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E. COUNTY shall not reimburse CONTRACTOR for services provided beyond the expiration and/or termination of the Agreement, except as may otherwise be provided under the Agreement, or specifically agreed upon in a subsequent Agreement.

F. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the Payments Paragraph of this Exhibit D to the Agreement.

#### IV. REPORTS

A. CONTRACTOR shall maintain records and make statistical reports as required by ADMINISTRATOR and the Department of Health Care Services on forms provided by either agency.

##### B. FISCAL

1. CONTRACTOR shall submit monthly Expenditure and Revenue Reports to ADMINISTRATOR. These reports shall be on a form acceptable to, or provided by, ADMINISTRATOR and shall report actual costs and revenues for CONTRACTOR's program described in the Services Paragraph of this Exhibit D to the Agreement. Any changes, modifications, or deviations to any approved budget line item must be approved in advance and in writing by ADMINISTRATOR and annotated on the monthly Expenditure and Revenue Report, or said cost deviations may be subject to disallowance. Such reports shall be received by ADMINISTRATOR no later than twenty (20) calendar days following the end of the month being reported.

2. CONTRACTOR shall submit Year-End Projection Reports to ADMINISTRATOR. These reports shall be on a form acceptable to, or provided by, ADMINISTRATOR and shall report anticipated year-end actual costs and revenues for CONTRACTOR's program described in the Services Paragraph of this Exhibit D to the Agreement. Such reports shall include actual monthly costs and revenue to date and anticipated monthly costs and revenue to the end of the fiscal year, and shall include a projection narrative justifying the year-end projections. Year-End Projection Reports shall be submitted in conjunction with the Monthly Expenditure and Revenue Reports.

C. STAFFING – CONTRACTOR shall submit monthly Staffing Reports to ADMINISTRATOR. These reports shall contain required information, and be on a form acceptable to, or provided by, ADMINISTRATOR. CONTRACTOR shall submit these reports no later than twenty (20) calendar days following the end of the month being reported. CONTRACTOR must request in writing any extensions to the due date of the monthly required reports. If an extension is approved by ADMINISTRATOR, the total extension will not exceed more than five (5) calendar days.

D. PROGRAMMATIC – Throughout the term of the Agreement, CONTRACTOR shall submit monthly programmatic reports to ADMINISTRATOR, which shall be received by ADMINISTRATOR no later than twenty (20) calendar days following the end of the month being reported. Programmatic reports shall be in a format(s) approved by ADMINISTRATOR and shall include a description of CONTRACTOR's progress in implementing the provisions of the Agreement, highlights of the events and activities for the reporting month, and any pertinent facts or interim findings, staff changes, status of licenses and/or certifications, changes in population served and reasons for any such changes. CONTRACTOR shall be prepared to

present and discuss their programmatic reports at their monthly scheduled meetings with ADMINISTRATOR and shall state whether or not it is progressing satisfactorily in achieving all the terms of the Agreement, and if not, shall specify what steps are being taken to achieve satisfactory progress.

E. SPECIAL INCIDENT REPORT - CONTRACTOR shall document all adverse incidents affecting the physical and/or emotional welfare of members, including but not limited to serious physical harm to self or others, serious destruction of property, developments, etc., and which may raise liability issues with COUNTY. CONTRACTOR shall notify COUNTY within twenty-four (24) hours of any such serious adverse incident, and complete a Special Incident Report in accordance with guidelines provided by ADMINISTRATOR. CONTRACTOR shall advise ADMINISTRATOR of any special incidents, conditions, or issues that adversely affect the quality or accessibility of member-related services provided by, or under Agreement with, COUNTY as identified in the ADMINISTRATOR Policies and Procedures (P&Ps).

F. ADDITIONAL REPORTS – Upon ADMINISTRATOR’s request, CONTRACTOR shall make such additional reports as required by ADMINISTRATOR concerning CONTRACTOR's activities as they affect the services hereunder. ADMINISTRATOR will be specific as to the nature of information requested and allow thirty (30) calendar days for CONTRACTOR to respond.

G. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the Reports Paragraph of this Exhibit D to the Agreement.

V. Services

A. FACILITY – CONTRACTOR shall maintain one (1) facility for the provision of Community Support and Recovery Center services described herein at the following location, or any other location approved, in advance, in writing, by ADMINISTRATOR:

2215 N. Broadway, Suite 2  
Santa Ana, CA 92706

1. The facility shall include space to support the services identified within the Agreement.

2. The facility shall be open from 7:00 a.m. – 6:00 p.m. Monday through Friday; provided, however, CONTRACTOR shall modify these hours of operation to include regularly scheduled evening and overnight hours as required in order to meet Client needs, as well as the needs of the Clients’ family members or support persons. It is expected that the facility will have the capability for twenty-four (24) hour access, with limited services capability after hours, to accommodate after hours release from custody.

B. PERSONS TO BE SERVED

1. CONTRACTOR shall provide Community Support and Recovery Center (CSRC) Services to the target groups that consist of adults 18 years of age and older, including Transitional Age Youth (18 – 26 years old), who have mild to moderate mental health and/or substance use issues, and are involved in the criminal justice system.

2. The overarching goal of this program is to reduce recidivism in the criminal justice system by providing immediate access to treatment and supportive services to the target population upon release from custody.

3. Referrals will primarily come from the Orange County Intake and Release Center (IRC) or main jail, however; a small portion of referrals may come from the Public Defender, Probation, and other local stakeholders, as well as individuals who walk in to the program for services on their own and are screened to confirm target population eligibility. Additional referral sources may be identified, and shall be authorized and approved, in advance, by ADMINISTRATOR. It is anticipated that CONTRACTOR will serve at least five (5) or more Clients on a daily basis.

#### C. SERVICES TO BE PROVIDED

1. Services in Cohort 2 have four primary initiatives, which are:

a. Extend existing grant-funded CSRC services including daytime and nighttime services through December 2022;

b. Expand CSRC services, focusing on engagement, re-entry, linkage, and capacity building;

c. Expand access and provision of substance use services and mental health co-occurring services to the target population; and

d. Expand the continuum of supportive housing options and supports for the re-entry population, including short-term and permanent housing, and housing certificates/rental assistance. CONTRACTOR shall work in close collaboration with the county System Navigators located in the IRC, Correctional Mental Health, and County Sheriff's Department to coordinate linkage to immediate and ongoing behavioral health services upon release from custody.. For the purpose of CSRC services provided under this Agreement, System Navigators are a combination of a Licensed Clinician, Mental Health Worker, and Peer Navigators who work within the IRC to provide immediate re-entry planning, in-reach, and linkage to community and county resources upon release. The System Navigators shall engage with individuals who are being released from the IRC regarding their re-entry plans, and help those individuals link to services immediately upon release with a warm-hand off to services.

2. CONTRACTOR shall expand access to and provision of substance use services for the target population. CSRC will directly refer to clinical staff in County DMC Outpatient and intensive Outpatient programs; and assist with providing in-reach to inmates with SUD issues. Building bridges from the CSRC to DMC programs establishes an avenue for justice-involved partners to link clients directly, as well as have a receiving staff that is knowledgeable and skilled in trauma-informed care, and addressing re-entry needs and criminogenic risk factors to create continuity in services. These clinical staff will work with their programs to incorporate the curriculum throughout the facility, to expand capacity for addressing the broader needs of this population.

3. CONTRACTOR shall expand access and availability of housing resources for the re-entry population. Grounded in Housing First and Critical Time Intervention (CTI) principles, CONTRACTOR will provide immediate access to housing during critical time when an individual is most vulnerable to trauma, and supportive services, which are more intensive during critical period such as transitioning from jail. The CSRC has an established flex fund to provide immediate interim housing by way of motel vouchers, shelter partnerships, and rental assistance. The CSRC Housing Coordinators/Case Managers will utilize standardized assessments to place individuals within the continuum of housing. COUNTY will leverage SAPT, MHSA, Public Safety Realignment, and the Continuum of Care (CoC) Federal Grant program to create housing opportunities for this target population. Leveraged funding will

expand existing housing contracts with recovery residences and bridge housing which will provide dedicated beds for CSRC clients. CSRC will be a referral source for OC Community Resources (OCCR)/OC Housing Authority for tenant-based rental assistance for permanent supportive housing. CoC certificates enable CSRC clients to reside in permanent housing of their choice.

4. CONTRACTOR shall expand re-entry triage staffing position in the IRC under the California Community Reinvestment Grants (Cal-CRG); the re-entry triage team is the bridge between treatment provided during incarceration and treatment services provided in the community, to ensure linkage and continuity of care for a full spectrum of services. The integrated re-entry team will include the Correctional Health Nurse and CSRC peer navigator. This team will review information gathered during Client's jail stay on needs and level of risk, and will link these individuals to the appropriate level of treatment at the time of release. The Peer Navigator will be located in close proximity to the releasing officer, provide warm hand-offs from inside the IRC to CSRC Field Services team waiting in the lobby of the IRC and facilitate continuity of care.

5. CONTRACTOR's services shall employ evidence-based models in the delivery of services including, but not limited to, the Assertive Community Treatment (ACT) model, which embraces a "whatever it takes" approach to remove barriers for individuals to access the support needed to fully integrate into the community. Additionally, CONTRACTOR's organization shall employ the Sanctuary Model, which is a non-hierarchical, highly participatory, "trauma-informed and evidence-supported" operating system for human services organizations, which assists them in functioning in a humane, democratic and socially responsible manner, thereby providing effective treatment for Clients in a clinical setting. The Sanctuary Model is entirely congruent with restorative practices, in that it is about working with people instead of doing things to them or for them. CONTRACTOR shall maintain the ability to provide a safe, welcoming, and engaging environment for individuals being released from custody, as well as to conduct a brief trauma competent screening to each individual, and assessment of their re-entry needs.

6. CONTRACTOR shall utilize a Three-Tiered triage approach to determine the level of Client need, Client commitment, and appropriateness of CONTRACTOR's services to meet those identified levels. Tiers are defined as follows:

- a. Tier 1 – These are Clients with the most severe needs, with no commitment to services by Client;
- b. Tier 2 – These are Clients with long-term counseling or case management needs, with low commitment to engage by Client; and
- c. Tier 3 – These are Clients with multiple short-term needs, and Client is open to and seeking out multiple interactions and support.

7. In accordance with the Three-Tier triage approach, CONTRACTOR's ongoing services are most appropriate for Tier 3 Clients. During the assessment process, Tier 1 and Tier 2 Clients will be able to identify immediate basic needs in preparation for release and will receive a "warm handoff" linkage to a partner agency more appropriate to meet their long-term, more severe needs.

8. In addition to CONTRACTOR's Three Tier triage approach, CONTRACTOR shall classify Clients into three Levels of services, as follows:

- a. Level 1 – Client support may be required for up to forty-eight (48) hours after



being released from custody;

b. Level 2 – Client may receive services for up to ninety (90) days depending on their identified needs; and

c. Level 3 - Client may receive services for up to one hundred eighty (180) days.

d. All Tier 1 and 2 Clients shall be offered Level 1 services, if they have not already been linked to a partner agency prior to release. Tier 3 Clients shall be assigned to any of the three Levels based on their identified needs.

9. CONTRACTOR shall maintain the ability to support the implementation of an existing re-entry plan, and/or develop a comprehensive, Client driven, individualized re-entry plan with each Client.

10. CONTRACTOR shall maintain the ability to develop and train a team of staff members that utilizes peers and professionals who are knowledgeable about the re-entry needs of individuals and available resources for this unique population. The team will need to be able to provide trauma competent short term substance use and mental health counseling and case management for mild to moderate individuals.

11. CONTRACTOR shall maintain the ability to offer a continuum of housing options which includes leveraging existing housing resources as well as creating new and innovative community based housing resources for this population. These options can include, but are not limited to, immediate shelter, sober living placement, and permanent supported housing. Housing Coordinators will have expertise in the full continuum of housing options, including how to access shelters, short-term, and permanent housing. They will also have training in housing assessment and placement, resources, and provision of supportive housing services to sustain housing.

12. CONTRACTOR shall maintain the ability to provide life and job skills training by networking with various community partners.

13. CONTRACTOR shall maintain the ability to collaborate with public, community-based and faith-based organizations, to facilitate individual and group meetings at the CSRC such as legal counseling, job training, sobriety support, and housing placement.

14. CONTRACTOR shall maintain the ability to provide a continuum of transportation options, ranging from bus passes and taxi vouchers, to a vehicle for transporting. CONTRACTOR shall arrange to accompany Clients to their housing placements to ensure that access is smooth and that the Client is secure in their placement and equipped with basic essentials, as well as to provide a warm handoff from CSRC staff to the housing provider.

15. CONTRACTOR shall maintain the ability to provide support services and referrals for family members of individuals involved in the criminal justice system on a daily basis, including limited services after hours.

16. CONTRACTOR shall demonstrate an in-depth understanding of re-entry services and the unique needs of individuals in the criminal justice system that have a mental health and/or substance use issue(s).

17. CONTRACTOR shall establish and demonstrate a strong connection to the community and provide a safe and welcoming environment for Clients, with an engaging and trauma competent program.

18. CONTRACTOR shall work in collaboration with the local Proposition 47 Advisory

Committee as well as public, community-based and faith-based organizations in order to successfully provide a broad range of needed services.

19. The philosophy of the CSRC shall draw upon cultural strengths and utilize service delivery and assistance in a manner that is trusted by, and familiar to, many of COUNTY's ethnically and culturally diverse populations. Cultural and linguistic appropriateness shall be a continuous focus in the development of the programming, recruitment, and hiring of staff that speak the same language and have the same cultural background of the Clients to be served. This inclusion of COUNTY's multiple cultures will assist in maximizing access to services offered by the CSRC. ADMINISTRATOR shall provide, or cause to be provided, education and training to staff addressing cultural and linguistic needs.

18. CONTRACTOR shall review and monitor procedures for, and train all staff in crisis intervention and de-escalation approaches and techniques, as required.

19. CONTRACTOR shall establish a written smoking policy, which shall be reviewed and approved by ADMINISTRATOR that specifies designated areas as the only areas where smoking is permitted. Clients shall be encouraged to participate in smoking cessation classes.

20. CONTRACTOR shall establish a Good Neighbor Policy, which shall be reviewed and approved by ADMINISTRATOR. The policy shall include, but not be limited to, staff training to deal with neighboring business and resident complaints, and staff contact information made available to neighboring businesses and residents.

21. CONTRACTOR shall collaborate with community support groups to include hosting groups of interest to Clients such as Alcoholics Anonymous and Narcotics Anonymous. These self-help groups will meet in order to provide Clients with an avenue for full recovery. The CSRC may offer ongoing 12-step groups geared towards Clients maintaining their sobriety and living a healthy life.

22. CONTRACTOR shall possess the ability to provide or arrange for transportation of Clients to planned community activities or events, and maintain the ability to provide or arrange transportation for Clients for emergency services. Clients shall be encouraged to utilize public transportation, carpools, or their own means of transportation whenever possible.

23. COLLABORATION AND COMMUNITY PARTNERSHIPS

a. CONTRACTOR shall develop ongoing relationships with community partners to expand resources and services available to Clients which include, but are not limited to:

- 1) Local Proposition 47 Advisory Committee;
- 2) System Navigators located at the Orange County Intake and Release Center;
- 3) Orange County Correctional Mental Health;
- 4) Orange County Sheriff's Department;
- 5) Substance use and mental health counseling and recovery services;
- 6) Public, community-based and faith-based organizations;
- 7) Community-based housing providers and housing assistance services;
- 8) Community education programs;
- 9) Community employment programs;

- 10) Civil legal services;
- 11) Independent evaluator contracted by COUNTY;
- 12) Transportation services; and
- 13) Other resources and partners that offer relevant services to Clients participating in CSRC services.

24. CONTRACTOR shall attend:

- a. Meetings requested by County staff to address any aspect of CSRC Services.
- b. Monthly management meetings with ADMINISTRATOR to discuss contractual and other issues related to, but not limited to, compliance with policies and procedures, statistics, performance outcomes, and program services.
- c. Staff training for individuals by COUNTY representatives. Such training shall be conducted by CONTRACTOR and/or COUNTY staff.

25. CONTRACTOR shall not engage in, or permit any of its employees or subcontractor, to conduct research activity on COUNTY Clients without obtaining prior written authorization from ADMINISTRATOR.

26. CONTRACTOR shall not conduct any proselytizing activities, regardless of funding sources, with respect to any person who has been referred to CONTRACTOR by COUNTY under the terms of this Agreement. Further, CONTRACTOR agrees that the funds provided hereunder shall not be used to promote, directly or indirectly, any religion, religious creed or cult, denomination or sectarian institution, or religious belief.

D. INDIVIDUAL SERVICES AND SUPPORT FUNDS - FLEXIBLE FUNDS

1. CONTRACTOR shall ensure that utilization of Flexible Funds is individualized and appropriate for the treatment of Client's mental illness and overall quality of life;

2. CONTRACTOR shall report the utilization of their Flexible Funds monthly on a form approved by ADMINISTRATOR. The Flexible Funds report shall be submitted with CONTRACTOR's monthly Expenditure and Revenue Report;

3. CONTRACTOR shall develop a P&P, or revise an existing P&P, regarding Flexible Funds and submit to ADMINISTRATOR no later than twenty (20) calendar days from the start of the Agreement. ADMINISTRATOR and CONTRACTOR shall finalize and approve the P&P, in writing, no later than thirty (30) days from the start of the Agreement. If the Flexible Funds P&P has not been approved after thirty (30) days from the start of the Agreement, any subsequent Flexible Funds expenditures may be disallowed by ADMINISTRATOR;

4. CONTRACTOR shall ensure that all staff are trained, and have a clear understanding of the approved Flexible Funds P&P. CONTRACTOR will provide signature confirmation of the Flexible Funds P&P training for each staff member that utilizes Flexible Funds for a Client; and

5. CONTRACTOR shall ensure the Flexible Funds P&P will include, but not be limited to:

- a. Purpose for which Flexible Funds are to be utilized. This shall include a description of what type of expenditures are appropriate, reasonable, and justified, and that expenditure of Flexible Funds shall be individualized according to Client's needs. Include a sample listing of certain expenditures that are allowable, unallowable, or require discussion with ADMINISTRATOR;

b. Identification of specific CONTRACTOR staff designated to authorize Flexible Funds expenditures, and the mechanism used to ensure this staff has timely access to Flexible Funds. This may include procedures for check requests/petty cash, or other methods of access to these funds;

c. Identification of the process for documenting and accounting for all Flexible Funds expenditures, which shall include, but not be limited to, retention of comprehensible source documentation such as receipts, copy of Client's lease/rental agreements, general ledgers, and needs documented in Client's treatment plans;

d. Statement indicating that Flexible Funds may be utilized when other community resources such as family/friends, food banks, shelters, charitable organizations, etc., are not available in a timely manner, or are not appropriate for a Client's situation. CONTRACTOR will assist Clients in exploring other available resources, whenever possible, prior to utilizing Flexible Funds;

e. Emergency housing such as a motel shall be on a case-by-case basis, and only after consultation with ADMINISTRATOR, and shall be time-limited in nature, and utilized while more appropriate housing is being located.

f. Flexible Funds may be used for housing for Clients that have been enrolled in CONTRACTOR's program, approved in advance and in writing, by ADMINISTRATOR. Housing placements utilizing flexible funds shall be authorized for thirty (30) days at a time unless otherwise specified in writing by ADMINISTRATOR. Flexible Funds shall not be used for housing for Clients that have not been enrolled in CONTRACTOR's program, unless approved, in advance and in writing, by ADMINISTRATOR.

g. Flexible Funds may also be used for rental assistance and security deposits on a case-by-case basis, approved in advance and in writing by ADMINISTRATOR.

h. No single Flexible Funds expenditure, in excess of \$1,000, shall be made without prior written approval of ADMINISTRATOR. In emergency situations, CONTRACTOR may exceed the \$1,000 limit, if appropriate and justified, and shall notify ADMINISTRATOR the next business day of such an expense. Said notification shall include total costs and a justification for the expense. Failure to notify ADMINISTRATOR within the specified timeframe may result in disallowance of the expenditure;

i. Statement that pre-purchases shall only be for food, transportation, and clothing, as required and appropriate;

j. Statement indicating that pre-purchases of food, transportation, and clothing vouchers and/or gift cards shall be limited to a combined, \$5,000 supply on-hand at any given time, and that all voucher and/or gift card purchases and disbursement shall be tracked and logged by designated CONTRACTOR staff. Vouchers and/or gift cards shall be limited in monetary value to less than twenty-five (\$25) each;

k. Statement indicating that Flexible Funds shall not be given in the form of cash to any Clients either enrolled or in the engagement phase of the CONTRACTOR's program; and

l. Identification of procedures to ensure secured storage and documented disbursement of gift cards and vouchers for Clients, including end of year process accounting for gift cards still in staff possession.

E. PERFORMANCE GOALS - CONTRACTOR shall, during the term of the Agreement,

be required to achieve Performance Goals, and track and report Performance Goal statistics in monthly programmatic reports, as identified below and in the Performance Goals and Objectives of the Exhibit A of the Agreement.

1. Enhance successful re-entry by increasing the number of individuals receiving peer engagement and assistance with basic needs at release, and daytime services at the CSRC.

2. Reduce homelessness among individuals re-entering the community after incarceration by expanding access to emergency, short-term, and permanent housing for justice-involved individuals with substance use disorders and/or co-occurring mental health disorders.

3. Reduce risk of recidivism by expanding access to and provision of community-based, re-entry-focused SUD and mental health/co-occurring services by providing SUD treatment coordination, peer navigation, and support to improve participant in SUD treatment.

F. CLIENT DEMOGRAPHICS AND STATISTICS – On a monthly basis, CONTRACTOR shall, at a minimum, track and monitor the following:

1. The total number of Clients referred to, and enrolled in CSRC Services.
2. The total number of duplicated and unduplicated Clients served, and the number of contacts provided to each Client.
3. The total number and type of services provided and the length of stay for each Client in the program.
4. The total number of successful Client linkages to recommended services.
5. The total number of Clients placed in temporary housing environments, including, but not limited to: sober living, permanent supportive housing, or other housing arrangements. CONTRACTOR shall identify the name and location of each facility where Clients have been placed, and indicate the anticipated length of stay in those housing placements.
6. The total number of groups provided per week and how many Clients attended each group.
7. The total number of activities provided on and off site for the month as well as number of Clients who attended.
8. CONTRACTOR shall also monitor and track demographic and other encounter information which includes but is not limited to:
  - a. Date of Service
  - b. Client name or Client identifier
  - c. Age/Date of birth
  - d. Race
  - e. Ethnicity
  - f. Gender
  - g. Lesbian/Gay/Bisexual/Transgender/Questioning
  - h. Language spoken

- i. Military status
- j. Referring agency or individual and recommended services
- k. Client enrollment status in BHS services at onset of CSRC services
- l. Client enrollment status in BHS services at conclusion of CSRC services
- m. Additional community services offered to Clients.

9. CONTRACTOR, in partnership with ADMINISTRATOR, will develop ongoing demographics and statistics.

#### G. INDEPENDENT EVALUATOR

1. CONTRACTOR shall work with an independent program evaluator, contracted by COUNTY, for the purpose of developing and reporting on specific performance objectives identified by COUNTY. The independent evaluator will establish performance objective benchmarks within the first six months of the program.

2. The independent evaluator will conduct a process and outcome evaluation of Proposition 47 services provided under this Agreement. The process evaluation will determine the extent to which CSRC services under this Agreement are being implemented as intended, whether progress is being made towards program objectives and expectations, and whether services are being provided with fidelity to program models. This will include the degree of success in engaging the target population, Client satisfaction with services, and Client and provider perspectives on successes and challenges. This evaluation will help to identify barriers and solutions for successful implementation.

3. The process evaluation will primarily utilize qualitative data gathered by the evaluator during bi-annual site visits using a combination of interviews, focus groups, and surveys with Clients and service Providers. Program materials and processes will be reviewed during site visits. Overall findings will be summarized, along with findings for each program component. Annual analyses will determine whether greater success is achieved over time in program implementation, fidelity, engagement of Clients, Client satisfaction, and other process measures.

4. The outcome evaluation is to determine if the program achieved its goals. The program goals under this Agreement are to enhance successful community re-entry, via jail in-reach, engagement, and linkage to services upon release from custody; and to expand the continuum of community-based post-release services for offenders with low criminogenic risk to include intensive case management, treatment, housing, transportation, employment, and other supportive services.

H. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the Services Paragraph of this Attachment D to the Agreement.

#### VI. Staffing

A. CONTRACTOR shall, at a minimum, provide the following staffing pattern expressed in FTEs for Period Four funded partially through Cohort 1, one (1) FTE shall be equal to an average of forty (40) hours work per week.

ADMINISTRATIVE	FTE
Executive Director	0.10
SUBTOTAL ADMINISTRATIVE FTE	0.10
PROGRAM	
Associate Executive Director	0.80
Program Manager	1.00
Director of Operations	0.75
Director of Programs	0.70
Case Manager (3) & Housing Case Manager (1)	4.00
Housing Coordinator	1.00
Clinician	1.00
Program Clinician Coordinator	1.00
Operations Coordinator	0.20
Substance Use Counselor (2)	2.00
Peer Navigator (6) & Peer Navigator Coordinator (1)	7.00
Data Analyst	0.50
Lead Data Analyst	0.80
Accounting Manager	0.80
Administrative Assistant	<u>1.00</u>
SUBTOTAL PROGRAM FTEs	22.65
TOTAL FTEs	22.65

B. All CONTRACTOR staff must have an initial Department of Justice live scan prior to hire, and updated annual criminal checks through the internet, utilizing Megan's Law, Orange County Sheriff's, and Orange County Superior Courts. Staff may be hired temporarily pending live scan results as long as all the internet checks have been completed and are acceptable.

C. CONTRACTOR shall recruit, hire, train and maintain staff who possess qualifications including work, education and lived experience requirements that meet the level of expertise needed to perform required duties. Documentation may include, but not be limited to, the following: records attesting to efforts made in recruitment and hiring practices and identification of measures taken to enhance accessibility for potential staff in these categories.

D. CONTRACTOR staff shall be trained, or be willing and able to obtain training upon hire

and prior to providing any services to Clients, on serious and persistent mental illness, substance use disorders, psychotropic medications and their effects, the principles of trauma-informed care, and motivational interviewing.

E. CONTRACTOR shall monitor staff productivity and establish expectations, in consultation with COUNTY, in order to maximize the utilization of services and demonstrate efficient and effective management of program staff and resources.

F. Program Director roles and responsibilities shall include, but not be limited to:

1. Maintain ongoing communication with Clients on their needs in order to support and promote their successful re-entry into the mainstream community upon release from custody;

2. Research, evaluate, and implement the most current best practices as they relate to this level of recovery and independence, including continued progress towards achieving positive outcomes;

3. Submittal of monthly financial and programmatic reports, and demographics and performance objective data to ADMINISTRATOR with verification that data is correct and accurate;

4. Development of all P&Ps regarding the program; At a minimum, P&P's shall be reviewed annually and revised as needed.

5. Fiscal and programmatic management of the CSRC Services operating budget;

6. Development and coordination of in-service training of staff, both initially and ongoing, on topics related to recovery-based, re-entry supportive services. A training schedule with topics and target dates for the applicable year shall be provided to ADMINISTRATOR during the first month (July) of each fiscal year of the Agreement term; and

7. Maintain ongoing communication with ADMINISTRATOR in regards to program operations and issues.

G. CONTRACTOR shall ensure that all staff are trained and have a clear understanding of all P&Ps. CONTRACTOR shall provide signature confirmation of the P&P training for each staff member and place it in their personnel files.

H. CONTRACTOR shall ensure that all staff complete COUNTY's Annual Compliance Training.

I. COUNTY shall provide, or cause to be provided, training and ongoing consultation to CONTRACTOR's staff to assist CONTRACTOR in ensuring compliance with ADMINISTRATOR Standards of Care practices, P&Ps, documentation standards and any state regulatory requirements.

J. CONTRACTOR shall include bilingual/bicultural services to meet the needs of threshold languages as determined by COUNTY. Whenever possible, bilingual/bicultural staff should be retained. Any staff vacancies occurring at a time when bilingual and bicultural composition of the program staffing does not meet the above requirement must be filled with bilingual and bicultural staff unless ADMINISTRATOR consents, in advance and in writing, to the filling of those positions with non-bilingual and bicultural staff. Salary savings resulting from such vacant positions may not be used to cover costs other than salaries and employees benefits unless otherwise authorized in advance and in writing, by ADMINISTRATOR.

K. CONTRACTOR shall make its best effort to provide services pursuant to the



Agreement in a manner that is culturally and linguistically appropriate for the population(s) served. CONTRACTOR shall maintain documents of such efforts which may include; but not be limited to: records of participation in COUNTY-sponsored or other applicable training; recruitment and hiring P&Ps; copies of literature in multiple languages and formats, as appropriate; and descriptions of measures taken to enhance accessibility for, and sensitivity to, individuals who are physically challenged.

L. CONTRACTOR may augment the above paid staff with volunteers or interns upon written approval of ADMINISTRATOR. CONTRACTOR shall provide supervision to volunteers as specified in the respective job descriptions or work contracts.

M. CONTRACTOR shall maintain personnel files for each staff member, including the management and other administrative positions, which shall include, but not be limited to, an application for employment, qualifications for the position, documentation of bicultural/bilingual capabilities (if applicable), pay rate and evaluations justifying pay increases.

N. CONTRACTOR shall notify ADMINISTRATOR, in writing, within seventy-two (72) hours, of any staffing vacancies that occur during the term of the Agreement.

O. ADMINISTRATOR and CONTRACTOR may mutually agree, in writing, to modify the Staffing Paragraph of this Attachment D to the Agreement”

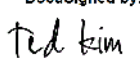
This Amendment No. 1 modifies the Contract only as expressly set forth herein. Wherever there is a conflict in the terms or conditions between this Amendment No. 1 and the Contract, the terms and conditions of this Amendment No. 1 prevail. In all other respects, the terms and conditions of the Contract not specifically changed by this Amendment No. 1 remain in full force and effect.

**SIGNATURE PAGE FOLLOWS**

**SIGNATURE PAGE**

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 1. If Contractor is a corporation, Contractor shall provide two signatures as follows: 1) the first signature must be either the Chairman of the Board, President, or any Vice President; 2) the second signature must be that of the Secretary, an Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution or by-laws demonstrating the legal authority of the signature to bind the company.

**Contractor: Charitable Ventures of Orange County, acting through its fiscally sponsored project, Project Kinship**

Ted Kim	Chief operating officer
_____ Print Name	_____ Title
<small>DocuSigned by:</small>  C7CBFFF9BF47455...	4/23/2020
_____	_____ Date


_____ Print Name	_____ Title
_____ Signature	_____ Date

**County of Orange**, a political subdivision of the State of California

Purchasing Agent/Designee Authorized Signature:

_____ Print Name	_____ Title
_____ Signature	_____ Date

**APPROVED AS TO FORM**  
Office of the County Counsel  
Orange County, California

Brittany McLean	Deputy County Counsel
_____ Print Name	_____ Title
<small>DocuSigned by:</small>  9713A4061D4343D...	4/24/2020
_____	_____ Date