

**SUBAWARD AGREEMENT BETWEEN THE COUNTY OF SHASTA
AND
SHASTA WOMEN'S REFUGE, INC. DBA ONE SAFE PLACE**

This subaward ("Subaward") is entered into between the County of Shasta, a political subdivision of the State of California, through its Health and Human Services Agency ("County"), and Shasta Women's Refuge, Inc., dba One Safe Place, a California corporation ("Subrecipient"), (collectively, the "Parties" and individually a "Party") for the provision of Domestic Violence Prevention and Intervention Services.

Section 1. DEFINITIONS.

For the purposes of this Subaward, the following definitions shall apply:

Case Plan means a plan developed by a County Social Worker that addresses child welfare issues with respect to a Referred Individual/Family.

Discovery Group means a ten-week, two-hour per week, domestic violence education series and support group.

Multi-Disciplinary Team means, in accordance with Welfare and Institutions Code section 18961.7, County may establish a child abuse multi-disciplinary team to allow provider agencies to share confidential information in order for provider agencies to investigate reports of suspected child abuse or neglect or for the purpose of child welfare agencies making a detention determination.

Referred Individual/Family ("Client") means an individual or family with a child or children, who are referred by the County to the Subrecipient for the provision of services pursuant to this Subaward.

Safety Plan means a written plan for a Referred Individual/Family and their children to protect them from domestic violence and to help them safely escape from domestic violence.

Strengthening Families Protective Factors ("Protective Factors") means the foundational factors of the Strengthening Families approach. The Center for the Study of Social Policy research supports that the likelihood of child abuse and neglect diminishes when the Protective Factors are present and robust in a family. The five Protective Factors are:

- (1) Parental Resilience – The ability to cope with and bounce back from all types of challenges.
- (2) Social Connections – Friends, family members, neighbors, and other members of a community who provide emotional support and concrete assistance to parents.

- (3) Knowledge of Parenting and Child Development – Accurate information about raising young children, appropriate expectations for their behavior, and knowledge of alternative discipline techniques.
- (4) Concrete Supports in Times of Need – Financial security to cover day-to-day expenses and unexpected costs; formal supports like Temporary Assistance to Needy Families (TANF), Medicaid, and job training; informal support from social networks.
- (5) Children's Social and Emotional Competence – A child's ability to interact positively with others and communicate his or her emotions effectively.

Subrecipient means a non-federal entity receiving a subaward from a pass-through entity to carry out part of a federal program.

Section 2. RESPONSIBILITIES OF SUBRECIPIENT.

A. Services.

Pursuant to the terms and conditions of this Subaward, Subrecipient shall:

- (1) Comply with **SUBAWARD COMPLIANCE** requirements herein attached and incorporated as **EXHIBIT B**.
- (2) Participate in non-client specific consultation with County's Children's Services (CS) social workers on site at the CS office regarding available resources and domestic violence services.
- (3) Possess, maintain, and provide services based on a working knowledge of the Strengthening Families approach – a comprehensive understanding of the issues related to reducing child abuse and neglect through increasing the five Protective Factors.
- (4) Provide Clients information on the domestic violence services available pursuant to this Subaward.
- (5) For each Client who has signed a County **RELEASE OF INFORMATION** attached and incorporated herein as **EXHIBIT G**, provide, or make available, the following services:
 - a. A **WRITTEN CLIENT ASSESSMENT** attached and incorporates herein as **EXHIBIT D**, of the need for, and scope of, services to be provided to Client pursuant to this Subaward. This assessment shall include, but shall not be limited to, one or more face-to-face meetings with each Client, in order to ascertain and assess the problems and needs of the Client as they relate to domestic violence services.

- b. Provide the Discovery Group continuously on site at the CS office or other location as agreed to by CS without lapse unless approved by County and upon conclusion of each series complete with all participating Clients:
 - i. The retrospective strengthening families **PROTECTIVE FACTORS SURVEY**, attached and incorporated herein as **EXHIBIT C**; and
 - ii. The **DISCOVERY GROUP CLASS EVALUATION**, attached and incorporated herein as **EXHIBIT E**.
- c. Counseling and education to Clients with respect to the effects of domestic violence on children to:
 - i. Instill in each Client an understanding of the dynamics and issues pertaining to domestic violence; and
 - ii. Instill an awareness of the harmful effects of domestic violence on the child(ren) of the Client and build positive family skills/relationships to prevent the reoccurrence of exposure to domestic violence.
 - iii. Assist the Client with the following to include but not be limited to:
 - 1. Analyze and better understand the Client's circumstances with respect to domestic violence, select methods of problem-solving, identifying goals, and exploring alternative behavior; and
 - 2. Obtain knowledge related to domestic violence, and assist the Client in the development of skills to protect against, and address the consequences of domestic violence.
 - iv. Upon third meeting with Client obtain a completed Protective Factors Survey.
- d. Domestic violence crisis counseling as requested by CS or by the Client to intervene and stabilize the crisis and to achieve a Safety Plan.
- e. Provide intervention services to enable the Client to provide a home that is physically safe, supportive of and encourages positive childhood growth and development, and works to prevent the risk of child maltreatment.

- f. Provide information concerning domestic violence resources and referrals to services provided by community based organizations as Subrecipient determines is needed including but not limited to:
 - i. Mediation;
 - ii. Group counseling;
 - iii. Direct assistance (food/clothing/safe housing);
 - iv. Legal services;
 - v. Adult counseling; and
 - vi. Child counseling.
 - g. Formulation of a Safety Plan with Client and CS social worker.
- (6) Assist CS staff and Clients in monitoring Safety Plans formulated for each Client.
- (7) Attend CS staff meetings as required and directed by County.
- (8) Work with CS staff to provide:
- a. In partnership with CS staff, for a monthly average of 16 hours per week, participate in direct Client contact in Client's homes or other location as determined by CS staff responding to referrals of domestic violence in which children were present.
 - b. Collaborate and share professional knowledge, expertise, and judgment with respect to domestic violence to:
 - i. Identify effective strategies for working with each Client to resolve the domestic violence issues of that Client; and
 - ii. To solve specific domestic violence issues that Subrecipient and CS staff have identified with respect to each Client including but not limited to:
 - 1. Participation with CS staff in a home visit or other location as determined by CS staff; and
 - 2. Participation in multi-disciplinary team safety meetings.
- a) Reviewing, evaluating and directing referrals with CS; and

b) Assistance with the development and coordination of the CS Case Plan for each Client.

- (9) Designate and provide a domestic violence specialist ("Liaison") as a Liaison between CS staff and Subrecipient's staff. The Liaison shall coordinate information gathering and access to services between CS, Subrecipient, and other agencies that provide domestic violence services for the purpose of increasing child and family safety.
- (10) Provide to CS brochures, pamphlets, posters, and other educational materials pertinent to the prevention and amelioration of the effects of domestic violence as deemed appropriate by Subrecipient and CS.
- (11) Assure that the Liaison and other Subrecipient staff attend and participate in CS meetings and trainings related to child welfare as directed by CS.
- (12) Support and encourage each Client to work with the assigned CS social worker(s) to complete the Case Plan for the Client.
- (13) Semi-annually provide 90-minute on site trainings to CS social workers designed to increase awareness of the scope and dynamics of domestic violence and its effects on children.
- (14) Provide short term overnight emergency shelter care in Subrecipient's family housing facility on an as needed basis for CS child(ren). Children in short term emergency shelter shall meet the requirements outlined in the **SHELTER INTAKE, CONFIDENTIALITY AND SHELTER AGREEMENT, EXHIBIT H**, attached and incorporated herein.
 - a. Child(ren) will be accompanied and supervised by a CS staff person while child(ren) is/are located in Subrecipient's family housing facility, and while CS is assessing and locating permanent placement.
 - b. For the purposes of this Subaward, short term overnight emergency shelter care means a minimum stay of one hour outside normal business hours to include:
 - i. Between the hours of 5 p.m. and 8 a.m. Monday through Friday;
 - ii. Between the hours of 5 p.m. Friday and 8 a.m. Monday; and
 - iii. Holidays.

B. As required by Government Code section 7550, each document or report prepared by Subrecipient for or under the direction of County pursuant to this Subaward shall contain the numbers and dollar amount of this Subaward and all subcontracts under this Subaward relating to the preparation of the document or written report. If

multiple documents or written reports are prepared pursuant to this Subaward or subcontracts, the disclosure section may also contain a statement indicating that the total Subaward amount represents compensation for multiple documents or written reports. Subrecipient shall label the bottom of the last page of the document or report as follows: department name, Subaward number, and dollar amount. If more than one document or report is produced under this Subaward, Subrecipient shall add: "This [document or report] is one of [number] produced under this Subaward."

- C. Promulgate and implement written procedures (Grievance Procedures) whereby recipients of services shall have the opportunity to express and have considered their views, grievances, and complaints regarding the delivery of services pursuant to this agreement. Subrecipient shall provide a copy of Subrecipient's Grievance Procedures to County for review and approval prior to providing services pursuant to this Subaward. Subrecipient shall report all client grievances, and the nature thereof, in writing to the County's Health and Human Services Agency (HHSA), Children's Services Branch Director (Branch Director) within 10 business days of learning of the grievance. Upon resolution of a grievance or conclusion of the grievance process, Subrecipient shall, within 10 business days of the resolution or conclusion of the grievance process, report in writing to the Branch Director how the grievance was resolved or concluded.
- D. Take reasonable steps to prevent the illegal use of Subaward funds. Subrecipient agrees to notify County of any suspected illegal use of Subaward funds. Subrecipient shall meet with County or its delegate for consultation when there is suspected illegal use of funds.
- E. Ensure, and provide written verification thereof to County, that all staff and volunteers working or providing services under this Subaward receive appropriate clearance following a federal and state criminal records check and a California Department of Motor Vehicles record check.
- F. Acknowledge the funding source of all activities undertaken pursuant to this Subaward by including in any educational and training materials, audio visual aids, interviews with the press, flyers, or publications the following statement: "This activity (or program) has been funded (or sponsored) by the County of Shasta through the California Department of Social Services."
- G. **Reporting.**
 - (1) Submit the **QUARTERLY REPORT**, attached and incorporated herein as **EXHIBIT F** to CSContracts@co.shasta.ca.us no later than October 20th, January 20th, April 20th, and July 20th, for the preceding three-month period or fraction thereof.
 - (2) Submit Strengthening Families Protective Factors Survey and Discovery Group Evaluations completed by Clients no later than October 20th, January 20th, April 20th, and July 20th, for the preceding three-month

period or fraction thereof.

- (3) Provide the following monthly reports electronically in Excel format as provided by County to CSContracts@co.shasta.ca.us by the 10th of each month for the preceding month or fraction thereof.
 - a. **CLIENT ACTIVITY REPORT**, attached and incorporated herein as **EXHIBIT I**;
 - b. **DISCOVERY GROUP ACTIVITY REPORT**, attached and incorporated herein as **EXHIBIT J**; and
 - c. **EMERGENCY SHELTER REPORT**, attached and incorporated herein as **EXHIBIT K**.

Section 3. RESPONSIBILITIES OF COUNTY.

Pursuant to the terms and conditions of this Subaward, County shall:

- A. Provide Subrecipient with non-exclusive workspace at the CS Office, which includes a desk, chair, computer, and telephone. County shall also provide Subrecipient with office supplies as approved in advance by CS.
- B. Provide Subrecipient information regarding confidentiality requirements for multi-disciplinary teams in accordance with Welfare and Institutions Code section 18961.7.
- C. To the extent consistent with applicable law, maintain the confidentiality of Client information.
- D. Have the right, in its sole discretion, to refuse or terminate any placement of Subrecipient staff at County location(s) for the purpose of providing services under the terms of the Subaward who in County's judgment, is not providing satisfactory services under the Subaward or for any reason deemed appropriate by County.
- E. Not be obligated or required to accept any Subrecipient staff at any particular County location(s) and does not guarantee acceptance or the maintaining of any specific number of Subrecipient staff to be placed at any County location for the provision of services under this Subaward.
- F. Compensate Subrecipient as prescribed in Sections 4 and 5 of this Subaward.
- G. Monitor the Subrecipient performance to assure compliance with the terms, conditions and specifications of the Subaward.

Section 4. COMPENSATION.

- A.** In accordance with the **BUDGET** herein attached and incorporated as **EXHIBIT A** of this Subaward, County shall pay to Subrecipient \$49,035 per fiscal year for all costs in accordance with 2 CFR 200, Subpart E and 45 CFR 75, Subpart E, for satisfactorily providing services pursuant to this Subaward. For the purposes of this Subaward, the County fiscal year commences on July 1 and ends on June 30 of the following year.
- B.** In no event shall the maximum amount payable under this Subaward exceed \$161,817.
- C.** Prorated payment. If the term begins (or ends) on other than the first (or last) day of the calendar month, the payment for the partial month shall be prorated on a per diem basis based upon the number of days of access/services during the month.
- D.** Subrecipient's violation or breach of Subaward terms may result in fiscal penalties, withholding of compensation, or termination of this Subaward.

Section 5. BILLING AND PAYMENT.

- A.** Subrecipient shall submit to HHSA Business and Support Services, Attn: Accounts Payable, P.O. Box 496005, Redding, CA 96049-6005, monthly by the 15th day of each month for services rendered the preceding month, and in accordance with the Budget, a billhead or invoice regularly used in the conduct of Subrecipient's business for services rendered and costs incurred, and receipts. County shall pay Subrecipient within 30 days of receipt of Subrecipient's correct and approved statement or invoice for services rendered and costs incurred. For the purposes of compensation in accordance with the Budget, the following shall apply:

(1) Direct Costs.

- (a)** Wages and Benefits related to the program or services provided pursuant to this Subaward shall be directly charged by itemizing name, title of staff, rate of pay per time period, number of time periods, and total for the month.
- (b)** Operating expenses and equipment that are directly attributable to the program or services provided pursuant to this Subaward shall be directly charged at actual cost.

(2) Indirect Costs.

Indirect costs related to the program or services provided pursuant to this Subaward that cannot be specifically attributable to a particular aspect of the program or services provided pursuant to this Subaward, shall be billed not to exceed 10% of wages in accordance with 2 CFR 200, Subpart E and

(3) Capital Assets.

For the purposes of this Subaward, a "Capital Asset" is property, other than real property, that is: (1) tangible in nature; (2) has an extended useful life of at least one year; (3) is not a repair part or supply; and (4) has, at the time of acquisition, a value of at least \$5,000. Capital Asset purchases or capital expenditures of \$5,000 or more to be made with Subaward funds require the prior written approval of County. In addition, all Capital Assets, capital expenditures, and all other property and services purchased with Subaward funds, shall be procured specifically for this Subaward and shall benefit Domestic Violence Prevention and Intervention services exclusively. Subrecipient shall maintain, and submit to County every three months during the term of this Subaward and upon termination, expiration, or cancellation of this Subaward, a detailed list of Capital Assets purchased with Subaward funds. All Capital Assets purchased with Subaward funds, are the sole property of County. County may, in its sole discretion and upon the termination, expiration, or cancellation of this Subaward, demand the return of any Capital Asset purchased with Subaward funds. County shall, within 60 days of the termination, expiration, or cancellation of this Subaward, exercise its option to demand return of any Capital Asset purchased with Subaward funds. Subrecipient shall, at Subrecipient's sole expense, within 10 days of County's demand, return all Capital Assets demanded by County.

(4) Computers and Computer Related Equipment.

Pursuant to Federal and State Regulations, the State of California Health and Human Services Data Center (HHSDC) must pre-approve any computer(s) or computer-related equipment (including software) purchases. Subrecipient shall submit a written request to County before purchasing any computer(s) or computer-related equipment (including software) with Subaward funds. County shall seek approval from the HHSDC and notify Subrecipient of the results in a timely manner. Subrecipient shall maintain, and submit to County every three months during the term of this Subaward and upon termination, expiration, or cancellation of this Subaward, a detailed list of any computer(s) or computer-related equipment (including software) purchased with Subaward funds. Any computer(s) or computer-related equipment (including software) purchased with Subaward funds are the sole property of County. County may, in its sole discretion and upon the termination, expiration, or cancellation of this Subaward, demand the return of any computer(s) or computer-related equipment (including software), purchased with Subaward funds. County shall, within 60 days of the termination, expiration, or cancellation of this Subaward, exercise its option to demand return of any computer(s) or computer-related equipment (including software), purchased with Subaward funds. Subrecipient shall, at Subrecipient's sole expense, within 10 days of County's demand, return

any computer(s) or computer-related equipment (including software) demanded by County.

- B. Compensation under this Subaward shall be reduced by Applicable Subrecipient Revenues. The term "Applicable Subrecipient Revenues" refers to those receipts or reductions in expenditures or costs which operate to offset or reduce expense or cost items that are allocable to Subrecipient's compensation under this Subaward (such as, but not limited to: purchase discounts, rebates or allowances, recoveries or indemnities on losses, insurance refunds and adjustments of overpayment, or other erroneous charges). To the extent that Applicable Subrecipient Revenues, accruing or received by Subrecipient relate to allowable costs, they shall be credited to County either as a reduction in compensation, a cost reduction, or a cash refund, as appropriate.
- C. Should County, or the state or federal government, disallow any cost claimed by Subrecipient, Subrecipient shall reimburse County, or the state or federal government, as directed by County, or the state or federal government, for such disallowed cost.
- D. The provisions of this Section 5 shall survive the termination, expiration, or cancellation of this Subaward

Section 6. TERM OF SUBAWARD.

The initial term of this Subaward shall be for one year beginning July 1, 2018 and ending June 30, 2019. The term of this Subaward shall be automatically renewed for two additional one-year terms at the end of the initial term, under the same terms and conditions unless written notice of non-renewal is provided by either Party to the other Party at least 30 days prior to the expiration of the initial term or the then current term. Notwithstanding the foregoing, County shall not be obligated for payments hereunder for any future County fiscal year unless or until County's Board of Supervisors appropriates funds for this Subaward in County's budget for that County fiscal year. In the event that funds are not appropriated for this Subaward, then this Subaward shall end as of June 30 of the last County fiscal year for which funds for this Subaward were appropriated. For the purposes of this Subaward, the County fiscal year commences on July 1 and ends on June 30 of the following year. County shall notify Subrecipient in writing of such non-appropriation at the earliest possible date.

Section 7. TERMINATION OF SUBAWARD.

- A. If Subrecipient materially fails to perform Subrecipient's responsibilities under this Subaward to the satisfaction of County, or if Subrecipient fails to fulfill in a timely and professional manner Subrecipient's responsibilities under this Subaward, or if Subrecipient violates any of the terms or provisions of this Subaward, then County shall have the right to terminate this Subaward effective immediately upon the County giving written notice thereof to Subrecipient. If termination for cause is given by County to Subrecipient and it is later determined by County that

Subrecipient was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to paragraph B of this Section.

- B. Either Party may terminate this Subaward without cause on 30 days' written notice.
- C. County may terminate this Subaward immediately upon oral notice should funding cease or be materially decreased during the term of this Subaward.
- D. County may terminate this Subaward immediately upon oral notice should either Party not be able to comply with the obligations of this Subaward due to any material cause which is beyond the reasonable control of either Party, including, but not limited to: fire, explosion, lightning, power surges or outages, strikes or labor disputes, acts of God, civil disturbances, acts of civil or military authorities, acts of terrorism, fuel or energy shortages, acts and/or omissions by third party communications carriers, or any other cause beyond County's or Subrecipient's control.
- E. County's right to terminate this Subaward may be exercised by the Shasta County HHSA Director, any HHSA Branch Director designated by the HHSA Director.
- F. Should this Subaward be terminated, Subrecipient shall promptly provide to County any and all finished and unfinished reports, data, studies, photographs, charts, and other documents prepared by Subrecipient pursuant to this Subaward.
- G. If this Subaward is terminated, Subrecipient shall only be paid for services satisfactorily completed and provided prior to the effective date of termination.

Section 8. ENTIRE SUBAWARD; AMENDMENTS; HEADINGS; EXHIBITS/APPENDICES.

- A. This Subaward supersedes all previous Subawards relating to the subject of this Subaward and constitutes the entire understanding of the Parties hereto. Subrecipient shall be entitled to no other benefits other than those specified herein. Subrecipient specifically acknowledges that in entering into and executing this Subaward, Subrecipient relies solely upon the provisions contained in this Subaward and no others.
- B. No changes, amendments or alterations to this Subaward shall be effective unless in writing and signed by both Parties. However, minor amendments and amendments, including retroactive, that do not result in a substantial or functional change to the original intent of this Subaward, and increases to the Budget, as listed in Exhibit C, of this Subaward or budget line shifts not to exceed 10% that do not cause an increase to the maximum amount payable under this agreement may be agreed to in writing between Subrecipient and the Director, or any HHSA Branch Director designated by the Director, provided that the amendment is in substantially the same format as the County's standard format amendment contained in the

- C. The headings that appear in this Subaward are for reference purposes only and shall not affect the meaning or construction of this Subaward.
- D. If any ambiguity, inconsistency, or conflict exists or arises between the provisions of this Subaward and the provisions of any of this Subaward's exhibits or appendices, the provisions of this Subaward shall govern.

Section 9. NONASSIGNMENT OF SUBAWARD; NON-WAIVER.

Inasmuch as this Subaward is intended to secure the specialized services of Subrecipient, Subrecipient may not subcontract, assign, transfer, delegate, or sublet any interest herein without the prior written consent of County. The waiver by County of any breach of any requirement of this Subaward shall not be deemed to be a waiver of any other breach.

Section 10. EMPLOYMENT STATUS OF SUBRECIPIENT.

Subrecipient shall, during the entire term of this Subaward, be construed to be an independent contractor, and nothing in this Subaward 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 Subrecipient performs the work or services that are the subject matter of this Subaward; provided, however, that the work or services to be provided by Subrecipient shall be provided in a manner consistent with the professional standards applicable to such work or services. The sole interest of County is to ensure that the work or services shall be rendered and performed in a competent, efficient, and satisfactory manner. Subrecipient shall be fully responsible for payment of all taxes due to the State of California or the federal government that would be withheld from compensation if Subrecipient were a County employee. County shall not be liable for deductions for any amount for any purpose from Subrecipient's compensation. Subrecipient shall not be eligible for coverage under County's workers' compensation insurance plan nor shall Subrecipient be eligible for any other County benefit. Subrecipient must issue W-2 and 941 Forms for income and employment tax purposes, for all of Subrecipient's assigned personnel under the terms and conditions of this Subaward.

Section 11. INDEMNIFICATION.

To the fullest extent permitted by law, Subrecipient shall indemnify and hold harmless 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 Counsel and counsel retained by County, expert fees, litigation costs, and investigation costs), damages, judgments, or decrees arising from the work or the provision of services undertaken pursuant to this Subaward by Subrecipient, or by any of Subrecipient's subcontractors, any person employed under Subrecipient, or under any subcontractor, or in any capacity, except when the injury or loss is caused by the sole negligence or intentional wrongdoing of County. Subrecipient shall also, at Subrecipient's

own expense, defend the County, its elected officials, officers, employees, agents, and volunteers, against any claim, suit, action, or proceeding brought against County, its elected officials, officers, employees, agents, and volunteers, arising from the work or the provision of services undertaken pursuant to this Subaward by Subrecipient, or any of Subrecipient's subcontractors, any person employed under Subrecipient, or under any Subcontractor, or in any capacity. Subrecipient shall also defend and indemnify County for any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency and shall defend, indemnify, and hold harmless County with respect to Subrecipient's "independent contractor" status that would establish a liability on County for failure to make social security deductions or contributions or income tax withholding payments, or any other legally mandated payment. The provisions of this paragraph are intended to be interpreted as broadly as permitted by applicable law. This provision shall survive the termination, expiration, or cancellation of this Subaward.

Section 12. INSURANCE COVERAGE.

- A.** Without limiting Subrecipient's duties of defense and indemnification, Subrecipient and any subcontractor shall obtain, from an insurance carrier authorized to transact business in the State of California, and maintain continuously during the term of this Subaward Commercial General Liability Insurance, including coverage for owned and non-owned automobiles, and other coverage necessary to protect County and the public with limits of liability of not less than \$1 million per occurrence; such insurance shall be primary as to any other insurance maintained by County.
- B.** Subrecipient and any subcontractor shall obtain and maintain continuously required Workers' Compensation and Employer's Liability Insurance to cover Subrecipient, subcontractor, Subrecipient's partner(s), subcontractor's partner(s), Subrecipient's employees, and subcontractor(s) employees with an insurance carrier authorized to transact business in the State of California covering the full liability for compensation for injury to those employed by Subrecipient or subcontractor. Each such policy shall be endorsed to state that the Workers' Compensation carrier waives its right of subrogation against *County, its elected officials, officers, employees, agents, and volunteers* which might arise in connection with this Subaward. Subrecipient hereby certifies that Subrecipient is aware of the provisions of section 3700 of the Labor Code which requires every employer to insure against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and Subrecipient shall comply with such provisions before commencing the performance of the work or the provision of services pursuant to this Subaward.
- C.** Subrecipient shall obtain and maintain continuously a policy of Errors and Omissions coverage with limits of liability of not less than \$1 million per occurrence.
- D.** Subrecipient shall require subcontractors to furnish satisfactory proof to County that liability and workers' compensation and other required types of insurance have

been obtained and are maintained similar to that required of Subrecipient pursuant to this Subaward.

E. With regard to all insurance coverage required by this Subaward:

- (1) Any deductible or self-insured retention exceeding \$25,000 for Subrecipient or subcontractor shall be disclosed to and be subject to approval by the County Risk Manager prior to the effective date of this Subaward.
- (2) If any insurance coverage required hereunder is provided on a "claims made" rather than "occurrence" form, Subrecipient or subcontractor shall maintain such insurance coverage with an effective date earlier or equal to the effective date of this Subaward and continue coverage for a period of three years after the expiration of this Subaward and any extensions thereof. In lieu of maintaining post-Subaward Agreement expiration coverage as specified above, Subrecipient or subcontractor may satisfy this provision by purchasing tail coverage for the claims-made policy. Such tail coverage shall, at a minimum, provide the insurance coverage required hereunder for claims received and reported three years after the expiration date of this Subaward.
- (3) All insurance (except workers' compensation and professional liability) shall include an endorsement or an amendment to the policy of insurance which names *County, its elected officials, officers, employees, agents, and volunteers as additional insureds*. In the event that coverage is reduced or canceled a notice of said reduction or cancellation shall be provided to County within 24 hours. Any available insurance proceeds in excess of the specified minimum limits and coverage pursuant to the terms of this Subaward shall be applicable to the Additional Insured. The additional insureds coverage shall be equal to Insurance Service Office endorsement CG 20 10 for ongoing operations, and CG 20 37 for completed operations.
- (4) Each insurance policy (except for workers' compensation and professional liability policies), or an endorsement thereto, shall contain a "separation of insureds" clause which shall read:

"Separation of Insureds.

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each suit insured against whom a claim

is made or suit is brought.”

- (5) Subrecipient shall provide County with an endorsement or amendment to Subrecipient’s policy of insurance as evidence of insurance protection before the effective date of this Subaward.
- (6) The insurance coverage required herein shall be in effect at all times during the term of this Subaward. In the event any insurance coverage expires at any time during the term of this Subaward, Subrecipient shall provide County, at least 20 days prior to said expiration date, a new endorsement or policy amendment evidencing insurance coverage as provided for herein for not less than the remainder of the term of this Subaward or for a period of not less than one year. In the event Subrecipient fails to keep in effect at all times insurance coverage as herein provided and a renewal endorsement or policy amendment is not provided within 10 days of the expiration of the endorsement or policy amendment in effect at inception of this Subaward, County may, in addition to any other remedies it may have, terminate this Subaward upon the occurrence of such event.
- (7) If the endorsement or amendment does not reflect the limits of liability provided by the policy of insurance, Subrecipient shall provide County a certificate of insurance reflecting those limits.
- (8) Any of Subrecipient’s Excess Insurance shall contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefits of County.

Section 13. NOTICE OF CLAIM; APPLICABLE LAW; VENUE.

- A. If any claim for damages is filed with Subrecipient or if any lawsuit is instituted concerning Subrecipient’s performance under this Subaward and that in any way, directly or indirectly, contingently or otherwise, affects or might reasonably affect County, Subrecipient shall give prompt and timely notice thereof to County. Notice shall be prompt and timely if given within 30 days following the date of receipt of a claim or 10 days following the date of service of process of a lawsuit. This provision shall survive the termination, expiration, or cancellation of this Subaward.
- B. Subrecipient shall comply with mandatory standards and policies as required by Executive Order 11246, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 C.F.R., Part 60).
- C. Subrecipient shall ensure that all known or suspected instances of child abuse or neglect are reported as mandated by section 11166 of the Penal Code. In addition, Subrecipient shall:

- (1) Require each of Subrecipient's employees, volunteers, Subrecipients, subcontractors, and agents performing services under this Subaward mandated by section 11166 of the Penal Code to report child abuse or neglect, to sign a statement that he or she knows of the statutory mandated reporting requirements and will comply with them.
 - (2) Establish procedures to ensure reporting of child abuse or neglect even when Subrecipient's employees, volunteers, Subrecipients, subcontractors, or agents who are not mandated to report child abuse or neglect under section 11166 of the Penal Code, gain knowledge of, or reasonably suspect, that a child has been a victim of abuse or neglect.
- D.** Subrecipient shall ensure that all known or suspected instances of elder abuse or dependent adult abuse are reported as required by section 15630 of the Welfare and Institutions Code. In addition, Subrecipient shall:
- (1) Require each of Subrecipient's employees, volunteers, Subrecipients, subcontractors, and agents performing services under this Subaward mandated by section 15630 of the Welfare and Institutions Code to report elder or dependent abuse or neglect, to sign a statement that he or she knows of the statutory mandated reporting requirements and will comply with them.
 - (2) Establish procedures to ensure reporting of elder abuse or dependent adult abuse even when Subrecipient's employees, volunteers, Subrecipients, subcontractors, or agents who are not mandated to report elder abuse or dependent adult abuse under section 15630 of the Welfare and Institutions Code, gain knowledge of, or reasonably suspect, an incident of elder or dependent adult abuse has occurred.
- E.** Any dispute between the Parties, and the interpretation of this Subaward, shall be governed by the laws of the State of California. Any litigation shall be venued in Shasta County.

Section 14. COMPLIANCE WITH LAWS; NON-DISCRIMINATION.

- A.** Subrecipient shall observe and comply with all applicable present and future federal laws, state laws, local laws, codes, rules, regulations, and/or orders that relate to the work or services to be provided pursuant to this Subaward.
- B.** Subrecipient recognizes the mandatory standards and policies relating to energy efficiency in the state energy conservation plan (Title 24 of the California Code of Regulations).
- C.** Subrecipient shall comply with mandatory standards and policies as required by Executive Order 112476, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor

regulations (41 C.F.R., Part 60).

- D. Subrecipient shall comply with section 306 of the Clean Air Act (42 U.S.C. §1857(h), section 508 of the Clean Water Act (33 U.S.C. §1368), Executive Order 11738, and the regulations of the Environmental Protection Agency (40 C.F.R., Part 15).
- E. No funds or compensation received by Subrecipient under this Subaward shall be used by Subrecipient for sectarian worship, instruction, or proselytization. No funds or compensation received by Subrecipient under this Subaward shall be used to provide direct, immediate, or substantial support to any religious activity.
- F. In addition to any other provisions of this Subaward, Subrecipient shall be solely responsible for any and all damages caused, and/or penalties levied, as the results of Subrecipient's noncompliance with the provisions of this section.

Section 15. ASSURANCE OF COMPLIANCE WITH COUNTY NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS.

- A. Subrecipient hereby agrees to comply with Titles VI and VII of the federal Civil Rights Act of 1964, as amended; Section 504 of the federal Rehabilitation Act of 1973, as amended; the federal Age Discrimination Act of 1975, as amended; the federal Food Stamp Act of 1977 as amended, and in particular section 272.6 thereof; Title II of the federal Americans with Disabilities Act of 1990, as amended; the Unruh Civil Rights Act, California Civil Code, section 51, as amended; California Government Code, sections 11135 - 11139.5, as amended; California Government Code, section 12940, as amended; Chapter 7, of Division 5, or Title 1 of the California Government Code, commencing with section 4450, as amended; Title 22, California Code of Regulations, sections 98000 – 98413; Title 24, California Code of Regulations, section 3105; the Dymally-Alatorre Bilingual Services Act (California Government Code, sections 7290 – 7299.8), as amended; section 1808 of the Interethnic Adoption Provisions of the Small Business Job Protection Act of 1996, as amended; and all other applicable federal and state laws, as well as their implementing regulations (including title 45 of the Code of Federal Regulations (CFR) Parts 80, 84, and 91; 7 CFR, Part 15; and 28 CFR, Part 42), 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 ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, sexual orientation, marital status, religion, religious creed or political belief, 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 to immediately take any measures necessary to effectuate this Assurance of Compliance.
- B. This Assurance of Compliance is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and Subrecipient hereby gives

assurance that administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of Chapter 21-100 of the California Department of Social Services (CDSS) Manual of Policies and Procedures will be prohibited.

- C. By giving this Assurance of Compliance, Subrecipient 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 of Compliance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with California Welfare and Institutions Code section 10605, or California Government Code sections 11135 – 11139.5, as amended, or any other laws or regulations, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this Assurance of Compliance.
- D. This Assurance of Compliance is binding on Subrecipient as long as Subrecipient is receiving federal or state funding pursuant to the agreement in which this Assurance of Compliance is included.

Section 16. ACCESS TO RECORDS; RECORDS RETENTION.

- A. County, federal, and state officials shall have access to any books, documents, papers, and records of Subrecipient that are directly pertinent to the subject matter of this Subaward for the purpose of auditing or examining the activities of Subrecipient or County. Except where longer retention is required by federal or state law, Subrecipient shall maintain all records for five years after County makes final payment hereunder. This provision shall survive the termination, expiration, or cancellation of this Subaward.
- B. Subrecipient shall maintain appropriate records to insure a proper accounting of all funds and expenditures pertaining to the work performed or the services provided pursuant to this Subaward. Subrecipient shall maintain records providing information that account for all funds and expenses related to the provision of services provided pursuant to this Subaward. Access to these records shall be provided to County during working days, 8:00 a.m. to 5:00 p.m. and at other times upon reasonable notice by County, and upon request of state and federal agencies charged with the administration of programs related to the work or services to be provided pursuant to this Subaward.
- C. Subrecipient agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate federal, state, or County audit directly related to the provisions of this Subaward. Subrecipient agrees to repay County the full amount of payment received for duplicate billings, erroneous billings, audit exceptions, or false or deceptive claims. Subrecipient agrees that County may withhold any money due and recover through any appropriate method any money erroneously paid under this Subaward if evidence exists of less than full

compliance with this Subaward including, but not limited to, exercising a right of set-off against any compensation payable to Subrecipient.

Section 17. COMPLIANCE WITH CHILD, FAMILY, AND SPOUSAL SUPPORT REPORTING OBLIGATIONS.

Subrecipient's failure to comply with state and federal child, family, and spousal support reporting requirements regarding Subrecipient's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family, and spousal support obligations shall constitute a default under this Subaward. Subrecipient's failure to cure such default within 90 days of notice by County shall be grounds for termination of this Subaward.

Section 18. LICENSES AND PERMITS.

Subrecipient, and Subrecipient's officers, employees, agents performing the work or services required by this Subaward, shall possess and maintain all necessary licenses, permits, certificates, and credentials required by the laws of the United States, the State of California, the County of Shasta, and all other appropriate governmental agencies, including any certification and credentials required by County. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this Subaward and constitutes grounds for the termination of this Subaward by County.

Section 19. PERFORMANCE STANDARDS.

Subrecipient shall perform the work or services required by this Subaward in accordance with the industry and/or professional standards applicable to Subrecipient's work or services.

Section 20. CONFLICTS OF INTEREST.

Subrecipient and Subrecipient's officers, employees, and agents shall not have a financial interest, or acquire any financial interest, direct or indirect, in any business, property, or source of income that could be financially affected by or otherwise conflict in any manner or degree with the performance of the work or services required under this Subaward.

Section 21. NOTICES.

- A. Except as provided in Section 7.C. and 7.D. of this Subaward (oral notice of termination), any notices required or permitted pursuant to the terms and provisions of this Subaward shall be given to the appropriate Party at the address specified below or at such other address as the Party shall specify in writing. Such notice shall be deemed given: (1) upon personal delivery; or (2) if sent by first class mail, postage prepaid, two days after the date of mailing.

If to County:

Branch Director
Children's Services Branch
Attn: Contracts Unit
1313 Yuba Street
Redding, CA 96001
Ph: (530) 225-5757
Fx: (530) 225-5190

If to Subrecipient:

Director
Shasta Women's Refuge, Inc. dba
One Safe Place
PO Box 991060
Redding, CA 96099-1060
Ph: (530) 244-0118
Fx: (530) 244-9134

- B. Any oral notice authorized by this Subaward shall be given to the persons specified in Section 21.A. and shall be deemed to be effective immediately.
- C. Unless otherwise stated in this Subaward, any written or oral notices on behalf of the County as provided for in this Subaward may be executed and/or exercised by the County Executive Officer.

Section 22. SUBAWARD PREPARATION.

It is agreed and understood by the Parties that this Subaward has been arrived at through negotiation and that neither Party is to be deemed the Party which created any uncertainty in this Subaward within the meaning of section 1654 of the Civil Code.

Section 23. COMPLIANCE WITH POLITICAL REFORM ACT.

Subrecipient shall comply with the California Political Reform Act (Government Code sections 81000, *et seq.*), with all regulations adopted by the Fair Political Practices Commission pursuant thereto, and with the County's Conflict of Interest Code, with regard to any obligation on the part of Subrecipient to disclose financial interests and to recuse from influencing any County decision which may affect Subrecipient's financial interests. If required by the County's Conflict of Interest Code, Subrecipient shall comply with the ethics training requirements of Government Code sections 53234 *et seq.*

Section 24. PROPERTY TAXES.

Subrecipient represents and warrants that Subrecipient, on the date of execution of this Subaward, (1) has paid all property taxes for which Subrecipient is obligated to pay, or (2) is current in payments due under any approved property tax payment arrangement. Subrecipient shall make timely payment of all property taxes at all times during the term of this Subaward.

Section 25. SEVERABILITY.

If any portion of this Subaward or application thereof to any person or circumstance is declared invalid by a court of competent jurisdiction or if it is found in contravention of any federal or state statute or regulation or County ordinance, the remaining provisions of this Subaward, or the application thereof, shall not be invalidated thereby and shall remain in full force and effect to the extent that the provisions of this Subaward are severable.

Section 26. COUNTY'S RIGHT OF SETOFF

To the fullest extent permitted by law, County shall have the right but not the obligation, to setoff, in whole or in part, against any compensation owed to the Subrecipient or any of its subsidiaries under any contract with the County, any amount of any Federal or State audit liability owed by or claimed or asserted against the County or any amounts owed to County by Subrecipient or its subsidiaries.

Section 27. CONFIDENTIALITY

During the term of this Subaward, 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 this Subaward.

Section 28. CONFIDENTIALITY OF CLIENT INFORMATION.

All information and records obtained in the course of providing services under this Subaward shall be confidential, and Subrecipient and all of Subrecipient employees, volunteers, agents, and officers shall comply with state and federal requirements regarding confidentiality of client information (including, but not limited to, sections 827, 5328, 10850, and 14100.2 of the California Welfare and Institutions Code; Division 19 of the California Department of Social Services Manual of Policies and Procedures; Health and Safety sections 11845.5 and 11812, 22 California Code of Regulations section 51009; California Civil Code section 56.10; the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the regulations adopted pursuant thereto; Title 42, Code of Federal Regulations, Part 2; and Title 45, Code of Federal Regulations, section 205.50). All applicable regulations and statutes relating to patients' rights shall be adhered to. No list of services of persons receiving services under this Subaward shall be published, disclosed, or used for any other purpose except for the direct administration of the program or other uses authorized by law that are not in conflict with requirements of confidentiality. This provision shall survive the termination, expiration, or cancellation of this Subaward.

Section 29. SCOPE AND OWNERSHIP OF WORK.

All research data, reports, and every other work product of any kind or character arising from or relating to this Subaward shall become the property of the County and be delivered to the County upon completion of its authorized use pursuant to this Subaward. County

may use such work products for any purpose whatsoever. All works produced under this Subaward shall be deemed works produced by a Subrecipient for hire, and all copyright with respect thereto shall vest in the County without payment of royalty or any other additional compensation. Notwithstanding anything to the contrary contained in this Subaward, Subrecipient shall retain all of Subrecipient's rights in Subrecipient's own proprietary information, including, without limitation, Subrecipient's methodologies and methods of analysis, ideas, concepts, expressions, know how, methods, techniques, skills, knowledge, and experience possessed by Subrecipient prior to, or acquired by Subrecipient during the performance of this Subaward and Subrecipient shall not be restricted in any way with respect thereto.

Section 30. USE OF COUNTY PROPERTY.

Subrecipient shall not use County premises, property (including equipment, instruments, and supplies), or personnel for any purpose other than in the performance of Subrecipient's obligations under this Subaward.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, County and Subrecipient have executed this Subaward on the dates set forth below. By their signatures below, each signatory represents that he/she has the authority to execute this Subaward and to bind the Party on whose behalf his/her execution is made.

COUNTY OF SHASTA

Date: _____

LES BAUGH, Chairman
Board of Supervisors
County of Shasta
State of California

ATTEST:

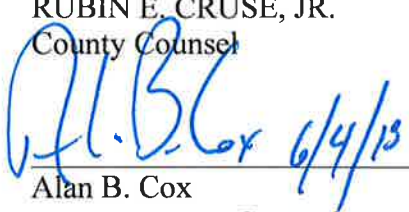
LAWRENCE G. LEES
Clerk of the Board of Supervisors

By: _____
Deputy

Approved as to form:

RISK MANAGEMENT APPROVAL

RUBIN E. CRUSE, JR.
County Counsel



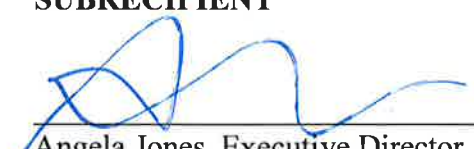
Alan B. Cox
Deputy County Counsel



James Johnson
Risk Management Analyst

SUBRECIPIENT

Date: 5/31/18



Angela Jones, Executive Director
Shasta Women's Refuge, Inc. dba
One Safe Place

Date: 5/31/18



Christopher Haedrich, President
Shasta Women's Refuge, Inc. dba
One Safe Place

Tax ID No. On file

BUDGET

Shasta County Health & Human Services Agency
1313 Yuba Street
Redding, CA 96001

Address

Shasta Women's Refuge, Inc.
dba One SAFE Place
P. O. Box 99160
Redding, CA 96099-1060

Multi-Year Service Budgets

Budget Category	Budget Period FY 18/19	Budget Period FY 19/20	Budget Period FY 20/21	Total Budgeted Costs
Personnel/Position	FTE			
DV Specialist	1.0	35,600.00	35,600.00	35,600.00
				106,800.00
				0.00
				0.00
				0.00
				0.00
Fringe Benefits		4,600.00	4,600.00	4,600.00
				13,800.00
Total Salary and Benefits		40,200.00	40,200.00	40,200.00
				120,600.00
Operating Expenses				
Office Expenses/Supplies				0.00
Equipment				0.00
Rents/Leases				0.00
Communication		900.00	900.00	900.00
Travel		300.00	300.00	300.00
Software				0.00
Broadband		675.00	675.00	675.00
(OTHER - Please Specify)				0.00
(OTHER - Please Specify)				0.00
Total Operating Expenses		1,875.00	1,875.00	1,875.00
				5,625.00
Other Expenses				
Capital Assets				0.00
Overnight Emergency Shelter		3,000.00	3,000.00	3,000.00
(OTHER - Please Specify)				0.00
Total Other Expenses		3,000.00	3,000.00	3,000.00
				9,000.00
Total Expenses		45,075.00	45,075.00	45,075.00
				135,225.00
Administrative Cost		3,960.00	3,960.00	3,960.00
(Not to exceed 10% of wages)				11,880.00
Totals		\$49,035.00	\$49,035.00	\$49,035.00
				\$147,105.00

FOR COUNTY USE ONLY:

Cost Center

Account Code

Project Code

Activity Code

SUBAWARD COMPLIANCE

A. DEFINITIONS.

For the purposes of this Subaward, the following definitions shall apply:

- (1) **Catalog of Federal Domestic Assistance Number (“CFDA#”)** means the identifying grant number.
- (2) **Data Universal Numbering System Number (“DUNS#”)** means the unique nine-digit identification number assigned to the Subrecipient.
- (3) **Federal Award Identification Number (“FAIN”)** identifies each federal award within an agency unique to each federal fiscal year. The federal fiscal year begins October 1 and ends September 30 of the following calendar year.
- (4) **Federal Awarding Agency and Office** is the federal agency and office associated with the federal grant.
- (5) **Subrecipient** means the **non-federal entity** (e.g, state or local government, or a nonprofit organization) receiving a subaward, from a pass-through entity (e.g., HHSA), to carry out part of a federal program, per 2 CFR part 200.

B. UNIFORM GUIDANCE PERTAINING TO FEDERAL AWARDS

- (1) Uniform administrative requirements, cost principles and audit requirements for federal awards are found in Title 2 of the Code of Federal Regulations (CFR) Part 200. Guidance specific to the programs administered by the federal Department of Health and Human Services can be found at 45 CFR Part 75 and guidance specific to programs administered by the federal Department of Agriculture can be found at 2 CFR Part 400, 415, 416, and 418.

C. AUDIT REQUIREMENT

- (1) Pursuant to 2 CFR Part 200—Subpart F, any non-federal entity that expends a combined total of \$750,000 or more per year in federal awards for the purposes of carrying out federal programs must have an annual Single or Program Specific Audit conducted. This funding threshold is the aggregate of funds from all federal sources, not just funds coming from any one pass-through entity. Subrecipients that meet this threshold are required to submit their annual Single or Program Specific Audit to HHSA;
- (2) Pursuant to 2 CFR Part 200 – Subpart D, HHSA requires Subrecipients who do not have an annual Single or Program Specific Audit, to provide their independently audited or reviewed financial statements, or an independent accountant’s report of Agreed Upon Procedures applied to the program expending the subaward.

- (3) Submit financial reports and supporting documentation to County annually within 30 days of receipt to Shasta County Health and Human Services Agency, Business and Support Services, Attention: HHSA Fiscal Manager, P.O. Box 496005, Redding, CA 96049-6005.

D. SUBAWARD IDENTIFYING INFORMATION

Federal Awarding Agency and Office	Department of Health and Human Services, Administration for Children and Families
FAIN	1701CAFPSS
Grant Title	Promoting Safe and Stable Families
Program Description	The objectives of the Promoting Safe and Stable Families program are: 1) to prevent child maltreatment among families at risk through the provision of supportive family services; 2) to assure children's safety within the home and preserve intact families in which children have been maltreated, when the family's problems can be addressed effectively; 3) to address the problems of families whose children have been placed in foster care so that reunification may occur in a safe and stable manner; 4) to support adoptive families by providing support services as necessary to that they can make a lifetime commitment to their children. This is accomplished through issuance of grants to state child welfare agencies, territories, and eligible Indian tribes to serve families at risk or in crisis, to develop or expand and operate coordinated programs of community-based family support services, family preservation services, time-limited reunification services, and adoption promotion and support services. In addition, a portion of funds is reserved for a separate formula grant for states and territories to support monthly caseworker visits with children who are in foster care. A small proportion of appropriated funds are reserved for research, evaluation, and technical assistance, which may be awarded competitively through contracts or discretionary grants.
CFDA#	93.556
Subrecipient	Shasta Women's Refuge, Inc. dba One Safe Place
DUNS#	830272048

PROTECTIVE FACTORS SURVEY

(Program Information- For Staff Use Only)

Agency ID _____ Participant ID # _____

Name of Person Delivering Service: _____

1. Date survey completed: ____ / ____ / ____

2. How was the survey completed?

- ☐ Completed in face to face interview
- ☐ Completed by participant with program staff available to explain items as needed
- ☐ Completed by participant without program staff present

3. Has the participant had any involvement with Child Protective Services?

- ☐ NO
- ☐ YES
- ☐ NOT SURE

4. **Type of Services:** Select services that most accurately describe what the participant is receiving.

- ☐ Parent Education
- ☐ Parent Support Group
- ☐ Parent/Child Interaction
- ☐ Advocacy (self, community)
- ☐ Fatherhood Program
- ☐ Planned and/or Crisis Respite
- ☐ Homeless/Transitional Housing
- ☐ Resource and Referral
- ☐ Family Resource Center
- ☐ Skill Building/Ed for Children
- ☐ Adult Education (i.e. GED/Ed)
- ☐ Job Skills/Employment Prep
- ☐ Pre-Natal Class
- ☐ Family Literacy
- ☐ Marriage Strengthening/Prep
- ☐ Home Visiting
- ☐ Other (If you are using a specific curriculum, please name it here)

5. **Participants Attendance:** (Estimate if necessary)

Number of hours of service offered to the participant: _____

Number of hours of service received by the participant: _____

*This survey was developed by the FRIENDS National Resource Center for Community-Based Child Abuse Prevention in partnership with the University of Kansas Institute for Educational Research * Public Service through funding provided by the US Department of Health and Human Services*

PROTECTIVE FACTORS SURVEY

EXHIBIT C

Agency ID _____ Participant ID # _____

1. Sex: ☐ Male ☐ Female

2. Age (in years):

3. Race/Ethnicity: (Please choose the ONE that best describes what you consider yourself to be)

- | | |
|--|---|
| <input type="checkbox"/> Native American or Alaskan Native | <input type="checkbox"/> Asian |
| <input type="checkbox"/> African American | <input type="checkbox"/> African Nationals/Caribbean Islanders |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> Native Hawaiian/Pacific Islanders | <input type="checkbox"/> White (Non Hispanic/European American) |
| <input type="checkbox"/> Multi-racial | <input type="checkbox"/> Other |

4. Marital Status:

- ☐ Married ☐ Partnered ☐ Single ☐ Divorced ☐ Widowed ☐ Separated

5. Family Housing:

- ☐ Own ☐ Rent ☐ Shared housing with relatives/friends
☐ Temporary (shelter, temporary with friends/relatives) ☐ Homeless

6. Family Income:

- ☐ \$0-\$10,000 ☐ \$10,001-\$20,000 ☐ \$20,001-\$30,000
☐ \$30,001-\$40,000 ☐ \$40,001-\$50,000 ☐ more than 50,001

7. Highest Level of Education:

- | | | |
|---|---|--|
| <input type="checkbox"/> Elementary or junior high school | <input type="checkbox"/> Some high school | <input type="checkbox"/> High school diploma or GED |
| <input type="checkbox"/> Trade/Vocational Training | <input type="checkbox"/> Some college | <input type="checkbox"/> 2-year college degree (Associate's) |
| <input type="checkbox"/> 4-year college degree (Bachelor's) | <input type="checkbox"/> Master's degree | <input type="checkbox"/> PhD or other advanced degree |

8. Which, if any, of the following do you currently receive? (Check all that apply)

- ☐ Food Stamps ☐ Medicaid (State Health Insurance) ☐ Earned Income Tax Credit
☐ TANF ☐ Head Start/Early Head Start Services ☐ None of the above

9. Please tell us about the children living in your household.

	Gender		Birth Date	Your Relationship to Child (Check One)						
	Male	Female		Birth parent	Adoptive parent	Grand-parent	Sibling	Other relative	Foster Parent	Other
Child 1										
Child 2										
Child 3										
Child 4										

If more than 4 children, please use space provided on the back of this sheet.

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PROTECTIVE FACTORS SURVEY

EXHIBIT C

Part I. Please circle the number that describes how often the statements are true for you or your family. The numbers represent a scale from 1 to 7 where each of the numbers represents a different amount of time. The number 4 means that the statement is true about half the time.

Part I		Never	Very Rarely	Rarely	About Half the Time	Frequently	Very Frequently	Always
In my family, we talk about problems.	Before	1	2	3	4	5	6	7
	Now	1	2	3	4	5	6	7
When we argue, my family listens to "both sides of the story."	Before	1	2	3	4	5	6	7
	Now	1	2	3	4	5	6	7
In my family, we take time to listen to each other.	Before	1	2	3	4	5	6	7
	Now	1	2	3	4	5	6	7
My family pulls together when things are stressful.	Before	1	2	3	4	5	6	7
	Now	1	2	3	4	5	6	7
My family is able to solve our problems.	Before	1	2	3	4	5	6	7
	Now	1	2	3	4	5	6	7

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PROTECTIVE FACTORS SURVEY

EXHIBIT C

Part II. Please circle the number that best describes how much you agree or disagree with the statement.

Part II		Strongly Disagree	Mostly Disagree	Slightly Disagree	Neutral	Slightly Agree	Mostly Agree	Strongly Agree
I have others who will listen when I need to talk about my problems.	Before	1	2	3	4	5	6	7
	Now	1	2	3	4	5	6	7
When I am lonely, there are several people I can talk to.	Before	1	2	3	4	5	6	7
	Now	1	2	3	4	5	6	7
If my family needed food or housing I wouldn't know where to turn.	Before	1	2	3	4	5	6	7
	Now	1	2	3	4	5	6	7
If I had trouble making ends meet I wouldn't know where to go for help.	Before	1	2	3	4	5	6	7
	Now	1	2	3	4	5	6	7
If there is a crisis, I have others I can talk to.	Before	1	2	3	4	5	6	7
	Now	1	2	3	4	5	6	7
If I needed help finding a job, I wouldn't know where to go for help.	Before	1	2	3	4	5	6	7
	Now	1	2	3	4	5	6	7

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PROTECTIVE FACTORS SURVEY

EXHIBIT C

Part III. This part of the survey asks about parenting and your relationship with your child. For this section, please focus on the child that you hope will benefit most from your participation in our services. Please write the child's age or date of birth and then answer the questions with this child in mind.

Child's Age _____ or Child's Date of Birth ____/____/____

Part III		Strongly Disagree	Mostly Disagree	Slightly Disagree	Neutral	Slightly Agree	Mostly Agree	Strongly Agree
There are many times when I don't know what to do as a parent.	Before	1	2	3	4	5	6	7
	Now	1	2	3	4	5	6	7
I know how to help my child learn.	Before	1	2	3	4	5	6	7
	Now	1	2	3	4	5	6	7
My child misbehaves just to upset me.	Before	1	2	3	4	5	6	7
	Now	1	2	3	4	5	6	7

*This survey was developed by the FRIENDS National Resource Center for Community-Based Child Abuse Prevention in partnership with the University of Kansas Institute for Educational Research * Public Service through funding provided by the US Department of Health and Human Services*

PROTECTIVE FACTORS SURVEY

EXHIBIT C

Part IV. Please tell us how often each of the following happens in your family.

Part IV		Never	Very Rarely	Rarely	About Half the Time	Frequently	Very Frequently	Always
I praise my child when he/she behaves well.	Now	1	2	3	4	5	6	7
	Before	1	2	3	4	5	6	7
When I discipline my child, I lose control.	Now	1	2	3	4	5	6	7
	Before	1	2	3	4	5	6	7
I am happy being with my child.	Now	1	2	3	4	5	6	7
	Before	1	2	3	4	5	6	7
My child and I are very close to each other.	Now	1	2	3	4	5	6	7
	Before	1	2	3	4	5	6	7
I am able to soothe my child when he/she is upset.	Now	1	2	3	4	5	6	7
	Before	1	2	3	4	5	6	7
I spend time with my child doing what he/she likes to do.	Now	1	2	3	4	5	6	7
	Before	1	2	3	4	5	6	7

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WRITTEN CLIENT ASSESSMENT



Formerly Shasta Women's Refuge and Family Justice Center

DOMESTIC VIOLENCE ASSESSMENT REPORT

Date of Assessment Report: _____

Social Worker Name: _____

Client Name: _____

Assessment:

(Dates of Services covered by this report, Danger Assessment, Abuse Inventory, Harm & Control Wheel, Adverse Childhood Experiences, Client Attendance, Client Responsiveness, etc.)

Recommendations/Next Steps:

One Safe Place Domestic Violence Prevention and Intervention Services/Assessor Name:

Signature and Date: _____

DISCOVERY GROUP CLASS EVALUATION

1. Describe the Cycle of Violence and how it affected you.
2. What is something you learned about why people abuse their partners?
3. How has this understanding changed your understanding of domestic violence?
4. What is something you learned about why victims stay? What would you say kept you in your situation?
5. What is something you learned about how domestic violence affects children?
6. How do you feel your child(ren) might have been affected?
7. What is something you can do to help your child(ren) recover and protect them from future exposure to domestic violence?

8. What did you learn about red flags in relationships?

9. What did you learn about healthy relationships?

10. What did you learn about your own need for boundaries?

11. What is something you learned about parenting?

12. Do you have any additional comments about the group?

13. Is there anything the facilitator could do to improve the group?

14. Was the class useful to you? Do you think it would be useful to others experiencing domestic violence?

QUARTERLY REPORT

**One Safe Place Domestic Violence Prevention and Intervention Services
Quarterly Narrative Report**

Quarterly Report Period (Start Month – End Month/Year):

1. Please provide an evaluation of services this past quarter including a discussion of how services provided are helping Referred Individuals/Families build resilience and develop skills, characteristics, knowledge, and relationships that offset risk exposure:
2. Identification of services provided to:
 - Strengthen parental resilience (such as counseling, education services and advocacy)
 - Strengthen social connections (such as support groups and networks)
 - Increase knowledge of parenting and child development (such as Discovery class)
 - Access concrete supports in times of need, examples include referrals to community based resources.
 - Improve children's social emotional competence (such as referrals to counseling)
3. Discuss Challenges experienced in this past quarter:
4. Discuss Unexpected Benefits experienced in this past quarter:
|
5. Please share one participant success story related to this program. Include client demographics, presenting issues, and the specific success the participant achieved as a result of this program:

CLIENT RELEASE OF INFORMATION

SHASTA COUNTY INTER-AGENCY RELEASE OF INFORMATION CHILD PROGRAMS ONLY

AUTHORIZATION FOR INTER-AGENCY EXCHANGE OF CONFIDENTIAL INFORMATION
PERSONS AND AGENCIES AUTHORIZED TO EXCHANGE VERBAL AND WRITTEN INFORMATION:

(Initial only)	First Name	Last Name	Birth Date
_____	Shasta County Health & Human Services Agency, Children's Welfare Services		
_____	Shasta County Health & Human Services Agency, Children's Mental Health		
_____	Shasta County Health & Human Services Agency, Children's Services Drug & Alcohol		
_____	Shasta County Health & Human Services Agency, Adult Mental Health		
_____	Shasta County Health & Human Services Agency, Public Health		
_____	Shasta County Health & Human Services Agency, Adult Drug & Alcohol		
_____	Shasta County Juvenile Probation		
_____	Shasta County Adult Probation		
_____	Shasta County Office of Education/SELPA		
_____	State of California Parole		
_____	Multiple Disciplinary Team (MDT)		
_____	Wright Education Services		
_____	The Family Center		
_____	One Safe Place		
_____	Shasta Regional Medical Center		
_____	Far Northern Regional Center		
_____	Mercy Medical Center		
_____	Mercy Family Health Center		
_____	Physician/Dentist: _____		
_____	School District: _____		
_____	Other: _____		
_____	Other: _____		
_____	Other: _____		
_____	Other: _____		
_____	Other: _____		
_____	Other: _____		

Client Name:

FIRST NAME

LAST NAME

BIRTH DATE

NAME OF PARENT/GUARDIAN CONSERVATOR

N/A

ADDRESS OF THE CHILD

I hereby authorize the agencies initialed above to exchange all information and records for the purpose(s) of: screening, assessing, planning and facilitating delivery of appropriate services.

I hereby authorize release of all information and written documentation, including but not limited to: history, progress reports, evaluations, diagnoses, treatment dates and test results contained in agency records regarding the following subject matters unless specifically excluded below:

Exceptions to release of entire record, if any:

(Initial) I understand in signing this authorization I am allowing release of the information identified above. In doing so I am waiving provisions both State and Federal law that protect confidentiality of mental health, physical health, substance abuse, and juvenile records. I also understand that any disclosure made regarding alcohol and/or drug abuse treatment is bound by Part 2 of Title 42, of the Code of Federal Regulations. I may revoke this consent at any time except as to information already exchanged in reliance upon my consent.

This authorization shall remain effective for one year following the date of signature unless revoked earlier in writing

CLIENT SIGNATURE:

Date

SIGNATURE OF PARENT, GUARDIAN, SOCIAL WORKER OR CONSERVATOR:

Date

☐ The above social worker is currently assigned to this case

WITNESS:

Date

THE CLIENT OR, IF A CHILD, HIS OR HER PARENT, GUARDIAN, OR CONSERVATOR, HAS THE RIGHT TO RECEIVE A COPY OF THIS AUTHORIZATION. (Civil Code Section 56.10)

PERSONS RELEASING AND/OR RECEIVING INFORMATION PURSUANT TO THIS AUTHORIZATION MAY NOT RELEASE INFORMATION TO ANY PERSON OR ENTITY NOT AUTHORIZED BY THIS RELEASE TO RECEIVE INFORMATION. (Civil Code Section 56.13)

A DUPLICATE OF THE ORIGINAL IS AS EFFECTIVE AS THE ORIGINAL.

SHELTER INTAKE AND CONFIDENTIALITY AGREEMENT**CFS Client Intake** Date:

Exit Date:

Staff:

Last Name	First Name	Date of Birth
Purpose of Stay		

Primary Social Worker (Name and Phone number):
Social Worker Schedule

Confidentiality and Shelter Subaward

- The location of shelter is confidential and I will not share the location with anyone outside of OSP.
- Information about clients at shelter must be kept confidential for their safety and the safety of others. I will not share any names or client information with anyone outside of OSP.
- There is no smoking allowed on the premises by anyone under the age of 18.
- Possessing or consuming alcohol, controlled substances, and illegal drugs are prohibited in and on shelter grounds.
- Any physical and verbal abuse or aggressive behaviors are not something OSP can have at shelter.
- Weapons are not allowed in shelter. If I have weapons in my possession I will give them to shelter staff and staff will return them when I leave.
- While at shelter I must remain with my social worker, guardian, or parent at all times.
- I understand that OSP is not responsible for any of my belongings. I will be provided a lock to safety store my valuables. If I leave anything behind I will have three days to pick those items up at client services otherwise they will be disposed of due to lack of storage space.
- If I need anything or want to talk I understand that shelter staff is here to help. If shelter staff are not I can call the crisis line and talk to an advocate or the supervisor on call.

Client Signature _____

Guardian Signature _____

Staff Signature _____

As provided for in Section 2. A. (14) of this agreement short-term overnight shelter care is available upon presentation of this completed form.

Executive Director

Shasta Women's Refuge, Inc. dba One Safe Place

EXHIBIT I

[illegible]

DISCOVERY GROUP ACTIVITY REPORT

(Available in excel)

[illegible]

[illegible]