charged to County for contracted services for the term of this Agreement includes all allowable Contractor costs, both indirect and direct, relative to this Agreement.

E. Costs must conform with Federal costs regulation: OMB Circular A-87, A Guide for State and Local Government Agencies, 48 CFR, Part 31, Subpart 31.2 (for profit agencies), and OMB Circular A-122 (for nonprofit agencies). All equipment purchased by Contractor must be depreciated in accordance with 45 CFR 95.705. All equipment, materials, supplies or property of any kind purchased from funds reimbursed or furnished by County under the terms of this Agreement shall be fully consumed or aged out in the course of the Agreement/program. County reserves the right to physically reclaim any/all such property at the conclusion of the Agreement in accordance with 45 Code of Federal Regulations, Part 74, Administration of Grants.

F. County shall not be required to purchase any definite amount of services nor does County guarantee to Contractor any minimum amount of funds or hours.

G. Billings:

1. Contractor shall submit billings, in a County specified format, within twenty (20) days following the end of service month, for **January 2011 through April 2011 services. Billings for service months of May and June 2011 are as follows:**

**May 2011 is due June 7, 2011
June 2011 is due June 14, 2011**

2. Contractor shall submit billing, in a County specified format, within twenty (20) days following the end of service month, for **July 2011 through April 2012 services. Billings for the service months of May and June 2012 are as follows:**

**May 2012 is due June 7, 2012
June 2012 is due June 15, 2012**

3. Contractor shall submit billing, in a County specified format, within twenty (20) days following the end of service month, for **July 2012 through August 2012 services. Billings for the service month of September 2012 is as follows:**

September 2012 is due September 14, 2012

Billing requirements are subject to change and the Contractor will be notified in writing.

4. Billings will be submitted to:

Stanislaus County Community Services Agency
Attention: Accounts Payable Supervisor, F3A
P.O. Box 42
Modesto, CA 95353-0042
(209) 558-2217

5. Supporting documentation shall accompany each invoice: copies of employee time studies/time cards documenting actual time dedicated to these Agreement services, supporting payroll and fringe benefit journals, copies receipts/invoices of all Contractor operational costs billed to this Agreement. Monthly invoices shall include the unduplicated number of clients served by age as follows:

Clients served in the month of _____
0-5 _____ Over 5 _____

H. Payments:

1. If the conditions set forth in this Agreement are met County shall pay, on or before the thirtieth (30th) day after receipt of the billing, the sum of money claimed by the approved billings, (less any credit due County for adjustments of prior billing).

If the conditions are not met, County shall pay when the necessary processing is completed.

2. County will not pay for unauthorized services rendered by Contractor or for the claimed services which County monitoring shows have not been provided as authorized.
3. Payment for travel must be in accordance with County Travel Policy located at <http://www.stancounty.com/auditor/internal-audit-division.shtm>.
4. County retains the right to withhold payment on disputed claims.
5. Final payment under Agreement may be held until a termination audit is completed or until receipt of Contractor's annual narrative report.

IV. REPORTING:

In addition to monthly invoice Contractor shall submit reports or other data as required by County including, but not limited to:

CALFRESH ENROLLMENT AND OUTREACH

A. QUARTERLY

1. SCOARRS – Contractor shall submit the SCOARRS, EXHIBIT C, to County. All quarterly forms (reports) shall be due according to the following schedule:

Year 1:

- Quarter 3 (January – March): April 22, 2011
- Quarter 4 (April – June): July 22, 2011

Year 2:

- Quarter 1 (July – September): October 21, 2011
- Quarter 2 (October – December): January 20, 2012
- Quarter 3 (January – March): April 20, 2012
- Quarter 4 (April – June): July 20, 2012

*Note: The Indicator column numbers should only include children 0-5 years of age served. The Narrative column numbers should only include children over 5 years of age and adults served.

2. Contractor shall enter data into a CFC approved database (currently PEDS) a minimum of once a quarter, due according to the following schedule:

Year 1:

- Quarter 3 (January – March): April 22, 2011
- Quarter 4 (April – June): July 22, 2011

Year 2:

- Quarter 1 (July – September): October 21, 2011
- Quarter 2 (October – December): January 20, 2012
- Quarter 3 (January – March): April 20, 2012
- Quarter 4 (April – June): July 20, 2012

3. Receipt of the reports is required in order to make payment to Contractor. County shall provide the Contractor with the forms via email and/or hard copy.
4. Contractor shall have a representative attend all quarterly CSA StanWORKs Advisory meetings.

B. ANNUAL

1. Contractor shall submit to County Program Monitor an annual report in the format provided by County, which shall include the following:
 - a. Leveraging
 - b. Linkages/collaboration
 - c. Best practices/evidence-based practices
 - d. Cultural proficiency
 - e. Community feedback
 - f. Evaluation capacity
 - g. Response to prior evaluation recommendations
 - h. Contract compliance issues
 - i. Financial management
 - j. Outcomes/results
2. Result of Contractor Customer Satisfaction Survey – Contractor shall develop and conduct customer satisfaction surveys during the 2nd and 4th quarter of each fiscal year and submit a summary report of the results of the Contractor's Customer Satisfaction Survey.

C. Contractor shall submit all reporting via email to the following:

Sysvanh Kabkeo at: KABKEOS@stancounty.com
and CSAReport@stancounty.com

D. County shall notify Contractor of any form and/or submittal procedure changes.

SNAP EDUCATION

- E. Annual Narrative Report due date and format shall be determined at a later date and mutually agreed upon by Contractor and County, within ninety (90) days of execution of Agreement.

- F. Annual Statistical Report due date and format shall be determined at a later date and mutually agreed upon by Contractor and County, within ninety (90) days of execution of Agreement.

V. MONITORING:

- A. Contractor shall participate in site visits.
- B. Contractor shall meet periodically with County representatives upon reasonable request of the County to discuss, review and evaluate program activities as required in the awarded contract.
- C. Contractor shall assist in the monitoring and evaluation of the program according to the scope of work, SCOARRS and through the use of County approved evaluation instruments and process.

CATHOLIC CHARITIES DIOCESE OF STOCKTON
AGREEMENT TO PROVIDE
CALFRESH OUTREACH AND ENROLLMENT SERVICES
JANUARY 1, 2011 THROUGH JUNE 30, 2012
AND
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION
JANUARY 1, 2012 THROUGH SEPTEMBER 30, 2012
AGREEMENT BUDGET

CALFRESH OUTREACH AND ENROLLMENT SERVICES
JANUARY 1, 2011 THOUGH JUNE 30, 2012

<u>BUDGET CATEGORY</u>	<u>TOTAL</u>
Personal Services	
Salaries	\$ 62,403
Fringe Benefits (Invoice actual employer paid only)	23,402
Total Personal	\$85,805
Operating Expenses	\$28,300
Indirect (10% of Salaries & Benefits)	\$0
Total Costs	<u>\$114,105</u>

CATHOLIC CHARITIES DIOCESE OF STOCKTON
AGREEMENT TO PROVIDE
CALFRESH OUTREACH AND ENROLLMENT SERVICES
JANUARY 1, 2011 THROUGH JUNE 30, 2012
AND
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION
JANUARY 1, 2012 THROUGH SEPTEMBER 30, 2012
AGREEMENT BUDGET

SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM EDUCATION
JANUARY 1, 2012 THROUGH SEPTEMBER 30, 2012

<u>BUDGET CATEGORY</u>	<u>TOTAL</u>
Personal Services	
Salaries	\$ 56,921
Fringe Benefits	25,218
(Invoice actual employer paid only)	
Total Personal	\$82,139
Operating Expenses	\$17,295
Indirect	
(10% of Salaries & Benefits)	\$0
Total Costs	<u>\$99,434</u>

**CATHOLIC CHARITIES DIOCESE OF STOCKTON
 AGREEMENT TO PROVIDE
 CALFRESH OUTREACH AND ENROLLMENT SERVICES AND
 SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM EDUCATION
 JANUARY 1, 2011 THOUGH SEPTEMBER 30, 2012
 AGREEMENT BUDGET**

**CALFRESH OUTREACH AND ENROLLMENT
JANUARY 1, 2011 THOUGH JUNE 30, 2011**

<u>BUDGET CATEGORY</u>	<u>TOTAL</u>
Personal Services	
Salaries	\$20,393
Fringe Benefits (Invoice actual employer paid only)	7,648
Total Personal	\$28,041
Operating Expenses	\$8,480
Indirect (10% of Salaries & Benefits)	\$0
Total Costs	<u>\$36,521</u>

**CALFRESH OUTREACH AND ENROLLMENT SERVICES
JULY 1, 2011 THROUGH JUNE 30, 2012**

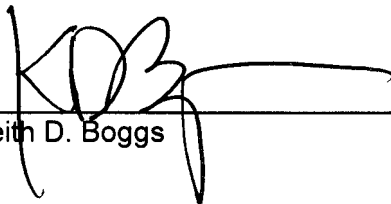
<u>BUDGET CATEGORY</u>	<u>TOTAL</u>
Personal Services	
Salaries	\$42,010
Fringe Benefits (Invoice actual employer paid only)	15,754
Total Personal	\$57,764
Operating Expenses	\$19,820
Indirect (10% of Salaries & Benefits)	\$0
Total Costs	<u>\$77,584</u>


This Agreement has been signed by the parties or their duly authorized representatives to become effective as of the date referenced on the first page.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate on the day and year first hereinabove written.

COUNTY OF STANISLAUS

CENTER FOR HUMAN SERVICES

By: 
Keith D. Boggs

By: 
Cindy Duenas

Title: Deputy Executive Officer
GSA Director/Purchasing Agent

Title: Executive Director

Dated: 2.1.12

Dated: 1/9/12

**APPROVED AS TO FORM:
COUNTY COUNSEL
JOHN P. DOERING**

**APPROVED AS TO CONTENT:
COUNTY OF STANISLAUS
COMMUNITY SERVICES AGENCY**

By: 

By: 
Christine C. Applegate

Title: Deputy County Counsel

Title: Director

Dated: 12/23/11

Dated: 1/27/12

COUNTY OF STANISLAUS

Approved per BOS Item #: 2012-028

Dated: 1/24/12

**CENTER FOR HUMAN SERVICES
AGREEMENT TO PROVIDE
CALFRESH OUTREACH AND ENROLLMENT SERVICES
JANUARY 1, 2011 THROUGH JUNE 30, 2012
AND
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION
JANUARY 1, 2012 THROUGH SEPTEMBER 30, 2012**

I. SCOPE OF WORK:

CALFRESH OUTREACH AND ENROLLMENT SERVICES

- A. Contractor shall provide the following in both English and Spanish to residents of Stanislaus County:
1. Perform outreach activities inform residents of Stanislaus County of the eligibility requirements for the Federal Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp Program.
 2. Assist with completing applications, quarterly reports and annual redeterminations for the Federal SNAP Program.
 3. Promote nutrition information and educating families about healthy food choices leading to improved health outcomes for children.
 4. Contractor shall attend the following meetings:
 - Children and Families Commission Quarterly Meeting
 - StanWORKs' Advisory Committee Quarterly Meeting
- B. County shall provide CalFresh Eligibility Training to Contractor.

SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM EDUCATION

- C. Contractor shall provide the following in both English and Spanish to the residents of Stanislaus County that meet 185% of the federal poverty level:
1. Education to food benefit eligible customers to eat a healthy diet on limited food budget using food benefits and manage their food resources
 2. Healthy nutrition education classes and workshops to all age groups
 3. Healthy nutrition education to individuals
 4. Curriculum must be reviewed and approved by CSA staff
- D. Contractor shall to attend the following meetings:
- CNAP monthly meeting 2nd Thursday of the month
 - CSA SNAP Education Quarterly Meeting

II. COMPENSATION:

Contractor shall be compensated for the services provided under this Agreement as follows:

A. Costs:

1. The maximum amount of this Agreement for the period January 1, 2011, through September 30, 2012, shall not exceed \$501,662.
 - The maximum amount for CalFresh Enrollment and Outreach Services for the period January 1, 2011, through June 30, 2012, shall not exceed \$406,105.
 - The maximum amount for SNAP Education for the period January 1, 2012, through September 30, 2012, shall not exceed \$95,557.
2. This is a cost reimbursement Agreement. Contractor shall not expend any funds provided pursuant to this Agreement except as expressly authorized in EXHIBIT E, which is hereby incorporated by reference and made a part hereof, or as the budget is thereafter amended or obligated.

B. Contractor shall make no charge to the recipient and shall collect no share of cost.

C. This Agreement shall be effective January 1, 2011, through September 30, 2012.

D. Contractor agrees that the costs to be charged to County for contracted services for the term of this Agreement includes all allowable Contractor costs, both indirect and direct, relative to this Agreement.

E. Costs must conform with Federal costs regulation: OMB Circular A-87, A Guide for State and Local Government Agencies, 48 CFR, Part 31, Subpart 31.2 (for profit agencies), and OMB Circular A-122 (for nonprofit agencies). All equipment purchased by Contractor must be depreciated in accordance with 45 CFR 95.705. All equipment, materials, supplies or property of any kind purchased from funds reimbursed or furnished by County under the terms of this Agreement shall be fully consumed or aged out in the course of the Agreement/program. County reserves the right to physically reclaim any/all such property at the conclusion of the Agreement in accordance with 45 Code of Federal Regulations, Part 74, Administration of Grants.

F. County shall not be required to purchase any definite amount of services nor does County guarantee to Contractor any minimum amount of funds or hours.

G. Billings:

1. Contractor shall submit billings, in a County specified format, within twenty (20) days following the end of service month, for **January 2011 through April 2011 services. Billings for service months of May and June 2011 are as follows:**

May 2011 is due June 7, 2011
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2. Contractor shall submit billing, in a County specified format, within twenty (20) days following the end of service month, for **July 2011 through April 2012 services. Billings for the service months of May and June 2012 are as follows:**

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September 2012 is due September 14, 2012

Billing requirements are subject to change and the Contractor will be notified in writing.

4. Billings will be submitted to:

Stanislaus County Community Services Agency
Attention: Accounts Payable Supervisor, F3A
P.O. Box 42
Modesto, CA 95353-0042
(209) 558-2217

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Clients served in the month of _____
0-5_____ Over 5_____

H. Payments:

1. If the conditions set forth in this Agreement are met County shall pay, on or before the thirtieth (30th) day after receipt of the billing, the sum of money claimed by the approved billings, (less any credit due County for adjustments of prior billing). If the conditions are not met, County shall pay when the necessary processing is completed.
2. County will not pay for unauthorized services rendered by Contractor or for the claimed services which County monitoring shows have not been provided as authorized.
3. Payment for travel must be in accordance with County Travel Policy located at <http://www.stancounty.com/auditor/internal-audit-division.shtm>.
4. County retains the right to withhold payment on disputed claims.

5. Final payment under Agreement may be held until a termination audit is completed or until receipt of Contractor's annual narrative report.

III. REPORTING:

In addition to monthly invoice Contractor shall submit reports or other data as required by County including, but not limited to:

CALFRESH ENROLLMENT AND OUTREACH

A. QUARTERLY

1. SCOARRS – Contractor shall submit the SCOARRS, EXHIBIT C, to County. All quarterly forms (reports) shall be due according to the following schedule:

Year 1:

- Quarter 3 (January – March): April 22, 2011
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Year 2:

- Quarter 1 (July – September): October 21, 2011
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*Note: The Indicator column numbers should only include children 0-5 years of age served. The Narrative column numbers should only include children over 5 years of age and adults served.

2. Contractor shall enter data into a CFC approved database (currently PEDS) a minimum of once a quarter, due according to the following schedule:

Year 1:

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- Quarter 1 (July – September): October 21, 2011
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- Quarter 3 (January – March): April 20, 2012
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3. Receipt of the reports is required in order to make payment to Contractor. County shall provide the Contractor with the forms via email and/or hard copy.
4. Contractor shall have a representative attend all quarterly CSA StanWORKs Advisory meetings.

B. ANNUAL

1. Contractor shall submit to County Program Monitor an annual report in the format provided by County, which shall include the following:
 - a. Leveraging
 - b. Linkages/collaboration
 - c. Best practices/evidence-based practices
 - d. Cultural proficiency
 - e. Community feedback
 - f. Evaluation capacity
 - g. Response to prior evaluation recommendations
 - h. Contract compliance issues
 - i. Financial management
 - j. Outcomes/results
2. Result of Contractor Customer Satisfaction Survey – Contractor shall develop and conduct customer satisfaction surveys during the 2nd and 4th quarter of each fiscal year and submit a summary report of the results of the Contractor's Customer Satisfaction Survey.

C. Contractor shall submit all reporting via email to the following:

Sysvanh Kabkeo at: KABKEOS@stancounty.com
and CSARReport@stancounty.com

D. County shall notify Contractor of any form and/or submittal procedure changes.

SNAP EDUCATION

- E. Annual Narrative Report due date and format shall be determined at a later date and mutually agreed upon by Contractor and County, within ninety (90) days of execution of Agreement.
- F. Annual Statistical Report due date and format shall be determined at a later date and mutually agreed upon by Contractor and County, within ninety (90) days of execution of Agreement.

IV. MONITORING:

- A. Contractor shall participate in site visits.

- B. Contractor shall meet periodically with County representatives upon reasonable request of the County to discuss, review and evaluate program activities as required in the awarded contract.
- C. Contractor shall assist in the monitoring and evaluation of the program according to the scope of work, SCOARRS and through the use of County approved evaluation instruments and process.

CENTER FOR HUMAN SERVICES
AGREEMENT TO PROVIDE
CALFRESH OUTREACH AND ENROLLMENT SERVICES
JANUARY 1, 2011 THROUGH JUNE 30, 2012
AND
SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM EDUCATION
JANUARY 1, 2012 THROUGH SEPTMEBER 30, 2012
AGREEMENT BUDGET

CALFRESH OUTREACH AND ENROLLMENT SERVICES
JANUARY 1, 2011 THOUGH JUNE 30, 2012

<u>BUDGET CATEGORY</u>	<u>TOTAL</u>
Personal Services	
Salaries	\$ 208,790
Fringe Benefits (Invoice actual employer paid only)	49,588
Total Personal	\$258,378
Operating Expenses	\$33,299
Sub-Contract (Aspiranet)	\$70,675
Indirect (15% Approved Federal Rate)	\$43,752
Total Costs	<u>\$406,104</u>

**CENTER FOR HUMAN SERVICES
 AGREEMENT TO PROVIDE
 CALFRESH OUTREACH AND ENROLLMENT SERVICES AND
 SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM EDUCATION
 JANUARY 1, 2011 THOUGH SEPTMEBER 30, 2012
 AGREEMENT BUDGET**

**SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM EDUCATION
 JANUARY 1, 2012 THOUGH SEPTEMBER 30, 2012**

<u>BUDGET CATEGORY</u>	<u>TOTAL</u>
Personal Services	
Salaries	\$56,602
Fringe Benefits (Invoice actual employer paid only)	\$13,471
Total Personal	\$70,073
Operating Expenses	\$13,019
Indirect (15% of Salaries & Benefits)	\$12,464
Total Costs	<u>\$95,556</u>

**CENTER FOR HUMAN SERVICES
 AGREEMENT TO PROVIDE
 CALFRESH OUTREACH AND ENROLLMENT SERVICES AND
 SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM EDUCATION
 JANUARY 1, 2011 THROUGH JUNE 30, 2011
 AGREEMENT BUDGET**

**CALFRESH OUTREACH AND ENROLLMENT SERVICES
 JANUARY 1, 2011 THROUGH JUNE 30, 2011**

<u>BUDGET CATEGORY</u>	<u>TOTAL</u>
Personal Services	
Salaries	\$69,597
Fringe Benefits (Invoice actual employer paid only)	\$16,529
Total Personal	\$86,126
Operating Expenses	\$15,500
Sub-Contract (Aspiranet)	\$23,722
Indirect (15% Approved Federal Rate)	\$15,244
Total Costs	<u>\$140,592</u>

**CENTER FOR HUMAN SERVICES
 AGREEMENT TO PROVIDE
 CALFRESH OUTREACH AND ENROLLMENT SERVICES AND
 SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM EDUCATION
 JULY 1, 2011 THROUGH JUNE 30, 2012
 AGREEMENT BUDGET**

**CALFRESH OUTREACH AND ENROLLMENT SERVICES
 JULY 1, 2011 THROUGH JUNE 30, 2012**

<u>BUDGET CATEGORY</u>	<u>TOTAL</u>
Personal Services	
Salaries	\$139,194
Fringe Benefits (Invoice actual employer paid only)	33,058
Total Personal	\$172,252
Operating Expenses	\$17,800
Sub-Contract (Aspiranet)	\$46,953
Indirect (15% Approved Federal Rate)	\$28,508
Total Costs	<u>\$265,513</u>

REQUEST FOR CONTRACT OR SERVICE PO

Handwritten initials: MCD, DTG

DATE REQUESTED: 12/01/11 REQUESTING PARTY: Sysvanh Kabkeo

DIVISION: StanWORKS DISTRICT #: V02 PHONE #: 8-2827 COURT ORDERED: No

SCOPE OF WORK: In a collaboration with the Stanislaus County Health Services Agency, to provide nutrition education services to CalFresh recipients and potentially eligible CalFresh customers or Stanislaus County residents whose monthly income is less than 185% federal poverty level.

RECIPIENTS (Case Name & Number): SNAP eligible residents of Stanislaus County

CONTRACT START & END DATES: 12/20/11-09/30/12

COST (DETAILED): \$95,557

FUNDING SOURCE: SNAP

CONTRACTOR: Center for Human Services

ENTITY (Individual, corp) Non Profit

CONTACT PERSON: Lori Shumacher

ADDRESS: 1700 McHenry Village Way Suite 11
Modesto, Ca 95350

PHONE NO: (209) 526-1476 ext. 143

FAX NO: _____

EMAIL ADDRESS: lschumacher@centerforhumanservices.org

ADDITIONAL COMMENTS: _____

ASSISTANT DIRECTOR APPROVAL: *[Signature]*
(Or Manager III)

ACCOUNTING SERVICES USE ONLY:

APPROVING INITIALS:	REVIEW DATE:	EXPENDITURE/ TRUST ACCOUNT:	PROGRAM NAME
<u><i>[Signature]</i></u>	<u>1/17/12</u>	<u>1631-45401-63474-1921-201</u>	<u>SNAP Ed</u>

COMMENTS: _____

BUDGETED IN FY 11/12? yes TO BE PD W/FED FUNDS? _____ NEED BOS APPROVAL? yes

CONTRACT yes SERVICE PO NO CONFIRMING PO no

Handwritten notes:
What is this for?
What is the other?
CWO/NOA/K...
box Comp...
SNAP Ed
Contracted Serv...
S...
S...

From: Dawn DeRossett
To: Radhika Narayan
CC: Pam Thompson
Date: 1/27/2012 1:41 PM
Subject: SNAP Ed Purchase Orders

Hi Radhika,

I am in the process of creating the Cover Sheets for the SNAP Ed amendments to the following contracts:

Catholic Charities
Center for Human Services
Sierra Vista Child & Family Services
Stanislaus Literacy Center

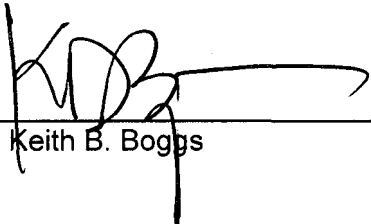
Please do not process any invoices for these contracts until the new lines are set up on the POs. (Do you have any that are set to pay currently?)

Thanks,
Dawn

This Agreement has been signed by the parties or their duly authorized representatives to become effective as of the date referenced on the first page.

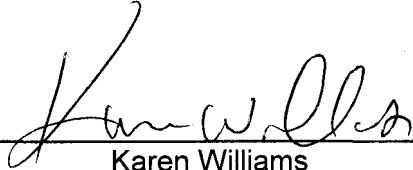
IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate on the day and year first hereinabove written.

COUNTY OF STANISLAUS

By: 
Keith B. Boggs
Title: Deputy Executive Officer
GSA Director/Purchasing Agent

Dated: 2.1.12

STANISLAUS LITERACY CENTER

By: 
Karen Williams
Title: Executive Director

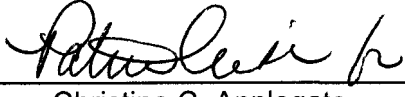
Dated: 1/23/12

**APPROVED AS TO FORM:
COUNTY COUNSEL
JOHN P. DOERING**

By: 
Title: Deputy County Counsel

Dated: 1/19/12

**APPROVED AS TO CONTENT:
COUNTY OF STANISLAUS
COMMUNITY SERVICES AGENCY**

By: 
Christine C. Applegate
Title: Director

Dated: 1/27/12

COUNTY OF STANISLAUS

Approved per BOS Item #: 2012-028
Dated: 1/24/12

**STANISLAUS LITERACY CENTER
AGREEMENT TO PROVIDE
LITERACY SERVICES
JULY 1, 2011 THROUGH JUNE 30, 2012
AND
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION
JANUARY 1, 2012 THROUGH SEPTEMBER 30, 2012**

I. SCOPE OF WORK:

LITERACY SERVICES

In collaboration with Stanislaus County Office of Education and Stanislaus County Library, Contractor shall provide testing, assessment, case management, reading classes, English as a Second Language (ESL) classes, math tutoring, literacy materials and instructional aides to serve approximately one hundred (100) Solutions Through Action Now Work Opportunity and Responsibility to Kids (StanWORKs) participants.

Contractor shall provide the following services for StanWORKs participants:

- A. Testing and assessment for StanWORKs participants needing additional skill development in order to succeed in their Welfare-to-Work activities.
- B. Case Management to assist in counseling and appropriate placement of each participant into a Stanislaus Literacy Center (SLC) program. The Contractor Case Manager shall also work to develop tutoring sites and tutors in outlying areas.
- C. A reading specialist to assess reading disabilities and to formulate strategies for improvement in students exhibiting special learning problems when identified on a case by case basis.
- D. A copy of the Literacy Case plan to the StanWORKs participant's County Family Service Specialist (FSS).
- E. A number of reading, ESL, and math classes at the ReadingWorks Center, 1230 13th Street Suites D & E, Modesto, CA; Salvation Army, Turlock Resource Center, 352 East Olive Avenue, Suite A, Turlock, CA; and in the branch libraries when enough students are available in a given city.
- F. Instructional aides to work with individuals in the reading, math and General Educational Development (GED) lab.
- G. Computer lab time for pre-GED education at the ReadingWorks Center at 1230 13th Street Suites A, D & E, Modesto, CA and Salvation Army, Turlock Resource Center, 352 East Olive Avenue, Suite A, Turlock, CA.
- H. Literacy materials for students, as needed.
- I. Monthly, or more frequently as requested, StanWORKs participant's progress report to County FSS.

- J. Contractor shall work with County FSS to coordinate the StanWORKs participant's literacy services with other required Welfare-to-Work activities.
- K. Weekly record of attendance to the County Supervisor and Manager Liaison.
- L. Releases from participant to use their success story and photo for future recruitments. The release shall indicate that the participant's photo and success story may be used for County staff presentations, newsletters, customer recruitment orientations, flyers and brochures as well as posted for general public display.
- M. Contractor shall be required to distribute County Customer Survey to all participants.
- N. Contractor shall assist County in accessing and utilizing funds available through the Temporary Aid to Needy Families (TANF) Emergency Contingency Fund [Section 403(c) of the Social Security Act] related to the purposes of subsidized employment and non-recurring special needs.
- O. Contractor, in partnership with County, shall develop measurement outcomes to be captured in performance tracking reports.
- P. Contractor shall meet bi-monthly or more frequently if needed with the County Supervisor and/or Manager Liaison to submit completed performance tracking reports and discuss program progress and service levels.
- Q. At the end of the Agreement Year, Contractor shall submit an annual narrative to the County Manager Liaison describing if the expected outcomes of the program were met, the current status of the program, accomplishments and/or successes beyond those outlined in the Scope of Work, and challenges experienced during the Agreement year.

SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM EDUCATION

- A. Contractor shall provide the following in both English and Spanish to the residents of Stanislaus County that meet 185% of the federal poverty level:
 - 1. Education to food benefit eligible customers to eat a healthy diet on limited food budget using food benefits and manage their food resources
 - 2. Healthy nutrition education series to students and parents in after school or pre-school settings
 - 3. Education to interpret food-packaging labels for healthy choices
 - 4. Education on the relationship between nutrition and good health
 - 5. Sources of loc cost healthy food in our community
 - 6. Curriculum must be reviewed and approved by CSA staff
- B. Contractor shall attend the following meetings:
 - CNAP monthly meeting 2nd Thursday of the month
 - CSA SNAP Education Quarterly Meeting

II. COMPENSATION:

Contractor shall be compensated for the services provided under this Agreement as follows:

A. Costs:

1. The maximum amount of this Agreement for the period July 1, 2011, through September 30, 2012, shall not exceed \$151,630.
 - The maximum amount for Literacy Services for the period July 1, 2011, through June 30, 2012, shall not exceed \$132,230.
 - The maximum amount for SNAP Education for the period January 1, 2012, through September 30, 2012, shall not exceed \$19,400.
2. This is a cost reimbursement Agreement. Contractor shall not expend any funds provided pursuant to this Agreement except as expressly authorized in EXHIBIT D, which is hereby incorporated by reference and made a part hereof, or as the budget is thereafter amended or obligated.

B. Contractor shall make no charge to the recipient and shall collect no share of cost.

C. This Agreement shall be effective July 1, 2011, through September 30, 2012.

D. Contractor agrees that the costs to be charged to County for contracted services for the term of this Agreement includes all allowable Contractor costs, both indirect and direct, relative to this Agreement.

E. Costs must conform with Federal costs regulation: OMB Circular A-87, A Guide for State and Local Government Agencies, 48 CFR, Part 31, Subpart 31.2 (for profit agencies), and OMB Circular A-122 (for nonprofit agencies). All equipment purchased by Contractor must be depreciated in accordance with 45 CFR 95.705. All equipment, materials, supplies or property of any kind purchased from funds reimbursed or furnished by County under the terms of this Agreement shall be fully consumed or aged out in the course of the Agreement/program. County reserves the right to physically reclaim any/all such property at the conclusion of the Agreement in accordance with 45 Code of Federal Regulations, Part 74, Administration of Grants.

F. County shall not be required to purchase any definite amount of services nor does County guarantee to Contractor any minimum amount of funds or hours.

G. Billings:

1. Contractor shall submit billings, in a County specified format, within twenty (20) days following the end of service month, for **January 2011 through April 2011 services. Billings for service months of May and June 2011 are as follows:**

May 2011 is due June 7, 2011
June 2011 is due June 14, 2011

2. Contractor shall submit billing, in a County specified format, within twenty (20) days following the end of service month, for **July 2011 through April 2012 services. Billings for the service months of May and June 2012 are as follows:**

**May 2012 is due June 7, 2012
June 2012 is due June 15, 2012**

3. Contractor shall submit billing, in a County specified format, within twenty (20) days following the end of service month, for **July 2012 through August 2012 services. Billings for the service month of September 2012 is as follows:**

September 2012 is due September 14, 2012

Billing requirements are subject to change and the Contractor will be notified in writing.

4. Billings will be submitted to:

Stanislaus County Community Services Agency
Attention: Accounts Payable Supervisor, F3A
P.O. Box 42
Modesto, CA 95353-0042
(209) 558-2217

5. Supporting documentation shall accompany each invoice: copies of employee time studies/time cards documenting actual time dedicated to these Agreement services, supporting payroll and fringe benefit journals, copies receipts/invoices of all Contractor operational costs billed to this Agreement:

H. **Payments:**

1. If the conditions set forth in this Agreement are met County shall pay, on or before the thirtieth (30th) day after receipt of the billing, the sum of money claimed by the approved billings, (less any credit due County for adjustments of prior billing). If the conditions are not met, County shall pay when the necessary processing is completed.
2. County will not pay for unauthorized services rendered by Contractor or for the claimed services which County monitoring shows have not been provided as authorized.
3. Payment for travel must be in accordance with County Travel Policy located at <http://www.stancounty.com/auditor/internal-audit-division.shtm>.
4. County retains the right to withhold payment on disputed claims.
5. Final payment under Agreement may be held until a termination audit is completed or until receipt of Contractor's annual narrative report.

III. REPORTING:

In addition to monthly invoice Contractor shall submit reports or other data as required by County including, but not limited to:

ANNUAL SNAP EDUCATION

- A. Annual Narrative Report due date and format shall be determined at a later date and mutually agreed upon by Contractor and County, within ninety (90) days of execution of Agreement.
- B. Annual Statistical Report due date and format shall be determined at a later date and mutually agreed upon by Contractor and County, within ninety (90) days of execution of Agreement.

**STANISLAUS LITERACY CENTER
AGREEMENT TO PROVIDE
LITERACY SERVICES
JULY 1, 2011 THROUGH JUNE 30, 2012
AND
SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM EDUCATION
JANUARY 1, 2012 THROUGH SEPTEMBER 30, 2012
AGREEMENT BUDGET**

**LITERACY SERVICES
JULY 1, 2011 THROUGH JUNE 30, 2012**

<u>BUDGET CATEGORY</u>	<u>TOTAL</u>
Personal Services	
Salaries	\$85,923
Fringe Benefits (Invoice actual employer paid only)	18,219
Total Personal	\$104,142
Operating Expenses	\$28,088
Total Costs	<u>\$132,230</u>

**SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM EDUCATION
JANUARY 1, 2012 THROUGH SEPTEMBER 30, 2012**

<u>BUDGET CATEGORY</u>	<u>TOTAL</u>
Personal Services	
Salaries	\$9,945
Fringe Benefits (Invoice actual employer paid only)	1,762
Total Personal	\$11,707
Operating Expenses	\$7,693
Indirect (10% of Salaries & Benefits)	\$0
Total Costs	<u>\$19,400</u>