

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

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

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**THIS AGREEMENT** (“Agreement”) is entered into as of \_\_\_\_\_ between the **COUNTY OF TULARE**, a political subdivision of the State of California (“COUNTY”), and **KINGS VIEW CORPORATION, INC.**, a California 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 retain services of the CONTRACTOR to provide Porterville Wellness Center services as requested by the COUNTY; and
- B.** CONTRACTOR has the experience and qualifications to provide the services COUNTY requires pertaining to the COUNTY’S Mental Health 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 July 1, 2020 and expires at 11:59 PM on June 30, 2021 unless earlier terminated as provided below, or unless the Parties extend the term by a written amendment to this Agreement.
- 2. SERVICES:** See attached **Exhibits A, A-1**
- 3. PAYMENT FOR SERVICES:** See attached **Exhibits B, B-1, B-2**
- 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  
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<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 checked="" type="checkbox"/>	<b>Exhibit F</b>	Information Confidentiality and Security Requirements
<input checked="" 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 checked="" type="checkbox"/>	<b>Exhibit G1</b>	National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health and Health Care
<input type="checkbox"/>	<b>Exhibit H</b>	Additional terms and conditions for federally-funded contracts
<input type="checkbox"/>	<b>Exhibit ____</b>	[Insert name of any other exhibit needed and attach]

**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 pre-paid and addressed as follows:

**COUNTY:**

CONTRACT UNIT  
 TULARE COUNTY HEALTH & HUMAN SERVICES  
 AGENCY  
 5957 S. Mooney Blvd.  
 Visalia CA, 93277  
 Phone No.: 559-624-8000  
 Fax No.: 559-713-3718

**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:**

KINGS VIEW CORPORATION  
 P.O. BOX 28923  
 Fresno, CA 93723  
 Phone No.: 559-256-7601  
 Fax No.: 559-256-7611

(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  
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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.

**KINGS VIEW CORPORATION**

Date: 8/17/2020

By , CEC  
Print Name Amanda Nugent Divine  
Title Chief Executive Officer

Date: 8/17/2020

By   
Print Name Harry Parisi  
Title Interim Chief Financial Officer

[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 Allison K. Pierce 08/20/2020  
Deputy  
Matter # 2020625

**EXHIBIT A**  
**Scope of Services**  
**Fiscal Year 2020-2021**

**Contractor: Kings View Corporation**  
**Program: Porterville Wellness Center**

**I. DESCRIPTION OF SERVICES/INTENT AND GOALS:**

A. System-wide Program Intent and Goals

1. To develop a program tailored to transitional age youth (TAY) (ages 18-24 years), adults (ages 25-59 years) and older adults (ages 60+) with severe mental illness (SMI) and/or severe emotional disturbance (SED), that provides an array of wellness, recovery, and resiliency-focused supportive services, that are easily accessible, consumer-centered, and culturally competent.
2. To coordinate services with community-based organizations, public agencies, and learning institutions targeting unserved and/or underserved populations in Tulare County to provide an integrated array of wellness, recovery, and resiliency-focused services and reduce accessibility barriers that occur when individuals and families must navigate multiple agencies, programs, and access-procedures to receive services.
3. To reduce negative outcomes associated with severe and persistent mental illness, including, but not limited to: psychiatric hospitalization, involvement with juvenile justice system, school failure or dropout, homelessness and removal of children from their homes.

B. Description of Services

1. Mental Health treatment will not be provided on site at the Porterville Wellness Center (CENTER). Kings View Corporation (CONTRACTOR) will focus on the following wellness, recovery, and resiliency-focused activities at the CENTER.
  - a) Peer-driven support and education, opportunities for socialization, volunteer opportunities, stigma reduction, and support group activities to address and normalize mental illness and/or behavioral health challenges to achieve recovery and wellness.
    - (1) All services will be offered through the lens of a wellness and recovery-focused model that leverages the experiences and expert knowledge of consumers and family members as well as interested members of the community for the purpose of developing a wellness recovery center team. The team will address the wellness and recovery needs of the unserved and underserved cultural, ethnic, linguistic, and racial communities in Tulare County.
    - (2) Peer led support services shall include, but not be limited to the following:

- (a) Group and individual supportive services including teaching the Wellness Recovery Action Plan (WRAP) and crisis management;
- (b) Transportation will be provided to CENTER members via bus tokens. There is a bus stop in front of the CENTER on Henderson Avenue. The bus schedule and bus tokens will be made available to members;
- (c) Life skills training shall include independent living, self-sufficiency, money management, meal planning, shopping and preparation, housekeeping, health, hygiene, relaxation, leisure activities, and trauma management.
- (d) Provision of social, recreational, and leisure education and opportunities through social activities, karaoke, gardening, events and parties, music, the library, and other activities as decided upon by the Peer Advisory Committee;
- (e) Educational services including literacy and diploma completion;
- (f) Pre-employment and job readiness via volunteer and other training opportunities;
- (g) Social benefits counseling and resource linkage;
- (h) Gardening;

(3) Age appropriate curriculum for life skills and independent living shall include, but not be limited to:

- (a) Nutrition education;
- (b) Cooking instruction;
- (c) Housekeeping, shopping and meal preparation;
- (d) Personal budgeting and money management;
- (e) Problem solving and skill development utilizing WRAP;
- (f) Education on mental illness and the consumer's own role in their wellness;
- (g) Physical health and personal hygiene;
- (h) Utilizing transportation services;
- (i) Housing-locating, financing, and maintaining safe, clean, and affordable housing;
- (j) Relationship and communication skills;
- (k) Activities of daily living;
- (l) Supportive services available to cover basic needs;
- (m) Literacy.

**b) Wellness, Recovery, and Resiliency Management Specific to TAY Services**

(1) The Porterville Transitional Age Youth (TAY) Program for consumers aged 18 to 25 years who will attend educational and peer led support groups in a room designated for them at the CENTER. TAY shall receive peer-led wellness and recovery

services and training that is tailored specific to their age group, including but not limited to:

- (a) Managing depression and anxiety;
- (b) Anger management;
- (c) Wellness Recovery Action Plan (WRAP);
- (d) Accountability;
- (e) Stigma busting;
- (f) Crisis management;
- (g) Suicide prevention;
- (h) Value of teamwork;
- (i) Leadership skills;
- (j) Value of resilience;
- (k) Dealing with bullying and peer pressure;
- (l) Communication skills;
- (m) Self-esteem and confidence;
- (n) Self-harm;
- (o) Empowerment and self-advocacy;
- (p) Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ)-Identity and gender;
- (q) Empathy.

(2) TAY shall design and implement a Youth Council which meets monthly that will provide input and direction regarding their programming. Sign in sheets and meeting minutes shall be available to the COUNTY upon request. This is designed to give the TAY participants a voice in the decision-making process and operations.

(3) TAY will be encouraged to actively participate in self-expression by participating with Tulare County My Voice Media Center to tell their story through various creative formats such as music, video, and art.

c) Wellness, Recovery and Resiliency Management for Adults 26 and Older

(1) The CENTER will provide peer-led education and support groups to adults with mental illness, as well as their family members and other support persons that are developed to educate and normalize mental illness. Group topics for this age group include, but are not limited to:

- (a) Music therapy;
- (b) Stress reduction;
- (c) Crisis management;
- (d) WRAP skills;
- (e) LGBT relationships;
- (f) Stigma reduction;
- (g) Suicide prevention;
- (h) Communication skills;
- (i) Post-Traumatic Stress Disorder (PTSD);

- (j) Relapse prevention;
- (k) Depression and anxiety;
- (l) Mindfulness;
- (m) Intro to using technology - Tulare County My Voice Media Center: Graphic Design videos, social media awareness.

d) Volunteerism, Employment Services and Benefits Counseling

(1) The CENTER staff will use a consumer-driven approach to a supported employment model. The consumers will participate in the Volunteer Certification Training, which is a six-week course taught by staff on a variety of topics including: co-worker boundaries, personal responsibility, time management, and skill set development. The completion of this certification training will allow a consumer to become paid staff at the CENTER provided they pass a background check and meet other requirements determined by the CONTRACTOR prior to hiring.

(2) Employment services will provide pre-employment skills, job readiness, and job exploration services to consumers. Staff will provide resource education regarding employment services within the community and linkage to CSET. Employment services may include:

- (a) Assessment of needs including identifying consumer's skills, interests, and career goals to assist in matching the consumer to career of their choice;
- (b) Advocacy and support;
- (c) Obtaining and maintaining financial benefits;
- (d) Service planning, coordination, and monitoring;
- (e) Linkage to community and employment resources;
- (f) Education and support for family members;
- (g) Assistance in conducting a job search.

e) Family Support and Education

(1) By joining the peer-led educational and support groups, family members and support persons can find a deeper understanding of serious mental illness, develop problem solving and crisis management skills, gain emotional and social support, and become a determined advocate.

(2) In collaboration with the National Alliance on Mental Illness (NAMI), CONTRACTOR will continue to support family members by providing space within CENTER to NAMI members for peer to peer support groups.

C. Peer Advisory Committee

1. The Peer Advisory Committee will give input and direction to CONTRACTOR staff regarding the hours of operation for the CENTER and develop a list of group topics and activities.
2. The Peer Advisory Committee will be made up of a majority of consumers and family members.

3. The Peer Advisory Committee will represent the diverse population at the CENTER, include some bilingual members.

## **II. POPULATION SERVED**

### **A. Demographics**

1. CONTRACTOR shall serve transitional age youth (TAY) ages 18-25 years; adults ages 26-59 years and older adults aged 60+ years as identified in the Mental Health Services Act (MHSA) plan.
2. CONTRACTOR shall have an emphasis on serving individuals who are traditionally unserved or underserved, such as individuals from Hispanic, African-American, Southeast Asian, and Native American communities— communities that are traditionally unserved and underserved, and of lower income in Tulare County.

## **III. PROGRAM PERFORMANCE STANDARDS**

### **A. Active Caseload**

1. A minimum of fifty (50) unique consumers will be served each month. Each consumer will follow the Intake process to ensure the Porterville Wellness Center is the appropriate location for them. The New Member Intake Form will be completed for each consumer and the Intake Process will be followed for each new consumer.

### **B. Service Provision**

1. CONTRACTOR will render services in accordance with the Tulare County Mental Health Plan and Mental Health Services Act (MHSA) Community Services and Supports (CSS) requirements to adequately serve the priority populations.
2. Documentation, electronic data and operating procedures will be reviewed to ensure compliance with HIPAA regulations.
3. CONTRACTOR will consult with COUNTY to ensure that facilities and equipment meet COUNTY expectations and correspond with approved budget (Exhibit B-1).
4. Services will be delivered within the standards of care of the Tulare County Mental Health Services Branch and the State Department of Mental Health.
5. CONTRACTOR will encourage partners and family members to help improve service delivery and provide program oversight.
6. CONTRACTOR will develop ethnic-specific strategies to eliminate disparities in access to wellness, recovery, and resiliency-focused support services for racial and ethnic populations.

### **C. Emergency and Crisis Procedures**

1. CONTRACTOR will respond to emergency and urgent care situations as defined by California Code of Regulations (CCR) Title 9, Chapter 11.

## **IV. REPORTING STANDARDS**

- A. CONTRACTOR will record demographic and service data as stipulated by COUNTY, including service type, for all consumers served, and submit a monthly data report to the COUNTY.



- B. CONTRACTOR's services will result in the following outcomes:
  - 1. Consumers seeking to participate at the Porterville Wellness Center will complete the intake and assessment process and begin orientation within one (1) operating day.
  - 2. Cost per individual receiving services at the Wellness Center will be monitored.
  - 3. The Wellness Center will serve 50 consumers per month.
  - 4. At least 50% of active consumers will be engaged in volunteering for pre-employment readiness.
  - 5. At least 50% of consumers will participate and be involved in support groups and activities promoting wellness and recovery.
  - 6. A minimum of 100 satisfaction surveys will be completed semi-annually with the goal of 85% reporting their satisfaction (strongly agree/agree) with program services.
  - 7. A minimum of 15 support groups and activities will be provided each week.
- C. CONTRACTOR will record, assess, and provide an annual program data and outcomes report ensuring to include performance and outcomes measures within this Scope of Work, and, where applicable, pertaining to outcomes; use pre, during, and post surveys for all consumers. The annual report shall be submitted to the COUNTY no later than 60 days after the close of the fiscal year.
- D. A satisfaction survey approved by Tulare County, will be distributed semi-annually and data captured electronically to facilitate comparable analysis and trending over time with overall goals set by Tulare County.
- E. CONTRACTOR shall submit a signed monthly invoice and payroll report within the close of the month after the reported period.
- F. CONTRACTOR shall request a budget modification, to include revision of both budget and budget narrative, for any line-item variance greater than 10% from the budget presented in Exhibit B1. Budget modification may be declined at COUNTY's discretion.
- G. A suitable representative of CONTRACTOR shall attend the regularly scheduled meetings, training sessions, seminars, or other meetings as scheduled by the Director of Mental Health or his/her designee.

**V. LOCATION AND HOURS OF OPERATION**

- A. CONTRACTOR will provide wellness and recovery support services to consumers and family members at the Porterville Wellness Center located at 333 West Henderson, Porterville, CA 93257.
- B. CENTER will be open on days and hours to be determined with the Steering Committee.
- C. Groups and activities will be scheduled at the CENTER according to consumers' needs.

**VI. STAFFING**

- A. Minimum Staffing Requirements
  - 1. CONTRACTOR agrees to provide the level of staffing for the CENTER needed to meet the activities described in this Scope of Work and as detailed in the corresponding Exhibit B-2 Budget Narrative.

2. CONTRACTOR will employ five (5) FTE Peer Support Specialists (PSS) to provide supportive services including, but not limited to: support groups, WRAP, and life skills training. PSS will attend weekly supervision meetings, and will complete Applied Suicide Intervention Skills Training (ASIST) or Mental Health First Aid (MHFA), and Wellness and Recovery Action Planning (WRAP) certification within 90 days of hire.
3. CONTRACTOR staff shall be comprised of consumers and family members of consumers. The staff shall include bilingual and bicultural individuals in order to provide culturally and linguistically appropriate strength-based mental health supportive services that are consumer and family driven. All bilingual staff will be required to meet the language proficiency requirements set by the COUNTY policy. If a potential consumer requires language assistance outside the proficiency of the staff, a certified interpreter will be required.
4. CONTRACTOR will hire culturally competent staff and require existing or newly hired staff to complete training on cultural competency, as well as ASIST or MHFA, and WRAP certification within 90 days of hire or the commencement of this contract.
5. CONTRACTOR will also enable staff to attend trainings on cultural competency performed by HHSa and in coordination with HHSa Cultural Competency Coordinator.

**B. Additional Staffing Requirements**

1. In addition to the above staffing and licensing requirements, CONTRACTOR staff is expected to possess the following skills:
  - a) Knowledge of psychosocial rehabilitation principles;
  - b) Understanding of traditional healing practices within the cultural context of the population served;
  - c) Capability of addressing the diverse consumers' levels of acculturation and biculturalism;
  - d) Capability of language, cultural competency, and knowledge of multicultural experience;
  - e) Knowledge of the local community resources available to consumers, and ability to coordinate services with local health care and mental health providers in the community;
  - f) Knowledge of family systems theory and practice;
  - g) Knowledge of transitional age youth and older adult mental health issues.

**VIII. COLLABORATION**

- A. CONTRACTOR will partner with other programs and community resources and offer co-location within the CENTER. This will bring services under one roof to enable the community to access what is needed. Over time, the programs will be assessed regarding availability and need and adjust when necessary. Partners shall include, but are not limited to:
1. Projects in Assistance to Transition from Homelessness (PATH) Program;
  2. Community Services Employment and Training (CSET) Supported Employment and Volunteer Program;

3. My Voice Media Center (satellite location)
  4. Owens Valley Career Development Center
  5. Porterville College and Porterville Adult School
  6. NAMI
  7. Tulare County HHSA
  8. Veterans Services organizations
- 
- B. CONTRACTOR will provide community outreach and education by presenting to local agencies including, but not limited to: family resource centers, schools, homeless shelters, and others as requested by COUNTY.
  - C. CONTRACTOR will develop partnerships with educational institutions.
  - D. CONTRACTOR will collaborate with One Stop Center programs, Mobile Services, Visalia Adult Integrated Clinic (VAIC), and Porterville Mental Health Clinic (PMHC) to receive and submit referrals.
  - E. CONTRACTOR will establish partnerships with One Stop programs, prevention services, and law enforcement, and submit documentation to the COUNTY detailing deliverables and responsibilities of each party within ninety (90) days of the commencement of this contract.

## **EXHIBIT A-1**

### **TRANSLATION SERVICES**

CONTRACTOR agrees to provide translation services such as, but not limited to, interpreting and sign language to consumers for the provision of services under this Agreement at CONTRACTOR'S sole cost.

Services provided may include:

- AT&T Language Line
- American Sign Language Translation Services, including TTY/TDD California Relay Services
- Orchid Interpreting
- Other interpreting services as deemed necessary to provide the consumer with linguistically and culturally appropriate services

CONTRACTOR will not be allowed to use COUNTY'S language and translation services' providers' accounts. Separate accounts will need to be arranged at CONTRACTOR'S discretion.

If COUNTY at any given time receives charges for CONTRACTOR'S language and translation services, CONTRACTOR will receive an invoice for such charge(s).

**Exhibit B**  
**Compensation Fiscal**  
**Year 2020-2021**

**1. COMPENSATION**

- a. COUNTY agrees to compensate CONTRACTOR for allowed cost incurred as detailed in **Exhibit B-1**, subject to any maximums and annual cost report reconciliation.
- b. The maximum contract amount shall not exceed Five Hundred Thirty-Three Thousand Dollars (\$533,000.00), and shall consist of County, State, and Federal funds. Notwithstanding any other provision of this Agreement, in no event shall COUNTY pay CONTRACTOR more than this Maximum Contract Amount for CONTRACTOR's performance hereunder without a properly executed amendment.
- c. If the CONTRACTOR is going to exceed the Maximum contract amount due to additional expenses or services, it is the responsibility of the CONTRACTOR to request the amendment and provide all supporting documentation that substantiates the increase. No amendments can be requested after April 1, 2021.
- d. CONTRACTOR shall use funds provided by COUNTY exclusively for the purposes of performing the services described in in **Exhibit A**.
- e. CONTRACTOR shall permit authorized COUNTY, State and/or Federal agency(ies), through any authorized representative, the right to inspect or otherwise evaluate the work performed hereunder including subcontract support activities and the premises, which it is being performed. The CONTRACTOR shall provide all reasonable assistance for the safety and convenience of the authorized representative in the performance of their duties. All inspections and evaluations shall be made in a manner that will not unduly delay the work.

**2. INVOICING**

- a. CONTRACTOR shall submit monthly invoices to the Mental Health Services Act Fiscal Analyst at [ARoss@tularehhsa.org](mailto:ARoss@tularehhsa.org), no later than fifteen (15) days after the end of the month in which those expenditures were incurred.
- b. Invoices shall be in the format approved by the Tulare County Health & Human Services Agency. All payments made under this Agreement shall be made within thirty (30) days of submission of all required documentation and in accordance with the COUNTY'S payment cycle.

**3. COST REPORT:**

- a. Within sixty (60) days after the close of the fiscal year covered by this Agreement, CONTRACTOR shall provide COUNTY with an accurate and complete Annual Cost Report with a statement of expenses and revenue for the prior fiscal year. The Annual Cost Report shall be prepared by CONTRACTOR in accordance with all applicable Federal, State, and County requirements and generally accepted accounting principles. CONTRACTOR shall allocate direct and indirect costs to and between programs, cost centers, services, and funding sources in accordance with such requirements and consistent with prudent business practice. All revenues received by CONTRACTOR shall be reported in its Annual Cost Report, and shall be used to offset gross cost. CONTRACTOR shall maintain source documentation to

support the claimed costs, revenues, and allocations, which shall be available at any time to Designee upon reasonable notice.

- b. The Cost Report shall be the final financial and statistical report submitted by CONTRACTOR to COUNTY, and shall serve as the basis for final settlement to CONTRACTOR. CONTRACTOR shall document that costs are reasonable, allowable, and directly or indirectly related to the services to be provided hereunder.

**Exhibit B-1**  
**FY 2020-2021 Budget**  
**Kings View Corporation**  
**Porterville Wellness and Recovery Center**

		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
<b>PERSONNEL (staff by Job Class)</b>	<b>FTE</b>					
Executive Director	0.030	988	988	988	988	3,952
Asst. Director of Comm Svcs.	0.330	6,299	6,299	6,299	6,299	25,196
Program Manager	1.000	15,174	15,174	15,174	15,174	60,696
Compliance/ Safety	0.013	247	247	247	247	988
Program Staff Accountant	0.050	728	728	728	728	2,912
Administrative Specialist	1.030	9,307	9,307	9,307	9,307	37,228
Volunteer/Activities Coordinator	1.000	10,215	10,215	10,215	10,215	40,860
Peer Support Specialists II	1.730	13,650	13,650	13,650	13,650	54,600
Peer Support Specialists I	4.180	31,416	31,416	31,416	31,416	125,664
<b>Salary &amp; Wages total</b>		<b>88,024</b>	<b>88,024</b>	<b>88,024</b>	<b>88,024</b>	<b>352,096</b>
Benefits & Taxes (19.4%)		17,077	17,077	17,077	17,077	68,307
<b>Total Personnel</b>	<b>9.363</b>	<b>105,101</b>	<b>105,101</b>	<b>105,101</b>	<b>105,101</b>	<b>420,403</b>
<b>OPERATING EXPENSES</b>						
<b>Staff Supports</b>						
Mileage (staff vehicle use)		180	180	180	180	720
Vehicle Lease (maint. & gas)		1,560	1,560	1,560	1,560	6,240
Cell phones & plan fees		315	315	315	315	1,260
<b>Facility Expenses</b>						
Telephone Land Lines		510	510	510	510	2,040
Data Lines		710	710	710	710	2,840
Repairs and Maintenance		2,000	2,000	2,000	2,000	8,000
<b>General Office Expense</b>						
Software License		135	135	135	135	540
Rent/Lease Equipment		775	775	775	775	3,100
Information Services		3,496	3,496	3,496	3,496	13,986
Postage		5	5	5	5	20
Liability & Other Insurance		1,425	1,425	1,425	1,425	5,700
Printing		50	50	50	50	200
Subscriptions		400	400	400	400	1,600
Office/Admin supplies		624	624	624	624	2,496
Promotional Materials		45	45	45	45	180
Program Supplies - Food		1,500	1,500	1,500	1,500	6,000
Program Supplies - General		1,000	1,000	1,000	1,000	4,000
Staff Recruitment		40	40	40	40	160
Other Expenses		10	10	10	10	40
<b>Total Operating Expenses</b>		<b>14,780</b>	<b>14,780</b>	<b>14,780</b>	<b>14,780</b>	<b>59,122</b>

<b>OTHER OPERATING EXPENSES</b>					
Training	64	64	64	64	256
Transportation Assistance	100	100	100	100	400
Indirect Expense (11%)	13,205	13,205	13,205	13,205	52,820
<b>Total Other Operating Expenses</b>	<b>13,369</b>	<b>13,369</b>	<b>13,369</b>	<b>13,369</b>	<b>53,476</b>
<b>Total Expenses</b>	<b>133,250</b>	<b>133,250</b>	<b>133,250</b>	<b>133,250</b>	<b>\$ 533,000</b>

  

<b>REVENUE</b>					
MHSA Funds	133,250	133,250	133,250	133,250	533,000
<b>Total Revenue</b>	<b>133,250</b>	<b>133,250</b>	<b>133,250</b>	<b>133,250</b>	<b>\$ 533,000</b>



**Exhibit B-2**  
**FY 2020 - 2021 Budget Narrative**  
**Porterville Wellness and Recovery Center**

**Contractor: Kings View Corporation**

**PERSONNEL EXPENSES (STAFF)**

**Classifications:**

Executive Director:	\$3,952
0.03 FTE provides program management and direction, maintains collaborative relationships with other entities and agencies.	
Assistant Director Community Service Programs	\$25,196
0.33 FTE this staff provides program management and oversight to all Community Service programs in Tulare County.	
Program Manager:	\$60,696
1.0 FTE this staff provides onsite program management for the Wellness Center.	
Compliance/Safety:	\$988
0.013 FTE provides assistance with meeting compliance and safety officer duties.	
Program Staff Accountant:	\$2,912
0.05 FTE provides budget guidance, monthly invoicing and other fiscal services.	
Administrative Specialist:	\$37,228
1.03 FTE this position provides administrative support for the program. One FTE will be full time and located at the center.	
Volunteer/Activities Coordinating Partner:	\$40,860
1.0 FTE this position is responsible for maintaining records of the support groups and activities for the consumers, as well as maintaining the curriculum made available for support group leaders to plan groups with. Will take the lead in planning events for the consumers and staff.	
Peer Specialists I & 2:	\$180,264
5.91 FTE this position are peer support staff that will provide a variety of services including greeting, reception desk, janitorial, meal preparation, grounds upkeep, leading support groups and recreational activities.	

**Payroll Taxes and Benefits:** \$68,307

19.4% of salary, this line includes health, dental, vision, retirement, life insurance and long-term disability insurance, FICA, SUI and workers compensation insurance.

**TOTAL PERSONNEL EXPENSES** **\$420,403**

**OPERATING EXPENSES**

**Staff Supports:**

Mileage:	\$720
Reimbursement to staff is paid at the IRS rate	
Vehicle Lease (Maint. & Gas):	\$6,240
One vehicle purchased by the county is maintained for client transportation and center needs.	
Cell Phones & plan fees:	\$1,260

**Facility Expenses:**

Telephone Land lines:	\$2,040
Telephone connectivity for twelve months.	

**Exhibit B-2**  
**FY 2020 - 2021 Budget Narrative**  
**Porterville Wellness and Recovery Center**

**Contractor: Kings View Corporation**

Data lines:	\$2,840
Twelve months internet connection cost for center.	
Repairs and Maintenance:	\$8,000
Minor repairs and maintenance costs to maintain clean and safe center for staff and clients. This line item includes mops, brooms, rags and various cleaning products and paper products such as toilet paper, paper towels, cups, plates and napkins.	
<b><u>General Expenses:</u></b>	
Software License:	\$540
Annual renewal of software used for tracking attendance and activity participation.	
Rent/Lease Equipment:	\$3,100
Costs for a leased copier for twelve months	
Information Services:	\$13,986
Maintenance of hardware and software utilized by staff, assistance with outcome reports	
Postage:	\$20
Liability & Other Insurance:	\$5,700
Includes Professional Liability, General Liability and Property Insurance.	
Printing:	\$200
Printing for tasks where it is more cost effective to outsource rather than utilize the copier.	
Subscriptions:	\$1,600
Annual cost to subscribe to local periodicals.	
Office/Admin Supplies:	\$2,496
This line item includes copy paper and other staff utilized office supplies.	
Promotional Materials:	\$180
Flyers, brochures and Items to distribute at outreach events.	
Program Supplies – Food:	\$6,000
This item includes food for life skill cooking classes. Every effort will be made to utilize donations and food banks to contain costs. These are items that will be utilized by consumers.	
Program Supplies – General:	\$4,000
This item includes supplies for support groups and life skill classes: workbooks, paper, pens and other miscellaneous items. This line item also includes art supplies such as easels, paint and items to allow the utilization of various mediums. These are items that will be utilized by consumers for special activities.	
Staff Recruitment:	\$160
Staff recruitment including background checks and drug testing.	
Other Expense:	\$40
A line item to place costs that do not clearly belong elsewhere.	
<b><u>TOTAL OPERATING EXPENSES</u></b>	<b><u>\$59,122</u></b>

**OTHER OPERATING EXPENSES**

Training:	\$256
To continue training of peer support specialists and volunteers. Every effort will be made to utilize training provided by Tulare County.	
Transportation Assistance:	\$400

**Exhibit B-2**  
**FY 2020 - 2021 Budget Narrative**  
**Porterville Wellness and Recovery Center**

**Contractor: Kings View Corporation**

Bus passes and tokens consumers. Every effort will be made to obtain discounted prices for the consumers.

Indirect Expense: \$52,820

The program will be charged the actual indirect costs but will not exceed 12%. The current indirect rate is 11%. This covers corporate management and services such as fiscal, human resource, payroll, communications, audit, compliance and accounts payable.

<b><u>TOTAL OTHER OPERATING EXPENSES</u></b>	<b><u>\$53,476</u></b>
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<b><u>TOTAL EXPENSES FY 2020 – 2021</u></b>	<b><u>\$533,000</u></b>
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**REVENUE**

MHSA Funds	\$533,000
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<b><u>TOTAL REVENUE FY 2020 - 2021</u></b>	<b><u>\$533,000</u></b>
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## EXHIBIT C

### **PROFESSIONAL SERVICES CONTRACTS** **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. Coverage at least as broad as Commercial General Liability, insurance Services Office Commercial General Liability coverage occurrence form GC 00 01, with limits no less than \$1,000,000 per occurrence including products and completed operations, property damage, bodily injury and personal & advertising injury. If a general aggregate limit 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 shall be twice the required occurrence limit.
2. Insurance Services Office Form Number CA 00 01 covering Automobile Liability of \$1,000,000 per occurrence including any auto or, if the CONTRACTOR has no owned autos, hired and non-owned auto coverage. 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.
4. Professional Liability (Errors and Omissions) insurance appropriate to the CONTRACTOR's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

#### B. Specific Provisions of the Certificate

1. If 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, 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 material, parts, or equipment furnished in connection with such work or operations.*
  - 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. *CONTRACTOR hereby grants to COUNTY a waiver of any right to subrogation which any insurer of 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.*

d. Each insurance policy required by this agreement shall be endorsed to state that coverage shall not be canceled, except after written notice has been provided to the COUNTY.

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 Amanda Nugent Divine Date: 3/6/2020

Contractor Name Kings View

Signature Amanda Nugent Divine, CEO