

**INTERAGENCY MEMORANDUM OF UNDERSTANDING
BETWEEN
TEHAMA COUNTY HEALTH SERVICES AGENCY
and
TEHAMA COUNTY DEPARTMENT OF EDUCATION**

This Interagency Memorandum of Understanding is entered into between the Tehama County Services Agency (“TCHSA”) and Tehama County Department of Education (“TCDE HMG”) Help Me Grow (HMG) Program for the purpose of providing home visiting services to eligible families, using the Parents as Teachers model.

1. **RESPONSIBILITIES OF TCDE HMG**

During the term of this agreement, TCDE HMG shall perform services listed in the Scope of Work, the Family Resource Liaison Duty Statement, and the Early Childhood Education Specialist Duty Statement, attached hereto, and incorporated herein as Exhibit C, D, and E.

2. **RESPONSIBILITIES OF TCHSA**

TCHSA will compensate TCDE HMG for services provided according to Section 3 and 4 of this agreement.

3. **COMPENSATION**

For work satisfactorily performed in accordance with the terms of this Agreement, as determined by TCHSA, TCDE HMG shall invoice TCHSA at the actual cost incurred in accordance with the budget summary attached hereto and incorporated herein as Exhibit F. The Maximum Compensation payable shall not exceed \$239,846.08 for July 1, 2025, to June 30, 2026, and shall not exceed \$249,686.17 for July 1, 2026, to June 30, 2027. Total Maximum Compensation payable under this Agreement shall not exceed \$489,532.25. TCDE HMG may, with TCHSA approval, reallocate funds among each of the major cost categories listed in Exhibit F, to a maximum of 15% of each part, not to exceed the Maximum Compensation amount set forth above. TCDE HMG 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. TCDE HMG shall have no claim against

TCHSA for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by TCDE HMG after the expiration or other termination of this Agreement. TCDE HMG shall not be paid any amount in excess of the Maximum Compensation amount set forth above, and TCDE HMG agrees that TCHSA has no obligation, whatsoever, to compensate or reimburse TCDE HMG for any expenses, direct or indirect costs, expenditures, or charges of any nature by TCDE HMG that exceed the Maximum Compensation amount set forth above. Should TCDE HMG receive any such payment it shall immediately notify TCHSA and shall immediately repay all such funds to TCHSA. This provision shall survive the expiration or other termination of this Agreement.

4. **BILLING AND PAYMENT**

On or before the 15th of each month following the invoice period, TCDE HMG shall submit to TCHSA an itemized invoice (Exhibit F) for all services rendered during the preceding billing period. Quarters ending in September, December, and March shall be invoiced within 30 days of the quarter's end (October, January, and April, respectively). For the quarter ending in June, TCDE HMG shall submit an invoice for services rendered during April and May by June 15th; An invoice including June services shall be submitted within July. TCHSA shall make payment of all undisputed amounts within 30 days of receipt of TCDE HMG's invoice. TCHSA shall be obligated to pay only for services properly invoiced in accordance with this section.

5. **TIMELY SUBMISSION**

Notwithstanding section #4, TCDE HMG 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 TCHSA under this Agreement have ceased and that no further payments are due or outstanding. TCHSA will not honor any delinquent invoice. TCDE HMG will be deemed to have forfeited its right to payment and shall have no claim against TCHSA for payment, of any kind whatsoever, for any delinquent invoice.

6. **TERM OF AGREEMENT**

This agreement shall commence on July 1, 2025, and shall terminate June 30, 2027, unless terminated in accordance with section 7 below.

7. **TERMINATION OF AGREEMENT**

If TCDE HMG fails to perform his/her duties to the satisfaction of TCHSA, or if TCDE HMG fails to fulfill in a timely and professional manner his/her obligations under this agreement, or if TCDE HMG violates any of the terms or provisions of this agreement, then TCHSA shall have the right to terminate this agreement effective immediately upon TCHSA giving written notice thereof to TCDE HMG. Either party may terminate this agreement on 30 days' written notice. TCHSA shall pay TCDE HMG for all work satisfactorily completed as of the date of notice. TCHSA 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 right to terminate this agreement may be exercised by the Tehama County Health Services Agency's Executive Director or the Tehama County Department of Education Director.

8. **ENTIRE AGREEMENT; MODIFICATION**

This agreement supersedes all previous agreements and constitutes the entire understanding of the parties hereto. TCDE HMG 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. TCDE HMG specifically acknowledges that in entering into and executing this agreement, TCDE HMG relies solely upon the provisions contained in this agreement and no others.

9. **NONASSIGNMENT OF AGREEMENT**

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

10. **INSURANCE**

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

11. **NON-DISCRIMINATION**

TCDE HMG 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.

12. **GREEN PROCUREMENT POLICY**

Tehama County Resolution No. 49-2002, the Green Procurement Policy (available upon request) supports recycling and waste reduction and promotes the purchase of products made with recycled materials when product fitness and quality are equal, and they are available at no more than the total cost of non-recycled products. TCDE HMG is encouraged to conform to this policy.

13. **COMPLIANCE WITH LAWS AND REGULATIONS**

All services to be performed by TCDE HMG under 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 TCHSA immediately.

14. **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 law’s 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.

15. **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. 5

16. **NOTICES**

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

NOTICES TO TCHSA: Jayme Bottke
Attn: Executive Director
Tehama County Health Services Agency
PO Box 400
Red Bluff CA 96080

NOTICES TO TCDE HMG: Jared Caylor
Attn: Superintendent of Schools
1135 Lincoln St.
Red Bluff CA 96080

PERSON RESPONSIBLE
TO RECEIVE REPORTS: Laura Burlison
PO Box 400
Red Bluff CA 96080
Phone: (530) 528-3254
Laura.Burlison@tchsa.net

PERSON RESPONSIBLE
FOR REPORTING: Alyssa McCombs
1135 Lincoln St.
Red Bluff CA 96080
Phone: (530) 528-7348
amccombs@tehamaschools.org

INVOICES SUBMITTED
TO TCHSA: Guan Wool, Accountant II
Tehama County Health Services Agency
PO Box 400
Red Bluff CA 96080
Phone: (530) 527-8491
Guan.Wool@tchsa.net

PERSON RESPONSIBLE
FOR INVOICING:

Johnna Cox, Director Internal Fiscal Services,
1135 Lincoln St
Red Bluff CA 96080
jcox@tehamaschools.org

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

17. **RESOLUTION OF AMBIGUITIES**

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

18. **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 it is not their intent to create any rights or obligations in any third person or entity under 6 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.

19. **NON-EXCLUSIVE AGREEMENT**

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

20. **EXHIBITS**

TCDE HMG shall comply with all provisions of Exhibits A through F, 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.

21. **STANDARDS OF THE PROFESSION**

TCDE HMG 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 TCDE HMG has been properly licensed to practice.

22. **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 TCHSA or TCDE HMG, 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.

23. **LICENSING OR ACCREDITATION**

Where applicable, TCDE HMG shall maintain the appropriate license or accreditation through the life of this contract.

24. **OWNERSHIP OF DOCUMENTS**

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

25. **SEXUAL HARASSMENT**

TCDE HMG 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. TCDE HMG 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.

26. **CONFIDENTIALITY**

The intent of this agreement is for TCDE HMG to provide home visiting services to eligible families, using the Parents as Teachers model. However, should specific information regarding TCHSA's clients become known to TCDE HMG, the following confidentiality rules shall apply:

- a. TCDE HMG 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 TCDE HMG 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. TCDE HMG 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, TCDE HMG 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. TCDE HMG 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.

IN WITNESS WHEREOF, TCHSA and TCDE HMG have executed this agreement on the day and year set forth below.

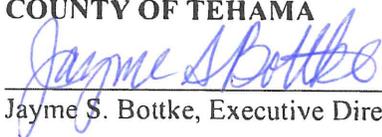
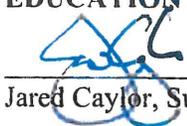
Date: <u>2-20-26</u>	COUNTY OF TEHAMA  _____ Jayme S. Bottke, Executive Director
Date: <u>2.13.26</u>	TEHAMA COUNTY DEPARTMENT OF EDUCATION  _____ Jared Caylor, Superintendent of Schools

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

TCDE 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 HERREBY 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 will be prohibited. By ACCEPTING THE ASSURANCE, TCDE 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 TCHSA 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, TCHSA 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 TCDE, directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

EXHIBIT C

Scope of Work Help Me Grow (HMG) Expansion

The purpose of the Help Me Grow (HMG) Expansion is to provide voluntary, high-quality, evidence-based, and culturally responsive home visiting services to support the positive health, development, and well-being outcomes for pregnant and parenting women, families, and infants born into poverty. The HMG Expansion aims to expand participant's educational, economic, and financial capability opportunities to improve the likelihood that they will exit poverty.

The Tehama County Department of Education Help Me Grow (TCDE HMG) will administer the Parents as Teachers Home Visiting Program on behalf of the Tehama County Health Services Agency. TCDE HMG will:

- Provide screening, assessments, and home visiting services using the Parents as Teachers (PAT) evidence-based home visiting model using PAT curriculum.
- Serve families who are identified and referred by all community partners or through the Pregnancy to Preschool Partnership (P2P).
 - The target population identified in this program is a voluntary participant who resides in Tehama County and has at least one child aged 0-5 years in the home at the time he or she enrolls in the Help Me Grow program.
 - A person is eligible if pregnant for Help Me Grow, however, pregnant families will first be offered a referral to Healthy Families Tehama before being enrolled in Help Me Grow.
 - A noncustodial parent may participate if mutually agreed upon by the custodial and noncustodial parents.
- TCDE HMG will have all participants complete a Release of Information to allow for reporting information to be shared with TCHSA as part of expansion reporting.
- TCDE HMG will have all participants sign the California Home Visiting Program (CHVP) Client Consent form, as well as provide evidence of signed participant consent forms.
- TCDE HMG will accurately, and in a timely manner, submit data on participant demographics, service utilization, and performance measures, according to, and with fidelity to, the selected home visiting model guidelines and CHVP guidelines.

- TCDE HMG will provide evidence of data submission within seven (7) working days of data collection.
- Home visiting services and visits shall not be mandatory, random, or unannounced.
- Use standardized data collection tools (e.g. screenings, assessments, questionnaires, interviews) and procedures to evaluate the status and track progress in educational, developmental, health, and other domains for the child and the adult.
- Collaborate when needed with other service providers to expand resources and referrals for:
 - (1) Prenatal, infant, and toddler care; (2) Infant and child nutrition; (3) Developmental screening and assessments; (4) Parent education, parent and child interaction, child development, and childcare; (5) Job readiness and barrier removal; and (6) Domestic violence and sexual assault, mental health, and substance abuse treatment.
- Continue to participate on the local multi-disciplinary group that focuses on home visiting: Early Intervention Partnership (EIP), Pregnancy to Preschool Partnership (P2P), and Home Visiting Collaborative Community Advisory Board (CAB) meeting. The workgroup will have the opportunity to share best practices, improve service delivery, ensure systems integration, and develop solutions to issues that may arise.
- Maintain detailed policies and procedures on the administration of PAT and provide them to TCHSA upon request. PAT Home Visitors completing home visits are required to provide culturally and linguistically appropriate service, must be trained and certified, and have completed a background check. PAT Home Visitors will complete at least the following trainings:
 - (A) Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), and other programs, with county-specific information about how the home visiting professionals can help a parent access additional services for which he or she may be eligible and troubleshoot problems with benefits or eligibility that would impact his or her access to services; (B) Cultural competency and implicit bias; and, (C) Strengths-based practices for working with families with unmet needs.
- TCDE HMG using their Visit Tracker database system, with the assistance of TCHSA, is required to collect data for the purpose of informing a longitudinal study and evaluation.

The County and contractor shall provide data necessary to administer the program, including data related to race, ethnicity, national origin, primary and secondary language, and county in which services are provided. The data shall include program outcomes for the parents and children served in the program and these data components shall be specified by the California Home Visiting Program (CHVP) as part of utilization of the State Grant Funds (SGF) Expansion.

<p>Help Me Grow will fill two Full-Time Employee (FTEs) with Parents as Teachers (PAT) Home Visitors</p>	<p>Help Me Grow will hire PAT Home Visitors for two FTEs. This may be split as follows:</p> <ul style="list-style-type: none"> • Two full time staff members dedicated to PAT home visiting, or • Four part-time staff with 0.5 FTE each as PAT home visitors
<p>Caseload capacity</p>	<p>PAT shall maintain a caseload of a minimum of 34 families at all times. Caseload capacity is 40.</p>
<p>Caseload reporting</p>	<ul style="list-style-type: none"> • Help Me Grow shall maintain all caseload documentation in Visit Factor as required for funding. All families shall sign a California Home Visiting Program (CHVP) consent to allow CHVP to access aggregate data for all participants. Examples of aggregate data are as follows: Number of referrals for services with PAT • Number of families enrolled in PAT Home Visiting • Number of families waitlisted (if applicable) • Number and type of referrals and/or resources provided to the families enrolled. This includes referrals/resources for the following: <ul style="list-style-type: none"> ○ Intimate Partner Violence ○ Safe Sleep ○ Mental Health/Counseling ○ Smoking Cessation ○ Employment Services ○ Cash-aid Assistance ○ Developmental Concerns ○ Drug Abuse Treatment ○ Child Care ○ Medical/Dental Care ○ Literacy • Number of ASQ-3 Screenings completed. • Number of ASQ-SE Screenings completed. • Number of Edinburgh Postnatal Depressions scales completed. • Parental satisfaction with their gains in parenting skills and knowledge. • Food and housing stability of the families. • Workforce training, employment, and financial stability of the families.

	<ul style="list-style-type: none"> • Participation in educational programs or English as a Second Language programs, or both, as applicable. • Access to immigration services and remedies as applicable. • Additional descriptive and outcome indicators, as appropriate. •
Family Satisfaction	Help Me Grow will report annually on the following: Summarized family feedback obtained from families who received at least one visit in the program year.
Program Structure and Fidelity to Parents as Teachers Program	Help Me Grow will implement PAT curriculum and home visits according to PAT's <i>Essential Requirements</i> (see attached) and will complete submit the Affiliate Performance Report by August 15 th each year.

TCDE HMG will meet with TCHSA HFT bi-monthly to discuss the progress of this agreement and to make any necessary adjustments in order to meet the desired outcomes. Topics for quarterly meetings to include, but not limited to:

- Number of referrals to TCDE HMG's PAT program
 - Number screened
 - Number enrolled
 - Number declined and/or referred to other home visiting program
- Number of TCDE HMG PAT enrollments
 - Number of active cases/status
 - Number of closed cases/outcomes
- Number of home visits completed
 - Successes
 - Challenges
- Number of referrals to additional services
 - Types of services (based on assessed need)
 - Follow-up to services received (actual attendance)

Reports required within this agreement shall be transmitted confidentially via:

- Fax to (530) 527-0362
- Hardcopy mailed to: Tehama County Health Services Agency, PO Box 400, Red Bluff CA 96080

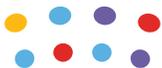


Essential Requirements

Essential Requirements	
Essential Requirements	Measurement Criteria
1. The affiliate is designed to provide at least 2 years of services to families whose children are prenatal to kindergarten age. ¹	The affiliate confirms that it is designed to be able to provide at least 2 years of services to families with age-eligible children. ²
2. The minimum qualifications for parent educators are a high school diploma or equivalency and 2 years' previous supervised work experience with young children and/or parents.	100% of the affiliate's parent educators have at least a high school diploma, GED, or equivalent degree in countries outside the United States.
3. Each affiliate has an advisory committee that meets at least every 6 months. (It can be part of a larger committee, community network, or coalition as long as the group includes a regular focus on the affiliate).	The affiliate conducts at least two advisory committee meetings during the program year.
4. Each month, parent educators working more than .5 FTE participate in a minimum of 2 hours of individual reflective supervision and a minimum of 2 hours of staff meetings and parent educators working .5 FTE or less participate in a minimum of 1 hour of reflective supervision and 2 hours of staff meetings. In order to support high-quality services to families, this requirement includes supervisors who carry a caseload.	On average, parent educators working more than .5 FTE and supervisors that carry a caseload equivalent to more than .5 FTE receive at least 75% of the required individual reflective supervision hours per month (at least 1.5 hours per month). On average, parent educators working .5 FTE or less and supervisors who carry a caseload equivalent to .5 FTE or less receive at least 75% of the required individual reflective supervision hours per month (at least .75 hours per month). At least 18 hours of staff meetings occur during the program year.
5. Each supervisor, mentor, or lead parent educator is assigned no more than 12 parent educators, regardless of whether the parent educators are full-time or part-time employees. The number of parent educators assigned to the supervisors is decreased proportionately when the supervisor is not full-time.	100% of an affiliate's 1.0 FTE* supervisors are assigned a maximum of 12 parent educators. The number of parent educators assigned to a supervisor that is not full-time is adjusted proportionately. <i>*1.0 FTE is defined here as 40 hours/week.</i>

¹ Because families can enroll when their children are different ages, not every family may receive at least 2 years of services.

² Age eligible refers to the programs design and requirements around who is served. PAT services are able to be delivered to families whose children are prenatal to kindergarten age.



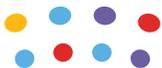
Essential Requirements

Essential Requirements	Measurement Criteria
<p>6. All new parent educators who will deliver Parents as Teachers services to families attend the Foundational and Model Implementation Trainings before delivering Parents as Teachers services; new supervisors attend both Foundational and Model Implementation Trainings.</p>	<p>100% of parent educators and supervisors have attended the required PAT trainings.</p>
<p>7. All parent educators and supervisors who carry a caseload are observed delivering a personal visit at least once during the program year, conducted by a supervisor or lead parent educator using a structured observation tool.</p>	<p>100% of parent educators and supervisors who carry a caseload and who provided full PAT model services for the full program year are observed delivering a personal visit at least once during the program year conducted by a supervisor or lead parent educator using a structured observation tool.</p>
<p>8. Parent educators and supervisors who carry a caseload obtain competency-based professional development and training and renew certification with the National Center annually.</p>	<p>100% of parent educators and supervisors who carry a caseload are up to date with their certification. Twenty hours of professional development are required for recertification for all parent educators and supervisors who carry a caseload. In addition to local training opportunities, professional development during staff meetings, participation in PAT national webinars, and online courses all count toward the required hours.</p>
<p>9. Parent educators* complete and document a family-centered assessment within 120 days of enrollment, and then annually thereafter, using a method that addresses the Parents as Teachers required areas.</p> <p><i>*indicates that this includes supervisors who carry a caseload</i></p>	<p>Family-centered assessment is conducted using a PAT-approved method. At least 60% of families enrolled more than 120 days have an initial family-centered assessment completed within 120 days of enrollment and at least 60% of families that received at least one visit during the program year have a family-centered assessment completed during the program year.</p>
<p>10. Parent educators* develop and document goals with each family they serve.</p> <p><i>*indicates that this includes supervisors who carry a caseload.</i></p>	<p>At least 60% of the families that received at least one visit during the program year have at least one documented goal during the program year.</p>
<p>11. Parent educators* use the <i>Foundational Personal Visit Plans</i> and <i>Personal Visit Planning Guide</i> from the <i>Foundational Curriculum</i> to design and deliver personal visits to families.</p> <p><i>*indicates that this includes supervisors who carry a caseload</i></p>	<p>Parent educators* plan for each visit, documenting the planning process in a <i>Foundational Personal Visit Plan</i> or <i>Personal Visit Planning Guide</i>.</p> <p><i>*indicates that this includes supervisors who carry a caseload</i></p>



Essential Requirements

Essential Requirements	Measurement Criteria
<p>12. Families with one or fewer stressors receive at least 12 personal visits annually and families with two or more stressors receive at least 24 personal visits annually.</p>	<p>At least 60% of families with one or fewer stressors receive at least 75% of the required number of visits* in the program year and at least 60% of families with two or more stressors receive at least 75% of the required number of visits in the program year.</p> <p><i>*As documented by Personal Visit Records.</i></p>
<p>13. Full-time first year parent educators complete no more than 40 visits per month during their first year and full-time parent educators in their second year and beyond complete no more than 50 visits per month. The number of visits completed monthly is decreased proportionately when a parent educator is part-time. In addition, a number of factors need to be considered when establishing the maximum number of visits completed monthly, including: staff responsibilities, travel time for visits, and data-collection responsibilities.</p>	<p>Full-time first year parent educators complete no more than 40 visits per month during their first year. Full-time parent educators in their second year and beyond complete no more than 50 visits per month.</p>
<p>14. Affiliates deliver at least 12 group connections across the program year.</p>	<p>The affiliate delivers at least nine (75%) group connections* during the program year. In order to count a group connection, at least one family must have attended. The families in attendance may or may not already be enrolled in PAT services. For example, a family may be in attendance as part of the affiliate's recruitment efforts.</p> <p><i>*As documented by Group Connection Planning Guides and Records</i></p>
<p>15. Child health review is completed within 90 days of family enrollment or child's birth, and at least annually thereafter. Completion of the <i>Child Health Record</i>, which consists of health status, safety, vision, and hearing elements, constitutes a complete health review.</p>	<p>At least 60% of children receive a complete child health review within 90 days of enrollment or birth and at least 60% of children received a complete annual child health review during the program year.</p>
<p>16. Child developmental screening takes place for all children within 90 days of family enrollment or child's birth, and then at least annually thereafter. Developmental domains that require screening include language, cognitive, social-emotional, and motor development.</p>	<p>At least 60% of children receive a complete child developmental screening within 90 days of enrollment or birth and at least 60% of children receive a complete annual child developmental screening during the program year.</p>



Essential Requirements

Essential Requirements	Measurement Criteria
<p>17. Child developmental surveillance takes place during each personal visit.</p>	<p>Parent educators review the PAT <i>Milestones Record</i> or <i>CDC Milestones</i> for each enrolled child before the visit and update each enrolled child's record after the visit when there are newly emerging or achieved milestones.</p>
<p>18. Parent educators* connect families to resources that help them reach their goals and address their needs. <i>*indicates that this includes supervisors who carry a caseload</i></p>	<p>At least 60% of families that received at least one visit during the program year are connected to at least one community resource during the program year.</p>
<p>19. At least annually, the affiliate gathers and summarizes feedback from families about the services they have received through the four model components, using the results for program improvement.</p>	<p>The affiliate gathers and summarizes feedback from families about the services they have received at least once during the program year and uses the results for program improvement.</p>
<p>20. The affiliate annually reports data on service delivery and program implementation through the APR; affiliates use data in an ongoing way for purposes of continuous quality improvement, including participating in the Quality Endorsement and Improvement Process every 5 years.</p>	<p>The affiliate uses the PAT Records (2025 or most recent version), presented in the <i>Data In Motion Manual</i> through one of the approved options below,* to record and report data on service delivery and program implementation, submits the Affiliate Performance Report (APR) annually by the August 15 deadline, and participates in the Quality Endorsement and Improvement Process when designated by PATNC.</p> <p><i>*Approved options</i></p> <ol style="list-style-type: none"> <i>1. PAT Penelope or Visit Tracker</i> <i>2. PAT Records (2025 or most recent version)</i> <i>3. Data system that has a licensing agreement with PATNC and contains all items in the PAT Records (2025 or most recent version)</i> <i>4. Program specific forms or database that contains all items in the PAT Records (2025 or most recent version)</i>
<p>21. Affiliates measure at least two outcomes with eligible families and report summary data and how they are using the data on the APR. One outcome is from a list of PAT approved tools that measure parenting skills, practices, capacity, or stress assessment and the second outcome is from an approved list of measures.</p>	<p>At least 60% of eligible families annually participate in an assessment of parenting skills, practices, capacity, or stress using an approved tool. At least one additional PAT approved outcome measure is assessed and reported for eligible families. Affiliates report in the APR how they are using the data.</p>

EXHIBIT D

Approved: _____
Effective: 01/15/2025
Updated: 06/09/2025



TEHAMA COUNTY DEPARTMENT OF EDUCATION
DUTY STATEMENT
FAMILY RESOURCE LIAISON

Position 01- CHVP SGF EBHV
Department: Early Learning Programs and Services
Employee: (TCDE Position #472)

Current Task List

Frequency	Tasks Performed
Weekly	Conduct home visits for families to facilitate positive parent-child relationships and promote positive Child Growth and Development. Ensure all parenting education and home visiting services provided are documented regularly using the applicable data system.
Ongoing	Carry a caseload of 10-20 families receiving Home Visiting Services, depending on the level of visits needed per family, as identified by the assigned Parenting Curriculum guidelines.
Ongoing	Develop and maintain positive and collaborative working relationships with families, community partners, and Tehama County District staff to support positive child outcomes.
Ongoing	Establish trusting relationships, and conduct family needs assessments with children and their families, working with them to navigate community systems, and developing case management plans as appropriate.
Ongoing	Maintain consistent communication with families through a variety of modalities, including in-person meetings, to support case management, child and family goal setting, and ensuring access to comprehensive and coordinated support.
Ongoing	Assist families in gaining access to or enrolling in the services that they are eligible for, including but not limited to Medi-Cal, CalFresh, County Medical Services Program, and 211 Tehama.
Ongoing	Connect children to programs and services for developmental/mental health needs based on screening outcomes, providing education and information on early childhood development, and activities to support the building of age-appropriate skills.
Ongoing	Enter child and family information into applicable data systems to support linkages to services requested, following up no more than one week after the initial connection to confirm needs have been met.
Ongoing	Reports directly to TCDE Early Learning Programs and Services department leadership on a frequent and regular basis to ensure administrative details related to assigned work are correct and completed promptly.



Tehama County Department of Education
Duty Statement
Family Resource Liaison

Ongoing	Attend collaborations, cross-training events, staff meetings, reflective supervision meetings, and other meetings as directed, presenting on topics as applicable.
Ongoing	Coordinate, plan, and/or facilitate regular group connections for assigned families and children to attend.
Ongoing	Abide by all policies and procedures.
Ongoing	Maintain and promote a sense of teamwork.

EXHIBIT E

Approved: 
Effective: 01/15/2025
Updated: 06/09/2025



TEHAMA COUNTY DEPARTMENT OF EDUCATION

DUTY STATEMENT

EARLY CHILDHOOD EDUCATION SPECIALIST (HELP ME GROW)

Position 05- CHVP SGF EBHV

Department: Early Learning Programs and Services

Employee: (TCDE Position #25)

Current Task List

Frequency	Tasks Performed
Bi-Weekly	Provide Reflective Supervision to assigned Family Resource Liaisons following guidelines in the assigned Parenting Education curriculum.
Quarterly	Complete Home Visit shadowing for assigned Family Resource Liaisons following guidelines in the assigned Parenting Education curriculum.
Ongoing	Develop and maintain positive and collaborative working relationships with families, community partners, and Tehama County District staff, supporting positive outcomes.
Monthly	Plan and facilitate monthly Help Me Grow team meetings to support continuous improvement and professional learning for assigned Family Resource Liaisons.
Ongoing	Maintain consistent communication with Family Resource Liaisons through a variety of modalities, including in-person meetings, to support case management, child and family goal setting, and ensuring access to comprehensive and coordinated support.
Ongoing	Assist Family Resource Liaisons in supporting families in gaining access to, or enrolling in the services that they are eligible for, including but not limited to Medi-Cal, CalFresh, County Medical Services Program, and 211 Tehama.
Annually	Support assigned Family Resource Liaisons with annual performance evaluation and goal setting for continuous improvement and professional growth.
Annually	Work with the Early Learning Programs and Services department leadership to ensure the Annual Parent Satisfaction Survey is completed as applicable.
Ongoing	Reports directly to TCDE Early Learning Programs and Services leadership on a frequent and regular basis to ensure administrative details related to assigned work are correct and completed promptly.
Ongoing	Act as a resource and support for staff in problem-solving.
Ongoing	Establish and maintain program evaluation systems, including documentation and reporting, for assigned projects and programs, based on funded standards and expectations, ensuring accurate collection and evaluation of data, including enrollment and eligibility.



Tehama County Department of Education
Duty Statement
Family Resource Liaison

Approved: 
Effective: 01/15/2025

Ongoing	Attend collaborations, cross-training events, staff meetings, reflective supervision meetings, and other meetings as directed, presenting on topics as applicable.
Ongoing	Coordinate, plan, and/or facilitate regular group connections for assigned families and children to attend.
Ongoing	Abide by all policies and procedures.
Ongoing	Maintain and promote a sense of teamwork.

EXHIBIT F

BUDGET SUMMARY		FISCAL YEAR		BUDGET		BUDGET STATUS				BUDGET BALANCE				
SUBCONTRACT		2025-26		ORIGINAL		ACTIVE				0.00				
Version 7.0 - 150 Quarterly 4/20/20														
Program: California Home Visiting Program (SGF)		UNMATCHED FUNDING				NON-ENHANCED MATCHING (50/50)				ENHANCED MATCHING (75/25)				
Agency: CHVP 24-52 TEHAMA		CHVP - SGF		AGENCY FUNDS		CHVP-SGF-NE		CHVP-Cnty NE		CHVP-SGF-E		CHVP-Cnty E		
SubK: Tehama County Department of Education - Help Me Grow		(1)	(2)	(3)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
		TOTAL FUNDING	%	CHVP - SGF	%	Agency Funds*	%	Combined Fed/State	%	Combined Fed/Agency*	%	Combined Fed/State	%	Combined Fed/Agency*
		ALLOCATION(S) →		239,846.09										#VALUE!

EXPENSE CATEGORY	(1)	(2)	(3)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
(I) PERSONNEL	194,158.88		194,158.88		0.00		0.00		0.00		0.00		0.00
(II) OPERATING EXPENSES	30,559.24		30,559.24		0.00		0.00		0.00		0.00		0.00
(III) CAPITAL EXPENDITURES	0.00		0.00		0.00		0.00		0.00		0.00		0.00
(IV) OTHER COSTS	3,925.00		3,925.00		0.00		0.00		0.00		0.00		0.00
(V) INDIRECT COSTS	11,202.97		11,202.97		0.00		0.00		0.00		0.00		0.00
BUDGET TOTALS*	239,846.09	100.00%	239,846.09	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
	BALANCE(S) →		0.00										

TOTAL CHVP - SGF	239,846.09	→	239,846.09	[50%]	0.00	[25%]	0.00
TOTAL TITLE XIX	0.00	→	0.00	[50%]	0.00	[50%]	0.00
TOTAL AGENCY FUNDS	0.00	→	0.00	[50%]	0.00	[75%]	0.00

\$	239,846.09	Maximum Amount Payable from State and Federal resources
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WE CERTIFY THAT THIS BUDGET HAS BEEN CONSTRUCTED IN COMPLIANCE WITH ALL MCAH ADMINISTRATIVE AND PROGRAM POLICIES.

MCAH/PROJECT DIRECTOR'S SIGNATURE _____ DATE _____ AGENCY FISCAL AGENT'S SIGNATURE _____ DATE _____

* These amounts contain local revenue submitted for information and matching purposes. MCAH does not reimburse Agency contributions.

STATE USE ONLY - TOTAL STATE AND FEDERAL REIMBURSEMENT	PCA Codes	CHVP - SGF	AGENCY FUNDS	CHVP-SGF-NE	CHVP-Cnty NE	CHVP-SGF-E	CHVP-Cnty E
		51023		51021	TBD	51022	TBD
(I) PERSONNEL		194,158.88		0.00	0.00	0.00	0.00
(II) OPERATING EXPENSES		30,559.24		0.00	0.00	0.00	0.00
(III) CAPITAL EXPENSES		0.00		0.00	0.00	0.00	0.00
(IV) OTHER COSTS		3,925.00		0.00	0.00	0.00	0.00
(V) INDIRECT COSTS		11,202.97		0.00	0.00	0.00	0.00
Totals for PCA Codes	239,846.09	239,846.09		0.00	0.00	0.00	0.00

Program:		California Home Visiting Program (SGF)			UNMATCHED FUNDING				NON-ENHANCED MATCHING (50/50)				ENHANCED MATCHING (75/25)				
Agency:		CHVP 24-52 TEHAMA			CHVP - SGF		AGENCY FUNDS		CHVP-SGF-NE		CHVP-Cnty NE		CHVP-SGF-E		CHVP-Cnty E		
SubK:		Tehama County Department of Education - Help Me Grow			(1)	(2)	(3)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
		TOTAL FUNDING	%	CHVP - SGF	%	Agency Funds*	%	Combined Fed/State	%	Combined Fed/Agency*	%	Combined Fed/Agency*	%	Combined Fed/State	%	Combined Fed/Agency*	
(II) OPERATING EXPENSES DETAIL								% TRAVEL NON-ENH MATCH				% TRAVEL ENH MATCH				% PERSONNEL MATCH	
								0.00%				0.00%				0.00%	
TOTAL OPERATING EXPENSES		30,559.24		30,559.24		0.00		0.00		0.00		0.00		0.00		0.00	Match Available
TRAVEL		12,537.00	100.00%	12,537.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00%
TRAINING		6,500.00	100.00%	6,500.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00%
1	Communications	1,350.00	100.00%	1,350.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00%
2	General Office Supplies	3,400.00	100.00%	3,400.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00%
3	General Expenses and Facilities	6,772.24	100.00%	6,772.24		0.00		0.00		0.00		0.00		0.00		0.00	0.00%
4				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
5				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
6				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
7				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
8				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
9				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
10				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
11				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
12				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
13				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
14				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
15				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
** Unmatched Operating Expenses are not eligible for Federal matching funds (Title XIX). Expenses may only be charged to Unmatched Title V (Col. 3), State General Funds (Col. 5), and/or Agency (Col. 7) funds.																	
(III) CAPITAL EXPENDITURE DETAIL																	
TOTAL CAPITAL EXPENDITURES				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
(IV) OTHER COSTS DETAIL																% PERSONNEL MATCH	
TOTAL OTHER COSTS		3,925.00		3,925.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00%
SUBCONTRACTS																	
1				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
2				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
3				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
4				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
5				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
6				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
7				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
8				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
OTHER CHARGES																Match Available	
1	PAT Curriculum Subscriber Fees	1,725.00	100.00%	1,725.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00%
2	PAT Affiliate Member Fee	2,200.00	100.00%	2,200.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00%
3				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
4				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
5				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
6				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
7				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
8				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
(V) INDIRECT COSTS DETAIL																	
TOTAL INDIRECT COSTS		11,202.97		11,202.97		0.00		0.00		0.00		0.00		0.00		0.00	
5.77%	of Total Wages + Fringe Benefits	11,202.97	100.00%	11,202.97		0.00		0.00		0.00		0.00		0.00		0.00	

Program:	California Home Visiting Program (SGF)	UNMATCHED FUNDING				NON-ENHANCED MATCHING (50/50)				ENHANCED MATCHING (75/25)				
Agency:	CHVP 24-52 TEHAMA	CHVP - SGF		AGENCY FUNDS		CHVP-SGF-NE		CHVP-Cnty NE		CHVP-SGF-E		CHVP-Cnty E		
SubK:	Tehama County Department of Education - Help Me Grow	(1)	(2)	(3)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
		TOTAL FUNDING	%	CHVP - SGF	%	Agency Funds*	%	Combined Fed/State	%	Combined Fed/Agency*	%	Combined Fed/State	%	Combined Fed/Agency*

(I) PERSONNEL DETAIL

FULL NAME (First Name Last Name)		TITLE OR CLASSIFICATION (No Acronyms)	% FTE	ANNUAL SALARY	TOTAL WAGES	(1)	(2)	(3)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	J-Pers MCF Per Staff	Staff Travelling (%)	
TOTAL PERSONNEL COSTS				194,158.88				194,158.88		0.00			0.00			0.00				0.00	
FRINGE BENEFIT RATE		62.21%		74,462.88				74,462.88		0.00			0.00			0.00				0.00	
TOTAL WAGES				119,696.00				119,696.00		0.00			0.00			0.00				0.00	
1	Norma Chavez	Family Resource Liason	50.00%	52,600.00	26,300.00	100.00%		26,300.00		0.00			0.00			0.00				0.00	89.10%
2	Graciella Ramirez	Family Resource Liason	50.00%	49,543.00	24,772.00	100.00%		24,772.00		0.00			0.00			0.00				0.00	89.10%
3	Rocio Rico	Family Resource Liason	50.00%	49,843.00	24,922.00	100.00%		24,922.00		0.00			0.00			0.00				0.00	89.10%
4	Antonía Yasmin Solorio	Family Resource Liason	50.00%	54,103.00	27,052.00	100.00%		27,052.00		0.00			0.00			0.00				0.00	89.10%
5	Jackeline Espinoza	Early Childhood Education Specialist	25.00%	66,598.00	16,650.00	100.00%		16,650.00		0.00			0.00			0.00				0.00	89.10%

BUDGET SUMMARY

FISCAL YEAR
2026-27

BUDGET
ORIGINAL

BUDGET STATUS
ACTIVE

BUDGET BALANCE
0.00

SUBCONTRACT

Version 7.0 - 150 Quarterly 4/20/20

Program:	California Home Visiting Program (SGF)	UNMATCHED FUNDING				NON-ENHANCED MATCHING (50/50)				ENHANCED MATCHING (75/25)				
Agency:	CHVP 24-52 TEHAMA	CHVP - SGF		AGENCY FUNDS		CHVP-SGF-NE		CHVP-Cnty NE		CHVP-SGF-E		CHVP-Cnty E		
SubK:	Tehama County Department of Education - Help Me Grow	(1)	(2)	(3)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
		TOTAL FUNDING	%	CHVP - SGF	%	Agency Funds*	%	Combined Fed/State	%	Combined Fed/Agency*	%	Combined Fed/State	%	Combined Fed/Agency*
		ALLOCATION(S) →		249,686.17										#VALUE!

EXPENSE CATEGORY	(1)	(2)	(3)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
(I) PERSONNEL	202,348.86		202,348.86		0.00		0.00		0.00		0.00		0.00
(II) OPERATING EXPENSES	31,536.78		31,536.78		0.00		0.00		0.00		0.00		0.00
(III) CAPITAL EXPENDITURES	0.00		0.00		0.00		0.00		0.00		0.00		0.00
(IV) OTHER COSTS	4,125.00		4,125.00		0.00		0.00		0.00		0.00		0.00
(V) INDIRECT COSTS	11,675.53		11,675.53		0.00		0.00		0.00		0.00		0.00
BUDGET TOTALS*	249,686.17	100.00%	249,686.17	0.00%	0.00								
	BALANCE(S) →		0.00										

TOTAL CHVP - SGF	249,686.17	→	249,686.17	[50%]	0.00	[25%]	0.00
TOTAL TITLE XIX	0.00	→	0.00	[50%]	0.00	[50%]	0.00
TOTAL AGENCY FUNDS	0.00	→	0.00	[50%]	0.00	[75%]	0.00

\$ 249,686.17 Maximum Amount Payable from State and Federal resources

WE CERTIFY THAT THIS BUDGET HAS BEEN CONSTRUCTED IN COMPLIANCE WITH ALL MCAH ADMINISTRATIVE AND PROGRAM POLICIES.

MCAH/PROJECT DIRECTOR'S SIGNATURE

DATE

AGENCY FISCAL AGENT'S SIGNATURE

DATE

* These amounts contain local revenue submitted for information and matching purposes. MCAH does not reimburse Agency contributions.

STATE USE ONLY - TOTAL STATE AND FEDERAL REIMBURSEMENT	PCA Codes	CHVP - SGF	AGENCY FUNDS	CHVP-SGF-NE	CHVP-Cnty NE	CHVP-SGF-E	CHVP-Cnty E
(I) PERSONNEL	51023	202,348.86		0.00	0.00	0.00	0.00
(II) OPERATING EXPENSES		31,536.78		0.00	0.00	0.00	0.00
(III) CAPITAL EXPENSES		0.00		0.00	0.00	0.00	0.00
(IV) OTHER COSTS		4,125.00		0.00	0.00	0.00	0.00
(V) INDIRECT COSTS		11,675.53		0.00	0.00	0.00	0.00
Totals for PCA Codes	249,686.17	249,686.17		0.00	0.00	0.00	0.00

Program: California Home Visiting Program (SGF)		UNMATCHED FUNDING					NON-ENHANCED MATCHING (50/50)				ENHANCED MATCHING (75/25)			
Agency: CHVP 24-52 TEHAMA		CHVP - SGF		AGENCY FUNDS			CHVP-SGF-NE		CHVP-Only NE		CHVP-SGF-E		CHVP-Only E	
SubK: Tehama County Department of Education - Help Me Grow		(1)	(2)	(3)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
		TOTAL FUNDING	%	CHVP - SGF	%	Agency Funds*	%	Combined Fed/State	%	Combined Fed/Agency*	%	Combined Fed/State	%	Combined Fed/Agency*
(II) OPERATING EXPENSES DETAIL							% TRAVEL NON-EHH MATCH				% TRAVEL ENH MATCH			% PERSONNEL MATCH
TOTAL OPERATING EXPENSES		31,536.78		31,536.78		0.00		0.00%				0.00%		0.00%
TRAVEL		13,074.30	100.00%	13,074.30		0.00		0.00		0.00		0.00		0.00
TRAINING		6,500.00	100.00%	6,500.00		0.00		0.00		0.00		0.00		0.00
1	Communications	1,350.00	100.00%	1,350.00		0.00		0.00		0.00		0.00		0.00
2	General Office Supplies	3,500.00	100.00%	3,500.00		0.00		0.00		0.00		0.00		0.00
3	General Expenses and Facilities	7,112.48	100.00%	7,112.48		0.00		0.00		0.00		0.00		0.00
4				0.00		0.00		0.00		0.00		0.00		0.00
5				0.00		0.00		0.00		0.00		0.00		0.00
6				0.00		0.00		0.00		0.00		0.00		0.00
7				0.00		0.00		0.00		0.00		0.00		0.00
8				0.00		0.00		0.00		0.00		0.00		0.00
9				0.00		0.00		0.00		0.00		0.00		0.00
10				0.00		0.00		0.00		0.00		0.00		0.00
11				0.00		0.00		0.00		0.00		0.00		0.00
12				0.00		0.00		0.00		0.00		0.00		0.00
13				0.00		0.00		0.00		0.00		0.00		0.00
14				0.00		0.00		0.00		0.00		0.00		0.00
15				0.00		0.00		0.00		0.00		0.00		0.00

** Unmatched Operating Expenses are not eligible for Federal matching funds (Title XIX). Expenses may only be charged to Unmatched Title V (Col. 3), State General Funds (Col. 5), and/or Agency (Col. 7) funds.

(III) CAPITAL EXPENDITURE DETAIL														
TOTAL CAPITAL EXPENDITURES				0.00		0.00			0.00					

(IV) OTHER COSTS DETAIL														
TOTAL OTHER COSTS		4,125.00		4,125.00		0.00		0.00		0.00		0.00		0.00

SUBCONTRACTS														
1				0.00		0.00		0.00		0.00		0.00		0.00
2				0.00		0.00		0.00		0.00		0.00		0.00
3				0.00		0.00		0.00		0.00		0.00		0.00
4				0.00		0.00		0.00		0.00		0.00		0.00
5				0.00		0.00		0.00		0.00		0.00		0.00
6				0.00		0.00		0.00		0.00		0.00		0.00
7				0.00		0.00		0.00		0.00		0.00		0.00
8				0.00		0.00		0.00		0.00		0.00		0.00
OTHER CHARGES														
1	PAT Curriculum Subscriber Fees	1,725.00	100.00%	1,725.00		0.00		0.00		0.00		0.00		0.00
2	PAT Affiliate Member Fee	2,400.00	100.00%	2,400.00		0.00		0.00		0.00		0.00		0.00
3				0.00		0.00		0.00		0.00		0.00		0.00
4				0.00		0.00		0.00		0.00		0.00		0.00
5				0.00		0.00		0.00		0.00		0.00		0.00
6				0.00		0.00		0.00		0.00		0.00		0.00
7				0.00		0.00		0.00		0.00		0.00		0.00
8				0.00		0.00		0.00		0.00		0.00		0.00

(V) INDIRECT COSTS DETAIL														
TOTAL INDIRECT COSTS		11,675.53		11,675.53		0.00		0.00		0.00		0.00		0.00
5.77%	of Total Wages + Fringe Benefits	11,675.53	100.00%	11,675.53		0.00		0.00		0.00		0.00		0.00

Program:	California Home Visiting Program (SGF)	UNMATCHED FUNDING				NON-ENHANCED MATCHING (50/50)				ENHANCED MATCHING (75/25)				
Agency:	CHVP 24-52 TEHAMA	CHVP - SGF		AGENCY FUNDS		CHVP-SGF-NE		CHVP-Cnty NE		CHVP-SGF-E		CHVP-Cnty E		
SubK:	Tehama County Department of Education - Help Me Grow	(1)	(2)	(3)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
	TOTAL FUNDING	%	CHVP - SGF	%	Agency Funds*	%	Combined Fed/State	%	Combined Fed/Agency*	%	Combined Fed/State	%	Combined Fed/Agency*	

(I) PERSONNEL DETAIL

TOTAL PERSONNEL COSTS		202,348.86		202,348.86		0.00		0.00		0.00		0.00		0.00	
FRINGE BENEFIT RATE		62.21%		77,603.86		0.00		0.00		0.00		0.00		0.00	
TOTAL WAGES		124,745.00		124,745.00		0.00		0.00		0.00		0.00		0.00	
FULL NAME (First Name Last Name)	TITLE OR CLASSIFICATION (No Acronyms)	% FTE	ANNUAL SALARY	TOTAL WAGES										J-Peris MCF Per Staff	Staff Travelling (X)
1 Norma Chavez	Family Resource Liason	50.00%	54,147.37	27,074.00	100.00%	27,074.00		0.00		0.00		0.00		0.00	89.10%
2 Graciella Ramirez	Family Resource Liason	50.00%	52,226.52	26,113.00	100.00%	26,113.00		0.00		0.00		0.00		0.00	89.10%
3 Rocio Rico	Family Resource Liason	50.00%	52,526.52	26,263.00	100.00%	26,263.00		0.00		0.00		0.00		0.00	89.10%
4 Antonia Yasmin Solorio	Family Resource Liason	50.00%	55,693.89	27,847.00	100.00%	27,847.00		0.00		0.00		0.00		0.00	89.10%
5 Jackeline Espinoza	Early Childhood Education Specialist	25.00%	69,791.69	17,448.00	100.00%	17,448.00		0.00		0.00		0.00		0.00	89.10%