

TULARE COUNTY AGREEMENT NO. \_\_\_\_\_

COUNTY OF TULARE  
HEALTH & HUMAN SERVICES AGENCY  
SERVICES AGREEMENT

---

THIS AGREEMENT ("Agreement") is entered into as of \_\_\_\_\_ between the COUNTY OF TULARE, a political subdivision of the State of California ("COUNTY"), and COMMUNITY SERVICES AND EMPLOYMENT TRAINING, INC., a California non-profit corporation ("CONTRACTOR"). COUNTY and CONTRACTOR are each a "Party" and together are the "Parties" to this Agreement, which is made with reference to the following:

- A. COUNTY wishes to join with CONTRACTOR to provide a comprehensive service for conducting job searches, appraisals, problem resolution of various employment barriers; and
- B. CONTRACTOR has the experience and qualifications to provide the services COUNTY requires pertaining to the TulareWORKs program; and
- C. CONTRACTOR is willing to enter into this Agreement with COUNTY upon the terms and conditions set forth herein.

THE PARTIES AGREE AS FOLLOWS:

1. **TERM:** This Agreement becomes effective as of October 1, 2019, and expires at 11:59 PM on September 30, 2020, unless earlier terminated as provided below, or unless the Parties extend the term by a written amendment to this Agreement.
2. **SERVICES:** See attached Exhibit A.
3. **PAYMENT FOR SERVICES:** See attached Exhibit B.
4. **INSURANCE:** Before approval of this Agreement by COUNTY, CONTRACTOR must file with the Clerk of the Board of Supervisors evidence of the required insurance as set forth in the attached Exhibit C.
5. **GENERAL AGREEMENT TERMS AND CONDITIONS:** COUNTY'S "General Agreement Terms and Conditions" are hereby incorporated by reference and made a part of this Agreement as if fully set forth herein. COUNTY'S "General Agreement Terms and Conditions" can be viewed at <http://tularecountycounsel.org/default/index.cfm/public-information/>
6. **ADDITIONAL EXHIBITS:** CONTRACTOR shall comply with the terms and conditions of the Exhibits listed below and identified with a checked box, which are by this reference made a part of this Agreement. Complete Exhibits D, E, F, G, G-1, and H can be viewed at <http://tularecountycounsel.org/default/index.cfm/public-information/>

**COUNTY OF TULARE  
 HEALTH & HUMAN SERVICES AGENCY  
 SERVICES AGREEMENT**

<input checked="" type="checkbox"/>	<b>Exhibit D</b>	Health Insurance Portability and Accountability Act (HIPAA) Business Associate Agreement
<input checked="" type="checkbox"/>	<b>Exhibit E</b>	Cultural Competence and Diversity
<input type="checkbox"/>	<b>Exhibit F</b>	Information Confidentiality and Security Requirements
<input type="checkbox"/>	<b>Exhibit G</b>	Contract Provider Disclosures <u>(Must be completed by Contractor and submitted to County prior to approval of agreement.)</u>
<input type="checkbox"/>	<b>Exhibit G1</b>	National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health and Health Care
<input checked="" type="checkbox"/>	<b>Exhibit H</b>	Additional terms and conditions for federally-funded contracts

**7. NOTICES:** (a) Except as may be otherwise required by law, any notice to be given must be written and must be either personally delivered, sent by facsimile transmission or sent by first class mail, postage prepaid and addressed as follows:

**COUNTY:**

CONTRACT UNIT  
 TULARE COUNTY HEALTH & HUMAN SERVICES  
 AGENCY  
 5957 S. Mooney Boulevard  
 Visalia, CA 93277  
 Phone No.: 559-624-8000  
 Fax No.: 559-737-4059

**With a Copy to:**

COUNTY ADMINISTRATIVE OFFICER  
 2800 W. Burrel Ave.  
 Visalia, CA 93291  
 Phone No.: 559-636-5005  
 Fax No.: 559- 733-6318

**CONTRACTOR:**

COMMUNITY SERVICES AND EMPLOYMENT TRAINING, INC.  
 312 N.W. 3rd Ave.  
 Visalia, CA 93291  
 Phone No.: 559-732-4194  
 Fax No.: 559-733-3971

(b) Notice personally delivered is effective when delivered. Notice sent by facsimile transmission is deemed to be received upon successful transmission. Notice sent by first class mail will be deemed received on the fifth calendar day after the date of mailing. Either Party may change the above address by giving written notice under this section.

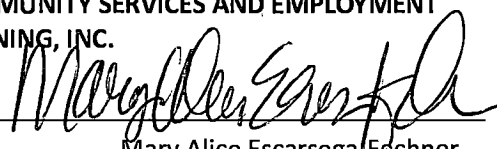
**8. AUTHORITY:** CONTRACTOR represents and warrants to COUNTY that the individual(s) signing this Agreement on its behalf are duly authorized and have legal capacity to sign this Agreement and bind CONTRACTOR to its terms. CONTRACTOR acknowledges that COUNTY has relied upon this representation and warranty in entering into this Agreement.

**COUNTY OF TULARE  
HEALTH & HUMAN SERVICES AGENCY  
SERVICES AGREEMENT**

**9. COUNTERPARTS:** The Parties may sign this Agreement in counterparts, each of which is an original and all of which taken together form one single document.

**THE PARTIES,** having read and considered the above provisions, indicate their agreement by their authorized signatures below.

Date: 9/5/2019

**COMMUNITY SERVICES AND EMPLOYMENT TRAINING, INC.**  
By   
Print Name Mary Alice Escarsega Fechner  
Title Executive Director

Date: \_\_\_\_\_  
By \_\_\_\_\_  
Print Name \_\_\_\_\_  
Title \_\_\_\_\_

[Pursuant to Corporations Code section 313, County policy requires that contracts with a **Corporation** be signed by both (1) the chairman of the Board of Directors, the president or any vice-president (or another officer having general, operational responsibilities), and (2) the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer (or another officer having recordkeeping or financial responsibilities), unless the contract is accompanied by a certified copy of a resolution of the corporation's Board of Directors authorizing the execution of the contract. Similarly, pursuant to California Corporations Code section 17703.01, County policy requires that contracts with a **Limited Liability Company** be signed by at least two managers, unless the contract is accompanied by a certified copy of the articles of organization stating that the LLC is managed by only one manager.]


**COUNTY OF TULARE**

Date: \_\_\_\_\_  
By \_\_\_\_\_  
Chairman, Board of Supervisors

ATTEST: JASON T. BRITT  
County Administrative Officer/Clerk of the Board  
of Supervisors of the County of Tulare

By \_\_\_\_\_  
Deputy Clerk

Approved as to Form  
County Counsel

By  9/13/19  
Deputy  
Matter # 20191504

COMMUNITY SERVICES EMPLOYMENT AND TRAINING (CSET)  
STATEMENT OF WORK  
October 1, 2019 THROUGH September 30, 2020

CONTRACTOR will provide the following services to all Welfare-to-Work (WTW) referred participants:

**Referrals:** CONTRACTOR shall accept all referrals from Tulare County Health and Human Services Agency (HHSa)/TulareWORKs (TW) District Offices. It is anticipated that priority will be given to job-ready participants who are near their CalWORKs 48 Month Time Clock and those identified on the Work Participation Rate (WPR) List.

**Intake:** Upon receipt of the HHSa/TW referral, CONTRACTOR staff will "register" the individual as a WTW participant.

**Outreach and Recruitment:** CONTRACTOR shall attend WTW Orientation sessions conducted at designated TulareWORKs District Offices at the discretion of HHSa/TW District Office management. An orientation schedule will be developed by HHSa/TW staff and given to the CONTRACTOR.

**Orientation:** CONTRACTOR staff shall provide program orientation and screen participants for appropriateness for WTW services through a brief initial assessment. This assessment provides a participant-centered evaluation of basic skills, education, work history, occupational skills, general employability, interests, aptitudes, and supportive service needs. A physical and electronic file is created and maintained containing all necessary program, right-to-work documentation as well as case notes.

**Initial Assessment:** An initial assessment will be conducted by CONTRACTOR on the first day of participant's attendance. CONTRACTOR can review an initial assessment, such as CASAS and other assessment information, as available from HHSa/TW. Additional information will be gathered through a combination of testing tools to include documentation provided by HHSa/TW.

**Enrollment:** The participant becomes enrolled into CONTRACTOR programs at the time the participant has completed their first week of participation with CONTRACTOR, within 5 days of referral from HHSa/TW.

**Participant Served:** An individual becomes a "participant served" at the point he/she is provided with WTW program services. These services will be documented in the Monthly Activity Form.

Participants that cannot be counted as a carryover into the new contract year include; termed participants; participants in unsubsidized employment/direct placement; participants that have not been placed or termed in the last six months.

**Expectations/Outcomes:** CONTRACTOR will ensure that each month at least 75% of the participants are meeting the required hours of participation as specified below.

**Monthly Participation Requirement: October 2019 to September 2020**

**FY 2019-2020**

	Carry In	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Enrollments:	75	100	125	150	175	200	225	250	275	300	325	350	373
Job Search:	75	100	125	150	175	200	225	250	275	300	325	350	373
Subsidized Employment:	40	60	80	90	106	123	140	157	174	191	208	224	240
Unsubsidized Employment:	0	75	94	113	131	150	169	188	206	225	244	263	280
Meeting WPR (75%):	56	75	94	113	131	150	169	188	206	225	244	263	280

TulareWORKs will refer a minimum of 520 referrals in FY 2019-2020.

Hours of Participation-The hours of participation required for a one-parent assistance unit (AU) with a child under age 6 is 22 hours per week, the requirement for a one-parent AU with no child under age 6 is 32 hours per week, and the requirement for a two-parent AU, is 38 hours per week.

CONTRACTOR shall submit participant monthly progress/attendance reports for all WTW participants served during the report month.

CONTRACTOR shall track all participant activity, including participants that obtain unsubsidized employment.

CONTRACTOR will submit an invoice/payment request in a format provided by HHS/TW that will include an itemized listing of all reimbursable expenses. In addition to the invoice, CONTRACTOR will provide a Monitoring Report, supplied by HHS/TW, with a listing of all WTW participants referred and or served during the month and which includes the following minimum information:

- The specific activity in which they are enrolled/participating.
- An indicator whether the participant met the required hours of participation.
- The enrollment date.
- The subsidized/unsubsidized employment site as applicable.
- Term date, reason for term, and follow up engagement efforts prior to termination.

**Monitoring and Monthly Invoices shall be submitted by the 10<sup>th</sup> of the month, following the month of service.**

The 1907 TW (Change in Circumstances Form) is a document which enables communication between CONTRACTOR staff and HHS/TW staff. A 1907 TW is to be submitted by CONTRACTOR within 48 hours whenever there has been a change in the participant's status. Some examples include but are not limited to:

- Participant's start date with the CONTRACTOR.
- Date participant returned to HHS/TW and the reason (s) why.
- Start date of any employment activity such as subsidized employment unsubsidized employment, unpaid work experience, and/or direct placement
- Average number of hours/week.
- Hourly Rate of pay.
- End date of employment or other activity and why.
- Efforts made to re-engage participant prior to termination due to lack of performance/participation and outcome.
- Start and stop dates for any other activities or workshops the CONTRACTOR offers.

CONTRACTOR records are to be maintained specifying when each participant, for whom hours were reported, became enrolled and began participation and when (if) his or her participation ended (due to activity ending, no longer participating, etc).

CONTRACTOR records are to be maintained showing how many hours per week each referred participant was scheduled to participate in activities.

CONTRACTOR shall provide case records for participants showing them referred and participating in that activity. If participants are assigned/enrolled for varying numbers of hours or scheduled times, each of their specific schedules and hours of weekly participation must be maintained and linked to individual participant case records.

CONTRACTOR shall notify the HHS/TW staff via the 1907 TW within 5 working days if a participant is not complying with the program activity.

CONTRACTOR shall provide monthly Activity Attendance Reports (form 1930 TW) to the HHS/TW staff. Form shall be submitted to HHS/TW by the 5<sup>th</sup> working day of the following month.

#### **Primary WTW Participant Activities:**

Of the 22 and/or 32 weekly participation hours, at least 20 hours must be in a primary WTW activity. Of the 38 weekly participation hours, at least 30 hours must be in a primary WTW activity, which includes:

- Unsubsidized employment.
- Subsidized private or public sector employment that leads to unsubsidized employment.
- Paid or Unpaid Work Experience. Fair Labor Standards Act calculation will apply.
- On-the-Job Training (OJT)-partial subsidy that leads towards unsubsidized employment.

- Vocational education and training as approved by HHSATW.
- Job search and job readiness.

**Secondary WTW Activities:**

The following activities may be allowed pending HHSATW approval. These activities include:

- Adult Basic Education (GED, ESL).
- Job skills training directly related to employment.
- Education directly related to employment.
- Mental Health treatment services.
- Satisfactory progress in secondary school or in a course of study leading to GED certificate.
- Substance abuse treatment.
- Domestic abuse services.

**Job Readiness/Job Search:** This training is a four-week course. However, placement may occur before the end of the four weeks. Weekly training will consist of fifteen hours of in-house, supervised training and up to twenty highly accountable supervised job search hours. During the in-house workshop, the participant will gain job search skills while at the same time learn about soft skills for employment. Curriculum shall include, but not be limited to, resume writing; interviewing techniques, leadership development (Challenge Course), sexual harassment, safety training, workplace ethics and other skills that will assist participants in finding and retaining employment and problem resolution of various employment barriers.

**Employment Activities:** The participants can take several paths to unsubsidized employment, as follows:

**Unpaid Work Experience:** Participants are placed in unpaid temporary positions in the public sector (community service). During this activity, participants will learn important job skills while continuing to seek unsubsidized employment. The CONTRACTOR acts as the employer in Community Service/Work Experience activities.

**Unsubsidized Job Placement:** Though the Subsidized Employment worksite may be considered a “transitional job” businesses are intended to retain participants in positions sufficient to meet work participation hours. This activity will maximize the employment emphasis of CSET strategy to serve HHSATW participants.

**Subsidized Employment:** Participants are placed in paid temporary positions in the public or private sector. CONTRACTOR intends to meet performance outcomes utilizing a combination of subsidized employment and work experience. Participants will be hired at the current California Minimum Wage. The positions will be subsidized for approximately 180 hours.

The expectation is for the employer to hire the subsidized employment participant into unsubsidized employment whenever possible.

**Unsubsidized Employment:** Participants will have secured employment after utilizing their subsidized training funds. CSET will monitor participant's progress for three months.

**Other Services Provided By CSET:**

- Referral for supportive services.
- Financial Literacy workshops.
- Assistance with energy or housing subsidies.

CONTRACTOR agrees to comply with all labor law requirements including the provisions of AB 1522 Sick Leave Act of 2014, as applicable to participants in subsidized and unsubsidized employment.

**Direct Placement:** Participants will have secured employment without utilizing subsidized funds. CSET will monitor participant's progress for three months.

CONTRACTOR shall monitor the job site to ensure that the participants are performing within the scope of the job as outlined in the site agreement and that the participants attain positive work habits.

**Job Retention and Support Services:** Supportive service payments for child care, transportation, and other ancillary expenses will be approved and provided by HHS/TW. If there is an urgent need for support services, other than child care, CONTRACTOR may approve and provide the service (i.e. bus passes, fingerprinting fees, drug testing fees, academic testing or licensing fees, uniforms, work related tools, interview clothing, special shoes, etc.). CONTRACTOR will be reimbursed for these costs through the monthly billing process with cost not to exceed budgeted amount. CONTRACTOR shall submit supporting documentation for any reimbursement requests for supportive services. CONTRACTOR will complete documentation that verifies participation for all requests for supportive services, such as: Activity Attendance Report, Travel Log, and Change in Circumstance 1907 TW.

**Case Management and In-depth Assessment:** Included in this category are case management efforts to provide outreach to eligible participants (i.e. existing Workplace Innovation and Opportunity Act (WIOA) participants). In-depth assessments will be necessary once a WTW participant has been served.

**Follow-Up Services/Retention Period:** Follow up with the participant must be conducted every thirty (30) days for three (3) months to verify the participant remains in unsubsidized and/or direct placement to report to HHS/TW via the monthly monitoring report.

CONTRACTOR shall notify HHS/TW via the 1907 TW if participants are not meeting WPR hours. At the end of three (3) months, CONTRACTOR shall stop reporting on these participants and terminate them from the monitoring report. CONTRACTOR shall also notify the Self Sufficiency Counselor (SSC) via the 1907 TW that the participant has been terminated by the CONTRACTOR.



**Reports:** CONTRACTOR shall provide reports and files as requested by HHS/TW to monitor the program activities.

**HHS/TW will assist with the following services:**

- Outreach and Recruitment.
- Eligibility determination.
- Intake: Information to determine eligibility for this program.

**Meetings:** Will be held with HHS/TW to discuss policy, procedures, and issues. Both parties agree to meet on an as-needed basis or at least quarterly, to go over program issues as necessary or to engage in a network setting to look at best practice options.

**CONFIDENTIALITY:** CONTRACTOR and its subcontractors shall safeguard all confidential information in accordance with Welfare and Institutions Code, Section 10850 and 45 CFR section 205.50, and shall inform its employees that violation of such statutory provisions may constitute a misdemeanor. No reports, information, documents or any other materials given to, or prepared by CONTRACTOR, or to which CONTRACTOR has access by way of this Agreement, shall be made available to any individual, or entity other than COUNTY, without the express prior written consent of the COUNTY.

**DISPLACEMENT CLAUSE:** CONTRACTOR agrees that no currently employed worker shall be displaced by any participant, including partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits.

- a. No participant shall be employed or job opening filled:
  - 1) When any other individual is on layoff from the same or any substantially equivalent job, or;
  - 2) When the employer has terminated any regular employee without cause or otherwise reduced its workforce with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized.

## CSET NEXT STEP (WELFARE TO WORK) BUDGET 10/19-9/20

Salaries	\$	441,200
Benefits	\$	145,770
Payroll Processing Fees	\$	8,383
Office Supplies	\$	10,087
Communications	\$	9,179
Building Costs	\$	68,426
Outreach / Advertising	\$	300
Printing Costs	\$	4,239
Mileage	\$	11,600
Staff Training	\$	3,000
General Liability	\$	5,166
<hr/>		
Operating SUBTOTAL	\$	707,350
Participant Wages	\$	385,200
FICA & Workers Comp	\$	53,928
Payroll Processing Fees	\$	7,319
Support Services	\$	100
<hr/>		
Participant SUBTOTAL	\$	446,547
ICR of 15.00%	\$	106,103
<b>GRAND TOTAL</b>	<b>\$</b>	<b>1,260,000</b>
<b>Estimated Job readiness expenditures subset of total</b>	<b>\$</b>	<b>1,071,000</b>

## EXHIBIT C

### NON-PROFESSIONAL SERVICES INSURANCE REQUIREMENTS

CONTRACTOR shall provide and maintain insurance for the duration of this Agreement against claims for injuries to persons and damage to property which may arise from, or in connection with, performance under the Agreement by the CONTRACTOR, his agents, representatives, employees and subcontractors, if applicable.

#### A. Minimum Scope & Limits of Insurance

1. Commercial General Liability coverage of \$1,000,000 on an occurrence basis, including products and completed operations, property damage, bodily injury and personal & advertising injury (occurrence Form CG 00 01). If a general aggregate applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit must be no less than \$2,000,000.
2. Insurance Services Office Form Number CA 00 01 covering Automobile Liability, (any auto) of no less than \$1,000,000 per accident for bodily injury and property damage. If an annual aggregate applies it must be no less than 2,000,000.
3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

#### B. Specific Provisions of the Certificate

1. If any of the required insurance is written on a claims made form, the retroactive date must be before the date of the contract or the beginning of the contract work and must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the contract work.
2. CONTRACTOR must submit endorsements to the General Liability reflecting the following provisions:
  - a. *The COUNTY OF TULARE, its officers, agents, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operation.*
  - b. *For any claims related to this project, the CONTRACTOR's insurance coverage shall be primary insurance as respects the COUNTY, its officers, agents, officials, employees and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, agents, officials, employees or volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.*
  - c. *Each insurance policy required by this agreement shall provide that coverage shall not be canceled, except with written notice to the COUNTY.*
  - d. *CONTRACTOR hereby grants to COUNTY a waiver of any right to subrogation which any insurer of the CONTRACTOR may acquire against the COUNTY by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the COUNTY has received a waiver of subrogation endorsement from the insurer.*

3. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the COUNTY for all work performed by the CONTRACTOR, its employees, agents and subcontractors. CONTRACTOR waives all rights against the COUNTY and its officers, agents, officials, employees and volunteers for recovery of damages to the extent these damages are covered by the workers compensation and employers liability.

C. Deductibles and Self-Insured Retentions

Deductibles and Self-insured retentions must be declared and any deductible or self-insured retention that exceeds \$100,000 will be reviewed by the COUNTY Risk Manager for approval.

D. Acceptability of Insurance

Insurance must be placed with insurers with a current rating given by A.M. Best and Company of no less than A:-VII and a Standard & Poor's rating (if rated) of at least BBB and from a company approved by the Department of Insurance to conduct business in California. Any waiver of these standards is subject to approval by the County Risk Manager.

E. Verification of Coverage

Prior to approval of this Agreement by the COUNTY, the CONTRACTOR shall file with the submitting department, certificates of insurance with original endorsements effecting coverage in a form acceptable to the COUNTY. Endorsements must be signed by persons authorized to bind coverage on behalf of the insurer. The COUNTY reserves the right to require certified copies of all required insurance policies at any time.

WAIVERS:

I represent and attest that I am a person authorized to make representations on behalf of the CONTRACTOR, and represent the following:

(mark X if applicable)

Automobile Exemption: I certify that \_\_\_\_\_ does not own nor use vehicles in the performance of the agreement for which this insurance requirement is attached.

Workers' Compensation Exemption: I certify that \_\_\_\_\_ is not required to carry workers' compensation coverage or has filed an exemption with the State of California as required by law.

I acknowledge and represent that we have met the insurance requirements listed above.

Print Name Mary Alice Escarsega-Fechner Date: 9/5/2019

Contractor Name Community Services & Employment Training, Inc.

Signature 