

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
COUNTY OF HUMBOLDT
AND
FIRST 5 HUMBOLDT
FOR FISCAL YEARS 2019-2020 AND 2020-2021**

This Memorandum of Understanding ("MOU"), entered into this 28 day of January 2020, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and First 5 Humboldt, a California independent government organization, hereinafter referred to as "FIRST 5" is made upon the following considerations:

WHEREAS, COUNTY, by and through its Department of Health and Human Services - Social Services Branch ("DHHS - SSB"), desires to work collaboratively with qualified community-based organizations to retain a qualified professional to provide and coordinate trainings for Child Welfare Services (CWS) staff, foster parents, child care agencies, mental health providers, tribal partners, family support partners and others who provide support for foster youth; and

WHEREAS, COUNTY and FIRST 5 desire to enter into an agreement which sets forth each party's rights and responsibilities regarding the provision of Title IV-E eligible training for persons who provide direct support to foster youth;

NOW THEREFORE, in consideration of the foregoing and the mutual promises contained herein, the parties hereto mutually agree as follows:

1. DESCRIPTION OF SERVICES:

FIRST 5 agrees to provide the services described in Exhibit A - Scope of Services, which is attached hereto and incorporated herein by reference as if set forth in full. In providing such services, FIRST 5 agrees to fully cooperate with the DHHS Director, or a designee thereof, hereinafter referred to as "Director."

2. RIGHTS AND RESPONSIBILITIES OF FIRST 5:

FIRST 5 agrees to provide the services described in Exhibit A - Scope of Services, which is attached hereto and incorporated herein by reference as if set forth in full. In providing such services, FIRST 5 agrees to fully cooperate with the DHHS Director, or a designee thereof, hereinafter referred to as "Director."

3. RIGHTS AND RESPONSIBILITIES OF COUNTY:

COUNTY agrees to coordinate with FIRST 5 to ensure appropriate participants are invited to and attend trainings.

4. MUTUAL RIGHTS AND RESPONSIBILITIES:

FIRST 5 and COUNTY agree to communicate about trainings offered, discuss scheduling, audience, location, and other matters, both before and after the trainings are offered, to ensure training sessions are well attended by the right audience.

5. TERM:

This MOU shall begin upon execution by both parties and shall remain in full force and effect until

June 30, 2021, unless sooner terminated as provided herein.

7. TERMINATION:

- A. Breach of Contract. Either party may immediately terminate this MOU, upon written notice, in the event that the other party materially defaults in performing any obligation under this MOU, or violates any laws, regulations or standards applicable to its performance hereunder.
- B. Without Cause. Either party may terminate this MOU without cause upon sixty (60) days advance written notice which states the effective date of the termination.
- C. Insufficient Funding. COUNTY's obligations under this MOU are contingent upon the availability of local, state and/or federal funds. In the event such funding is reduced or eliminated, COUNTY shall, at its sole discretion, determine whether this MOU shall be terminated. COUNTY shall provide FIRST 5 seven (7) days advance written notice of its intent to terminate this MOU due to insufficient funding.

8. NOTICES:

Any and all notices required to be given pursuant to the terms and conditions of this MOU shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

COUNTY: Humboldt County DHHS
Attention: Connie Beck, Director
507 F Street
Eureka, California 95501

FIRST 5: First 5 Humboldt
Attention: Mary Ann Hansen, Director
325 Second Street, Suite 201
Eureka, California 95501

9. REPORTING REQUIREMENTS:

Each party hereto agrees to prepare and submit any and all reports that may be required by local, state and/or federal agencies for compliance with this MOU. Any and all reports required hereunder shall be prepared in a format that complies with the Americans with Disabilities Act, and any other applicable local, state and federal accessibility laws, regulations and standards, and submitted in accordance with any and all applicable timeframes.

10. RECORD RETENTION AND INSPECTION:

- A. Maintenance and Preservation of Records. Each party hereby agrees to timely prepare accurate and complete records, documents and other evidence relating to its performance hereunder, and to maintain and preserve said records for a period of three (3) years after expiration or termination of this MOU, or as otherwise required by any and all applicable local, state and federal laws, regulations and standards, except that if any litigation, claim, negotiation, audit or other action is pending, such records shall be retained until completion and resolution of all issues arising therefrom.

- B. Inspection of Records. Each party hereby agrees to make all records, documents and other evidence relating to its performance hereunder available during normal business hours to inspection, audit and reproduction by any duly authorized local, state and/or federal agencies for a period of three (3) years after expiration or termination of this MOU, or as otherwise required by any and all local, state and federal laws, regulations or standards. Each party further agrees to allow interviews of any of its employees who might reasonably have information related to such records by any duly authorized local, state and/or federal agencies. All examinations and audits conducted pursuant to the terms and conditions of this MOU shall be strictly confined to those matters connected with its performance hereunder, including, without limitation, the costs of administering this MOU.
- C. Audit Costs. In the event of an audit exception or exceptions related to the performance of this MOU, the party responsible for not meeting the requirements set forth herein shall be responsible for the cost of the audit.

11. CONFIDENTIAL INFORMATION:

- A. Disclosure of Confidential Information. In the performance of this MOU, each party may receive information that is confidential under local, state or federal law. Each party hereby agrees to protect all confidential information in conformance with any and all applicable local, state and federal laws, regulations, policies, procedures and standards, including, without limitation: Division 19 of the California Department of Social Services Manual of Policies and Procedures – Confidentiality of Information; California Welfare and Institutions Code Sections 827, 5328, 10850 and 14100.2; California Health and Safety Code Sections 1280.15 and 1280.18; the California Information Practices Act of 1977; the California Confidentiality of Medical Information Act (“CMIA”); the United States Health Information Technology for Economic and Clinical Health Act (“HITECH Act”); the United States Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and any current and future implementing regulations promulgated thereunder, including, without limitation, the Federal Privacy Regulations contained in Title 45 of the Code of Federal Regulations (“C.F.R.”) Parts 160 and 164, the Federal Security Standards contained in 45 C.F.R. Parts 160, 162 and 164 and the Federal Standards for Electronic Transactions contained in 45 C.F.R. Parts 160 and 162, all as may be amended from time to time.
- B. Continuing Compliance with Confidentiality Laws. Each party hereby acknowledges that local, state and federal laws, regulations and standards pertaining to confidentiality, electronic data security and privacy are rapidly evolving and that amendment of this MOU may be required to ensure compliance with such developments. Each party agrees to promptly enter into negotiations concerning an amendment to this MOU embodying written assurances consistent with the requirements of HIPAA, the HITECH Act, the CMIA and any other applicable local, state and federal laws, regulations or standards.

12. NON-DISCRIMINATION COMPLIANCE:

- A. Professional Services and Employment. In connection with the execution of this MOU, neither party shall unlawfully discriminate in the provision of professional services or against any employee or applicant for employment because of: race; religion or religious creed; color; age (over forty (40) years of age); sex, including, without limitation, gender identity and expression, pregnancy, childbirth and related medical conditions; sexual orientation, including, without limitation, heterosexuality, homosexuality and bisexuality; national origin; ancestry; marital status; medical condition, including, without limitation, cancer and genetic characteristics; mental or physical disability, including, without limitation, HIV status and AIDS; political

affiliation; military service; denial of family care leave; or any other classifications protected by any applicable local, state or federal laws, regulations or standards. Nothing herein shall be construed to require employment of unqualified persons.

- B. Compliance with Anti-Discrimination Laws. Each party further assures that it will abide by the applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, *et seq.*; California Government Code Sections 4450, *et seq.*; California Welfare and Institutions Code Section 10000; Division 21 of the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Executive Order 11375 and 41 C.F.R. Part 60; and any other applicable local, state and/or federal laws and regulations, all as may be amended from time to time. The applicable regulations of the California Fair Employment and Housing commission implementing California Government Code Section 12990, set forth in Sections 8101, *et seq.* of Title 2 of the California Code of Regulations are incorporated into this MOU by reference as if set forth in full.

13. NUCLEAR-FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

By executing this MOU, FIRST 5 certifies that it is not a Nuclear Weapons Contractor, in that FIRST 5 is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear Free Humboldt County Ordinance. FIRST 5 agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor as defined above. COUNTY may immediately terminate this MOU if it determines that the foregoing certification is false or if FIRST 5 subsequently becomes a Nuclear Weapons Contractor.

14. INDEMNIFICATION:

- A. Mutual Indemnity. Each party hereto shall hold harmless, defend and indemnify the other party and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, the negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of the other party or its agents, officers, officials, employees or volunteers.
- B. Comparative Liability. Notwithstanding anything to the contrary, in the event that both parties are held to be negligently or willfully responsible, each party will bear their proportionate share of liability as determined in any such proceeding. In such cases, each party will bear their own costs and attorney's fees.
- C. Effect of Insurance. Acceptance of the insurance required by this MOU shall not relieve either party from liability under this provision. This provision shall apply to all claims for damages related to either party's performance hereunder, regardless of whether any insurance is applicable or not.

15. INSURANCE REQUIREMENTS:

- A. General Insurance Requirements. Without limiting the parties' indemnification obligations set forth herein, each party shall maintain in full force and effect, at its own expense, any and all

appropriate comprehensive general liability, comprehensive automobile, workers' compensation and professional liability insurance policies.

- B. Insurance Notices. Any and all insurance notices required to be given pursuant to the terms and conditions of this MOU shall be sent to the addresses set forth below in accordance with the notice requirements contained herein.

COUNTY: County of Humboldt
Attention: Risk Management
825 Fifth Street, Room 131
Eureka, California 95501

FIRST 5: First 5 Humboldt
Attention: Mary Ann Hansen, Director
325 Second Street, Suite 201
Eureka, California 95501

16. RELATIONSHIP OF PARTIES:

It is understood that this MOU is by and between two (2) independent entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or any other similar association. Each party shall be solely responsible for the acts or omissions of its agents, officers, employees, assignees and subcontractors.

17. COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS AND STANDARDS:

- A. General Legal Requirements. Each party hereto agrees to comply with any and all local, state and federal laws, regulations, policies, procedures and standards, including, without limitation, any and all local, state and federal licensure, certification and accreditation requirements, applicable to its performance hereunder.
- B. Accessibility Requirements. Each party hereto agrees to comply with any and all applicable accessibility requirements set forth in the Americans with Disabilities Act, Section 508 of the Rehabilitation Act of 1973, as amended, California Government Code Section 1135 and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, the federal accessibility standards set forth in 36 C.F.R. Section 1194.1, all as may be amended from time to time.
- C. Conflict of Interest Requirements. Each party hereto agrees to comply with any and all applicable conflict of interest requirements set forth in the California Political Reform Act and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, COUNTY's Conflict of Interest Code, all as may be amended from time to time.

18. PROVISIONS REQUIRED BY LAW:

This MOU is subject to any additional local, state and federal restrictions, limitations or conditions that may affect the terms, conditions or funding of this MOU. This MOU shall be read and enforced as though all legally required provisions are included herein, and if for any reason any such provision is not included, or is not correctly stated, the parties agree to amend the pertinent section to make such insertion or correction.

19. REFERENCE TO LAWS, REGULATIONS AND STANDARDS:

In the event any law, regulation or standard referred to herein is amended during the term of this MOU, the parties agree to comply with the amended provision as of the effective date thereof.

20. PROTOCOLS:

Both parties agree that the inclusion of additional protocols may be required to make this MOU specific. All such protocols shall be negotiated, determined and agreed upon in writing by both parties hereto.

21. SEVERABILITY:

If any provision of this MOU, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this MOU.

22. ASSIGNMENT:

Neither party shall delegate its duties nor assign its rights hereunder, either in whole or in part, without the other party's prior written consent. Any assignment in violation of this provision shall be void, and shall be cause for immediate termination of this MOU. This provision shall not be applicable to service agreements or other arrangements usually or customarily entered into by either party to obtain supplies, technical support or professional services.

23. AGREEMENT SHALL BIND SUCCESSORS:

All provisions of this MOU shall be fully binding upon, and shall inure to the benefit of, the parties and to each of their heirs, executors, administrators, successors and permitted assigns.

24. NO WAIVER OF DEFAULT:

The waiver by either party of any breach of this MOU shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this MOU.

25. NON-LIABILITY OF OFFICIALS AND EMPLOYEES:

No official or employee of either party shall be personally liable for any default or liability under this MOU.

26. AMENDMENT:

This MOU may be amended at any time during the term hereof upon the mutual consent of both parties. No addition to, or alteration of, the terms of this MOU shall be valid unless made in writing and signed by an authorized representative of each party hereto.

27. STANDARD OF PRACTICE:

Each party warrants that it has the degree of learning and skill ordinarily possessed by reputable professionals practicing in similar localities in the same profession and under similar circumstances. Each party's duty is to exercise such care, skill and diligence as professionals engaged in the same

profession ordinarily exercise under like circumstances.

28. JURISDICTION AND VENUE:

This MOU shall be construed in accordance with the laws of the State of California. Any dispute arising hereunder, or relating hereto, shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.

29. ADVERTISING AND MEDIA RELEASE:

Each party shall obtain the written approval of the other party before any informational material related to this MOU may be used as advertising or released to the media, including, without limitation, television, radio, newspapers and internet. Each party shall inform the other party of any and all requests for interviews by media related to this MOU before such interviews take place; and the other party shall be entitled to have a representative present at such interviews. All notices required by this provision shall be given to the DHHS Director in accordance with the notice requirements set forth herein.

30. SUBCONTRACTS:

Each party shall obtain prior written approval from the other party, which shall not be unreasonably withheld, before subcontracting any of its duties or obligations hereunder. Any and all subcontracts shall be subject to all applicable terms and conditions of this MOU, including, without limitation, the confidentiality, licensing and certification requirements set forth herein. Each party shall remain legally responsible for the performance of all terms and conditions of this MOU, including, without limitation, any and all duties performed by third parties under subcontracts, whether approved by the other party or not.

31. SURVIVAL OF PROVISIONS:

The duties and obligations of the parties set forth in Section 10 – Record Retention and Inspection, Section 11 – Confidential Information and Section 14 – Indemnification shall survive the expiration or termination of this MOU.

32. CONFLICTING TERMS OR CONDITIONS:

In the event of any conflict in the terms or conditions set forth in any other agreements in place between the parties hereto and the terms and conditions set forth in this MOU, the terms and conditions set forth herein shall have priority.

33. INTERPRETATION:

This MOU, as well as its individual provisions, shall be deemed to have been prepared equally by both of the parties hereto, and shall not be construed or interpreted more favorably for one (1) party on the basis that the other party prepared it.

34. INDEPENDENT CONSTRUCTION:

The titles of the sections and subsections set forth herein are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this MOU.

35. FORCE MAJEURE:

Neither party hereto shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control, and without the fault or negligence, of such party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism or other disasters, whether or not similar to the foregoing.

36. ENTIRE AGREEMENT:

This MOU contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this MOU shall be deemed to exist or to bind either of the parties hereto. In addition, this MOU shall supersede in their entirety any and all prior agreements, promises, representations, understandings and negotiations of the parties, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms and conditions of this MOU are hereby ratified.

37. COUNTERPART EXECUTION:

This MOU, and any amendments hereto, may be executed in one (1) or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. A signed copy of this MOU, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this MOU and any amendments hereto.

38. AUTHORITY TO EXECUTE:

Each person executing this MOU represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this MOU. Each party represents and warrants to the other that the execution and delivery of this MOU and the performance of such party's obligations hereunder have been duly authorized.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties have entered into this MOU as of the date first written above.

TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:

- (1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND
- (2) SECRETARY, CHIEF FINANCIAL OFFICER OR TREASURER.

FIRST 5 HUMBOLDT:

By: Mary Ann Hansen

Date: 01/03/2020

Name: Mary Ann Hansen

Title: Executive Director

By: _____

Date: _____

Name: _____

Title: _____

COUNTY OF HUMBOLDT:

By: Estelle Fennell
Estelle Fennell, Chair
Chair, Humboldt County Board of Supervisors

Date: 1/29/2020

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: [Signature]
Risk Management

Date: 1/7/2020

LIST OF EXHIBITS:

- Exhibit A – Scope of Services
- Exhibit B – Schedule of Rates
- Attachment A – Itemized Invoice Worksheet
- Attachment B – Invoice Summary
- Attachment C – Guidelines for Invoice Summary

EXHIBIT A
SCOPE OF SERVICES
FIRST 5 HUMBOLDT
Fiscal Years 2019-2020 through 2020-2021

1. SERVICES:

- A. Provide the following types of trainings (not limited to these specific trainings) :
 - i. Trauma-informed Practice: workplace-based training
 - ii. Utilizing Screening Tools with a Family centered Approach
 - iii. Community Resilience Model TM Train the Trainer
 - iv. Understanding Development for Care Planning: ASQ3 and SE-2 training
 - v. Social and Emotional Foundations for Early Childhood Train the Trainer
 - vi. Strengthening Families
 - vii. Reducing the Impact of Secondary Trauma: Reflective Practice 1
 - viii. Road to resilience team Training Series
 - ix. Equity practices service families impacted by ACEs
- B. Ensure all trainings cover Title IV-E eligible topics
 - i. Strategies for minimizing the traumatic experience of placement for children
 - ii. General Descriptions of effective strategies for addressing traumatic reactions and restoring developmentally appropriate functioning
 - iii. Grief, loss, separation, impact of trauma
 - iv. Child social/ emotional development
 - v. Building Resilience
 - vi. How to use screening tools for case planning
 - vii. Family-centered Practice and Social Work Methods
 - viii. Child Development
 - ix. Resources and referral to services
 - x. Protective factors
 - xi. Strengthening and reunifying families
 - xii. Impact of secondary trauma on caregivers and providers
 - xiii. Family dynamics
 - xiv. Family functioning
 - xv. Attachment and promoting healthy relationships
 - xvi. Building skills or changing practice
 - xvii. building resilience
 - xviii. Risk and Protective factors
 - xix. Cultural competence
 - xx. Teaming/collaboration
 - xxi. Impact of secondary trauma on caregivers and providers
 - xxii. General Descriptions of effective strategies for addressing traumatic reactions and restoring developmentally appropriate functioning
 - xxiii. Communication skills for working with children and families
 - xxiv. Child Social/Emotional Development and Well-being
 - xxv. General Substance Abuse
 - xxvi. Strengthening and Reunifying the Family
- C. Work with COUNTY to schedule trainings to ensure maximum attendance
- D. Work with COUNTY to disseminate information about trainings

2. SCHEDULE

- A. Schedule to be set by First 5 Humboldt based on availability of qualified trainers, availability

of training sites, and schedules of county employees, partner agency staff and other attendees.

3. REPORTING REQUIREMENTS

FIRST 5 agrees to provide COUNTY with any reports that may be required by County, State or Federal agencies for compliance with this MOU.

FIRST 5 agrees to provide COUNTY with any and all reports that may be required by any local, state and/or federal agencies for compliance with this MOU. FIRST 5 shall submit one (1) hard copy and one (1) electronic copy of any and all reports required hereunder in a format that complies with the Americans with Disabilities Act and any other applicable accessibility laws, regulations and standards. Any and all reports required hereunder shall be submitted in accordance with any and all applicable timeframes using the format required by the State of California as appropriate.

4. PLACE OF PERFORMANCE

Humboldt County, California

5. COUNTY RESPONSIBILITIES

DHHS agrees to the following:

- A. Work in partnership with FIRST 5 to ensure maximum attendance at offered trainings, including sharing information with foster parents/resource families, caregivers, child care providers, and others who serve Foster Youth
- B. Provide feedback to First 5 of the quality, frequency, applicability, and appropriateness of training offerings.

EXHIBIT B
SCHEDULE OF RATES
FIRST 5 HUMBOLDT
Fiscal Years 2019-2020 through 2020-2021

The maximum obligation of COUNTY under this MOU shall be the actual federal share of allowable costs. COUNTY shall submit a quarterly claim to California Department of Social Services ("CDSS") for reimbursement from Title IV-E for allowable activities. Upon the conclusion of each quarter, COUNTY will calculate the federal discount rate based on the number of foster care children not eligible for Title IV-E reimbursement. COUNTY will provide federal discount rate to FIRST 5.

1. RATE OF COMPENSATION:

- A. FIRST 5 is responsible for the required match amount of the total program cost for the target population, representing the non-federal share of the cost calculated at the federal discount rate; FIRST 5 shall certify the expenditure of this share of cost, and that these funds were not used as a match to any other federal program. The match shall be documented on a quarterly invoice and must be expended in order to claim Title IV-E reimbursement (attachment A & B).
- B. FIRST 5 shall submit all invoices to COUNTY no later than 14 days after the end of the quarter or after termination of this MOU.
- C. FIRST 5 shall be financially responsible for audit exceptions on disallowances by the State and Federal Government.
- D. It is understood that the funds claimed are Federal Title IV-E funds and it is further understood that FIRST 5 agrees to accept full responsibility for receiving, appealing, replying to and complying with any audit exceptions by appropriate agencies occurring during or for the period in which the conditions specified in the MOU are in effect. FIRST 5 agrees to initiate payment in the full amount of said audit exceptions.
- E. FIRST 5 shall provide audit records in compliance with 2 CFR Part 200 Subparts E and F (previously OMB Circular A-122) and provide a copy of the organizational wide audit annually. Failure to do so may end in the denial of payment under this or subsequent MOU.

2. EXPENSES:

- A. The maximum amount payable to COUNTY for services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this MOU is the actual federal share of allowable costs. COUNTY shall submit a quarterly claim to California Department of Social Services ("CDSS") for reimbursement from Title IV-E for allowable activities. Upon the conclusion of each quarter, COUNTY will calculate the federal discount rate based on the number of foster care children not eligible for Title IV-E reimbursement. COUNTY will provide the federal discount rate to FIRST 5.

**ATTACHMENT A
ITEMIZED INVOICE WORKSHEET
FIRST 5 HUMBOLDT
Fiscal Years 2019-20 through 2020-21**

Invoice Summary

First 5 Humboldt
Mary Ann Hansen
325 Second Street, Suite 201
Eureka, California 95501
(707) 445-7187

Invoice Date: _____ Contract Term: _____
 Invoice Type: Quarterly Invoice Period: _____

| Description | Cost | Total Amount Due |
|---|--------|------------------|
| Personnel Costs (Wages and Benefits) | \$0.00 | |
| Operational Costs (Rent, Utilities, Phones, etc.) | \$0.00 | |
| Consumables/Supplies (Supplies and Consumables should be separate) | \$0.00 | |
| Transportation/Travel (Local and out of county should be separate) | \$0.00 | |
| Other (Indirect Costs, Contracts, etc.) | \$0.00 | |
| | | \$0.00 |

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the expenditures are in accordance with the approved Agreement cited for services provided under the provision of that agreement. Full justification and backup records for the expenditures are maintained in our office at the address indicated.

Signature and date: _____
 Print Name and Title: _____

Send invoice to:

COUNTY OF HUMBOLDT
 DHHS, Financial Service Division
 507 F Street, CB Unit
 Eureka Ca 95501
 Attn: Mandy Gentle-Martin



Program Coordinator _____ Date _____
 Fiscal Coordinator _____ Date _____
 Budget Unit/line: _____

(form substitutes allowed)

**ATTACHMENT B
INVOICE SUMMARY
FIRST 5 HUMBOLDT
Fiscal Years 2019-20 through 2020-21**

Invoice
Date: _____
Invoice
Type: Quarterly

Contract
Term: _____
Invoice
Period: _____

| Descriptions | Amounts | Approved Budget | Remaining Balance |
|--|---|--------------------|----------------------|
| A. Personnel Costs | | | |
| Title: _____ | | | |
| Salary and Benefits Calculation: _____ | | | 0.00 |
| Duties Description: _____ | | | |
| Title: _____ | | | |
| Salary and Benefits Calculation: _____ | | | 0 |
| Duties Description: _____ | | | |
| Title: _____ | | | |
| Salary and Benefits Calculation: _____ | | | 0 |
| Duties Description: _____ | | | |
| Title: _____ | | | |
| Salary and Benefits Calculation: _____ | | | 0 |
| Duties Description: _____ | | | |
| Title: _____ | | | |
| Salary and Benefits Calculation: _____ | | | 0 |
| Duties Description: _____ | | | |
| | Total Personnel: | 0.00 | 0.00 |
| B. Operational Costs (Rent, Utilities, Phones, etc.) | | | |
| | Total Operating Costs: | 0 | 0 |
| C. Consumables/Supplies (Supplies and Consumables should be separate) | | | |
| | Total Consumable/Supplies: | 0 | 0 |
| D. Transportation/Travel (Local and Out-of-County should be separate) | | | |
| | Total Transportation/Travel Costs: | 0 | 0 |
| E. Other Costs (Indirect Costs, Contracts, etc.) | | | |
| | Total Other Costs: | 0 | 0 |
| | Invoice Total: | 0.00 | |

**ATTACHMENT C
GUIDELINES FOR INVOICE SUMMARY
FIRST 5 HUMBOLDT
Fiscal Years 2019-2020 through 2020-2021**

In an effort to help the invoicing process be as simplified as possible DHHS Financial Services has provided the attached invoice summary and itemized invoice worksheet. These documents are also available electronically and will self-populate from the worksheet to the invoice. In addition below we have provided a few reminders.

1. Be sure to sign the invoice. Electronic submissions still need signatures.
2. Back up documentation such as; Staff time documentation, receipts, bills or invoices, are required upon submission of the Invoice Summary and Itemized Worksheet, as well as accessible upon request. Please be sure to keep them.
3. Should you have any questions regarding the invoice summary and/or itemize invoice worksheet please feel free to contact Mandy Gentle-Martin 707-441-5428 or e-mail at mgentle-martin@co.humboldt.ca.us.

Invoice Schedule

| Quarter | Dates Included | Date Invoices Due to DHHS |
|----------------|-------------------------------|----------------------------------|
| 1 | July 1 through September 30 | October 15 |
| 2 | October 1 through December 31 | January 15 |
| 3 | January 1 through March 31 | April 15 |
| 4 | April 1 through June 30 | July 15 |
| Final Invoice | Based on Actual Contract term | One month after term end |