

**AGREEMENT BETWEEN  
THE COUNTY OF TEHAMA AND  
NORTHERN CALIFORNIA CHILD DEVELOPMENT INC.**

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This agreement is entered into between the County of Tehama, through its Department of Social Services, ("County") and Northern California Child Development, Inc., ("Contractor") for the purpose of providing and operating a Family Visitation Center (FVC) known as Stepping Stones Visitation Center (SSVC).

**1. RESPONSIBILITIES OF CONTRACTOR**

During the term of this agreement, Contractor shall provide services in accordance with the Scope of Work, Exhibit C, attached hereto and made a part of this agreement.

**2. RESPONSIBILITIES OF THE COUNTY**

County shall compensate Contractor for said services pursuant to Section 3 and 4 of this agreement.

**3. COMPENSATION**

For work satisfactorily performed in accordance with the terms of this Agreement, as reasonably determined by County, Contractor shall invoice County at the actual cost incurred in accordance with the budget sheet attached hereto and incorporated herein as Exhibit G. The Maximum Compensation payable under Agreement shall not exceed \$ 402,837.67 for the period of 7/01/2025 – 6/30/26; \$ 411,696.23 for the period of 7/1/26 – 6/30/27. Total contract compensation shall not exceed \$ 814,533.90. Contractor may, with County approval, reallocate funds among each of the major cost categories listed in Exhibit "G", to a maximum of 15% of each part, not to exceed the Maximum Compensation amount set forth above. Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Contractor shall have no claim against County for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Contractor shall not be paid any amount in excess of the Maximum Compensation amount set forth above, and Contractor agrees that County has no obligation, whatsoever, to compensate or reimburse Contractor for any expenses, direct or indirect costs, expenditures, or charges of any nature by Contractor that exceed the Maximum Compensation amount set forth above. Should Contractor

receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. This provision shall survive the expiration or other termination of this Agreement.

4. **BILLING AND PAYMENT**

On or before the 15th of each month, Contractor shall submit to County an itemized invoice (Exhibit H) for all services rendered during the preceding calendar month. County shall make payment of all undisputed amounts within 30 days of receipt of Contractor's invoice. County shall be obligated to pay only for services properly invoiced in accordance with this section.

5. **TIMELY SUBMISSION**

Notwithstanding section #4, Contractor shall submit a final undisputed invoice for payment no more than thirty (30) calendar days following the expiration or termination date of this Agreement. Said invoice should be clearly marked "Final Invoice", thus indicating that all payment obligations of the County under this Agreement have ceased and that no further payments are due or outstanding. County will not honor any delinquent invoice. Contractor will be deemed to have forfeited its right to payment and shall have no claim against County for payment, of any kind whatsoever, for any delinquent invoice.

6. **TERM OF AGREEMENT**

This agreement shall commence on 07/01/2025 and shall terminate 06/30/2027, unless terminated in accordance with section 7 below.

7. **TERMINATION OF AGREEMENT**

If Contractor fails to perform his/her duties to the satisfaction of the County, or if Contractor fails to fulfill in a timely and professional manner his/her obligations under this agreement, or if Contractor violates any of the terms or provisions of this agreement, then the County shall have the right to terminate this agreement effective immediately upon the County giving written notice thereof to the Contractor. Either party may terminate this agreement on 30 days' written notice. County shall pay contractor for all work satisfactorily completed as of the date of notice. County may terminate this agreement immediately upon oral notice should funding cease or be materially decreased, or should the Tehama County Board of Supervisors fail to appropriate sufficient funds for this agreement in any fiscal year.

The County's right to terminate this agreement may be exercised by the Director, the Chairperson of the Tehama County Board of Supervisors or the Purchasing Agent, as indicated on the signatory page.

8. **ENTIRE AGREEMENT; MODIFICATION**

This agreement for the services specified herein supersedes all previous agreements for these services and constitutes the entire understanding between the parties hereto. Contractor shall be entitled to no other benefits other than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this agreement, Contractor relies solely upon the provisions contained in this agreement and no other oral or written representation.

9. **NONASSIGNMENT OF AGREEMENT**

Inasmuch as this agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate or sublet any interest herein without the prior written consent of the County.

10. **EMPLOYMENT STATUS**

Contractor shall, during the entire term of this agreement, be construed to be an independent contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this agreement; provided always, however, that the services to be provided by Contractor shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of the County is to insure that the services shall be rendered and performed in a competent, efficient and satisfactory manner. Contractor shall be fully responsible for payment of all taxes due to the State of California or the Federal government, which would be withheld from compensation of Contractor, if Contractor were a County employee. County shall not be liable for deductions for any amount for any purpose from Contractor's compensation. Contractor shall not be eligible for coverage under County's

Workers Compensation Insurance Plan nor shall Contractor be eligible for any other County benefit.

11. **INDEMNIFICATION**

Contractor shall defend, hold harmless, and indemnify Tehama County, its elected officials, officers, employees, agents, and volunteers against all claims, suits, actions, costs, expenses (including but not limited to reasonable attorney's fees of County), damages, judgments, or decrees by reason of any person's or persons' injury, including death, or property (including property of County) being damaged, arising out of contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, whether by negligence or otherwise. Contractor shall, at its own expense, defend any suit or action founded upon a claim of the foregoing. Contractor shall also defend and indemnify County against any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency against the County with respect to Contractor's "independent contractor" status that would establish a liability for failure to make social security or income tax withholding payments, or any other legally mandated payment.

12. **INSURANCE**

Contractor shall procure and maintain insurance pursuant to Exhibit A, "Insurance Requirements For Contractor," attached hereto and incorporated by reference.

13. **PREVAILING WAGE**

Contractor certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the Services hereunder are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with and to require its subcontractors to fully comply with such Prevailing Wage Laws, to the extent that such laws apply. If applicable,

County will maintain the general prevailing rate of per diem wages and other information set forth in Labor Code section 1773 at its principal office, and will make this information available to any interested party upon request. Contractor shall defend, indemnify and hold the County, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties, or interest arising out of any failure or alleged failure of the Contractor or its subcontractors to comply with the Prevailing Wage Laws. Without limiting the generality of the foregoing, Contractor specifically acknowledges that County has not affirmatively represented to contractor in writing, in the call for bids, or otherwise, that the work to be covered by the bid or contract was not a “public work.” To the fullest extent permitted by law, Contractor hereby specifically waives and agrees not to assert, in any manner, any past, present, or future claim for indemnification under Labor Code section 1781.

Contractor acknowledges the requirements of Labor Code sections 1725.5 and 1771.1 which provide that no contractor or subcontractor may be listed on a bid proposal or be awarded a contract for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5, with exceptions from this requirement specified under Labor Code sections 1725.5(f), 1771.1(a) and 1771.1(n).

If the services are being performed as part of the applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, Contractor acknowledges that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

#### 14. **NON-DISCRIMINATION**

Contractor shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

#### 15. **GREEN PROCUREMENT POLICY**

Through Tehama County Resolution No. 2021-140, the County adopted the Recovered Organic Waste Product Procurement Policy (available upon request) to (1) protect and conserve natural resources, water and energy; (2) minimize the jurisdiction's contribution to pollution and solid waste disposal; (3) comply with state requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383); (4) support recycling and waste reduction; and (5) promote the purchase of products made with recycled materials, in compliance with the California Integrated Waste Management Act of 1989 (AB 939) and SB1382 when product fitness and quality are equal and they are available at the same or lesser cost of non-recycled products. Contractor shall adhere to this policy as required therein and is otherwise encouraged to conform to this policy.

16. **COMPLIANCE WITH LAWS AND REGULATIONS**

All services to be performed by Contractor under to this Agreement shall be performed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Any change in status, licensure, or ability to perform activities, as set forth herein, must be reported to the County immediately.

17. **LAW AND VENUE**

This agreement shall be deemed to be made in, and shall be governed by and construed in accordance with the laws of the State of California (excepting any conflict of laws provisions which would serve to defeat application of California substantive law). Venue for any action arising from this agreement shall be in Tehama County, California.

18. **AUTHORITY**

Each party executing this Agreement and each person executing this Agreement in any representative capacity, hereby fully and completely warrants to all other parties that he or she has full and complete authority to bind the person or entity on whose behalf the signing party is purposing to act.

19. **NOTICES**

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first class mail to the following addresses:

<b>NOTICES TO COUNTY:</b>	<b>NOTICES TO CONTRACTOR:</b>
Bekkie F. Emery, Director Tehama County Department of Social Services P. O. Box 1515 Red Bluff, CA 96080 Fax: 530-527-5410	Tori Prest, Interim Executive Director 20 Sycamore St, Suite 200 Red Bluff, CA 96080 Phone: 530-529-1500
<b>ANALYST RESPONSIBLE TO RECEIVE REPORTS:</b>	<b>PERSON RESPONSIBLE FOR REPORTING:</b>
Kim Granados, Staff Services Analyst, Tehama County Department of Social Services P.O. Box 1515 Red Bluff, CA 96080 OR emailed to <a href="mailto:ProgramAnalyst@tcdss.org">ProgramAnalyst@tcdss.org</a> OR delivered in person to 310 S. Main Street. Phone: 530-528-4170 Fax: 530-527-5410	To Be Determined 220 Sycamore St, Suite 200 Red Bluff, CA 9680  Phone: 530-529-1500
<b>INVOICES SUBMITTED TO COUNTY:</b>	<b>PERSON RESPONSIBLE FOR INVOICING:</b>
Invoices may be sent by email to:  <a href="mailto:AccountsPayable@tcdss.org">AccountsPayable@tcdss.org</a>	Amanda Blake 220 Sycamore St, Suite 200 Red Bluff, CA 9680  Phone: 530-529-1500 <a href="mailto:ablake@nccdi.com">ablake@nccdi.com</a>

Notice shall be deemed to be effective two days after mailing.

20. **NON-EXCLUSIVE AGREEMENT:**

Contractor understands that this is not an exclusive agreement, and that County shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by Contractor, or to perform such services with County's own forces, as County desires.

21. **STANDARDS OF THE PROFESSION**

Contractor agrees to perform its duties and responsibilities pursuant to the terms and conditions of this agreement in accordance with the standards of the profession for which Contractor has been properly licensed to practice.

22. **LICENSING OR ACCREDITATION**

Where applicable the Contractor shall maintain the appropriate license or accreditation through the life of this contract.

23. **RESOLUTION OF AMBIGUITIES**

If an ambiguity exists in this Agreement, or in a specific provision hereof, neither the Agreement nor the provision shall be construed against the party who drafted the Agreement or provision.

24. **NO THIRD PARTY BENEFICIARIES**

Neither party intends that any person shall have a cause of action against either of them as a third party beneficiary under this Agreement. The parties expressly acknowledge that is not their intent to create any rights or obligations in any third person or entity under this Agreement. The parties agree that this Agreement does not create, by implication or otherwise, any specific, direct or indirect obligation, duty, promise, benefit and/or special right to any person, other than the parties hereto, their successors and permitted assigns, and legal or equitable rights, remedy, or claim under or in respect to this Agreement or provisions herein.

25. **HAZARDOUS MATERIALS**

Contractor shall provide to County all Safety Data Sheets covering all Hazardous Materials to be furnished, used, applied, or stored by Contractor, or any of its Subcontractors, in connection with the services on County property. Contractor shall provide County with copies of any such Safety Data Sheets prior to entry to County property or with a document certifying that no Hazardous



Materials will be brought onto County property by Contractor, or any of its Subcontractors, during the performance of the services. County shall provide Safety Data Sheets for any Hazardous Materials that Contractor may be exposed to while on County property.

26. **HARASSMENT**

Contractor agrees to make itself aware of and comply with the County's Harassment Policy, TCPR §8102: Harassment, which is available upon request. The County will not tolerate or condone harassment, discrimination, retaliation, or any other abusive behavior. Violations of this policy may cause termination of this agreement.

27. **COUNTERPARTS, ELECTRONIC SIGNATURES – BINDING**

This agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each Party of this agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civil Code §§ 1633.1 to 1633.17), for executing this agreement. The Parties further agree that the electronic signatures of the Parties included in this agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among Parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the Parties. For purposes of this section, a digital signature is a type of “electronic signature” as defined in subdivision (i) of Section 1633.2 of the Civil Code. Facsimile signatures or signatures transmitted via pdf document shall be treated as originals for all purposes.

28. **EXHIBITS**

Contractor shall comply with all provisions of Exhibits A through H, attached hereto, and incorporated by reference. In the event of a conflict between the provisions of the main body of this Agreement and any attached Exhibit(s), the main body of the Agreement shall take precedence.

29. **OWNERSHIP OF DOCUMENTS**

All documents, notes, reports, electronic storage media, plans, or any other materials produced by Contractor during the term of this agreement for any purpose related to the agreement shall become the property of the County. Contractor shall deliver, upon full payment by the County for services rendered hereunder, all such materials to County.

30. **DOCUMENTS AND RETENTION**

1. Contractor and County agree to retain all documents relevant to this agreement for five years from the termination of the agreement or until all audits, Federal and/or State, are complete, whichever is later. Upon request, Contractor shall make available these records to the County, State, or Federal government representatives.
2. Contractor shall provide County all finished and unfinished reports, data, studies, photographs, charts and other documents prepared by Contractor pursuant to this agreement, should this agreement be terminated.
3. Contractor shall develop and maintain records concerning the services provided pursuant to this agreement. Contractor shall also provide all information necessary for quarterly reports or other reports required by County, State or the Federal government. Contractor shall fully cooperate with the County in providing any information needed by any governmental entity concerning this agreement.

31. **SEXUAL HARASSMENT**

Contractor shall not employ sexual harassment or discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Contractor shall provide services in accordance

with Exhibit B, Nondiscrimination Clause, attached hereto, and the Tehama County Sexual Harassment Policy, available upon request; both made part of this agreement.

32. **CONFLICT OF INTEREST**

Contractor and Contractor's employees shall have no interest and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of services required under this agreement.

33. **CONFIDENTIALITY**

The intent of this agreement is for the Contractor to provide and operate a Family Visitation Center (FVC) known as Stepping Stones Visitation Center (SSVC). However, should specific information regarding the County's clients become known to Contractor, the following confidentiality rules shall apply:

- a. Contractor shall require all employees, volunteers, agents, and officers to comply with the provisions of Section 10850 of the Welfare and Institutions Code and Manual of Policies and Procedures (MPP) Division 19, which provide that:
  - 1.) All applications and records concerning any individual made or kept by Contractor shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program.
  - 2.) No person shall publish, disclose, use, permit or cause to be published or disclosed any list of persons receiving public social services, except as provided by law.
  - 3.) No person shall publish, disclose, use, permit or cause to be published, disclosed or used any confidential information pertaining to an applicant or recipient, except as provided by law.
- b. Contractor shall ensure all employees, volunteers, agents, and officers comply with the above provisions, and shall inform all employees, agents, and officers that any person knowingly and intentionally violating such provisions is guilty of a misdemeanor.
- c. During the term of this agreement, both parties may have access to information that is confidential or proprietary in nature. Both parties agree to preserve the confidentiality of and to not disclose any such information to any third party without the express written consent of

the other party or as required by law. This provision shall survive the termination, expiration, or cancellation of the agreement.

- d. Notwithstanding any other provision of this Agreement, the Contractor agrees to protect the confidentiality of any and all patient, client, or resident medical information, which may be viewed in the process of doing his/her/its contracted services. The Contractor understands that he/she/it is subject to all of the confidentiality requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA); Title 42, Section 2.1 through 2.67-1, Code of Federal Regulations; and Confidentiality of Medical Information Act [Part 2.6 (commencing with Section 56)] of Division 1 of the Civil Code. Violation of the confidentiality of patient, client, or resident medical information may result in federally imposed fines and penalties and the cancellation of this agreement.

#### 34. **AVAILABILITY OF FUNDS**

All funding under this agreement is subject to the availability of Federal, State, and County funds. If at any time during the period covered by this agreement the funding from any source is discontinued or decreased, this agreement shall no longer be binding upon the County or the Contractor, effective with the date funding is discontinued or decreased.

In the event of an audit exception or exceptions, the party responsible for not meeting the program requirement or requirements shall be responsible for the deficiency.

#### 35. **MONITORING, VIOLATIONS, BREACHES OF AGREEMENT**

The County may monitor the Contractor's performance to assure compliance with the terms, conditions, and specifications of this agreement.

Contractor shall develop and make known to recipients the procedure for presenting grievances or complaints regarding services and shall be able to present the procedure to County at any time. This shall include informing recipients of their right to a State hearing.

The County may take appropriate remedies, such as fiscal penalties or withhold payment in instances whereas the Contractor or any person employed by Contractor, in any capacity during the progress of the work, whether by negligence or otherwise breach or violate any provision of this agreement.

36. **MISCELLANEOUS PROVISIONS**

Contractor will recognize the mandatory standards and policies relating to energy efficiency in the state energy conservation plan. {Title 24, California Administrative Code}.

If the amount of this agreement is in excess of \$10,000.00, Contractor is required to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR Part 60).

If the amount of this agreement is in excess of \$100,000.00, Contractor is required to comply with Section 306 of the Clean Air Act (42 USC 1857 (h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15).

37. **DUPLICATION OF SERVICES AND REFERRALS**

Contractor, Contractors' employees and partners, and any Sub-Contractors agree to refer clients to other existing services as appropriate. New and Existing services shall be coordinated to prevent duplication of services.

Contractor certifies, by signing this agreement, that the services being provided would not otherwise be available to registrants free of charge in the absence of County funding.

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the day and year set forth below.

**TEHAMA COUNTY DEPARTMENT  
OF SOCIAL SERVICES**

Date: May 27, 2025

Bekkie F. Emery  
Bekkie F. Emery, Social Services Director

**NORTHERN CALIFORNIA CHILD  
DEVELOPMENT, INC.**

Date: 5/21/25

Tori Prest  
Tori Prest, Interim Executive Director

106919  
Vendor Number

5013-532300  
Budget Account Number

93.658  
Federal Funding CFDA #

## Exhibit A

### **INSURANCE REQUIREMENTS FOR CONTRACTOR**

Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work described herein and the results of that work by Contractor, his/her agents, representatives, employees or subcontractors. At a minimum, Contractor shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

Commercial General Liability (including operations, products and completed operations) \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If coverage is subject to an aggregate limit, that aggregate limit will be twice the occurrence limit, or the general aggregate limit shall apply separately to this project/location.

#### Automobile Liability

Automobile liability insurance is required with minimum limits of \$1,000,000 per accident for bodily injury and property damage, including owned and non-owned and hired automobile coverage, as applicable to the scope of services defined under this agreement.

#### Workers' Compensation

If Contractor has employees, he/she shall obtain and maintain continuously Workers' Compensation insurance to cover Contractor and Contractor's employees and volunteers, as required by the State of California, as well as Employer's Liability insurance in the minimum amount of \$1,000,000 per accident for bodily injury or disease.

#### Professional Liability (Contractor/Professional services standard agreement only)

If Contractor is a state-licensed architect, engineer, contractor, counselor, attorney, accountant, medical provider, and/or other professional licensed by the State of California to practice a profession, Contractor shall provide and maintain in full force and effect while providing services pursuant to this contract a professional liability policy (also known as Errors and Omissions or Malpractice liability insurance) with single limits of liability not less than \$1,000,000 per claim and \$2,000,000 aggregate on a claims made basis. However, if

coverage is written on a claims made basis, the policy shall be endorsed to provide coverage for at least three years from termination of agreement.

If Contractor maintains higher limits than the minimums shown above, County shall be entitled to coverage for the higher limits maintained by Contractor.

All such insurance coverage, except professional liability insurance, shall be provided on an “occurrence” basis, rather than a “claims made” basis.

Endorsements: Additional Insureds

The Commercial General Liability and Automobile Liability policies shall include, or be endorsed to include “Tehama County, its elected officials, officers, employees and volunteers” as an additional insured.

The certificate holder shall be “County of Tehama.”

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions of \$25,000 or more must be declared to, and approved by, the County. The deductible and/or self-insured retentions will not limit or apply to Contractor’s liability to County and will be the sole responsibility of Contractor.

Primary Insurance Coverage

For any claims related to this project, Contractor’s insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of Contractor’s insurance and shall not contribute with it.

Coverage Cancellation

Each insurance policy required herein shall be endorsed to state that “coverage shall not be reduced or canceled without 30 days’ prior written notice certain to the County.”

Acceptability of Insurers

Contractor’s insurance shall be placed with an insurance carrier holding a current A.M. Best & Company’s rating of not less than A:VII unless otherwise acceptable to the County. The County



reserves the right to require rating verification. Contractor shall ensure that the insurance carrier shall be authorized to transact business in the State of California.

#### Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance that meets all the requirements stated herein.

#### Material Breach

If for any reason, Contractor fails to maintain insurance coverage or to provide evidence of renewal, the same shall be deemed a material breach of contract. County, in its sole option, may terminate the contract and obtain damages from Contractor resulting from breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance.

#### Policy Obligations

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

#### Verification of Coverage

Contractor shall furnish County with original certificates and endorsements effecting coverage required herein. All certificates and endorsements shall be received and approved by the County prior to County signing the agreement and before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

## **EXHIBIT B**

### **NONDISCRIMINATION CLAUSE**

The Contractor agrees to comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code Section 11135-11139.5, as amended; California Government Code Section 12940 (c), (h) (1), (I), and (j); California Government Code, Section 4450; Title 22, California Code of Regulations Section 98000-98413; the Dymally-Alatorre Bilingual Services Act; Section 1808 Removal of Barriers to Inter Ethnic Adoption Act of 1996 and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91; 7 CFR Part 15; and 28 CFR Part 35], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of age, sex, color disability, national origin, race, marital status, religion or political affiliation be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement. THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited. By ACCEPTING THE ASSURANCE, the Contractor agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of the aforementioned laws, rules, and regulations, and permit authorized CDSS and /or federal government personnel, during normal working hours, to review such records, books, and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance. This ASSURANCE is binding on the Contractor directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

# **EXHIBIT C**

## **SCOPE OF WORK**

### **Stepping Stones Visitation Center (SSVC)**

### **Northern California Child Development, Inc. (NCCDI)**

#### **1. Contractor Responsibilities and Program Objectives**

- a) Contractor will operate a Family Visitation Center known as the Stepping Stones Visitation Center (SSVC) for use by Tehama County Department of Social Services, Child Protective Services (CPS) Branch families.
- b) SSVC will be located at 220 Sycamore Street, Suite 101, in Red Bluff, CA.
- c) SSVC will be open Monday through Friday during regular business hours 8am to 6pm. Contractor will maintain the capacity to provide up to 100 family visitations per week. This is based on a 60-minute visit; however, length of visits will vary depending on need of the family and request of social worker. Visits will be offered to occur during week days with extended evening hours.

SSVC will be closed on the following dates in observance of federal and state holidays as well as NCCDI staff training/in-service (3 days) and wellness days (2 days). No visits will be scheduled to occur during these times:

#### **2025**

- July 4 – Independence Day
- August 11 - \*Staff Inservice Day
- September 1 – Labor Day
- November 11 – Veterans Day
- November 27 & 28 – Thanksgiving Day
- December 19 – Staff Wellness Day
- December 24 & 25 – Christmas Day

#### **2026**

- January 1 – New Years Day
- January 19 – Martin Luther King Day
- February 16 – Presidents Day
- April 6 – Day after Easter
- May 22 – Staff Wellness Day
- May 25 – Memorial Day
- June 19 - Juneteenth

\*Two additional staff training/inservice Days are to be calendared. NCCDI will notify DSS 60 days prior to the inservice closure day.

## **2026**

- July 3 – Independence Day
- August 10 - \*Staff Inservice Day
- September 7 – Labor Day
- November 11 – Veterans Day
- November 26 & 27 – Thanksgiving Day
- December 18 – Staff Wellness Day
- December 24 & 25 – Christmas Day

## **2027**

- January 1 – New Years Day
- January 18 – Martin Luther King Day
- February 15 – Presidents Day

- March 29 – Day after Easter
- May 28 – Staff Wellness Day
- May 31 – Memorial Day
- June 18 - Juneteenth

\*Two additional staff training/in-service Days are to be calendared. NCCDI will notify DSS 60 days prior to the in-service closure day.

- d) Contractor will ensure the space is hospitable and functional for the intended purpose. This setting should encourage biological and resource parents to use family contact time as an opportunity to exchange information about children and demonstrate positive interaction; and to aid children in feeling comfortable. This includes the same entrance/reception area for biological and resource parents, unless there is a safety concern (see High Supervision). If possible, an outdoor play area will be available.
- e) Contractor will utilize contact rooms that can accommodate a variety of family sizes. The rooms will be furnished to meet the needs of children in a range of ages including infants, toddlers, school age, and teenage children and youth. Rooms will be easily interchangeable regarding age appropriate activities and furniture to accommodate the variety of ages and stages of children that attend visits.
- f) Toys, craft supplies, and other learning activities will be available to families. Contractor will make available the necessary equipment for families to prepare meals together. This will include a refrigerator, small cooking appliances such as microwave ovens, toaster ovens, mixers, and blenders, and cookware such as cooking utensils.
- g) Parents will be encouraged to bring a healthy snack or meal to share with their child(ren) during visits. They may also bring in special activities. Parents will be given the option to “set up” the room for their visit. Parents take pride in planning and selecting activities of their choice for their child. When a parent is unsure or doesn’t know how to plan age appropriate activities, Contractor staff will make suggestions and provide activity choices.
- h) Contractor will engage birth parents and children in activities that encourage family connections. This includes activities such as exchange of a weekly journal documenting the child(ren)’s week along with pictures. As attendees grow more comfortable, the

relationship between birth and resource parents may be encouraged to progress, involving steps such as recording the family reading a book and playing it for the child(ren) at bedtime, or attending doctor visits and school functions.

- i)** Contractor staff will facilitate “icebreakers” between biological and resource parents. These interactions will serve as an opportunity to exchange information about the child(ren) and demonstrate positive interaction to aid the child(ren) in feeling comfortable. If possible, these “icebreaker” meetings will be held within two (2) days of the child(ren)’s out-of-home placement.
- j)** Birth Parents will be asked to sign initial intake paperwork. These documents will be developed by Contractor and include a copy of the visitation guidelines and consent to release form. All forms will be read, agreed to, and signed prior to the commencement of the first visit. All terms and conditions of the visitation guidelines will be monitored by Family Visitation Center staff during visitations, and when necessary staff will intervene, and attempt to redirect the client.
- k)** Contractor will be expected to have procedures in place that address parents and other visitors who do not adhere to the visitation guidelines, and ensure the procedures in place are followed.
- l)** Birth and Resource Parents will be asked to adhere to Contractor’s Head Lice Policy.
- m)** If a birth parent or visitor appears to be under the influence or unable to behave appropriately for the visit, Contractor shall have procedures in place to address the situation, up to and including ending a visit or not allowing the visit to occur due to safety concerns for the child(ren). Family Visitation Center staff have the authority to terminate a visit for a parents who is actively demonstrating signs and symptoms of drug or alcohol intoxication. These procedures shall include notifying the case- carrying social worker verbally and in writing.
- n)** If an arrest is attempted or made at the SSVC, the staff will make every effort to work with law enforcement to avoid trauma to the child(ren) who are present.
- o)** Designate an individual to have primary responsibility as a liaison with County in carrying out the terms of this contract.
- p)** Provide services in accordance with Family Visitation Center Scope of Work, Exhibit C, attached hereto and made a part of this contract.
- q)** Comply with State and/or Federal regulations and instructions as directed by County and/or CDSS.

- r) Provide details of expenditures under this contract when requested by County OR California Department of Social Services (CDSS).
- s) Provide all data required by County and/or CDSS for adequate monitoring and evaluation of the project.
- t) The completion of any or all required forms as identified County or CDSS is the responsibility of the Contractor.
- u) Ensure that all personnel as described in the Child Abuse and Neglect Reporting Act, Section 11164 et seq. of the Penal Code, are in compliance with the law. The law mandates certain personnel to report known or suspected instances of child abuse. This includes, but is not limited to, any person who is a social worker or an administrator or presenter of, or a counselor in, a child abuse prevention program. Contractor shall require each employee, volunteer or subcontractor who is mandated reporter to sign a statement that he or she knows of the reporting requirements as defined in Section 11166(a) of the Penal Code.
- v) Contractor shall notify County in writing, prior to the development of any promotional, audio/visual aids, and printed materials pursuant to this contract. County shall have final approval of any of these materials. County shall be acknowledged as the funding agent, in writing on any of these materials.

## **2. Staffing**

- a) Contractor shall provide staff who meet the requirements of California Family Code (CFC) section 3200.5.
- b) The SSVC shall be staffed with a full-time Family Visitation Director, full-time Family Visitation Case Managers, The Director and Family Visitation Case Managers will be overseen by the Executive Director of NCCDI. Staff will have education or experience in the field of human services to that supports working with families and children in a professional capacity. The SSVC shall be staffed as necessary to allow flexibility and safety for contracted services.
- c) Family Visitation Case Managers will be responsible for monitoring family visits, interacting with both biological and resource parents, taking notes as required, modeling appropriate and effective child interaction techniques, providing play materials, activities, food as necessary, and maintaining the safety and cleanliness of the contact rooms. Family Visitation Case Managers are expected to have a background in child development and parent education so they can model activities and mentor caregivers.

- d) All staff will be trained in parenting education so they can effectively coach and supervise birth parents using the same evidenced-based techniques as County and many other local service providers. Staff will also be trained in Adverse Childhood Experiences (ACE) using certified training staff.
- e) The Family Visitation Director will be accountable for the operation of the SSVC and meet with the County CPS Program Manager on a periodic basis to provide information and feedback, build effective working relationships, solve problems, and plan for improvements.

### **3. Referrals and Scheduling Process**

- a) The case-carrying social worker may supervise two visits with the family prior to referring families requiring supervised visitation to the SSVC using a standard form (Exhibit D) sent via fax. The referral will designate any special situations to be aware of, and any special needs or requirements of the visiting child, family member or resource parent, and will be accompanied by the narrative portion of the Detention report.
- b) SSVC staff will be responsible for scheduling family visitation at times convenient to all parties at whatever frequency has been requested by the case-carrying social worker. SSVC staff will communicate the scheduled family visitation times to all parties via telephone and mail. The SSVC Director will assign appropriate staff to supervise or monitor each family visit per the level of supervision indicated by the social worker for that family.
- c) If possible, the SSVC will schedule the first family visit within three business days of the referral being received. If the Family Case Manager is unable to make contact with the biological parents, this will be documented in the case notes and the CPS Social Worker will be notified immediately. Out of town visitors and once a month visitors who require a more flexible schedule will be accommodated.
- d) The SSVC staff will notify the CPS Social Worker upon confirming the first scheduled visit for the family.

### **4. Levels of Supervision and Additional Strategies**

The Center will offer supervision of three levels of family visitations. At any level the Family Case Manager may interrupt and end the visit if deemed necessary.



a) **High Supervision** — the child may not be removed from the presence of a SSVC staff person who has been trained in the Triple P parent education curriculum (100% supervision). Children on High Supervision should not be left in the care of the parent who they were removed from at this Supervision level. The Family Case Manager responsibilities include protecting the child's emotional and physical safety, and evaluation and assessment of child-family interaction. The Family Case Manager strictly enforces rules for child-parent interaction that have been explained in advance by the case-carrying social worker. This gives the parent an opportunity to take steps to modify their behavior and an opportunity to comply with the written guidelines, and ensure that the parents conduct is not detrimental to the wellbeing of the child. The Family Case Manager will also act as a role model for parents, demonstrating parenting techniques and encouraging parents to try these behaviors during the visit. Examples of interventions include, but are not limited to: educating the family about trauma, behaviors, and expectations; debriefing traumatic events (when appropriate) at the family's level; teaching relaxation techniques such as controlled breathing and thought stopping. Progress is recorded by the Family Case Manager and provided to the CPS case-carrying social worker to evaluate progress towards case plan goals.

- (i) High Supervision Structured Family Time is appropriate when a parent has made little or no progress in addressing behaviors and safety threats identified in the home that impact the family visitation.
- (ii) Family Visitation Plans that call for high supervision may also necessitate the parents and resource parents entering and exiting the SSVC separately.
- (iii) Clinical supervision by a designated community agency representative or appropriately trained TCDSS CPS staff may be necessary in cases of sexual or physical abuse or violence between siblings.

b) **Moderate Supervision** — the family visitation occurs at the visitation center with periodic check-ins (every 15 minutes) by a designated Family Case Manager who has been trained in the Triple P parent education curriculum and will use Parent Coaching Strategies. The Family Case Manager has a clear plan, with structured activities, to observe and enhance parental capabilities, whenever possible. Family visitation allows for appropriate parent-driven interaction. SSVC staff will act as a role model for parents, demonstrating positive parenting techniques and encouraging parents to try these behaviors during the visit. Progress is recorded by Family Case Manager and provided to

the CPS social worker to evaluate progress towards case plan goals. Moderate Supervision is appropriate when a parent has begun demonstrating positive behavior changes which do not pose a safety risk to the child(ren). Adjustment from High Supervision to Moderate should be done by request of the case-carrying social worker and based on assessment of the parent's engagement and implementation of services provided to reduce or eliminate the safety and risk concerns which brought the family to the attention of Child Protective Services.

**c) Low Supervision —**

- i) Low Supervision is for those parents who do not require supervised visitation with their children, but who do require documentation of their participation and appropriateness. The SSVC will offer scheduled visitation appointment times and the option for the visit to occur on-site or for the family to check in and out with the SSVC staff. They may leave the premises and return at an agreed upon time to transfer the children back to the resource parent. Progress is recorded by SSVC staff and provided to the worker to evaluate progress towards case plan goals. Low Supervision Structured Family Time is appropriate when a parent is demonstrating appropriate progress in addressing behaviors and safety threats identified in the home that impact the family visit and parents can appropriately structure most of the family visitation time themselves. However, parents still need some assistance and supervision.

**d) Additional Strategies**

- i) Termination of Visit- If a parent or visitor appears to be under the influence of a substance, such as alcohol, drugs, or medication(s) that interferes with the visitation, creates a safety concern for the child(ren), or violates any of the rules or court orders regarding the children. The Juvenile Court has stated that they are in support of Family Visitation Center staff terminating visits when parents are overtly showing signs and symptoms of drug or alcohol intoxication. Staff should use their best judgement, and document the symptoms they observed, and the impact the symptoms were having on the visit.
- ii) The Contractor shall have the right and duty to prevent the visitation from occurring or continuing, and may terminate the visit immediately. Contractor shall follow their procedures in place to address the situation with the offending person. The Contractor

will immediately inform the case-carrying social worker of the situation and the ending of the visit in order for the social worker to further address the issue with the parent/guardian/visitor.

## **5. Documentation, Data Collection, and Monitoring**

- a) Documentation - Based on the specified level of supervision the SSVc staff objectively observes and records all parent/child interactions. At the conclusion of each visit a Visit Report (Exhibit E) is completed, copied, and stored on site in an SSVc client file and provided to case-carrying social worker. The contact report contains a scoring matrix in which interactions during the visit, if applicable, are scored. It is expected that scores for each family will improve over time as coaching strategies are employed and integrated into family interactions. SSVc staff will maintain a file for each case referred to the SSVc. Staff will document dates, times and duration of family visits, who participated in the visit, brief notes about activities during the visit, and notes regarding any unusual events. SSVc staff should conclude their notes with a general short summary of how the visit quality, and note any strengths or challenges that occurred during the visit. These files will be maintained in a locked filing cabinet for the duration of the contractor's normal business record retention period.
- b) Monitoring and Data Collection-Analysis Method - Contractor will meet with County quarterly to discuss the progress of this agreement utilizing the Tehama County Quarterly Contract Monitoring Tool (Exhibit F) and to make any necessary adjustments in order to meet the desired outcomes. Submitting of Reports and Surveys - Contractor shall submit the quarterly report no later than 30 days from the end of the quarter. The report shall be based on the services Contractor provided, as per the Scope of Work.

<b>Report Quarter:</b>	<b>Report Due By:</b>
July –September	October 31
October – December	January 31
January – March	April 30
April – June	July 31

- c) All reports required within this agreement shall be transmitted via one of the following secure methods:

- (i) Mail delivery: Tehama County Department of Social Services, PO Box 1515, Red Bluff, CA 96080.

(ii) In-person delivery: Tehama County Department of Social Services, 310 S Main St., Red Bluff, CA 96080.

(iii) Encrypted email: Note, prior to emailing reports Contractor must contact County to establish the encrypted email process.

- d) All reports shall be delivered to the attention of Kimberly Granados, Staff Services Analyst, 530-528-4170, [ProgramAnalyst@tcdss.org](mailto:ProgramAnalyst@tcdss.org) . In addition to all regular reports, any communication with County staff that includes personal identifying information of a participant must also be sent via one of the secured methods listed above.

**County agrees to:**

1. Provide technical assistance as needed to Contractor.
2. Provide ongoing monitoring of this agreement, which may include an on-site visit.
3. Meet with Contractor as needed to discuss the progress of this agreement and make any necessary adjustments in order to meet the desired outcomes.
4. Provide program consultation and technical assistance to Contractor.
5. Monitor and evaluate Contractor's performance, expenditures and service levels for compliance with the terms of this contract, (See Exhibit F) including an annual on-site visit.
6. Provide Contractor with reporting forms and/or formats and time frames for submission of reports.
7. Evaluate Contractor's reports for compliance with the terms of this contract and provide a written response within thirty (30) calendar days of receipt if the reports are determined to be unacceptable.
8. Retain ownership and have access to any reports, evaluations, preliminary findings or data assembled/developed by Contractor under this contract.
9. County retains the right to modify the program and this contract based on the results of its evaluation and review. In addition, County may use the results in future grant decisions. The evaluation shall include, but is not limited to, grant compliance, effectiveness of planning and program results.

10. County shall compensate Contractor for said services pursuant to Section 3 and 4 of this agreement.

**EXHIBIT D**  
**Visitation Referral**

**Stepping Stones Family Visitation Center**  
220 Sycamore Street, Red Bluff, CA 96080 (530) 529-1500 ext: 118

**Visitation Referral/ Reservation**

CPS Social Worker Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

Child's Name	DOB	Phone	Foster Parent/Caregiver Name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Candidate for Center Visits? ☐ Yes ☐ No

Candidate for Intensive Home Visitation Model? ☐ Yes ☐ No

**AUTHORIZED VISITORS:**

MOTHER: \_\_\_\_\_ Phone: \_\_\_\_\_

Level of Supervision: ☐ High ☐ Moderate ☐ Low

Visits to be held:

☐ Weekly (circle#) 1x, 2x, 3x, 4x ☐ Monthly ☐ 2x Month ☐ Other: \_\_\_\_\_

Length of visit: \_\_\_\_\_

Comments: \_\_\_\_\_

FATHER: \_\_\_\_\_ Phone: \_\_\_\_\_

Level of Supervision: ☐ High ☐ Moderate ☐ Low

Visits to be held:

☐ Weekly (circle#) 1x, 2x, 3x, 4x ☐ Monthly ☐ 2x Month ☐ Other: \_\_\_\_\_

Length of visit: \_\_\_\_\_

Comments: \_\_\_\_\_

OTHER: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Level of Supervision: ☐ High ☐ Moderate ☐ Low

Visits to be held:

☐ Weekly (circle#) 1x, 2x, 3x, 4x ☐ Monthly ☐ 2x Month ☐ Other: \_\_\_\_\_

Length of visit: \_\_\_\_\_

Comments: \_\_\_\_\_

OTHER: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Level of Supervision: ☐ High ☐ Moderate ☐ Low

Visits to be held:

☐ Weekly (circle#) 1x, 2x, 3x, 4x ☐ Monthly ☐ 2x Month ☐ Other: \_\_\_\_\_

Length of visit: \_\_\_\_\_

Comments: \_\_\_\_\_

**Issues of Concern (please specify):**

☐ Physical Abuse

Perpetrator: Mom/Dad/Child

Recipient: Mom/Dad/Child

☐ Emotional Abuse:

Perpetrator: Mom/Dad/Child

Recipient: Mom/Dad/Child

☐ Sexual Abuse:

Perpetrator: Mom/Dad/Child

Recipient: Mom/Dad/Child

☐ Alcohol Abuse - Mom/Dad/Child

☐ Drug Abuse - Mom/Dad/Child

☐ Mental Health - Mom/Dad/Child

☐ Neglect of Child - Mom/Dad

☐ DD Parent - Mom/Dad

☐ Domestic Violence

☐ Neglect of Child

☐ Child Behavior – Specify: \_\_\_\_\_

☐ Medical Concern (i.e., allergies, seizures, etc.): \_\_\_\_\_

**Brief History:** \_\_\_\_\_

## EXHIBIT E

Imported into the  
CWS/CMS System  
Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Page 1 of 2

### Family Visitation Center

#### Visit Report

Social Worker: \_\_\_\_\_

Date: \_\_\_\_\_

M ☐ T ☐ W ☐ Th ☐ F ☐ Sa ☐

Observer: \_\_\_\_\_

Level of Supervision: High ☐ Moderate ☐ Low ☐

Start Time: \_\_\_\_\_

Stop Time: \_\_\_\_\_

Child's Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Age: \_\_\_\_\_

Child's Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Age: \_\_\_\_\_

#### Authorized Visitors:

Visitor: \_\_\_\_\_

Relationship: \_\_\_\_\_

Visitor: \_\_\_\_\_

Relationship: \_\_\_\_\_

Parenting Goals:

Parenting Goals Met:

#### Transition:

On time ☐ Late ☐ \_\_\_\_\_ min. No Show by \_\_\_\_\_ Cancelled by \_\_\_\_\_

**Observation Codes:** Based on observations, statement is 1-accurate, 2-partially accurate, 3-not accurate

Parent understands and meets child's needs.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	N/A <input type="checkbox"/>
Parent demonstrates appropriate discipline/behavior management.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	N/A <input type="checkbox"/>
Child demonstrates trust and reliance in parent.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	N/A <input type="checkbox"/>
Parent demonstrates acceptance of the child.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	N/A <input type="checkbox"/>
No sexual undertones of parent observed during visit.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	N/A <input type="checkbox"/>
No fear of parent observed in child during visit.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	N/A <input type="checkbox"/>
Parent engages child appropriately during visit.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	N/A <input type="checkbox"/>
Child engages parent appropriately during visit.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	N/A <input type="checkbox"/>
Parent able and willing to implement suggestions on parenting.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	N/A <input type="checkbox"/>



Name: _____
Date: _____
Page 2 of 2

Parent able to integrate information obtained in parenting classes.

1 ☐

2 ☐

3 ☐

N/A ☐

Parent able to handle multiple children at once.

1 ☐

2 ☐

3 ☐

N/A ☐

Parent able to maintain roles and boundaries.

1 ☐

2 ☐

3 ☐

N/A ☐

**Observations:**

**Transition Out:**

**FVC Case Manager:** \_\_\_\_\_

# **EXHIBIT F** **CONTRACT MONITORING TOOL**

Tehama County Quarterly Contract Monitoring Tool			
<b>I. General Information:</b>			
<b>Contractor:</b>			
<b>Purpose:</b>			
<b>Amount of Contract:</b>			
<b>Reporting Period:</b>		<b>Date of Meeting:</b>	<b>Onsite Visit:</b> <input type="checkbox"/>
<b>II. Contracted Outcomes:</b>			
<b>III. Current Performance:</b>			
<b>IV. Goals Updates From Prior Meeting:</b>			
<b>V. Successes:</b>		<b>VI. Challenges:</b>	
<b>VII. Goals for Next Quarter:</b>		<b>VIII. Strategies for Improvement:</b>	

EXHIBIT G			
BUDGET		If needed for more space, insert or delete rows, or attach another page(s).	
		Budget Start Date: July 1, 2025 Budget End Date: June 30, 2026	
<b>CONTRACTOR NAME AND ADDRESS</b> Northern California Child Development, Inc. 220 Sycamore St. Suite 200 Red Bluff, CA 96080		<b>PURPOSE/TITLE OF CONTRACT:</b> Family Visitation Center  <b>PROGRAM CONTACT</b> Name: Tori Prest Telephone: 530.529.1500 Email: <a href="mailto:tprest@nccdi.com">tprest@nccdi.com</a>  <b>FISCAL CONTACT</b> Name: Daysi Bautista Telephone: 530.529.1500 Email: <a href="mailto:dbautista@nccdi.com">dbautista@nccdi.com</a>	
<b>BUDGET LINE ITEM:</b> For salary & benefit items, provide the job title or function of the position. For direct & indirect costs, provide specific detail to identify the item or purpose, or attach a budget narrative.			<b>TOTAL CONTRACT BUDGET</b>
<b>DIRECT SALARIES</b>		Annual Salary	FTE (% of time)
Executive Director	\$ 125,774.00	5%	\$ 6,288.70
FVC Manager	\$ 67,331.63	100%	\$ 67,331.63
FVC Case Manager	\$ 50,041.33	100%	\$ 50,041.33
FVC Case Manager	\$ 50,041.33	100%	\$ 50,041.33
FVC Case Manager	\$ 50,041.33	100%	\$ 50,041.33
<b>DIRECT BENEFITS/FRINGE</b>			
Executive Director	\$ 27,670.28	5%	\$ 1,383.51
FVC Manager	\$ 14,812.96	100%	\$ 14,812.96
FVC Case Manager	\$ 11,009.09	100%	\$ 11,009.09
FVC Case Manager	\$ 11,009.09	100%	\$ 11,009.09
FVC Case Manager	\$ 11,009.09	100%	\$ 11,009.09
<b>DIRECT SALARIES &amp; BENEFITS TOTAL</b>		<b>\$</b>	<b>272,968.07</b>
<b>DIRECT COSTS</b>		Quantity	Cost
Network Support	N / A	\$ 4,900.00	\$ 4,900.00
Dues & Subscriptions	N / A	\$ 740.00	\$ 740.00
Benefit Administration	N / A	\$ 1,020.00	\$ 1,020.00
Insurance (Property and Liability)	N / A	\$ 2,320.00	\$ 2,320.00
Meeting Expense	N / A	\$ 100.00	\$ 100.00
Recruitment and Personnel Cost	N / A	\$ 350.00	\$ 350.00
Rent (220 Sycamore St. Suite 101, Red Bluff, CA 96080)	N / A	\$ 46,512.00	\$ 46,512.00
Repairs and Maintenance, Building	N / A	\$ 7,000.00	\$ 7,000.00
Repairs and Maintenance, Equipment	N / A	\$ 2,350.00	\$ 2,350.00
Supplies (Building, Janitorial, Health, Office, Building, etc.)	N / A	\$ 6,000.00	\$ 6,000.00
Telephone (220 Sycamore St. Suite 101, Red Bluff, CA 96080)	N / A	\$ 3,000.00	\$ 3,000.00
Training/Professional Development	N / A	\$ 3,500.00	\$ 3,500.00
Utilities (220 Sycamore St. Suite 101, Red Bluff, CA 96080)	N / A	\$ 14,000.00	\$ 14,000.00
<b>DIRECT COSTS TOTAL</b>		<b>\$</b>	<b>91,792.00</b>
<b>INDIRECT SALARIES</b>		Annual Salary	FTE (% of time)
Chief Financial Officer	\$ 98,985.00	5%	\$ 4,949.25
Human Resources Manager	\$ 87,140.00	5%	\$ 4,357.00
Fiscal Coordinator	\$ 61,332.00	5%	\$ 3,066.60
Accountant / Payroll	\$ 49,776.00	5%	\$ 2,488.80
Accounts Payable / Purchasing	\$ 49,776.00	5%	\$ 2,488.80
Administrative Assistant	\$ 40,098.00	5%	\$ 2,004.90
I/T Assistant	\$ 42,007.00	5%	\$ 2,100.35
Office Assistant	\$ 28,641.00	5%	\$ 1,432.05
<b>INDIRECT BENEFITS/FRINGE</b>			
Chief Financial Officer	\$ 24,746.00	5%	\$ 1,237.30
Human Resources Manager	\$ 21,785.00	5%	\$ 1,089.25
Fiscal Coordinator	\$ 15,333.00	5%	\$ 766.65

Accountant / Payroll	\$ 12,444.00	5%	\$ 622.20
Accounts Payable / Purchasing	\$ 12,444.00	5%	\$ 622.20
Administrative Assistant	\$ 10,024.00	5%	\$ 501.20
I/T Assistant	\$ 10,501.00	5%	\$ 525.05
Office Assistant	\$ 7,160.00	5%	\$ 358.00
INDIRECT SALARIES & BENEFITS TOTAL \$			<b>28,609.60</b>
<b>INDIRECT COSTS</b>	<b>Quantity</b>	<b>Cost</b>	
Accounting / Audit	N / A	\$ 624.00	\$ 624.00
Network Support	N / A	\$ 1,108.00	\$ 1,108.00
Contracted Services (Fiscal Support and PR Software)	N / A	\$ 2,710.00	\$ 2,710.00
Dues & Subscriptions	N / A	\$ 80.00	\$ 80.00
Employee Benefit Administration	N / A	\$ 260.00	\$ 260.00
Insurance (Property and Liability)	N / A	\$ 591.00	\$ 591.00
Licenses & Fees	N / A	\$ 35.00	\$ 35.00
Meeting Expense	N / A	\$ 10.00	\$ 10.00
Postage & Printing-Admin	N / A	\$ 10.00	\$ 10.00
Recruitment and Personnel Cost	N / A	\$ 20.00	\$ 20.00
Rent (220 Sycamore St. Suite 200, Red Bluff, CA 96080)	N / A	\$ 1,574.00	\$ 1,574.00
Repairs and Maintenance, Building	N / A	\$ 214.00	\$ 214.00
Repairs and Maintenance, Equipment	N / A	\$ 543.00	\$ 543.00
Supplies (Building, Janitorial, Health, Office, Building, etc.)	N / A	\$ 300.00	\$ 300.00
Telephone (220 Sycamore St. Suite 200, Red Bluff, CA 96080)	N / A	\$ 673.00	\$ 673.00
Utilities (220 Sycamore St. Suite 200, Red Bluff, CA 96080)	N / A	\$ 716.00	\$ 716.00
INDIRECT COSTS TOTAL \$			<b>9,468.00</b>
TOTAL			<b>402,837.67</b>
BUDGET \$			

EXHIBIT G					
BUDGET	If needed for more space, insert or delete rows, or attach another page(s).		Budget Start Date: July 1, 2026 Budget End Date: June 30, 2027		
<b>CONTRACTOR NAME AND ADDRESS</b> Northern California Child Development, Inc. 220 Sycamore St. Suite 200 Red Bluff, CA 96080		<b>PURPOSE/TITLE OF CONTRACT:</b> Family Visitation Center <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>PROGRAM CONTACT</b>            Name: Tori Prest            Telephone: 530.529.1500            Email: <a href="mailto:tprest@nccdi.com">tprest@nccdi.com</a> </td> <td style="width: 50%; vertical-align: top;"> <b>FISCAL CONTACT</b>            Name: Daysi Bautista            Telephone: 530.529.1500            Email: <a href="mailto:dbautista@nccdi.com">dbautista@nccdi.com</a> </td> </tr> </table>		<b>PROGRAM CONTACT</b> Name: Tori Prest Telephone: 530.529.1500 Email: <a href="mailto:tprest@nccdi.com">tprest@nccdi.com</a>	<b>FISCAL CONTACT</b> Name: Daysi Bautista Telephone: 530.529.1500 Email: <a href="mailto:dbautista@nccdi.com">dbautista@nccdi.com</a>
<b>PROGRAM CONTACT</b> Name: Tori Prest Telephone: 530.529.1500 Email: <a href="mailto:tprest@nccdi.com">tprest@nccdi.com</a>	<b>FISCAL CONTACT</b> Name: Daysi Bautista Telephone: 530.529.1500 Email: <a href="mailto:dbautista@nccdi.com">dbautista@nccdi.com</a>				
<b>BUDGET LINE ITEM:</b> For salary & benefit items, provide the job title or function of the position. For direct & indirect costs, provide specific detail to identify the item or purpose, or attach a budget narrative.			<b>TOTAL CONTRACT BUDGET</b>		
<b>DIRECT SALARIES</b>					
	Annual Salary	FTE (% of time)			
Executive Director	\$ 127,660.61	5%	\$ 6,383.03		
FVC Manager	\$ 69,014.92	100%	\$ 69,014.92		
FVC Case Manager	\$ 51,292.37	100%	\$ 51,292.37		
FVC Case Manager	\$ 51,292.36	100%	\$ 51,292.36		
FVC Case Manager	\$ 51,292.37	100%	\$ 51,292.37		
<b>DIRECT BENEFITS/FRINGE</b>					
Executive Director	\$ 28,085.33	5%	\$ 1,404.27		
FVC Manager	\$ 15,183.28	100%	\$ 15,183.28		
FVC Case Manager	\$ 11,284.32	100%	\$ 11,284.32		
FVC Case Manager	\$ 11,284.32	100%	\$ 11,284.32		
FVC Case Manager	\$ 11,284.32	100%	\$ 11,284.32		
<b>DIRECT SALARIES &amp; BENEFITS TOTAL</b>			<b>\$ 279,715.56</b>		
<b>279,715.55</b>					
<b>DIRECT COSTS</b>					
	Quantity	Cost			
Network Support	N / A	\$ 4,973.50	\$ 4,973.50		
Dues & Subscriptions	N / A	\$ 751.10	\$ 751.10		
Benefit Administration	N / A	\$ 1,035.30	\$ 1,035.30		
Insurance (Property and Liability)	N / A	\$ 2,354.80	\$ 2,354.80		
Meeting Expense	N / A	\$ 101.50	\$ 101.50		
Recruitment and Personnel Cost	N / A	\$ 355.25	\$ 355.25		
Rent (220 Sycamore St. Suite 101, Red Bluff, CA 96080)	N / A	\$ 47,209.68	\$ 47,209.68		
Repairs and Maintenance, Building	N / A	\$ 7,105.00	\$ 7,105.00		
Repairs and Maintenance, Equipment	N / A	\$ 2,385.25	\$ 2,385.25		
Supplies (Building, Janitorial, Health, Office, Building, etc.)	N / A	\$ 6,090.00	\$ 6,090.00		
Telephone (220 Sycamore St. Suite 101, Red Bluff, CA 96080)	N / A	\$ 3,045.00	\$ 3,045.00		
Training/Professional Development	N / A	\$ 3,552.50	\$ 3,552.50		
Utilities (220 Sycamore St. Suite 101, Red Bluff, CA 96080)	N / A	\$ 14,180.00	\$ 14,180.00		
<b>DIRECT COSTS TOTAL</b>			<b>\$ 93,138.88</b>		
<b>INDIRECT SALARIES</b>					
	Annual Salary	FTE (% of time)			
Chief Financial Officer	\$ 100,469.78	5%	\$ 5,023.49		
Human Resources Manager	\$ 88,447.10	5%	\$ 4,422.36		
Fiscal Coordinator	\$ 62,865.30	5%	\$ 3,143.27		
Accountant / Payroll	\$ 51,020.40	5%	\$ 2,551.02		
Accounts Payable / Purchasing	\$ 51,020.40	5%	\$ 2,551.02		
Administrative Assistant	\$ 41,100.45	5%	\$ 2,055.02		
I/T Assistant	\$ 43,057.18	5%	\$ 2,152.86		
Office Assistant	\$ 29,357.03	5%	\$ 1,467.85		
<b>INDIRECT BENEFITS/FRINGE</b>					
Chief Financial Officer	\$ 25,364.65	5%	\$ 1,268.23		
Human Resources Manager	\$ 22,329.63	5%	\$ 1,116.48		
Fiscal Coordinator	\$ 15,716.33	5%	\$ 785.82		
Accountant / Payroll	\$ 12,755.10	5%	\$ 637.76		
Accounts Payable / Purchasing	\$ 12,755.10	5%	\$ 637.76		

Administrative Assistant	\$ 10,274.60	5%	\$ 513.73
I/T Assistant	\$ 10,763.53	5%	\$ 538.18
Office Assistant	\$ 7,339.00	5%	\$ 366.95
INDIRECT SALARIES & BENEFITS TOTAL \$			<b>29,231.78</b>
<b>INDIRECT COSTS</b>	<b>Quantity</b>	<b>Cost</b>	
Accounting / Audit	N / A	\$ 633.36	\$ 633.36
Network Support	N / A	\$ 1,124.62	\$ 1,124.62
Contracted Services (Fiscal Support and PR Software)	N / A	\$ 2,750.65	\$ 2,750.65
Dues & Subscriptions	N / A	\$ 81.20	\$ 81.20
Employee Benefit Administration	N / A	\$ 263.90	\$ 263.90
Insurance (Property and Liability)	N / A	\$ 599.87	\$ 599.87
Licenses & Fees	N / A	\$ 35.53	\$ 35.53
Meeting Expense	N / A	\$ 10.15	\$ 10.15
Postage & Printing-Admin	N / A	\$ 10.15	\$ 10.15
Recruitment and Personnel Cost	N / A	\$ 20.30	\$ 20.30
Rent (220 Sycamore St. Suite 200, Red Bluff, CA 96080)	N / A	\$ 1,597.61	\$ 1,597.61
Repairs and Maintenance, Building	N / A	\$ 217.21	\$ 217.21
Repairs and Maintenance, Equipment	N / A	\$ 551.15	\$ 551.15
Supplies (Building, Janitorial, Health, Office, Building, etc.)	N / A	\$ 304.50	\$ 304.50
Telephone (220 Sycamore St. Suite 200, Red Bluff, CA 96080)	N / A	\$ 683.10	\$ 683.10
Utilities (220 Sycamore St. Suite 200, Red Bluff, CA 96080)	N / A	\$ 726.74	\$ 726.74
INDIRECT COSTS TOTAL \$			<b>9,610.02</b>
TOTAL			<b>411,696.23</b>
BUDGET \$			

# **EXHIBIT H** **SAMPLE INVOICE**

INVOICE		Attach back-up documentation to this page. If needed for more space, insert or delete rows, or attach another page(s).		
CONTRACTOR NAME AND ADDRESS		INVOICE #:	FOR MONTH(S)/YEAR:	
0				
0		CONTRACT #:	PURPOSE/TITLE OF CONTRACT	
0			0	
BUDGET LINE ITEM	A. CONTRACT BUDGET	B. CURRENT INVOICE COSTS	C. TOTAL COSTS YEAR-TO-DATE INCLUDING THIS INVOICE	D. BALANCE REMAINING PAYABLE (A-C)
<b>DIRECT SALARIES</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>DIRECT BENEFITS/FRINGE</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>DIRECT SALARIES &amp; BENEFITS TOTAL</b>	\$ -	\$ -	\$ -	\$ -
<b>DIRECT COSTS</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>DIRECT COSTS TOTAL</b>	\$ -	\$ -	\$ -	\$ -
<b>INDIRECT SALARIES</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>INDIRECT BENEFITS/FRINGE</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>INDIRECT SALARIES &amp; BENEFITS TOTAL</b>	\$ -	\$ -	\$ -	\$ -
<b>INDIRECT COSTS</b>				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
<b>INDIRECT COSTS TOTAL</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL INVOICE</b>		\$ -		
<b>TOTAL CONTRACT</b>	\$ -		\$ -	\$ -