



COUNTY OF HUMBOLDT

AGENDA ITEM NO. **C13**

For the meeting of: December 12, 2017

Date: August 30, 2017

To: Board of Supervisors

From: Connie Beck *[Signature]*
Director, Department of Health and Human Services – Social Services

Subject: Agreement between the Humboldt County Department of Health and Human Services and the Redwood Community Action Agency for the Transitional Housing Placement Program and Transitional Housing Program Plus Foster Care

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the agreement between County of Humboldt Department of Health and Human Services (DHHS)-Children and Family Services and Redwood Community Action Agency, Youth Services Bureau, to provide Transitional Housing Placement Program (THPP) and Transitional Housing Program Plus Foster Care (THP+FC) services for foster youth;
2. Authorize the Chair to execute three (3) originals of the agreement;
3. Direct the Clerk of the Board to return two (2) fully executed originals of the agenda item and agreement to DHHS-Contract Unit for forwarding to DHHS-Social Services Administration;
4. Authorize the DHHS Assistant Director of Programs to exercise the first and second options to extend the Agreement for additional one year terms from July 1, 2020 through June 30, 2021 and July 1, 2021 through June 30, 2022 on behalf of DHHS-Social Services Administration; and
5. Authorize DHHS Social Services Director to approve program changes upon approval by County

Prepared by Katie Collender Staff Services Analyst - SSB

CAO Approval *[Signature]*

REVIEW:

Auditor *[Signature]* County Counsel *[Signature]* Personnel _____ Risk Manager *[Signature]* Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Wilson* Seconded by Supervisor *Sundberg*

- Ayes *Sundberg, Fennell, Bass, Bohn, Wilson*
- Nays _____
- Abstain _____
- Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *12/12/17*

By: *[Signature]*
Kathy Hayes, Clerk of the Board

Counsel and Risk Management, provided it does not change the overall contract amount.

SOURCE OF FUNDING:

Social Services Fund: 1110 Budget Unit: 518

DISCUSSION:

This agreement between the Humboldt County Department of Health and Human Services – Social Services Branch (DHHS-SSB) and the Redwood Community Action Agency, Youth Services Bureau (RCAA-YSB) will provide a total of twelve (12) placements for current foster care and extended foster care youth. The Transitional Housing Placement Program (THPP) will be a placement for up to two (2) foster care or probation youth 16 to 17. The Transitional Housing Program Plus Foster Care (THP+FC) services will provide a supported independent living environment for up to ten (10) non-minor dependents (ages 18 to 20) of Child Welfare Services or the juvenile court. This agreement shall begin upon execution by both parties and shall remain in full force and effect for three years until June 30, 2020, unless terminated sooner. There will be the option to extend this agreement for two, one-year terms.

These services will focus on helping youth who wish to cultivate their independent living skills live in an environment that promotes their transition to independence with the goals of achieving safety, self-sufficiency and reducing homelessness. Contracted services with RCAA-YSB include housing, budgeting, education and training, and job search. It is difficult to find placements for the transition aged foster care and extended foster care youth population, making programs like these invaluable. RCAA-YSB may use the following housing models: single-site, scattered site, and host family models (minors are only permitted to live in host family homes). There are currently no providers of these services in Humboldt County.

FINANCIAL IMPACT:

The agreement's annual maximum of \$552,578 has been included in the proposed budget for Fiscal Year (FY) 2017-18 and will be included in the proposed budget for FY 2018-19 through FY 2021-22 in Fund 1110; Budget Unit 518. A portion of this budget is supported by the county General Fund, however there will be no additional impact to the General Fund.

This agreement supports the Board's Strategic Framework by helping ensure continued opportunities for improving safety and health and by protecting vulnerable populations.

OTHER AGENCY INVOLVEMENT:

Redwood Community Action Agency

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve this agreement. This action is not recommended due to the need for placement of youth 16 to 17 years old and the large homeless population of foster youth ages 18 to 20.

ATTACHMENTS:

1. Agreement with Redwood Community Action Agency (RCAA) for the Transitional Housing Placement Program (THPP) and the Transitional Housing Program Plus Foster Care (THP+FC) (3 originals)



Humboldt County
Department of
Health & Human
Services
People helping people
live better lives

**PROFESSIONAL SERVICES AGREEMENT
BY AND BETWEEN
COUNTY OF HUMBOLDT
AND
REDWOOD COMMUNITY ACTION AGENCY**

This Agreement, entered into this 12th day of December, 2017, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and Redwood Community Action Agency, a California not for profit corporation, hereinafter referred to as "CONTRACTOR," is made upon the following considerations:

WHEREAS, COUNTY, by and through its Department of Health and Human Services – Social Services ("DHHS – Social Services"), desires to retain the services of CONTRACTOR to provide Transitional Housing Program Plus Foster Care and Transitional Housing Placement Program services for foster youth and non-minor dependents; and

WHEREAS, such work involves the performance of professional, expert and technical services of a temporary and occasional character; and

WHEREAS, COUNTY has no employees available to perform such services and is unable to hire employees for the performance thereof for the temporary period; and

WHEREAS, CONTRACTOR has represented that it is qualified to perform such services.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. DESCRIPTION OF SERVICES:

CONTRACTOR agrees to furnish the services described in Exhibit A – Scope of Services, which is attached hereto and incorporated herein by reference. In providing such services, CONTRACTOR agrees to fully cooperate with the DHHS – Social Services Director or designee thereof, hereinafter referred to as "Director."

2. TERM:

This Agreement shall begin upon execution by both parties and shall remain in full force and effect for three years until June 30, 2020, unless sooner terminated as provided herein. COUNTY has the option to extend this Agreement upon the same terms and conditions for two (2), one-year (1-year) terms. Said option may be exercised by COUNTY providing CONTRACTOR written notice of its intent to extend the Agreement. The notice shall be in writing and shall be given to CONTRACTOR thirty (30) days prior to the end of the initial term of the Agreement. The Board of Supervisors of Humboldt County will authorize the DHHS Director of Social Services to exercise the option to extend the Agreement.

3. TERMINATION:

A. Breach of Contract. If, in the opinion of COUNTY, CONTRACTOR fails to adequately perform the services required hereunder within the time limits specified herein, or otherwise fails to comply with the terms of this Agreement, or violates any ordinance, regulation or other

law applicable to its performance herein, COUNTY may terminate this Agreement immediately, upon notice.

- B. Without Cause. COUNTY may terminate this Agreement without cause upon thirty (30) days advance written notice to CONTRACTOR. Such notice shall state the effective date of the termination.
- C. Insufficient Funding. COUNTY's obligations under this Agreement 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 Agreement shall be terminated. COUNTY shall provide CONTRACTOR seven (7) days advance written notice of its intent to terminate this Agreement due to insufficient funding.
- D. Compensation Upon Termination. In the event of any termination of this Agreement, CONTRACTOR shall be entitled to compensation for uncompensated services rendered hereunder through and including the effective date of such termination. However, this provision shall not limit or reduce any damages owing to COUNTY resulting from a breach of this Agreement by CONTRACTOR.

4. COMPENSATION:

- A. Maximum Amount Payable. The maximum amount payable by COUNTY for services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement is Five Hundred Fifty-Two Thousand Five Hundred Seventy-Eight Dollars (\$552,578.00) annually. CONTRACTOR agrees to perform all services required by this Agreement for an amount not to exceed such maximum dollar amount. However, if local, state or federal funding or allowance rates are reduced or eliminated, COUNTY may, by amendment, reduce the maximum amount payable for services provided hereunder, or terminate this Agreement as provided herein.
- B. Schedule of Rates. The specific rates and costs applicable to this Agreement are set forth in Exhibit B – Schedule of Rates, which is attached hereto and incorporated herein by reference.
- C. Additional Services. Any additional services not otherwise provided for herein shall not be provided by CONTRACTOR, or compensated by COUNTY, without written authorization by COUNTY. All unauthorized costs and expenses incurred above the maximum dollar amount set forth herein shall be the responsibility of CONTRACTOR. CONTRACTOR shall notify COUNTY, in writing, at least six (6) weeks prior to the date upon which CONTRACTOR estimates that the maximum dollar amount will be reached.

5. PAYMENT:

CONTRACTOR shall submit to COUNTY monthly invoices itemizing all services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement. Invoices shall be in a format approved by, and shall include backup documentation as specified by, Director and the Humboldt County Auditor-Controller. CONTRACTOR shall submit a final invoice for payment within thirty (30) days following the expiration or termination date of this Agreement. Payment for services rendered and costs and expenses incurred will be made within thirty (30) days after the receipt of approved invoices. All invoices submitted by CONTRACTOR shall be sent to COUNTY at the following address:

COUNTY: Humboldt County DHHS – Social Services
Attention: CB Unit, DHHS-CFS
507 F Street
Eureka, CA 95501

6. NOTICES:

Any and all notices required to be given pursuant to the terms of this Agreement 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 – Social Services
Attention: Director
2440 6th Street
Eureka, CA 95501

CONTRACTOR: Redwood Community Action Agency
Attention: Executive Director
904 G Street
Eureka, CA 95501

7. REPORTS:

CONTRACTOR agrees to provide COUNTY with any and all reports that may be required by local, state and/or federal agencies for compliance with this Agreement. Reports shall be submitted no later than fifteen (15) days after the end of each calendar quarter using the format required by the State of California as appropriate.

8. RECORD RETENTION AND INSPECTION:

A. Maintenance and Preservation of Records. CONTRACTOR agrees to timely prepare accurate and complete financial, performance and payroll records, documents and other evidence relating to the services provided hereunder, and to maintain and preserve said records for at least three (3) years from the date of final payment under this Agreement, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of all issues arising therefrom. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the services provided hereunder.

B. Inspection of Records. Pursuant to California Government Code Section 8546.7, all records, documents, conditions and activities of CONTRACTOR, and its subcontractors, related to the services provided hereunder, shall be subject to the examination and audit of the California State Auditor and any other duly authorized agents of the State of California for a period of three (3) years after final payment under this Agreement. CONTRACTOR hereby agrees to make all such records available during normal business hours to inspection, audit and reproduction by COUNTY and any duly authorized local, state and/or federal agencies. CONTRACTOR further agrees to allow interviews of any of its employees who might reasonably have information related to such records by COUNTY and any duly authorized local, state and/or federal agencies. All examinations and audits conducted hereunder shall be

strictly confined to those matters connected with the performance of this Agreement, including, but not limited to, the costs of administering this Agreement.

- C. Audit Costs. In the event of an audit exception or exceptions, the party responsible for not meeting the program requirements shall be responsible for the deficiency and for the cost of the audit. If the allowable expenditures cannot be determined because CONTRACTOR's documentation is nonexistent or inadequate, according to generally accepted accounting practices, the questionable cost shall be disallowed by COUNTY.

9. MONITORING:

CONTRACTOR agrees that COUNTY has the right to monitor all activities related to this Agreement, including, without limitation, the right to review and monitor CONTRACTOR's records, programs or procedures, at any time, as well as the overall operation of CONTRACTOR's programs, in order to ensure compliance with the terms and conditions of this Agreement. CONTRACTOR will cooperate with a corrective action plan, if deficiencies in CONTRACTOR's records, programs or procedures are identified by COUNTY. However, COUNTY is not responsible, and will not be held accountable, for overseeing or evaluating the adequacy of the results of services performed by CONTRACTOR pursuant to the terms of this Agreement.

10. CONFIDENTIAL INFORMATION:

- A. Disclosure of Confidential Information. In the performance of this Agreement, CONTRACTOR may receive information that is confidential under local, state or federal law. CONTRACTOR 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, but not limited to: 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. The parties acknowledge that federal and state confidentiality laws are rapidly evolving and that amendment of this Agreement may be required to ensure compliance with such developments. Each party agrees to promptly enter into negotiations concerning an amendment to this Agreement embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the CMIA and any other applicable local, state and federal laws or regulations.

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11. NON-DISCRIMINATION COMPLIANCE:

- A. Nondiscriminatory Delivery of Social Services. In connection with the execution of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate in the administration of public assistance and social services programs. CONTRACTOR hereby assures that no person shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving local, state or federal financial assistance because of race, religion or religious creed, color, age (over forty (40) years of age), sex (including gender identity and expression, pregnancy, childbirth and related medical conditions), sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, marital status, medical condition (including cancer and genetic characteristics), mental or physical disability (including HIV status and AIDS), political affiliation, military service or any other classifications protected by local, state or federal laws or regulations. COUNTY reserves the right to monitor the CONTRACTOR's provision of services in order to ensure compliance with the requirements of this section.
- B. Professional Services and Employment. In connection with the execution of this Agreement, CONTRACTOR, and its subcontractors, shall not 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 gender identity and expression, pregnancy, childbirth and related medical conditions), sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, marital status, medical condition (including cancer and genetic characteristics), mental or physical disability (including HIV status and AIDS), political affiliation, military service, denial of family care leave or any other classifications protected by local, state or federal laws or regulations. Nothing herein shall be construed to require the employment of unqualified persons.
- C. Compliance with Anti-Discrimination Laws. CONTRACTOR further assures that it, and its subcontractors, 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 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 Chapter 5, Division 4 of Title 2 of the California Code of Regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

12. NUCLEAR FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

CONTRACTOR certifies by its signature below that it is not a Nuclear Weapons Contractor, in that CONTRACTOR 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. CONTRACTOR agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor as defined above. COUNTY may

immediately terminate this Agreement if it determines that the foregoing certification is false or if CONTRACTOR subsequently becomes a Nuclear Weapons Contractor.

13. DRUG-FREE WORKPLACE:

By executing this Agreement, CONTRACTOR certifies that it will comply with the requirements of the Drug-Free Workplace Act of 1990 (California Government Code Sections 8350, et seq.) and will provide a drug-free workplace by doing all of the following:

- A. Drug-Free Policy Statement. Publish, as required by California Government Code Section 8355(a)(1), a Drug-Free Policy Statement which notifies employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited, and specifies the actions to be taken against employees for violations.
- B. Drug-Free Awareness Program. Establish, as required by California Government Code Section 8355(a)(2), a Drug-Free Awareness Program which informs employees about the following:
 - 1. The dangers of drug abuse in the workplace;
 - 2. CONTRACTOR's policy of maintaining a drug-free workplace;
 - 3. Any available counseling, rehabilitation and employee assistance programs; and
 - 4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Drug-Free Employment Agreement. Ensure, as required by California Government Code Section 8355(a)(3), that every employee who provides services hereunder will:
 - 1. Receive a copy of CONTRACTOR's Drug-Free Policy Statement; and
 - 2. Agree to abide by the terms of CONTRACTOR's Drug-Free Policy as a condition of employment.
- D. Effect of Noncompliance. Failure to comply with the above-referenced requirements may result in suspension of payments under this Agreement and/or termination thereof, and CONTRACTOR may be ineligible for award of future contracts if COUNTY determines that the foregoing certification is false or if CONTRACTOR violates the certification by failing to carry out the above-referenced requirements.

14. INDEMNIFICATION:

- A. Hold Harmless, Defense and Indemnification. CONTRACTOR shall hold harmless, defend and indemnify COUNTY and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, and liabilities of any kind or nature, including, without limitation, attorney fees and other costs of litigation, arising out of, or in connection with, CONTRACTOR's 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 COUNTY.

- B. Effect of Insurance. Acceptance of insurance, if required by this Agreement, does not relieve CONTRACTOR from liability under this provision. This provision shall apply to all claims for damages related to the services performed by CONTRACTOR pursuant to the terms and conditions of this Agreement regardless if any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided by CONTRACTOR hereunder.

15. INSURANCE REQUIREMENTS:

This Agreement shall not be executed by COUNTY, and CONTRACTOR is not entitled to any rights hereunder, unless certificates of insurance or other sufficient proof that the following provisions have been complied with, are filed with the Clerk of the Humboldt County Board of Supervisors.

- A. General Insurance Requirements. Without limiting CONTRACTOR's indemnification obligations provided for herein, CONTRACTOR shall, and shall require that all subcontractors hereunder, take out and maintain, throughout the entire period of this Agreement, and any extended term thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Bests rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of CONTRACTOR, its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:

1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of Two Million Dollars (\$2,000,000.00) per occurrence for any one incident, including, but not limited to, personal injury, death and property damage. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.
2. Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles. Said coverage shall be at least as broad as Insurance Service Offices Form Code 1 (any auto).
3. Workers' Compensation Insurance, as required by the Labor Code of the State of California, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against COUNTY, its agents, officers, officials, employees and volunteers.
4. Professional Liability Insurance – Error and Omission Coverage including coverage in an amount no less than Two Million Dollars (\$2,000,000.00) for each occurrence (Four Million Dollars (\$4,000,000.00) general aggregate). Said insurance shall be maintained for the statutory period during which CONTRACTOR may be exposed to liability. CONTRACTOR shall require that such coverage be incorporated into its professional services agreements with any other entities.

- B. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

1. The Comprehensive or Commercial General Liability Policy shall provide that COUNTY, its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by or on behalf of CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY, its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:
 - a. Includes contractual liability.
 - b. Does not contain exclusions as to loss or damage to property caused by explosion or resulting from collapse of buildings or structures or damage to property underground, commonly referred to as "XCU Hazards."
 - c. Is the primary insurance with regard to COUNTY.
 - d. Does not contain a pro-rata, excess only and/or escape clause.
 - e. Contains a cross liability, severability of interest or separation of insured's clause.
2. The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY in accordance with the notice provisions set forth herein. It is further understood that CONTRACTOR shall not terminate such coverage until COUNTY receives adequate proof that equal or better insurance has been secured.
3. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the insurer's liability.
4. For claims related to this Agreement, CONTRACTOR's insurance is the primary coverage to COUNTY, and any insurance or self-insurance programs maintained thereby are excess to CONTRACTOR's insurance and will not be used to contribute therewith.
5. Any failure to comply with the provisions of this Agreement, including breach of warranties, shall not affect coverage provided to COUNTY, its agents, officers, officials, employees and volunteers.
6. CONTRACTOR shall furnish COUNTY with certificates and original endorsements effecting the required coverage prior to execution of this Agreement. The endorsements shall be on forms approved by the Humboldt County Risk Manager or County Counsel. Any deductible or self-insured retention over One Hundred Thousand Dollars (\$100,000.00) shall be disclosed to, and approved by, COUNTY. If CONTRACTOR does not keep all required policies in full force and effect, COUNTY may, in addition to other remedies under this Agreement, take out the necessary insurance, and CONTRACTOR agrees to pay the cost thereof. COUNTY is also hereby authorized with the discretion to deduct the cost of said insurance from the monies owed to CONTRACTOR under this Agreement.

7. COUNTY is to be notified immediately if twenty-five percent (25%) or more of any required insurance aggregate limit is encumbered, and CONTRACTOR shall be required to purchase additional coverage to meet the above-referenced aggregate limits.

C. Insurance Notices. Any and all insurance notices required to be given pursuant to the terms of this Agreement shall be sent to the addresses set forth below in accordance with the notice provisions described herein.

COUNTY: County of Humboldt
Attn: Risk Management
825 5th Street, Room 131
Eureka, California 95501

CONTRACTOR: Redwood Community Action Agency
Attention: Executive Director
904 G Street
Eureka, CA 95501

16. RELATIONSHIP OF PARTIES:

It is understood that this is an Agreement by and between two (2) independent contractors 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. Both parties further agree that CONTRACTOR shall not be entitled to any benefits to which COUNTY employees are entitled, including, but not limited to, overtime, retirement benefits, leave benefits or workers' compensation. CONTRACTOR shall be solely responsible for the acts or omissions of its agents, officers, employees, assignees and subcontractors.

17. COMPLIANCE WITH APPLICABLE LAWS AND LICENSURE REQUIREMENTS:

CONTRACTOR agrees to comply with any and all local, state and federal laws, regulations, policies and procedures applicable to the services covered by this Agreement. CONTRACTOR further agrees to comply with any and all applicable local, state and federal licensure and certification requirements.

18. PROVISIONS REQUIRED BY LAW:

This Agreement is subject to any additional local, state and federal restrictions, limitations, or conditions that may affect the provisions, terms or funding of this Agreement. This Agreement 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 AND RULES:

In the event any law, regulation, policy or procedure referred to in this Agreement is amended during the term hereof, the parties agree to comply with the amended provision as of the effective date of such amendment.

20. PROTOCOLS:

Both parties recognize that the inclusion of additional protocols may be required to make this Agreement specific. All such protocols shall be negotiated, determined and agreed upon by Director and CONTRACTOR.

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21. SEVERABILITY:

If any provision of this Agreement, 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 Agreement.

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 by CONTRACTOR in violation of this provision shall be void, and shall be cause for immediate termination of this Agreement. This provision shall not be applicable to service agreements or other arrangements usually or customarily entered into by CONTRACTOR to obtain supplies, technical support or professional services.

23. AGREEMENT SHALL BIND SUCCESSORS:

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

24. WAIVER OF DEFAULT:

The waiver by either party of any breach or violation of any requirement of this Agreement 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 Agreement. In no event shall any payment by COUNTY constitute a waiver of any breach of this Agreement or any default which may then exist on the part of CONTRACTOR. Nor shall such payment impair or prejudice any remedy available to COUNTY with respect to any breach or default. COUNTY shall have the right to demand repayment of, and CONTRACTOR shall promptly refund, any funds disbursed to CONTRACTOR which, in the judgment of COUNTY, were not expended in accordance with the terms of this Agreement.

25. NON-LIABILITY OF COUNTY OFFICIALS AND EMPLOYEES:

No official or employee of COUNTY shall be personally liable for any default or liability under this Agreement.

26. AMENDMENT:

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

27. STANDARD OF PRACTICE:

CONTRACTOR 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. CONTRACTOR's duty is to exercise such care, skill and diligence as professionals engaged in the same profession ordinarily exercise under like circumstances.

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28. TITLE TO INFORMATION AND DOCUMENTS:

It is understood that any and all documents, information and reports concerning the subject matter of this Agreement prepared and/or submitted by CONTRACTOR shall become the property of COUNTY. However, CONTRACTOR may retain copies of such documents and information for its records. In the event of termination of this Agreement, for any reason whatsoever, CONTRACTOR shall promptly turn over all information, writings and documents pertaining to the services provided hereunder to COUNTY without exception or reservation.

29. JURISDICTION AND VENUE:

This Agreement 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.

30. ADVERTISING AND MEDIA RELEASE:

All informational material related to this Agreement shall receive approval from COUNTY prior to being used as advertising or released to the media, including, but not limited to, television, radio, newspapers and internet. CONTRACTOR shall inform COUNTY of all requests for interviews by the media related to this Agreement before such interviews take place; and COUNTY shall be entitled to have a representative present at such interviews. All notices required by this provision shall be given to Director.

31. SUBCONTRACTS:

CONTRACTOR shall obtain prior written approval from COUNTY before subcontracting any of the services to be provided hereunder. Any and all subcontracts will be subject to all applicable terms and conditions of this Agreement, including, without limitation, the licensing, certification, privacy, security and confidentiality requirements provided herein. CONTRACTOR shall remain legally responsible for the performance of all terms and conditions of this Agreement, including work performed by third parties under subcontracts, whether approved by COUNTY or not.

32. ATTORNEYS' FEES:

If either party shall commence any legal action or proceeding, including an action for declaratory relief, against the other by reason of the alleged failure of the other to perform or keep any provision of this Agreement to be performed or kept, the party prevailing in said action or proceeding shall be entitled to recover court costs and reasonable attorneys' fees, including the reasonable value of services rendered by the Humboldt County Counsel's Office, to be fixed by the court, and such recovery shall include court costs and attorneys' fees on appeal, if applicable. As used herein, "prevailing party" means the party who dismisses an action or proceeding in exchange for payment

of substantially all sums allegedly due, performance of provisions allegedly breached, or other considerations substantially equal to the relief sought by said party, as well as the party in whose favor final judgment is rendered.

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33. SURVIVAL:

The duties and obligations of the parties set forth in Section 3D – Compensation Upon Termination, Section 8 – Record Retention and Inspection, Section 10 – Confidential Information and Section 14 – Indemnification shall survive the expiration or termination of this Agreement.

34. 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 Agreement, the terms and conditions set forth herein shall have priority.

35. INTERPRETATION:

This Agreement, 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 party on the basis that the other party prepared it.

36. INDEPENDENT CONSTRUCTION:

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

37. FORCE MAJEURE:

Neither party hereto shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control of such party and without 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.

39. ENTIRE AGREEMENT:

This Agreement 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 Agreement shall be deemed to exist or to bind either of the parties hereto. In addition, this Agreement shall supersede in its entirety any and all prior agreements, promises, representations, understandings and negotiations, 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 Agreement are hereby ratified.

40. AUTHORITY TO EXECUTE:

Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of this Agreement 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 Agreement 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, ASSISTANT SECRETARY, CHIEF FINANCIAL OFFICER OR TREASURER.

Executive Director + Finance Director

REDWOOD COMMUNITY ACTION AGENCY:

By: *Val Martinez*

Date: *11/13/17*

Name: *Val Martinez*

Title: *Executive Director*

By: *DE Chap*

Date: *11/13/17*

Name: *DON CURSE*

Title: *FISCAL DIRECTOR*

COUNTY OF HUMBOLDT:

By: *Virginia Bass*
Virginia Bass
Chair, Humboldt County Board of Supervisors

Date: *12/12/17*

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: _____
Risk Analyst

Date: _____

LIST OF EXHIBITS:

- Exhibit A – Plan of Operation
- Exhibit B – Scope of Services
- Exhibit C – Schedule of Rates

Exhibit D – Sample Invoice

EXHIBIT A



Redwood Community Action Agency
"Empowering People, Changing Lives Since 1980"

Redwood Community Action Agency
Youth Service Bureau
Transitional Housing Placement Plus Foster Care
And Transitional Housing Placement Program
Plan of Operation

February 1, 2014 (updated May 2016)

EXHIBIT A

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Program Description

Redwood Community Action Agency/Youth Service Bureau will operate three distinct programs designed to meet the needs of youth in Humboldt County. The programs are: Transitional Housing Program + Foster Care, which will help young adults who participate in extended foster care (or non-minor dependents at least 18 years of age and not more than 20 years of age), Transitional Housing Placement Plan (THPP) which is a placement opportunity for youth in foster care between the ages of 16 and 17 years old, and Transitional Housing Program -Plus (THP+),

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which provides a transitional housing program for young adults who exited foster care (including youth supervised by probation) from 18 up to 23. This Plan of Operations applies to THP+FC and THPP. The programs and services are very similar, and only differences between the two will be noted. The THP+ program is a long established RCAA/YSB program. There is little reference to this program, as housing models and services offered are similar to other programs, and no changes are proposed at this time.

I. Program purposes, methods and goals.

The RCAA THP+FC and THPP programs will be housed in the agency's Youth Services Division, more commonly known as the Youth Service Bureau. The goal of the RCAA/YSB THP+FC/THPP is to help young adults who participate in extended foster care (or non-minor dependents at least 18 years of age and not more than 20 years of age) achieve safety, connection and self-sufficiency. RCAA/YSB is committed to providing comprehensive and trauma-informed housing and supportive services to up to 12 youth (10 non-minor dependents, 2 minors) to ensure each youth's success. RCAA/YSB will utilize remote site housing via landlords and property managers with whom RCAA/YSB has established relationships, agency owned property, and host homes (for minors ages 16-17) to serve the youth. All services will be provided in an individual or group setting based on the needs of each youth. The following is a list of support services provided by RCAA/YSB:

1. Case Management: Case management is viewed as a collaborative partnership between the youth and staff. The RCAA Social Worker (CM) will meet with each youth a minimum of once a week or more often as requested by the youth or in response to the safety concerns. These meetings will take place at the youth's apartment, office, work, or school, whatever location is convenient for each youth. In-home visits are required twice a month in order to assess a youth's ability to maintain a clean and safe household and to give youth an opportunity to demonstrate their independent living skills. The Needs and Services Plan/TILP, including its goals and objectives, will guide the work of the RCAA Social Worker (CM) and youth. This plan will be evaluated and updated every six months, or more often as needed, in partnership with the youth's County Representative.

The RCAA Social Worker/(CM) will provide the following life skills training opportunities based on the demonstrated skills and strengths of our youth in an individual or group setting: budgeting, nutrition and cooking, substance abuse education, grocery shopping, time management, healthy relationships, recreational activities, child care resources, college and vocational school resources, medical and mental health resources, sealing of juvenile delinquency and/or adult criminal records, and other community resources. THP+FC youth will be encouraged to attend the weekly ILS classes facilitated by the Humboldt County Department of Social Services/TAY Division. Lastly, THP+FC youth will be encouraged to select, seek, and maintain permanent connections with family, non-relatives, extended family members, and other caring committed adults.

2. Utilities, Phone, and Rent: The Housing Assistant will assist youth in preparing residential or rental applications in their name, cosigned by RCAA, for remote location apartments. This will facilitate the separation of housing services from case management services and avoid conflict between the two separate roles. A onetime deposit assistance will be offered to youth unable to pay first and last month rental fees in the remote site locations where required by the landlord. The youth will be responsible for returning the deposit in full upon exit from the program. In the event of damages to the property or any portion of the security deposit not being returned, that amount will be deducted from the youth's emancipation fund to reimburse RCAA. RCAA may not collect more than the balance in the youth's emancipation fund for the loss of any deposit. Youth will be responsible for any move out fees required by their lease agreement.

The RCAA Social Worker (CM) will assist youth in setting up utilities in their name such as PG&E (which will be included in the monthly rent for minors 16-17 living in host homes for THPP), phone, cable, and internet. These rental and other utilities arrangements will allow youth to establish a history of paying bills on time and establishing their credit. RCAA will cosign on utility bills as needed and/or provide deposit assistance. Any deposit made by RCAA will be reimbursed upon bill closure or exit from the program. If the deposit is not returned, this amount will be deducted from the youth's emancipation fund. RCAA may not collect more than the balance in the youth's emancipation fund for the loss of any deposit.

3. Job Readiness: The RCAA Social Worker (CM) will assist the youth with the following items: resume writing, interview techniques, job search techniques, and problem solving with bosses and co-workers. The RCAA Social Worker (CM) will also refer youth to the weekly ILS classes and Workforce Investment Act (WIA) resources for job readiness training and internship resources. The RCAA Social Worker (CM) may also connect the youth to other

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community resources that best fit the needs of youth to support their employment goals. The program will also assist youth whenever possible to minimize barriers to success in current and future employment.

4. Food and Necessity Allowance: The monthly allowance for each youth in THP+FC will be \$1,407.00. Each month \$156.00 will be deposited directly into their savings/emancipation fund. RCAA/YSB will provide the remainder as a monthly stipend of \$1,251.00 to be used for basic living expenses (including rent, utilities, food, clothing and transportation) and other personal expenses (including recreation and household items). Stipends will be disbursed to youth weekly in the form of a check at a regularly scheduled meeting between the youth and his/her RCAA Social Worker (CM). The first check will be \$780.00, and youth are expected to pay their apartment rental fee or host home provider. Three additional checks (\$157.00 each) will be disbursed weekly through the month.

The monthly allowance for each youth in THPP will be \$1353.00. Each month \$150.00 will be deposited directly into their savings/emancipation fund. RCAA/YSB will provide the remainder as a monthly stipend of \$1203.00 to be used for basic living expenses (including rent, utilities, food, clothing and transportation) and other personal expenses (including recreation and household items). Stipends will be disbursed to youth weekly in the form of a check at a regularly scheduled meeting between the youth and his/her RCAA Social Worker (CM). The first check will be \$751.25, and youth are expected to pay their host home provider. Three additional checks (\$151.25 each) will be disbursed weekly through the month.

The RCAA Social Worker (CM) will assist with actual meal planning, grocery shopping, and food preparation in the youth's apartment. Each apartment will be equipped with a food preparation area, including appliances and utensils. The RCAA Social Worker (CM) will work with each youth to discuss their eligibility for food stamps, Women, Infant, and Children (WIC), and other possible food resources. RCAA/YSB will also hold community dinners where the youth will plan their meals and RCAA/YSB will assist with paying for and teaching about meal preparation. (Youth will not be required to prepare meals for others.) The program may also assist with emergency food from the "emergency food pantry", located at RCAA/YSB.

5. Educational Advocacy and Support: The RCAA Social Worker (CM) will coordinate with the youth's County Representative to assist with obtaining high school records and transcripts for all THP+FC/THPP youth. In addition, staff will provide resources to assist with the completion of high school credits, GED curriculum, and basic literacy and numeracy skills training. THP+FC and THPP youth may also be referred to ILS/WIA services for assistance in this area.

6. College/Post High School Training: The RCAA Social Worker (CM) will assist with the following in regards to college planning: completion of college admissions applications, process for completion of financial aid and scholarship forms, connection to EOPS, connection to college clubs and activities. The RCAA Social Worker (CM) will attend college orientations and tours with the youth and provide transportation as needed. Through strong partnerships with the financial aid and EOPS offices at College of the Redwoods and Humboldt State University staff will provide financial aid information.

7. Individual and Group Therapy: The RCAA Social Worker (CM) will refer the youth to counseling and psychiatric services as needed. These services are available through the program's MediCal funded mental health programs and other community resources. RCAA has a contract with the Humboldt County Department of Health and Human Services/Mental Health Division to provide counseling. All THP+FC/THPP youth will be encouraged to continue to keep their Medi-Cal information current so they may easily gain access to services covered by Medi-Cal. Support groups may be offered through RCAA/YSB or outside community resources depending on the needs and requests of the youth. Weekly clinical case consultation will provide program staff with mental health resources and assist with appropriate case planning.

8. Family and Community: The RCAA Social Worker (CM) will collaborate with each youth to support the youth's efforts to establish and/or maintain relationships with their foster and/or biological families in partnership with their County Representative. In addition, the staff will assist with the facilitation of healthy peer relations through the development of community activities within the THP+FC/THPP programs. This may include community dinners where all youth are invited; therefore creating a culture of respect and tolerance for people of different backgrounds. RCAA/YSB will also encourage the youth's participation in positive community leadership

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activities, such as local neighborhood watch groups. Through the RCAA/YSB Clinical Coordinator, RCAA Social Worker (CM), and various community resources, the youth may be referred for family counseling to support the entire family to assist them in the successful completion of THP+FC. For example if a THP+FC youth is parenting, the team may assist the youth and their co-parent to access family counseling or parenting class to ensure safety of the child (ren) in the relationship.

9. Independent Living Program: The RCAA Social Worker (CM) will work cooperatively with the Humboldt County Independent Living Skills staff. Interagency staff-meetings will occur twice monthly to check in on cases. The RCAA Social Worker (CM) will also work with HCTAYC staff that have a history of assisting YSB with meeting and advocating for youth needs.

10. Mentoring: RCAA/YSB is committed to assisting youth in identifying their own mentors in the community, including minor youth selecting an appropriate host home provider; assisting with the identification and selection of possible mentors for specific youth based on the youth's interests; and the inclusion of THP+FC alumni to provide support and advocacy for the youth and the program.

The RCAA Social Worker (CM) will work with each youth to select and cultivate positive adult mentors in their lives such as bosses, foster parents, high school or college counselor, etc. During aftercare services, the RCAA Social Worker (CM) will have contact with possible THP+FC alumni who may be interested in providing support to current program youth - i.e. attend a community dinner and discuss his/her successes after the THP+FC program.

11. Apartment Furnishings: Following intake, the RCAA Social Worker (CM) will go shopping with each youth to assist with the purchase of appropriate household items, if requested or needed. This will allow each youth to personalize their own space and make them feel at home. The RCAA Social Worker (CM), with the assistance of the THP+FC youth, will develop a "household checklist" to give the youth some ideas on what they may want to purchase for their apartment. In addition, RCAA/YSB maintains a "needs-based" closet at their Launch Pad Transitional Living program with the support of community donors.

12. Crisis Intervention and Support: The RCAA Social Worker (CM) and/or Clinician will create a crisis prevention plan or safety plan with each youth. RCAA/YSB will assist the youth with the following: 1) identifying early warning signs that youth may need assistance; 2) identifying what youth will do when they have any of these warning signs; 3) identifying things that staff can do to help; 4) identifying resources that are available to the youth, including the RCAA/YSB 24-hour emergency phone number; 5) identifying resources at time of crisis, including 911. In addition, the program has created wallet-sized cards with emergency phone numbers for youth to access as resources during a crisis. These emergency phone numbers include: Humboldt Crisis Line, Planned Parenthood, Northcoast Rape Crisis, YSB 24-hour Hotline, National Runaway and Homeless Youth Hotline, and the Humboldt Switchboard. Lastly, all youth will be provided with a copy of the site-specific Emergency Disaster Plan.

The YSB 24-hour Hotline serves more as a referral line and way to access YSB services. Calls go straight through to the 24-hour residential facility and are answered by Residential Staff/Hotline Workers who are able to provide immediate and/or timely interventions with youth during after-hours emergencies.

In the event that there is an emergency, incident or unusual occurrence, staff are directed to document this utilizing the RCAA/YSB "Serious Incident Report" which staff then submits to the Program Manager/Administrator. The Program Manager/Administrator documents conclusions, including actions taken, and then submits it to the Division Director for review. Serious Incident Reports will also be submitted to the County Representative.

The RCAA Social Worker (CM) will also refer the youth to counseling and psychiatric services as needed as referred to in Item 7 above.

13. Emancipation fund: RCAA/YSB will deposit \$156 each month for THP+FC youth, and \$150 for THPP youth (prorated for partial months) into an emancipation fund. This money will be given to the youth upon their departure from THP+FC/THPP program. RCAA may keep an amount equal to the deposit owed if deposit assistance was provided and a portion of that deposit was not returned.

14. Post-Program Housing Plan: At intake, the RCAA Social Worker (CM) and youth, in partnership with the youth's County Representative, will develop a "housing plan." This plan will delineate the possible housing options for each youth upon their completion of THP+FC. The RCAA Social Worker (CM) and youth will review

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the following: housing needs of pregnant and parenting youth; area of town the youth wants to live; knowledge of leases, security deposits, apartment credit checks; knowledge of affordable housing opportunities in Humboldt County; housing options for youth with disabilities; and housing support for LGBTQ youth. It will be reviewed regularly and updated as needed.

15. Alumni Services: The RCAA Social Worker (CM) will provide case management services on an “as needed basis” up to six months to all alumni who transition out of THP+FC. RCAA/YSB always maintains an open door policy and we want to encourage youth to continue to access our assistance if needed. Youth may also be able to access financial assistance for food, interview clothes, etc. depending on each person’s situation and available resources. In addition, we encourage the youth to participate in annual focus groups and community gatherings to provide mentorship and support to other THP+FC youth.

The above goals, policies etc. apply to both the THP+FC program and the THPP unless otherwise noted.

Additional Supportive Services Offered by RCAA/YSB:

1. Transportation Assistance: The RCAA Social Worker (CM) will assist the youth with car-related issues such as proper registration, insurance coverage, driver’s license, regular car maintenance, etc. In addition, staff will transport youth, if needed.

2. Roommates: RCAA/YSB will develop a roommate selection process with input from the THP+FC youth. In the initial interview into the program, prospective participants are asked what their comfort level is living with others, including LGBT, people of other races/cultures, strangers, etc. Although, RCAA proposes to only have a small number of apartments available for roommates as requested by the youth, the RCAA Social Worker (CM) will provide the following services: roommate workshops, mediations, crisis intervention, and ongoing support.

When a youth has either requested or been selected to reside in a roommate situation the RCAA Social Worker (CM) ensures youth are able to meet each other prior to their respective move-in dates. This meeting is intended for the youth to create some “roommate agreements” with the support of staff. They are also encouraged to set up specific expectations for their belongings and their shared spaces. The program will create a template for youth to use to guide them through this process.

3. Public Benefits and Advocacy: The RCAA Social Worker (CM) will educate all youth about the following public benefits: Medi-Cal, Temporary Assistance to Needy Families (TANF)/CalWORKs, Food stamps, General Assistance, Supplemental Security Insurance, Women, Infants, and Children (WIC), Tax Assistance and Earned Income Family Tax Credits, etc. In addition, to providing education on these topics, staff will assist with transportation, will accompany youth to appointments and model advocacy, and will help youth organize all their essential documents.

4. Housing Advocacy and Tenancy Training: The Housing Specialist will review tenant rights and general lease information with all youth. Prior to youth’s move-in date, youth will meet with the Housing Specialist and go over the Occupancy Agreement in-depth to ensure understanding. The Housing Specialist may also introduce youth to the Apartment Manager or Building Manager as applicable.

5. Prepare Youth for Housing: The THPP and THP+FC programs are designed to prepare minor and non-minor dependents for independent living. The RCAA Social Worker (CM) will review the Participant Agreement with each youth soon after move-in and during their program stay to reinforce these expectations. RCAA/YSB uses a trauma-informed care philosophy and strength-based model for reviewing and evaluating the youth’s progress in different “life areas” to ensure knowledge about the skills necessary to be successful.

During move-in, the Housing Specialist will complete the Apartment Safety Inspection Checklist with youth to ensure good working order of all appliances, fixtures, faucets, etc, and to assess the youth’s ability to operate them. Staff will model for and teach youth the skills necessary to maintain these in good working order. Finally, staff will review the RCAA/YSB work request process with youth in order to increase youth’s knowledge and understanding around how to respond when something in their apartment needs repair.

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Within the first month of a youth's move in date, the Program Manager/Administrator, Housing Specialist and the RCAA Social Worker (CM) meet with youth to conduct a "Successful Transition Check-in". The County Representative will be invited to attend. Program staff will have a form that is provided to the youth prior to the meeting and then is updated during the "Check-in". This "Check-in" is designed with the Positive Youth Development Model in mind. There are three areas that are discussed- 1) Strengths, 2) Accomplishments, 3) Barriers or Challenges. Based on this discussion, the youth's Needs and Services Plan/TILP may be adjusted, as needed prior to their six-month mark, to support the youth in being successful. This "Check-in" is completed every three months during their stay and more frequently as needed.

6. Moving Assistance: The staff will assist the youth in preparing and organizing their move into their apartment or host home. Staff will make every effort to be present at the youth's apartment or host home on move-in day to provide support and assistance. RCAA/YSB will provide some initial food and other "welcome basket" items to assist with the transition. RCAA/YSB may provide in-kind and financial assistance associated with moving costs assistance depending on the youth's situation and availability of resources.

7. Ongoing Life Skills: The RCAA Social Worker (CM) will provide the following life skills training opportunities based on the strengths of the youth in an individual or group setting: tenant-related skill development, interpersonal and communication skills, physical health and mental health skills, employment skills, financial literacy, education skills, parenting skills, budgeting, nutrition and cooking, substance abuse, grocery shopping, apartment searches and leases, time management, healthy relationships, recreational activities, child care resources, college and vocational school resources, medical and mental health resources, sealing of juvenile delinquency and/or adult criminal records, and other community resources.

These topics will be enhanced with input from youth in the program. In addition, THP+FC youth are also encouraged to attend the weekly ILS classes facilitated by the Humboldt County Department of Social Services TAY Division.

8. Security Deposit Assistance: RCAA will pay security deposits (variable per landlord) for youth moving into remote site apartments. . If there is damage to the unit, youth will be provided written documentation outlining the costs of repairs as well as the amount to be deducted from their emancipation fund.

9. Vocational Opportunities: The RCAA Social Worker (CM) will provide vocational resources to the youth as requested. These resources include information on various training programs, financial aid packages, job placement, etc. All youth will be referred to the available local ILS/WIA services for additional assistance in this area.

10. Parenting Services: The RCAA Social Worker (CM) will provide a variety of parenting resources as requested by the youth, including provisions (such as diapers, clothing, cribs and equipment) and linkage to parenting classes, if needed. In addition, the RCAA Social Worker (CM) will assist parenting youth in accessing Women, Infant, and Children (WIC), SHARE food, food stamps, child care, educational services and medical care for their children. Parenting couples will be welcome in the RCAA/YSB THP+FC program. Services to support parenting youth in being safe and nurturing parents (and safe with each other) will be available through the program's Clinical Coordinator and other community resources. All parenting youth will be connected to Changing Tides for childcare assistance.

11. Community Activities: THP+FC/THPP staff will create a monthly calendar of free or low cost community events that is distributed to youth. Staff actively encourages youth to participate in these community events.

The core philosophy of RCAA/YSB is founded in the **Positive Youth Development (PYD)** concept with an organization mission to inspire youth and families to recognize their strengths and power to live, learn, socialize and work in their community. In order to ensure a youth driven, youth development model, the THP+FC/THPP staff will work with youth in all aspects of design and implementation of the program policies and procedures. Staff recognize the inherent power and resiliency of youth to solve their own problems. To this end, we:

- Recognize and highlight the strengths of the youth;
- Respect the rights of youth to hold their own view of the world;
- Provide individual services based on the youth's stated needs and goals;

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- Provide an environment for youth to fulfill developmental needs in the physical; intellectual, psychological, social, moral and ethical areas of their lives.

Our philosophy incorporates the concepts of resiliency and strength-based approaches to working with youth and their families. We value an ecological approach that respects the uniqueness and importance of each youth, family, staff member and community member. We value collaboration with families as part of the therapeutic process.

THP+FC/THPP will be influenced by PYD research on proven effective and best practices, particularly on practices that are most effective and relevant with Non-Minor Dependents. The following elements summarize how the PYD approach is applied to THP+FC:

- **Youth are valued and viewed as an asset and involved as partners rather than clients** Throughout RCAA/YSB youth are engaged in leadership and decision-making at all levels -from hiring youth as youth as peer workers, to serving on program specific advisory committees. Within THP+FC, youth will participate in monthly Community Meetings to gain leadership skills while assisting with program development.
- **Service partners are involved in activities that enhance their behavioral and cognitive competence, connections, character, confidence and contribution to society and which develop positive social values and norms** - The program model reflects an understanding and appreciation that most people learn best through active participation and that youth especially need to be given opportunities to explore different roles and responses, express themselves, test ideas and behaviors. Through THP+FC, youth have access to an array of groups, workshops, community service projects and other opportunities to learn physical, intellectual, psychological, emotional, social skills. Through these activities, youth are coached and mentored by staff and other caring adults to help develop "soft" skills relating to self-regulation, decision making, time management and communication as well as specific skills relating to independent living, work-readiness or financial literacy.
- **Youth are engaged in activities that promote self-understanding, self-worth and self-efficacy, as well as foster a sense of belonging** - THP+FC will promote healthy pro-social engagement and inclusion and socio-cultural identity formation through recreational and community service activities.
- **Youth have access to supportive adult relationships** - The hiring process for THP+FC/THPP staff places a premium on staff experience and skills in working in partnership with transition age youth (TAY). THP+FC staff will all be highly trained and experienced in working with youth. Through the development of Needs and Services Plan/TILP, case management and counseling, youth are connected to recreational, educational, employment, wellness, and spiritual resources through which they can build their own network of supportive peers and adults. This element of the program serves to promote bonding, social, emotional, behavioral and moral competence as well as an opportunity to provide recognition for positive behavior.
- **THP+FC will promote physical and psychological safety** - Safety is an important feature of the program, safety policies and practices include: no drugs or alcohol permitted on the premises and zero tolerance on weapons. THP+FC operates as a holistic approach to youth development that in addition to providing individual and agency level services and supports, also works with youth to develop strong connections with adults other than program staff and with the broader community. Youth and staff work together to develop a road map to stability and self-sufficiency that is based on the youth's needs, strengths, resources and life goals. The process serves to foster self-determination, belief in self and future, and sense of identity.

TRAUMA INFORMED CARE - The runaway, homeless, transition age, and foster youth populations frequently display behavioral, emotional, social, and intellectual struggles that are rooted in their histories of repeated trauma. Due to the widespread effect early childhood trauma can have on how successful youth are academically, socially and emotionally, YSB emphasizes trauma informed care in several different areas of its programs.

YSB staff is trained on trauma informed care through Runaway and Homeless Youth Training and Technical Assistance Center webinars and trainings provided by community partners. These trainings provide our staff with insight into the harmful effects of trauma on child and adolescent development,

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outcomes and signs of trauma, as well as useful strategies and tips for implementing trauma informed care for direct service staff.

YSB also provides staff with weekly case consultation conducted by our Head of Clinical Services, who will be trained in Trauma-Focused Cognitive Behavioral Therapy (TF-CBT). These consultations give staff the opportunity to give feedback and receive support working with trauma related behaviors. Common reactions to childhood trauma are frequently discussed, along with exercises staff can utilize with program youth to minimize long-term effects.

On the program level, counseling services are available and offered to all youth who enter the program. Every youth who receives counseling services has an individualized treatment plan, created by the youth and the clinician, in order to meet each client's unique needs. These plans are then implemented between the Head of Clinical Services and program staff. Staff are trained to recognize the behavioral and emotional signs of trauma. Staff follows the intervention model of helping the youth identify the situations that trigger them and teach skills and strategies to help youth regulate his/her emotions and develop or improve their problem solving skills.

YSB also implements many program policies that emphasize trauma informed approaches in order to meet our youths' needs and promote program success. First, staff depend less on negative consequences and promote positive growth through encouragement, feedback, reminders, support, and modeling. Youth participate in weekly small group discussions with their peers in order to increase social skills and practice healthy communication. Finally, staff recognizes the importance of being patient and committed when implementing trauma informed care practices, understanding that positive change occurs when staff consistently communicate support and willingness to work through any issue.

II. Admissions policies and procedures regarding acceptance of clients.

RCAA/YSB will provide services to Minors (ages 16-17) and Non-Minor Dependents (at least 18 years of age and not more than 20 years of age) in Humboldt County. RCAA/YSB will coordinate with county professionals (both from Humboldt County as well as other California counties in which youth express interest in living in Humboldt County) to obtain appropriate referrals for THPP and THP+FC. The THP+FC Needs and Services Plan/TILP will be used as a benchmark analysis of youth strengths and the achievement of program goals. The Needs and Services Plan/TILP will be evaluated on a regular basis during case management and will be updated every six months or more often as needed, in partnership with the youth's County Representative.

THP+FC youth need to meet the following admission criteria for the program:

- Completion of Pre-Placement Appraisal by County staff and RCAA/YSB staff, outlining steps in the transition for the youth in increased responsibility for accounts, communication, documentation, education, employment, medication, property, transportation, and visitation
- Attend THP+FC Program Orientation provided by RCAA/YSB staff
- Desire/ability to live independently in the community
- Willingness and commitment to participate in program support services
- Does not pose a safety risk to minor children

RCAA/YSB does not discriminate based on age, ancestry, national origin, religion, veteran status, race, gender, sexual orientation, or disability, and provides a safe and adequate residence, which promotes growth toward maximum independence and self-sufficiency. The goal is to provide the least restrictive setting for all THP+FC/THPP youth in a manner that is knowledgeable of and responsive to the trauma that has occurred in their lives.

There is a 7-step process related to Admission:

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The First step - The youth's County Representative complete and submits a County Referral form. This form will be created by the County and must be received prior to acceptance. The County Representative will review the applicants' information and confirm if they meet the county requirements for THP+FC eligibility via a Pre-Placement Appraisal.

The Second step is attending RCAA/YSB THP+FC Orientation. These will be scheduled as needed by appointment with consideration of youth's schedules.

The Third step - Once they have attended an orientation, youth can then contact the Program Manager/Administrator and request a 1st interview. Prior to the start of the 1st interview, youth are asked to complete a rental application and to review the Participant Agreement. Staff that is generally present during a 1st interview include: the Program Manager/Administrator, the Housing Specialist, and the RCAA Social Worker (CM). At the start of the interview, staff determine program eligibility and the most appropriate service within RCAA/YSB' continuum that best meets youth's needs, as well as determination of the housing model that is most suitable for the youth. Additional questions are asked related to personal safety, desire/ability to live independently in the community, willingness and commitment to participate in program support services, safe and unsafe coping skills in addition to age, previous placement history, delinquency history, strengths, level of education, work experience, and prospects for successful participation. At the completion of the 1st interview, youth are informed that the team will meet to discuss whether or not THP+FC will best meet the youth's needs. If the team decides that the youth is appropriate for THP+FC, the Program Manager/Administrator will contact the youth to Schedule a 2nd interview.

The Fourth step - The 2nd interview consists of a "follow-up" questionnaire (See Attachment A). The questionnaire includes self-reporting on drug use. A drug test will only be required when special circumstances exist such as a history of serious hard drug abuse. If a test is administered and positive and the candidate discloses frequent use, they are given resources for assistance and support and advised to reapply in four weeks.

The Fifth step - At the conclusion of the 2nd interview, staff will request at least one personal reference which is usually someone who has a "professional" (County Representative, ILS Case Manager, CASA) relationship with the candidate. The Housing Specialist will call all references provided and ask a formal set of background questions to gain insight to the youth's ability to be successful in THP+FC.

The Sixth step - If the candidate meets acceptance criteria and THP+FC will best meet the youth's needs, then the Housing Specialist will contact the youth that they have been accepted into the program and will be contacted when a "best fit" unit is available.

The Seventh step - The youth is encouraged to maintain weekly contact with the program to demonstrate continued interest and to obtain any updates that they feel are helpful.

Lastly, admission criteria is based on a number of factors: eligibility based on County referral form, program capacity, recommendations based on the initial assessment, personal safety, desire/ability to live independently in the community, willingness and commitment to participate in program support services and safe and unsafe coping skills.

Following a youth's admission into THP+FC, program staff will obtain intake information about the youth and will request the Health and Education Passport and TILP from the County Representative; and complete a Needs and Services Plan. Lastly, program staff will notify youth of their personal rights, and a written copy will be attached to THP+FC Admission Agreement and will be provided to youth.

Examples of Service Partners Rights:

- (1) To live in a safe, healthy, and comfortable home where he or she is treated with respect.
- (2) To be free from physical, sexual, emotional, or other abuse, or corporal punishment.
- (3) To receive adequate and healthy food, adequate clothing, and, for youth in group homes, an allowance.
- (4) To receive medical, dental, vision, and mental health services.
- (5) To be free of the administration of medication or chemical substances, unless authorized by a physician.
- (6) To contact family members, unless prohibited by court order, and social workers, attorneys, foster RCAA Social Worker (CM)s and supporters, Court Appointed Special Advocates (CASAs), and probation officers.
- (7) To visit and contact brothers and sisters, unless prohibited by court order.
- (8) To contact the Community Care Licensing Division of the State Department of Social Services or the State Foster Care Ombudsperson regarding violations of rights, to speak to representatives of these offices confidentially, and to be free from threats or punishment for making complaints.

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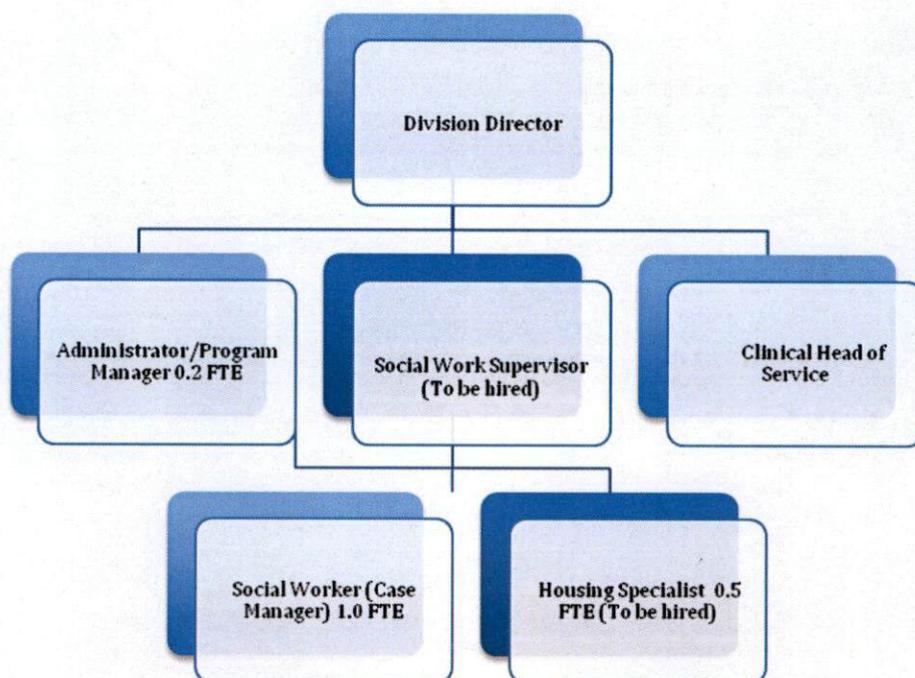
- (9) To make and receive confidential telephone calls and send and receive unopened mail, unless prohibited by court order.
- (10) To attend religious services and activities of his or her choice.
- (11) To maintain an emancipation bank account and manage personal income, consistent with the child's age and developmental level, unless prohibited by the case plan.
- (12) To not be locked in a room, building, or facility premises, unless placed in a community treatment facility.
- (13) To attend school and participate in extracurricular, cultural, and personal enrichment activities, consistent with the child's age and developmental level, with minimal disruptions to school attendance and educational stability.
- (14) To work and develop job skills at an age-appropriate level, consistent with state law.
- (15) To have social contacts with people outside of the foster care system, such as teachers, church members, mentors, and friends.
- (16) To attend Independent Living Program classes and activities if he or she meets age requirements.
- (17) To attend court hearings and speak to the judge.
- (18) To have storage space for private use.
- (19) To be involved in the development of his or her own case plan and plan for permanent placement.
- (20) To review his or her own case plan and plan for permanent placement, if he or she is 12 years of age or older and in a permanent placement, and to receive information about his or her out-of-home placement and case plan, including being told of changes to the plan.
- (21) To be free from unreasonable searches of personal belongings.
- (22) To the confidentiality of all juvenile court records consistent with existing law.
- (23) To have fair and equal access to all available services, placement, care, treatment, and benefits, and to not be subjected to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status.
- (24) To have caregivers and child welfare personnel who have received instruction on cultural competency and sensitivity relating to, and best practices for, providing adequate care to lesbian, gay, bisexual, and transgender youth in out-of-home care.
- (25) At 16 years of age or older, to have access to existing information regarding the educational options available, including, but not limited to, the coursework necessary for vocational and postsecondary educational programs, and information regarding financial aid for postsecondary education.

If the program cannot continue to address youth's needs, Discharge Procedures, specified in 86168.4, shall apply.

III. Admission agreement. – See Attachment B

IV. Administrative organization.

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V. Staffing plan, qualifications and duties.

Staffing Plan - See Program Staffing Chart above. The THP+FC/THPP program will be integrated into the RCAA/YSB continuum of services for runaway and homeless youth.

Staff Qualifications (See Staff Resumes - Reserved)

Job Descriptions - (See Attachment D)

For a quick reference:

- **Division Director** - is responsible for the day-to-day operations and quality assurance.
- **Administrator/Program Manager/Administrator** - Certified Group Home Administrator is accountable to the Division Director. This person supervises and trains staff and provides general oversight of the programs.
- **RCAA Social Worker Supervisor/RCAA Social Worker (Case Manager)** - is accountable to the Administrator/Program Manager. This person is responsible for providing direct services to youth, including case management and crisis intervention.
- **Housing Specialist** - is accountable to the Administrator/Program Manager/Administrator. This person is responsible for leases, collection of rent and handling of maintenance concerns, and works with the Program Manager/Administrator.
- **Mental Health Counselor (Clinical Head of Service or clinician)** - is accountable to the Administrator/Program Manager/Administrator. This person is responsible for providing dual-diagnosis assessments and intervention services, crisis management, center-based, home-based individual and family therapy to youth and families.

VI. Single-Site Building sketch. - (reserved)

VII. Single-Site Grounds sketch. - (Reserved)

VIII. Transportation arrangements for clients who do not have independent arrangements.

The RCAA Social Worker (CM) will assist the youth with car-related issues such as proper registration, insurance coverage, driver's license, regular car maintenance, etc. Youth must have properly registered and insured their vehicle in order to park on-site at the agency-owned complex. Youth's vehicles must be in safe operating condition. In addition, program staff may transport youth, provided that they abide by RCAA Personnel Policies and

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Procedures by documenting proof of insurance and drivers license if transporting youth in private vehicles and proof of license if using agency vehicles. Lastly, youth may arrange his/her own transportation, including in partnership with other youth who have vehicles. Though youth can transport other youth, they are not required to do so.

IX. Money, personal property, and valuables of clients.

It is not the intention of the RCAA/YSB THP+FC/THPP program for staff to handle youth's money, personal property and/or valuables. Youth will have control of his/her cash resources, personal property, and valuables in accordance with their TILP. If requested by youth, program staff will assist in identifying appropriate means for youth to safeguard their items.

Youth will be encouraged to maintain accurate records of their own bank account, savings account, and/or monthly budget. RCAA/YSB will deposit \$150 each month for THPP program youth and \$156 each month for THP+FC youth into an emancipation fund. This money will be given to the youth upon their departure from THP+FC.

Upon request and/or related to particular circumstances, such as roommate situations, the Housing Specialist will assist youth in creating a written inventory of their belongings that will be signed and dated by both youth and staff. Youth will receive a copy of their written inventory list and the Housing Specialist will maintain a copy as well. A copy of the youth's written inventory list will be made available to the youth's County Representative upon request. After a youth's termination of his/her lease, he/she is responsible for the removal of all personal belongings from the apartment. Youth will keep all apartment furnishings they have purchased.

X. Consultant and community resources to be utilized by RCAA/YSB as part of its program

RCAA/YSB has established linkages with multiple community partners to support staff efforts in ensuring youth's success:

Supportive Housing: Outside of its agency-owned apartment complexes, RCAA/YSB has existing relationships with property managers/landlords with whom they have developed master leases for housing units and will leverage these relationships to identify suitable units for remote site housing options.

County ILS program: RCAA/YSB has a long-term existing relationship with Humboldt County ILS staff through a contracted THP+ program and coordinated case management of foster youth placed in the RCAA/YSB transitional living program Launch Pad.

Individual and group therapy: While RCAA/YSB plans to include a Mental Health Counselor as part of its THP+FC/THPP services, staff will also link youth to other community partners who offer behavioral health services to youth and with whom RCAA/YSB has established relationships including: Humboldt County Mental Health Services, Changing Tides, Humboldt Family Service Center, etc.

Educational advocacy and support: RCAA/YSB has established linkages with the Humboldt County Office of Education, local schools districts, College of the Redwoods, and Humboldt State University. RCAA/YSB has an established relationship with local McKinney-Vento Homeless Coordinators, the County Office of Education's Foster/Homeless Youth Coordinator, and the EOPS Counselor at College of the Redwoods.

Job readiness training and support: RCAA/YSB has existing relationships with the Humboldt County Employment Development Department, local one-stop career centers, Humboldt County WIA, and the California Conservation Corps. RCAA/YSB has a working relationship with the Transition Age Youth Division of the Humboldt County Department of Social Services that offers work readiness workshops for TAY youth. Youth may also participate in STEP UP and obtain work experience at the Angels of Hope Thrift Store in Arcata.

Parenting Services: Linkages to support youth who are pregnant or parenting include those with organizations with capacity to provide or assist in accessing childcare such as Head Start and Early Head Start programs. Other linkages are established with organizations that provide health and social service support to at risk families including Six River's Planned Parenthood, local community and tribal clinics and food banks.

The well-established connections that RCAA/YSB has, including connections with property managers, WIA and employment service providers, school districts, and healthcare providers are a significant asset in supporting the goal of the RCAA/YSB THP+FC/THPP program.

XI. RCAA/YSB's policy concerning family visits and other communications with the client.

The RCAA Social Worker (CM) will collaborate with each youth to support the youth's efforts to establish and/or maintain relationships with their foster and/or biological families. Youth will manage their own visitation in line

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with the RCAA/YSB THP+FC Visitor's Policy cited in the following paragraph that may include any restrictions imposed by the court or County Representative. Program staff explains to youth that having guests/visitors while participating in the program is both a right and a privilege. As such, following the first month safe guests, including overnight guests, are allowed at the apartments within guidelines of the lease, roommate agreement, and Participant Agreement, including that youth must be present when their guests are in their apartment. Youth will advise their visitors to observe quiet hours between the hours of 10:00 pm and 8:00 am. Any persons that are not on the lease are not allowed to be living in the youth's apartment, paying rent, and staying for extended periods of time (as determined on a case-by-case basis). Youth in the program are responsible and could receive consequences; including losing the privilege of having guests for a period of time, for all activities and damages incurred by any guests or visitors at their apartment at any time, including alcohol and drug use. Program staff will discuss the consequences of having guests visit, precautions when inviting guests over to visit, and how to handle unruly guests. If youth lose the privilege of having guests/visitors, youth can earn the privilege back by demonstrating to staff that they can make safer choices around their guests/visitors. The Visitor Policy is designed to allow youth the greatest amount of freedom while demonstrating safety and respect for youth, their neighbors and the surrounding community.

XII. Restricted health conditions.

It is not the intention of the RCAA/YSB THP+FC program to admit or care for clients who have restricted health conditions with the exception of youth with asthma or diabetes who are able to self-administer prescribed medication.

XIII. Care of clients who rely upon others to perform activities of daily living.

It is not the intention of the RCAA/YSB THP+FC program to admit or care for clients who rely upon others to perform all activities of daily living.

XIV. Plan for precautions for clients who have a propensity for behaviors that result in harm to self or others.

It is the intention of the RCAA/YSB THP+FC program to work with youth that have mental health issues. As such, youth will be reminded by program staff of ways to keep themselves safe while participating in the program. The RCAA Social Worker (CM) will create a crisis intervention plan or safety plan with each youth. RCAA/YSB will assist the youth with the following: 1) identifying early warning signs that youth may need assistance; 2) identifying what youth will do when they have any of these warning signs; 3) identifying things that staff can do to help; 4) identifying resources that are available to the youth, including YSB 24-hour emergency phone number; and 5) identifying resources at time of crisis, including 911.

With regard to personal safety as it relates to youth's physical space, it will be suggested that youth keep their apartments locked at all times and make sure to be aware of their surroundings. Safety procedures and precautions will be discussed during case management, including but not limited to, observing surroundings, not opening doors to strangers, care and concern when allowing people into their home, preparing for natural disaster, and preventing and avoiding theft, break-ins, attacks, and any additional information. The program provides magnets and wallet-sized cards with emergency phone numbers to youth to access as resources during a serious emergency situation as identified early in the Plan of Operation.

Lastly if requested by youth, staff will assist youth in the self-administration of youth's medication so that youth understand the right medication, right dosage, right route of administration and right time and frequency. Staff will notify the youth County Representative if youth cannot determine the need for medication.

XV. Addresses.

RCAA Administrative Office	904 G Street, Eureka, CA 95501
YSB Administrative Office	1100 California Street, Eureka, CA 95501
** Remote sites have not yet been determined	

XVI. Telephone numbers.

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RCAA Administrative Office	707-269-2002
YSB Administrative Office	707-443-8322 x205
24-hour Emergency Number	707-444-2273

XVII. Program statement.

1. Goals of the THPP and THP+FC

The RCAA THP+FC and THPP programs will both be housed in the agency's Youth Services Division, more commonly known as the Youth Service Bureau. The Goal of the RCAA/YSB THP+FC is to help young adults who participate in extended foster care (or non-minor dependents at least 18 years of age and not more than 20 years of age) achieve safety, connection and self-sufficiency. RCAA/YSB is committed to providing comprehensive and trauma-informed housing and supportive services to up to 10 NMD and 2 minors to ensure each youth's success in the programs. RCAA/YSB will utilize remote site housing (via landlords and property managers in which RCAA/YSB has established relationships), and host homes (for minors ages 16-17) to serve up to a total of 12 youth. All services will be provided in an individual or group setting based on the needs of each youth.

2. Description of the youth to be served.

It is RCAA/YSB's intention to serve minor (ages 16-17) and non-minor dependents at least 18 years of age and not more than 20 years of age from Humboldt County as well as those youth who are looking to relocate to Humboldt from other California counties. RCAA/YSB has expertise in working with multiple populations of transition age youth, including parenting youth, LGBTQ youth and youth that are experiencing mental health symptoms as a result of the impact of trauma on their lives.

3. Admission criteria for THPP and THP+FC participants.

Please refer to Section II.

4. Staff training plan

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Training Schedule			
Timeframe	Type of Training	Course Description	Hours – Training provided by
Upon Hire	RCAA Agency Orientation and YSB Division	<u>Topics Include:</u> <ul style="list-style-type: none"> • Agency & Division mission, programs and resources • Professional conduct • Cultural competency • Disaster preparedness • Confidentiality – State and Federal Laws and HIPPA • Child Abuse and Older Adult Abuse and Dependent Abuse Reporting • Grievance and Serious Incident Process • Crisis Intervention – Suicide/Homicide Assessment 	8 Hours – RCAA Personnel Department and Program Manager/Administrator
Upon Hire	THP+FC Orientation	<u>Topics Include:</u> <ul style="list-style-type: none"> • Overview of Program Model and Philosophy • Trauma Informed Care Principals and Practices 101 • Target Population Strengths and Challenges • Systems Orientation • Relational Management/Boundaries and Self Disclosure • Community Resources • Developing Resiliency in Youth • Documentation Training • Case Management Best Practices • Performance Management 	24 hours – Program Manager/Administrator and guest speakers
Annually	Types of Training include: Career Development Clinical Continuing Education Safety Disasters	<u>Possible topics include:</u> <ul style="list-style-type: none"> • Trauma Informed Care • Seeking Safety • Motivational Interviewing or MI Booster • Working with Families with Substance Abuse Issues • Child Welfare Services • Individual Education Process • First Aid/CPR • Stress Reduction and Self Care • Commercial Sexual Exploitation of Children • Facilitating Groups • Transportation of Service Partners • Home Visitor Safety • Gangs and Mental Health Training • Mood Disorders • Eating Disorders • Trauma Informed Supervisory Practices 	Minimum 20 hours per staff, per year – Trainings provided by RCAA/YSB, County and non-county community partners, and webinars
Annually	Cultural Competency	<u>Possible topics include:</u> <ul style="list-style-type: none"> • Cultural Resiliency • Norms and expectations for specific populations • Awareness of one’s own potential biases • Acculturation • Understanding barriers to treatment in minority communities 	Minimum of 4 hours per staff each year – Trainings provided by RCAA/YSB, County and non-county community partners, and webinars.

5. Detailed plan for monitoring the THP+FC participants.

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RCAA/YSB will monitor all placements on an ongoing basis and via multiple methods, including daily observation by RCAA Social Workers (CMs), home visits by program staff, at weekly staff meetings and through ongoing "Successful Transition Check-ins". The RCAA Social Worker (CM) or host family homes will monitor placements by assisting in developing a sense of community that focuses on safety, providing immediate and/or timely intervention around situations involving residents that are non-compliant with rules and expectations, providing assistance in conflict resolution, and providing crisis intervention during the evenings and weekends that includes immediate notification of supervisory or on-call staff. The RCAA Social Worker (CM) will conduct apartment inspections at least twice a month with youth present and will conduct spot inspections as requested by the Program Manager/Administrator, in part to assess the cleanliness of the youth's apartment as it relates to the Participant Agreement. Staff will address household duties and other tasks as they relate to and are suited to the needs and abilities of youth.

Additionally, THP+FC placements will also be monitored in weekly case management-focused meetings with the RCAA Social Worker (CM). At minimum of twice a month, the RCAA Social Worker (CM) will conduct a home visit as part of these case management-focused meetings, in part to assess the cleanliness of the youth's apartment as it relates to the Participant Agreement.

During weekly staff meetings, the number of youth in the program will be discussed; potential applicants will be reviewed; potential interviews will be scheduled; review of placement documentation will be discussed; potential roommate situations will be evaluated; and program activities will be discussed. Youth will have an opportunity to attend the weekly staff meeting to share and discuss their progress as well as to address and problem-solve any concerns.

Within the first month of a youth's move in date, the Program Manager/Administrator, Housing Specialist and the RCAA Social Worker (CM) meet with youth to conduct a "Successful Transition Check-in". This "Check-in" utilizes a formal, written tool that is designed with the Positive Youth Development Model in mind. There are three areas that are discussed- 1) Strengths, 2) Accomplishments, 3) Barriers or Challenges. Based on this discussion, the youth's Needs and Services Plan/TILP may be updated and/or revised to support the youth in being successful. Actions to be taken by both the youth and staff are clearly outlined in the updated plan. The "Successful Transition Check-in" is completed every three months during their stay and more frequently as needed. Staff will invite the youth's County Representative to participate in "Successful Transition Check-ins".

[This could include any regular meeting times designated staff has with individual participants, as well as how regular review and updating of the Needs and Services plan is incorporated into the program for the purpose of monitoring progress. This could also include any regular site inspections conducted of the living units.]

6. Procedures for responding to complaints and emergencies on a 24-hour basis.

In all serious emergency situations youth are advised to call 911 immediately and the RCAA Social Worker (CM) as soon as possible after the emergency situation. The program provides wallet-sized cards with emergency phone numbers to youth to access as resources during a serious emergency situation.

Property management at non-RCAA/YSB-owned apartment complexes may also be available for emergencies that occur on-site. The RCAA Social Worker (CM) will create a crisis prevention plan or safety plan with each youth. RCAA/YSB will assist the youth with the following: 1) identifying early warning signs that youth may need assistance 2) identifying what youth will do when they have any of these warning signs 3) identifying things that staff can do to help 4) identifying resources that are available to the youth, including THP+FC 24-hour emergency phone number 5) identifying resources at time of crisis, including 911.

Youth will be provided with a copy of an Emergency Disaster Plan that includes relocation information. Lastly, program staff will conduct an annual earthquake drill with youth in April and an annual fire drill with youth in October in order to model and teach youth emergency preparedness.

7. Contract to be used between the THP+FC and the THP+FC participant. The contract shall include:

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Admission Agreement (Refer to Attachment B - THP+FC Admission Agreement.)

8. Procedures for determining the amount of allowance provided to each THP+FC participant and the schedule for disbursement.

The monthly allowance for each youth in THP+FC will be \$1,407.00. Each month \$156.00 will be deposited directly into their savings/emancipation fund. RCAA/YSB will provide a monthly stipend of \$1251.00 to youth living in scattered and host home sites, to be used for basic living expenses (including rent, utilities, food, clothing and transportation) and other personal expenses (including recreation and household items). Stipends will be disbursed weekly in the form of a check. The first check will be \$780.00, and youth are expected to pay their apartment rental or host home fee. Additional checks in the amount of \$157.00 will be disbursed weekly during the month.

It is understood that youth may enter the program with a limited source of income or gain income through employment during their participation in the program. As such, youth's plans and budgets will be reviewed on a regular basis to both reflects youth's basic needs as well as any change in their income as youth strive toward self-sufficiency.

9. Procedures for payment or monitoring of utilities, telephone, and rent including the consequences for those participants who are unwilling or unable to meet their financial obligations or whose behavior is disruptive to the program and infringes on the rights of other participants in the program.

RCAA/YSB's philosophy is to provide services from both a trauma informed care and a strength-based perspective, valuing and appreciating each youth. If disciplinary measures are necessary, the Program Manager/Administrator will speak to the youth and respond to any of the youth's questions.

Youth will be expected to make payment of rent and other living expenses with stipends provided to them. With regard to payment and monitoring of utilities, telephone and rent, youth will be asked to sign a rent calculation worksheet on their move-in date. Staff will encourage them to do so as part of budgeting and household management skills development. If the youth is not able to submit a rent payment, a payment plan is created by the youth in partnership with the Housing Specialist. The payment plan will also include the support of all staff in assisting the youth with budgeting and/or obtaining employment. The youth will continue to meet with the Housing Specialist on a monthly basis to review progress with their payment plan. If a youth does not pay rent and/or utilities on their own, trauma informed consequences (see paragraph below) may be given, such as automatically deducting funds from future stipends until such time that youth's debt is paid. In such circumstances, youth will continue to receive funds for food and basic necessities.

The youth are always welcome (and encouraged) to attend staff meetings to discuss any disciplinary measures/trauma informed consequences related to their participation in the program. Disciplinary measures/trauma informed consequences will be temporary consequences for non-compliance with reasonable expectations. Trauma informed consequences are intentionally designed to teach, change, or shape behavior. They are meant to be logical consequences clearly connected to the behavior, given with empathy and in a respectful tone, and are reasonable based on the behavior.

THP+FC program will manage disciplinary (and other activities) from a team perspective, which includes input from the youth, RCAA Social Worker (CM), Housing Specialist, Program Manager/Administrator, Division Director and youth's County Representative. Youth will have input into the type of consequence that they will receive as well as the duration of time of the consequence. All disciplinary measures/trauma informed consequences will be documented in the youth's case file.

All disciplinary measures will include due process for each youth, including information on the RCAA/YSB Complaint, Grievance and Appeal process. At minimum this will include the following for termination: 1) written notice telling the youth the reason for termination, including timeframe in which the youth is expected to exit the program. 2) a review of the decision during staff meeting during which the youth has the opportunity to present written or verbal objections before the program terminates their stay. 3) prompt notification of the final decision to the youth, including information on the RCAA/YSB Complaint, Grievance and Appeal process. See also ground rules for termination section below.

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10. Program policies

[Required program policies are bulleted below and can be found in Welfare and Institutions Code Section 16522.1(h)].

- **Education requirements.**

Youth will be required to maintain their eligibility for benefits and services of extended foster care throughout their participation in THP+FC. If they are enrolled in school and are not participating in employment, then youth will be required to be enrolled in 12 units, or the number required to be considered a full-time student. Youth are required to submit a monthly print out of their current class schedule, confirming enrollment. If youth are enrolled in high school, independent study or GED prep, youth are required to submit a weekly log documenting school attendance verified by school staff. The RCAA Social Worker (CM) will provide youth with assistance with program search, admission and financial aid applications, enrollment, and connections to support services as needed.

- **Work expectations.**

Youth will be required to maintain their eligibility for benefits and services of extended foster care throughout their participation in THP+FC. If youth are not enrolled in school, THP+FC staff will assist program youth with their employment needs, including, but not limited to, resume writing, job readiness, job search, job security, job site etiquette and communication, and any additional employment assistance a person may need. In addition, the RCAA Social Worker (CM) will connect youth to a One-Stop Career Center or WIA program as needed. Youth will be required to participate in a program or activity designed to remove barriers to employment or be employed at least 80 hours a month. During any period of unemployment, be it at move-in or any time during their participation, youth are expected to be actively searching for employment. During this time, youth are required to provide weekly documentation (e.g. employment log) verifying their job search efforts. Youth are still responsible for paying their bills while unemployed.

- **Savings requirements.**

RCAA/YSB's policies regarding savings requirements will be addressed via a two-prong savings program: (1) RCAA/YSB will automatically save \$156.00 per month for each youth in the THP+FC program, \$150 per month for each youth in THPP in an emancipation savings fund; and (2) the RCAA Social Worker (CM) will refer youth to a financial planning organization. By providing progressive financial training and offering potential matched savings assistance to youth who demonstrate the required behavior, such youth participating in financial literacy trainings will have the necessary working understanding of budgeting, banking, savings, and investments. Advisors help individual youth or groups with essential skills on how to manage their assets. Most typical assets youth need advice with include: (1) Cars: purchasing, insurance, maintenance, registration, loans, payments, etc.; (2) Housing: rental contracts, dealing with landlords and roommates, maintenance, purchasing; (3) Healthcare: insurance options, payments, dental, vision, general information; and (4) Savings: available choices with best options and returns.

- **Personal safety.**

Youth will be reminded by program staff of ways to keep themselves safe while participating in the program. The RCAA Social Worker (CM) will create a crisis prevention plan or safety plan with each youth. RCAA/YSB will assist the youth with the following: (1) identifying early warning signs that youth may need assistance; (2) identifying what youth will do when they have any of these warning signs; (3) identifying things that staff can do to help; (4) identifying resources that are available to the youth, including the RCAA/YSB 24-hour emergency phone number; and (5) identifying resources at time of crisis, including 911.

With regard to personal safety as it relates to youth's physical space, it will be suggested that youth keep their apartments locked at all times and make sure to be aware of their surroundings. Safety procedures and precautions will be discussed during case management, including but not limited to, observing surroundings, not opening doors to strangers, care and concern when allowing people into their home, preparing for natural disaster, and preventing and avoiding theft, break-ins, attacks, and any additional information. The program

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provides wallet-size cards with emergency phone numbers to youth to access as resources during a serious emergency situation.

In all serious emergency situations, including domestic violence, acts of violence and verbal threats, youth are advised to call 911 immediately and notify the RCAA Social Worker (CM) as soon as possible after the emergency situation. The RCAA Social Worker (CM) will be able to provide immediate and/or timely interventions with youth during after-hours emergencies. The RCAA Social Worker (CM) is equipped with an agency cell phone to ensure prompt response time. The RCAA/YSB Division has an established after-hours "on-call" system that allows the RCAA Social Worker (CM) to access assistance and support if needed.

With regard to drugs and alcohol, it is youth's responsibility to stay safe and sober during their stay in the program and that drug and/or alcohol use risks their ability to stay in good standing in the program. It is youth's responsibility to speak to the RCAA Social Worker (CM) if they are having difficulties with substance abuse. Staff will help them access all available resources.

Participation in the program includes drug testing, which can occur at any time. If youth test positive for drug use, youth will be asked to agree to develop and follow a plan that addresses substance use.

Lastly, youth are asked to agree not to use alcohol or drugs in any apartment. In addition, youth are asked to agree not to bring any items considered to be paraphernalia into their unit or onto any property rented to them by RCAA/YSB THP+FC. Any drugs or related items found will be confiscated and destroyed. Youth are responsible for any activities of their visitors and guests.

- **Visitors, including but not limited to, visitation by the placement auditor pursuant to subdivision (d).**

The RCAA Social Worker (CM) will collaborate with each youth to support the youth's efforts to establish and/or maintain relationships with their foster and/or biological families. Youth will manage their own visitation in line with RCAA/YSB's THP+FC Visitor's Policy cited in the following paragraph which may include any restrictions imposed by the court or County Representative.

Youth are not to have guests/visitors for up to one month following move-in, with the exception of their County Representative, so that youth can focus on successfully transitioning into the program. Program staff explains to youth that having guests/visitors while participating in the program is both a right and a privilege. As such, following the first month safe guests, including overnight guests, are allowed at the apartments within guidelines of the lease, roommate agreement, and Participant Agreement, including that youth must be present when their guests are in their apartment. Youth must notify staff of the full name of their guest and must share with staff the nature of the guest's visit as a way to demonstrate the youth's ability to make safe choices around having guests, and the RCAA Social Worker (CM) will visit youth in an attempt to meet their visitors during the evening and on weekends. Youth will advise their visitors to observe quiet hours between the hours of 10:00 pm and 8:00 am. Any persons that are not on the lease are not allowed to be living in the youth's apartment, paying rent, and staying for extended periods of time (as determined on a case-by-case basis). Youth in the program are responsible and could receive consequences; including losing the privilege of having guests for a period of time, for all activities and damages incurred by any guests or visitors at their apartment at any time, including alcohol and drug use. Program staff will discuss the consequences of having guests visit, precautions when inviting guests over to visit, and how to handle unruly guests. If youth lose the privilege of having guests/visitors, youth can earn the privilege back by demonstrating to staff that they can make safer choices around their guests/visitors. The Visitor Policy is designed to allow youth the greatest amount of freedom while demonstrating safety and respect for youth, their neighbors and the surrounding community.

- **Emergencies.**

In all serious emergency situations youth are advised to call 911 immediately and notify the THP+FC RCAA Social Worker (CM) as soon as possible after the emergency situation. The program provides wallet-sized cards with emergency phone numbers to youth to access as resources during a serious emergency situation.

Property management at non-RCAA/YSB-owned apartment complexes may also be available for emergencies that occur on-site. The RCAA Social Worker (CM) will create a crisis intervention plan or safety plan with each

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youth. RCAA/YSB will assist the youth with the following: (1) identifying early warning signs that youth may need assistance; (2) identifying what youth will do when they have any of these warning signs; (3) identifying things that staff can do to help; (4) identifying resources that are available to the youth, including RCAA/YSB 24-hour emergency phone number, and (5) identifying resources at time of crisis, including 911.

Youth will be provided with a copy of an Emergency Disaster Plan that includes relocation information. Lastly, program staff will conduct an annual earthquake drill with youth in April and an annual fire drill with youth in October in order to model and teach youth emergency preparedness.

- **Medical problems.**

Medical concerns will initially be discussed during the interview process to ensure that youth have appropriate resources and support. In addition, during weekly case management meetings, the RCAA Social Worker (CM) will discuss medical concerns such as vision, dental, and reproductive care, etc. Youth will be notified of their medical options such as Medi-Cal or local community clinics, and will be assisted in obtaining medical coverage and access to Medi-Cal providers. Youth are responsible for maintaining their personal medical coverage and will be reminded of this.

The RCAA Social Worker (CM) will provide first aid supplies to youth upon request. Staff will also assist youth in purchasing a lockbox and/or mini-refrigerator, if needed, for the safe storage of their self-administered medications. If requested by youth, staff will assist youth in the self-administration of youth's medication so that youth understand the right medication, right dosage, right route of administration and right time and frequency. Staff will notify the youth County Representative if youth cannot determine the need for medication.

- **Disciplinary measures.**

RCAA/YSB's philosophy is to provide services from both a trauma informed care and a strength-based perspective, valuing and appreciating each youth. It is not the intention of RCAA/YSB to apply consequences that violate the personal rights of youth as specified in Section 86172, Personal Rights. If disciplinary measures are necessary, the Program Manager/Administrator will speak to the youth and respond to any of the youth's questions. With the exception of termination, all disciplinary measures, such as loss of guest privileges, will be temporary and time-limited. All safety-related incidents (e.g. threats of violence, verbal abuse, weapons on premises, illegal activity) will be reviewed in the program's weekly staff meeting.

The youth are always welcome to attend (and encouraged to attend) staff meetings to discuss any disciplinary measures/trauma informed consequences related to their participation in the program. THP+FC program will manage disciplinary (and other activities) from a team perspective, which includes input from the youth, RCAA Social Worker (CM), Housing Specialist, Counselor, Program Manager/Administrator, Division Director, and youth's County Representative.

All disciplinary measures will include due process for each youth, including information on the RCAA/YSB Complaint, Grievance and Appeal process. At minimum this will include the following for termination: (1) written notice telling the youth the reason for termination, including timeframe in which the youth is expected to exit the program [e.g. 3-day notice for health and safety issues or 30-day notice for failure to abide by program requirements; (2) a review of the decision during staff meeting during which the youth has the opportunity to present written or verbal objections before the program terminates their stay; (3) prompt notification of the final decision to the youth, including information on RCAA/YSB's Complaint, Grievance and Appeal process. See also ground rules for termination section below.

- **Child care.**

The RCAA Social Worker (CM) will discuss all child care information with parenting youth and will assist them in finding child care for their children. Child care is the responsibility of the youth; child care will not be provided by program staff. Staff will provide child care resources including, HeadStart, Changing Tides. All children will be required to be supervised at all times by a responsible adult age 18 and older.

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- **Pregnancy.**

Pregnancy prevention will be discussed throughout case management with youth and youth will be linked to family planning resources and/or services as needed. Youth will be asked to notify staff if pregnancy is known. All pregnant youth will be expected to attend all doctors' visits to care for themselves and their child and follow all doctors' orders throughout their pregnancy. Transportation assistance to and from doctor's appointments during pregnancy will be available to those that need it. The RCAA Social Worker (CM) will assist and give resources to help a parenting youth prepare for the birth of her baby.

- **Curfew.**

Youth will follow the laws and regulations concerning curfew while on-site at their apartment complex and for the city in which they live. Youth will be advised to observe quiet hours between the hours of 10:00 pm and 8:00 am where they avoid loud levels of noise from their appliances, televisions, radios, and guests. The RCAA Social Worker (CM) will discuss respect for neighbors, disturbance of neighbors, and responsibility to maintain respectful noise levels.

- **Apartment cleanliness.**

It will be expected that all apartments be kept in a clean and orderly manner, with any type of infestation being reported immediately to program staff. The RCAA Social Worker (CM) will conduct apartment inspections at least twice a month with youth present and will conduct spot inspections as requested by the Program Manager/Administrator, in part to assess the cleanliness of the youth's apartment as it relates to Participant Agreements. This expectation will also pertain to roommate situations in which staff will work with youth around cleanliness and shared living spaces.

In addition, the RCAA Social Worker (CM) will meet with youth at minimum of twice a month in the youth's apartment as part of case management. During these home visits, the RCAA Social Worker (CM) will assess the cleanliness of the apartment and will assist youth with tips, tools and demonstrations on cleaning and cleaning routines. In addition, apartment inspection by staff is included as a part of youth's "Successful Transition Check-in" at 3 months following move-in. Staff will provide cleaning supplies to youth as requested by youth. The importance of keeping a clean environment and the potential consequences for not maintaining a safe/healthy living space will be discussed in case management and during "Successful Transition Check-ins".

- **Use of utilities and telephone.**

Utilities and accounts at the remote sites will be established by youth, with staff assistance, in their own names. Utilities at the host homes will be provided by the host home provider and included in the monthly rental fee. The RCAA Social Worker (CM) will review actual gas and electric bills with youth so they learn how to read and understand their utilities. Youth are also responsible for their cable, internet, phone, etc. These utilities will be put in the youth's name so he/she can develop credit history and experience paying bills directly to the utility provider.

RCAA/YSB will ensure that all youth are participating in the PG&E CARE Program which will provide a reduction on their monthly utility bills. The RCAA Social Worker (CM) will also assist the youth in securing Universal Lifeline which will provide a reduced monthly payment for their phone bill. Lastly, youth are free to make and receive confidential phone calls and send and receive personal mail.

- **Budgeting.**

The RCAA Social Worker (CM) and youth together will establish a budget at move-in to discuss all areas of spending and saving and provide a guideline for youth. The RCAA Social Worker (CM) will work on all areas of budgeting during case management meetings and explore the budget extensively during visits. The budget will be evaluated regularly by the RCAA Social Worker (CM) and youth and will be updated when any changes occur in income or expenses.

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- **Care of furnishings.**

Youth will be responsible for the care of and maintenance of any furnishings. Furnishings provided to youth by the THP+FC program or furnishings that they have purchased will be theirs to keep. Any damage, deterioration, and care of those items are at the responsibility of the youth.

After a youth's termination of his/her lease, he/she is responsible for the removal of all personal belongings from the apartment.

- **Decorating of apartments.**

Youth will be able to decorate their apartments as a way to personalize their space (e.g. hang pictures, move furniture...) Youth will be asked to do this in partnership with the Housing Specialist and RCAA Social Worker (CM) according to their lease. Minor youth will be able to decorate their room in the host home where they reside.

- **Cars.**

The RCAA Social Worker (CM) will assist youth in obtaining a driver's license, vehicle registration and/or car insurance as requested by youth. In addition, the RCAA Social Worker (CM) may assist youth in identifying a suitable vehicle for purchase as well as creating a maintenance plan for the vehicle.

Parking may or may not be available on site at an apartment complex. Any vehicle owned by the youth must have up-to-date registration and insurance according to the law. This information, in addition to Make and Model of the vehicle, will be included on the youth's lease. Also, any youth that owns or drives a vehicle must have a valid driver's license and ensure that the vehicle is in safe operating condition. Youth may transport other youth in their vehicle, though are not required to do so. RCAA/YSB will not be liable for any damages or theft that occurs during youth's participation in the program; youth park their cars at their own risk on program property or at their apartment complex.

- **Lending or borrowing money.**

RCAA/YSB will not lend or borrow money between any staff and youth. The RCAA Social Worker (CM) will extensively discuss the precautions of lending or borrowing money from any person, including other youth, and/or lending institution and the consequences. Youth will be encouraged to use credit responsibly.

- **Unauthorized purchases.**

It is not the intention of RCAA/YSB's THP+FC program to restrict youth with regard to the purchases that they might make. Youth will be strongly discouraged from purchasing alcohol or illegal substances and appropriate trauma informed consequences will be given to youth who do.

- **Dating.**

Throughout case management and counseling, dating information and issues will be discussed with youth with an emphasis on personal safety, including making safer choices. The RCAA Social Worker (CM) and Counselor will emphasize characteristics of healthy and unhealthy dating relationships (e.g. respect, mutuality, compassion, communication and time). Significant others may be included in case management and/or counseling sessions as deemed appropriate by youth and staff. Youth will be encouraged to practice safe sex and will be referred Six Rivers Planned Parenthood for information and skills building. Staff and youth are not allowed to date under any circumstances. There are no restrictions for youth dating each other while in the program.

- **Grounds for termination that may include, but shall not be limited to, illegal activities or harboring runaways.**

Youth must meet the eligibility requirements for the THP+FC Program and comply with the

EXHIBIT A

Participant and Occupancy Agreements to maintain tenancy (which are signed by youth and maintained in the case file). The THP+FC program provides assistance for the duration of a Non-Minor Dependents participation in Extended Foster Care. The following items may result in termination from the program:

- Use of alcohol or any illegal drug use; possession of alcohol and/or illegal drugs in or around the premises of the house or apartment.
- Allowing an unauthorized person to live in the house or apartment.
- Conduct resulting in damages to the premises or the rental property.
- Conduct that poses a health or safety threat to any resident of the property or neighbors.
- Excessive noise that disturbs neighbors.
- Any attempted sublease or assignment of the premises.
- Possession of weapons and/or involvement in illegal activity.
- The youth's County Representative removes the youth under emergency circumstances.
- The youth reaches the age cap.

A signed copy of Grounds for Termination will be maintained in the youth's case file.

In addition, RCAA/YSB will terminate youth from the program if the youth loses eligibility for THP+FC as confirmed by the youth's County Representative, if there is a serious health and/or safety issue or when a youth repeatedly demonstrates an unwillingness to work on program goals in spite of receiving support and assistance from staff. Youth will initially be informed of program violations verbally and in writing by the Program Manager/Administrator. Youth will be given several chances to remedy the situation before termination takes place, including health and safety violations.

At minimum, this will include the following for termination: (1) in all cases, written notice telling the youth the specific reason for termination, including timeframe in which the youth is expected to exit the program [e.g. 3-day notice for health and safety issues or 7-day notice for failure to abide by program requirements]; (2) staff will notify the youth's County Representative and CDSS-CCLD in the case of an emergency removal; (3) a review of the decision during staff meeting during which the youth has the opportunity to present written or verbal objections before the program terminates their stay; (4) prompt notification of the final decision to the youth, including information on RCAA/YSB's Complaint, Grievance and Appeal process. The youth's County Representative will be kept involved in this process throughout its duration with CDSS-CCLD being notified in case of an emergency removal.

Youth who are removed by law enforcement and/or are hospitalized for medical or mental health treatment will be allowed to return to the program if THP+FC remains an appropriate placement for the youth. This determination will be made by the youth, program staff, and the youth's County Representative in consultation with other providers that are invested in the youth's care.

Youth might also be terminated from the program at their request or the request of their County Representative; if the program can no longer meet needs of youth; or if there is a change of license for the program.

Lastly, Program staff will partner and cooperate with CDSS-CCLD staff if CDSS-CCLD staff initiates an investigation related to a youth contesting the reason(s) for the youth's discharge from the RCAA/YSB THP+FC program.

1. Description of proposed THP+FC participant living unit furnishings, and policy regarding disposition of furnishings when the THP+FC participant completes the program.

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Youth are welcome to bring their own furnishings and household items into their apartment or host home room. RCAA/YSB will provide each youth with an individual bed frame that is equipped with a clean, comfortable mattress and pillows. The RCAA Social Worker (CM) will go shopping with each youth to assist with the purchase of appropriate household items, if requested or needed. This will allow each youth to personalize their own space and make them feel at home. The RCAA Social Worker (CM), with the assistance of the THP+FC youth, will develop a "household checklist" to give the youth some ideas on what they may want to purchase for their apartment such as top and bottom sheets, warm blankets, and bedspreads; clean bath linens including towels, hand towels and wash cloths; personal care items; well lighted desk or table space; and for parenting youth, a safe and sturdy bassinet/crib appropriate to their child's age and size with clean, comfortable, properly fitting mattress and adequate linen to ensure clean linen at all time. Reasonable accommodations will be made for youth with disabilities.

Youth will be responsible for the care of and maintenance of any furnishings. Staff will discuss accessibility and safe storage of household kitchen knives and appliances, self-administered medications and cleaning supplies with youth on an ongoing basis. Furnishings provided to the youth by the THP+FC program will be for the youth to keep. Any damage, deterioration, and care of those items are at the responsibility of the youth.

After a youth's termination of his/her lease, he/she is responsible for the removal of all personal belongings from the apartment. Youth will keep all their apartment furnishings which RCAA has provided or they have purchased to ease their financial burden as they graduate from the program. A limited amount of financial assistance may be available to youth as they are moving in and out of the apartments. Youth are encouraged to check with staff regarding this opportunity.

2. Procedures for evaluating the THPP and THP+FC participant's progress.

In order to evaluate a youth's progress, staff will collect and record certain information. Required information shall include: Demographic information and updates; Assessments relevant to youth's individual plan; Services offered to youth entered; and indication of how case management services were provided (face-to-face, phone, email, mail, collateral); and a brief summary of the contact via progress notes. Staff will also meet with ILS/Probation Staff on a twice a month basis to help evaluate participant progress.

Staff will establish a baseline for each youth as part of the initial intake process, and will measure and record progress of each of the following indicators monthly: Housing; Health; Education; Employment; Living Wage; Permanency; Reliable Contacts documenting Permanency Connections and other supportive individuals; and Employment records.

Within the first month of a youth's move in date, the Program Manager/Administrator, Housing Specialist and the RCAA Social Worker (CM) meet with youth to conduct a "Successful Transition Check-in". This "Check-in" utilizes a formal, written tool that is designed with the Positive Youth Development Model in mind. There are three areas that are discussed- 1) Strengths, 2) Accomplishments, 3) Barriers or Challenges. Based on this discussion, the youth's Needs and Services Plan/TILP may be updated and/or revised, as needed prior to their six-month mark, to support the youth in being successful. Actions to be taken by both the youth and staff are clearly outlined in the updated plan. The "Successful Transition Check-in" is completed every three months during their stay and more frequently as needed. Staff will invite the youth's County Representative to participate in "Successful Transition Check-ins". In addition, staff will meet with ILS and Probation staff twice monthly to evaluate youth progress. (See Attachment H – Successful Transition Check-in Tool)

3. Description of linkages with Job Training Partnership Act programs.

RCAA/YSB has established strong working relationships with Humboldt County WIA programs local one-stop centers, STEP UP, Youth Employment Specialists at the Employment Development Department, and the Angels of Hope Thrift Store that offers part-time employment to many youth in the local foster care system.

XVIII. Procedures for the development, review, implementation and modification of the needs and services plan for participants placed in RCAA/YSB's THP+FC Program.

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Staff will use the Needs and Services Plan/TILP to guide what services and resources would be beneficial to each youth in consultation and partnership with the County Representative. Goals and needs will be drawn from the areas in the Needs and Services Plan/TILP including, independent living, education, basic living skills, work experience, savings, career/college plans, personal documentation and other goals. These areas that are on the Needs and Services Plan/TILP will be used to assess their needs and goals towards self-sufficiency when youth begin the THP+FC and throughout their participation in the program.

The RCAA Social Worker (CM) will meet weekly with each youth to assess progress towards each Needs and Services Plan/TILP goal. Resources will be provided to each youth to assist them in completion of goals and activities. The youth is also encouraged to attend staff and case consultation meetings in order to review their Needs and Services Plan/TILP goals and objectives.

The County ILS program and THP+FC program will work together to coordinate services for meeting the youth's goals and needs outlined in Needs and Services Plan/TILP. THP+FC staff will receive releases of information signed by the youth to collaborate with ILS/WIA case managers to ensure that services are seamless, not duplicated, and coordinated to meet and address the specific goals and needs of youth.

The RCAA Social Worker (CM) and youth will update the Needs and Services Plan/TILP every six months or more as needed, in consultation and partnership with the County Representative and ILS provider, to determine the youth's need for continuing services or the need for modification in services. Staff will provide the youth, their County Representative and ILS provider with a copy of the revised plan.

XVIII. Separate rules and program design for youth who are in the foster care system and for youth who are no longer in the foster system, but are participating in RCAA/YSB's THP+FC Program.

It is the intention of RCAA/YSB to serve both youth participating in extended foster care, ages 18 to 20, and aftercare youth ages 18-23, who are no longer under the jurisdiction of the Juvenile Court, participating in THP-Plus within RCAA/YSB remote locations. It is also the intention of RCAA/YSB to serve youth in the foster care system under the age of 18 within RCAA/YSB host homes. There will be no variation in the general program design. There will be some variation in the program standards related to the eligibility requirements for youth to remain in programming (i.e. different expectations around productivity between youth in extended foster care and aftercare youth) as well as those related to payment of rent (i.e. youth in extended foster care- encouraged and incentivized; aftercare youth - required), for instance.

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Attachment A

Intake

Interview Questionnaire

**Redwood Regional Youth Service Bureau
Transitional Housing Program + Foster Care**

INTERVIEW DATE: _____ APPLICANT NAME: _____

Tell me what you know about Transitional Housing Program Plus?

Have you ever been in THP+ before, either through YSB or another agency like Remi Vista? If so, how long were you in the program for and why did you exit the program?

Tell me about your current living situation? _____

What are three goals you would like to accomplish (or work on) in THP-Plus?

1. _____
2. _____
3. _____

What are your plans/ideas for meeting the above three?

1. _____
2. _____
3. _____

WHAT WOULD YOUR PERFECT WORLD LOOK LIKE IN 1 YEAR? OR 2-3 YEARS?

DO YOU HAVE ANY INTERESTS IN SPORTS, ART, COOKING, ETC...

EDUCATION:

If you are in school/college, where do you attend? _____

Are there any school-related barriers that you need help with? _____

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Do you have any academic or vocational goals (i.e. attend college or trade school)? If so, what? _____

EMPLOYMENT:

Are you currently employed, where? _____
What kind of job would you like to have (i.e. career goals)?

HEALTH:

Are you allergic to anything? If so, what reaction do you have? _____

Do you have any health concerns or dietary needs? _____
Are you covered by any health insurance (Medi-cal)? _____
Are you currently taking any medications? If so what meds and why? _____

Have you ever used Alcohol or other drugs? If yes, which ones and how often? _____

EMOTIONAL STATE

What do you see as your strengths? _____

What do you see as areas in your life where you can improve?

Tell me about how you like to work out problems or conflict in your life? _____

Tell me about a good memory you have? _____

What are your back-up options if THP-Plus doesn't work for you? _____

How do you feel about having a YSB Staff member visit you in your home on a weekly or bi-weekly basis? _____

(FOR SINGLE SITE) How do you think it will be to live in a home with:

Housemates/roommates who are strangers? _____
Someone who is a different ethnicity/race than you or gay, lesbian or transgendered?

Living in a home supervised by a YSB Staff member? _____

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Attachment B

THP+ FC Admission Agreement

The Goal of the RCAA/YSB THP+FC is to help young adults who participate in extended foster care (or non-minor dependents at least 18 years of age and not more than 20 years of age) achieve safety, connection and self-sufficiency. RCAA/YSB is committed to providing comprehensive and trauma-informed housing and supportive services. This includes providing care and supervision to meet youth's needs, assistance in developing skills necessary for self-sufficiency and information to assist youth in preparing for emancipation. Please review these listed agreements. After you are done reviewing each agreement, please initial on the line next to each statement to confirm that you understand the statement and agree to follow it.

- ___ 1. I agree that as a part of pre-placement appraisal, program staff needs to obtain my health history, dietary limitations, currently prescribed meds, information on major illnesses, hospitalizations, prior surgery, physical and developmental disabilities, mental health history, and social factors including my likes, dislikes, interests, and activities. This information will be maintained in my case file.
- ___ 2. I agree to meet with a RCAA Social Worker (CM) at least one time each week. I also understand that at least two of the weekly meetings per month will be in my apartment unit ("Unit").
- ___ 3. I agree that I am responsible for maintaining my eligibility for extended foster care benefits and services throughout my participation in the THP+FC program. I am entitled to select activities of my choosing consistent with agreed upon expectations. If I am only participating in school, I must be enrolled in 12 units of classes. If I am only participating in employment, I must be working a minimum of 80 hours per month or participating in a program or activity designed to promote, or remove barriers to, employment. In addition, I am required to submit verification of my productivity on a monthly basis (i.e. paystubs and school schedule). If I lose my job, I understand that I will be expected to actively look for another job and complete a timesheet to document verification of my contacts with potential employers and/or efforts in obtaining full-time productivity.
- ___ 4. I understand that having guests (friends/family) in my apartment is both a right and an earned privilege. I agree not to have any guests (day or overnight) in violation of my lease agreement. I understand I am responsible for my guests and their behavior/noise. I am aware the behavior of my guests could result in the loss of housing. At no time can a visitor be in my apartment/house without me present.
- ___ 5. I agree to work with ILS/WIA toward accomplishing my goals.
- ___ 6. I agree to participate in "Successful Transition Check-ins". These are scheduled at my 1, 3, 6, 9, 12, etc... month stay in the program. At this meeting my RCAA Social Worker (CM), Program Manager/Administrator and Housing Specialist and I will discuss progress or challenges in developing and achieving my personal goals that I have established in my Needs and Services Plan/TILP.
- ___ 7. I agree to attend monthly community meetings. I understand that these are mandatory meetings that will support my housing stability.
- ___ 8. I agree that I am responsible for maintaining my own medical coverage and any of my dependents; I understand that my RCAA Social Worker (CM) will assist me in finding and obtaining medical coverage or care if I need assistance.
- ___ 9. I agree that childcare, for my children, is my responsibility; I understand that childcare is not

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provided by the THP+FC program. If needed, my RCAA Social Worker (CM) will assist me in exploring daycare options by providing me with available resources.

- ___10. I understand that I cannot have any pets in an RCAA leased or owned housing site.
- ___11. I agree if I am pregnant or become pregnant, I will notify my RCAA Social Worker (CM). THP+FC will support me in accessing resources to ensure that I will care for myself and my baby throughout my pregnancy. I also understand that I will be given a **6 week maternity leave** from my productivity and must return to my productivity after 6 weeks of my child's birth unless I receive a doctor's requirement for additional time.
- ___12. I am aware that THP+FC staff will conduct drug testing if there is probable cause to suspect that I am under the influence of drugs. I understand that an incident report will be prepared and submitted to the State. If I test positive, I agree to develop and follow an updated plan. I understand that my County Representative will be notified, and that if I have children, staff may report any positive drug test results to CPS if they believe the welfare of the child (ren) is at-risk. I understand if I am having difficulties with substance abuse, staff will work collaboratively with me to connect with appropriate resources. In the event that drug and/or alcohol use persists in spite of the above efforts, I understand that my participation in the program will be in jeopardy.
- ___13. I understand that **alcohol, drugs, or any items considered related paraphernalia are not permitted** on the premises or in my apartment. If drugs or related paraphernalia are found, all items will be confiscated and destroyed. I am aware that this applies to my visitors and guests as well.
- ___14. I agree that if I have any mental health concerns prior to move-in or I develop any mental health concerns while in the program, I will talk with staff. My RCAA Social Worker (CM) will support me in finding appropriate resources, which may include free therapy offered by the THP+FC Connections Counselor.
- ___15. I agree to pay for my daily living expenses. I understand that my RCAA Social Worker (CM) may support me in accessing other resources.
- ___16. I agree that staff will address household duties and other tasks as they relate to and are suited to my needs and abilities.
- ___17. I agree that I will have access to meal preparation areas, appliances and utensils and that staff will assist me with meal planning, grocery shopping, and food preparation at my request. Lastly, I understand that I am not required to prepare meals for others.
- ___18. I agree that staff will encourage me to select, seek, and maintain permanent connections with family, non-relatives, extended family members, and other caring committed adults in order to support my success.

Mandated Reporting Requirements

- ___1. I agree that the staff members of THP+FC are mandated reporters. I understand that if they suspect any domestic violence, child abuse or neglect that it will be reported immediately to the appropriate authorities.
- ___2. I agree that if I am involved in any domestic violence disputes I am responsible for the consequences, including CWS or the police being called, and understand that my tenancy may be in jeopardy. I agree to take care of myself, use proper judgment and caution when

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Attachment C Staff Resumes (Reserved)

Staff Job Descriptions

Youth Service Bureau DIVISION DIRECTOR

POSITION PURPOSE

Under the general supervision of RCAA's Executive Director, the major responsibility of this position is to manage the Youth Service Bureau Division, which serves the at-risk youth in Humboldt County. It assumes primary responsibility for the administration of a variety of youth related services; is the primary contact with multiple funding sources and is responsible for the administration and integration of youth related services into a single cohesive unit. The YSB Director assumes a leadership role in coordinating and consolidating the various countywide youth services into an effective and cohesive network.

GENERAL RESPONSIBILITIES

Specific Tasks:

- Ensure contract compliance with multiple funding sources including evaluation, monitoring, and oversight of program operations.
- Prepare and submit continuing contract proposals and modifications, monthly, quarterly and year-end reports, and develop other reports as required.
- Direct, train and supervise all Program Manager/Administrators.
- Prepare and recommend budget information for Program Manager/Administrator review.
- Research alternative funding sources; recommend, plan and prepare program-planning development for YSB to ensure funding stream.
- Ensure accurate and timely program information and analysis to the Executive Director, and the Board of Directors as requested.
- Attend and assume leadership role in various conferences and public meetings.
- Work cooperatively with other Division Directors within RCAA.
- Other duties as required.

JOB REQUIREMENTS

Knowledge of and Experience With:

- Principles of administration and supervision.
- Grant writing techniques for obtaining and maintaining funding for youth services.
- Budgetary principles including cash-flow analysis.
- Complex and detailed rules, regulations, and laws governing youth related activities.
- Community based youth programs.
- Specific needs of Northcoast youth and available services.
- Stages of youth development and delinquency prevention theory.
- Case management principles and accepted social work practices.

Ability to:

- Plan, organize, and manage the work of multiple service programs.
- Gather, analyze, and evaluate data and prepare concise, informative reports.

EXHIBIT A

participating in intimate relationships.

- ___3. I understand that **WEAPONS are not allowed on the property and/or in my apartment.** This category includes, but is not limited to: guns, firearms, ammunition, bombs, and explosives, knives, fighting knives, swords, martial arts weapons, decorative weapons and other dangerous items that pose a threat to my safety or others. If a weapon is found in my apartment, my car, or anywhere else on the premises, the police will be called and I understand that my housing will be in jeopardy. I am aware that this applies to my guests/visitors as well.

Emergencies

- ___1. I understand I should contact my RCAA Social Worker (CM), Housing Specialist or Program Manager/Administrator during regular business hours for emergencies, questions and maintenance requests. I also understand that I can contact the property management at the apartment for maintenance requests and emergencies as well.
- ___2. For after business hours, I have been provided an emergency contact list, with the RCAA Social Worker (CM) , Access and Crisis Line, DV-LINKS, poison control and other resource numbers.
- ___3. I understand that in serious emergency situations I need to call 911, and notify staff as soon as possible regarding any emergencies that occurred at the Unit.

I understand that I may receive housing assistance for as long as I meet and maintain all eligibility requirements for extended foster care and THP+FC up until I turn 21 years old.

Grounds for Termination of Tenancy

The failure of me or my guests to comply with any term of this Participant Agreement is grounds for termination of my tenancy, with appropriate notice to me and procedures as required by law.

I have read the above Participant Agreement, and I have asked a RCAA Social Worker (CM) or other THP+FC staff member to explain any agreements that I did not understand. By signing this Agreement, I understand that it is my responsibility to follow these guidelines. I also understand that the goal of this Agreement is to help me succeed in my path to independence.

_____	_____
Name of Participant (Print)	Date

_____	_____
Signature of Participant	Date

_____	_____
THP+FC Program Representative	Date

EXHIBIT A

- Insure compliance with Community Care Licensing standards and regulations.
- Provide Grant writing and review.
- Responsible for community outreach.
- Maintain CPR and First Aid certification for staff.
- Develop and provide supervision and training for the TLP/Shelter staff, hotline staff, volunteers, and interns.
- Develops, monitors, supervises and insures that all residents are provided with direct supervision and assistance as needed, in activities of daily living (hygiene, nourishment, social, educational, recreational and transportation services).
- Maintains schedule for 24-hour staffing; including ongoing recruitment, orientation, hiring and training.
- Supervise/conduct intakes & insure that documentation of new resident's entry into the program indicates that entrance criteria have been met.
- Insure responsibility for the care and supervision of residents, including the monitoring and management of their whereabouts.
- Insure for discharging of residents after-hours, per case plan.
- Perform the duties of Residential Staff when they are not on-site.
- Provide limited direct service interventions as required.
- Insure that case plans are established and implemented, and that residents' records are current and accurate.
- Insure the implementation of emergency/disaster procedures as needed.
- Insure maintenance of facility and grounds in accordance with state licensing requirements.
- Insure maintenance of a daily shelter log and communication with program staff.
- Maintain program data and submit monthly progress reports to YSB Division Director
- Represent YSB on various committees and advisory groups as directed.
- Support and provide public relations and fund-raising duties as directed.
- Conduct evaluations of staff and interns.
- Insure and protect client confidentiality.
- Perform Case supervision/Case Management
- Assure that staff are in compliance with the Title XIX (Medi-Cal) program requirements
- Other duties as deemed necessary

JOB REQUIREMENTS

Knowledge of and Experience With:

- Generalist methods of social work practice and application of the ecological model.
- Crisis theory and family systems interventions.
- Psychosocial and developmental concepts of child and adolescent development.
- Effective interventions with multiple problem families and at risk youth.
- California laws pertaining to youth.
- California laws and regulations pertaining to licensing and the operation of group home facilities.
-

Ability to:

- Communicate effectively in written and oral form
- Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills
- Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, funding source representatives and the local service population

EXHIBIT A

- Ensure development of a continuum of services for high-risk youth and families.
 - Communicate effectively in written and oral form.
 - Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills.
 - Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, funding source representatives and the local service population.
- Have means and capacity to run job-related errands.
 Insure and protect agency, employee and client confidentiality and safety.

MINIMUM QUALIFICATIONS

Required:

- B.A. Social Work, Psychology, or a related field or
- Five (5) years administrative experience in a social service agency.

Desired:

- M.A in related field.

OTHER REQUIREMENTS

- Must have means and capacity to perform job related duties with personal vehicle, as may be required, and must have proof of current automobile insurance.
- Possession of valid California’s Driver’s License with current DMV printout showing acceptable driving record.
- Submit to fingerprinting for criminal record clearance, background and child abuse index checks with acceptable results.
- Home telephone or other form of communication.
- Proof of required education (i.e. AA, BA, MSW, etc.)

EXECUTIVE DIRECTOR

DATE

DIRECTOR OF HUMAN RESOURCES

DATE

REDWOOD COMMUNITY ACTION AGENCY
 Youth Service Bureau
Administrator/Residential Programs Manager

POSITION PURPOSE

Under the general supervision of the YSB Director, or his/her designee, the Facility Manager is responsible for the daily operation of the 24-hour YSB Residential Programs; this includes, but is not limited to, implementation and maintenance of the residential program's milieu service plan goals; hiring, training, and scheduling of staff; care and supervision of residents; provision of crisis intervention and case-management services; and supervision of the facility’s maintenance per licensing requirements.

GENERAL RESPONSIBILITIES

Specific Tasks:

- Co-Managing and supervising the functioning of a 24-hour Residential Programs and facility.
- To maintain compliance with all general requirements for all direct and indirect provisions of care for residents.
- Maintain data management records. Provide daily, monthly, quarterly and annual reports.

EXHIBIT A

- Operate as a full participating member of the clinical intervention team
- Clearly articulate the mission, goals, strategies and purposes of the Emergency Shelter Program.
- Project professionalism at all times and maintain a professional standard regarding Code of Ethics Policies.
- Insure and protect agency, employee and client confidentiality and safety

MINIMUM QUALIFICATIONS

- BA in social work, psychology or related field
- One year or more experience working with at-risk youth and families, including crisis intervention and case management service provision. Residential setting preferred.
- Two years supervisory experience
- Knowledge of Grant funding and ability to assist in the development of Grants, Agency Contracts and Budgets.
- In lieu of academic prerequisites, a minimum of five years in residential treatment settings that include both staff and management experience may be substituted on a year-for-year basis.

OTHER REQUIREMENTS

- Must have means and capacity to perform job related duties with personal vehicle, as may be required, and must have proof of current automobile insurance.
- Possession of valid California's Driver's License with current DMV printout showing acceptable driving record.
- Submit to fingerprinting for criminal record clearance, background and child abuse index checks with acceptable results.
- Submit to pre-employment physical with evidence of satisfactory health and ability to perform physical requirements of the position.
- Proof of current (within 1 year) negative TB test, or willingness to obtain one.
- Valid First Aid and CPR certification or willingness/ability to be certified.
- Home telephone or other effective means of communication.
- Proof of required education (i.e. AA, BA, MSW, etc.)

EXECUTIVE DIRECTOR

DATE

HUMAN RESOURCES MANAGER

DATE

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

I have read, understand and agree to perform the job functions as outlined above:

Employee Signature

Date

**REDWOOD COMMUNITY ACTION AGENCY
CLINICAL SERVICES COORDINATOR**

EXHIBIT A

Medi-Cal Outpatient Mental Health Services for Children & Youth POSITION PURPOSE

Under the direction of the Family Services and Youth Service Bureau Division Directors, the Medi-Cal Head of Services will coordinate a mental health services program for children and youth.

GENERAL RESPONSIBILITIES

Specific Tasks:

- Supervise, train and coordinate activities of assigned staff and interns regarding charting notes and staff training for the Medi-Cal Title XIX billing program and its requirements.
- Provide plan development and case consultations to staff.
- Maintain charts and all supporting documentation, including weekly review and approval of program notes.
- Assist in case file review with auditors as required and in any reporting requirements as needed.
- Conduct monthly random case reviews to ensure program compliance.
- Assist in developing care plan for child or youth in conjunction with case manager.
- Maintain one-on-one or family contact with each program participant.
- Facilitate groups with children, youth and families as directed.
- Oversee the collection and proper storage of written documentation and confidential files as required by funding sources and professional ethics.
- Meet weekly with the YSB and Family Services Directors regarding all aspects of the out-patient mental health services program.

JOB REQUIREMENTS

Knowledge Of and Experience With:

- Effective counseling approaches and techniques.
- Appropriate psychological assessment tools and their use with clients.
- Effective supervision strategies.
- Case consultation approaches.
- Program evaluation methodology.
- Medi-Cal billing services and procedures, billing codes, and related PC computer software/programs

Ability To:

- Project professionalism and maintain a professional standard regarding Code of Ethics Policies.
- Work well under stressful situations and/or deadlines.
- Work independently to meet program standards.
- Communicate effectively in written and oral form.
- Demonstrate cultural competency.
- Develop and maintain cooperative and effective relationships with agency staff and participants.
- Have means and capacity to run job-related errands.
- Insure and protect agency, employee and client confidentiality and safety.

MINIMUM QUALIFICATIONS

- Current valid California Licensed Clinical Social Worker (LCSW) **OR**
- Current valid California Associate Clinical Social Worker (ACSW) license
- If an LCSW – must meet current California Board of Behavioral Science’s requirements for supervision of Registered Interns and ACSW students, plus 15 hours of supervisory training

OTHER REQUIREMENTS

EXHIBIT A

- Must have means and capacity to perform job related duties with personal vehicle, as may be required, and must have proof of current automobile insurance.
- **Possession of valid California’s Driver’s License with current DMV printout showing acceptable driving record.**
- **Submit to fingerprinting for criminal record clearance, background and child abuse index checks with acceptable results.**
- **Proof of current (within 1 year) negative TB test, or willingness to obtain one (residential)**
 - Home telephone or other effective means of communication.
- **Physical Requirements of Job:**
Work is performed in office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, hearing/listening, clear complete speech, touching, finger & hand dexterity, walking, sitting, occasional lifting/carrying of up to 20 lbs, and ability to traverse stairs.
- **Mental Requirement of Jobs:**
All of the job functions listed above involve, to a greater or lesser degree, the following mental demands: complex reading, writing, clerical, perception/comprehension, math skills, good judgment, and decision-making.

EXECUTIVE DIRECTOR

DATE

HUMAN RESOURCES MANAGER

DATE

**REDWOOD COMMUNITY ACTION AGENCY
SOCIAL WORK SUPERVISOR**

POSITION PURPOSE

Under the general direction of the YSB Division Director, and the direct supervision of the Program Administrator or his/her designee, the Social Work Supervisor is responsible for providing social work services to youth participating in the THPP, THP+FC and Launch Pad programs. In partnership with clients and staff, this position will develop needs and service plans, identify and attain goals in the areas of employment and education, self-sufficiency skills, health and wellness, relationships, professionalism and personal advocacy to review placements with residents, family members and other professionals; provide supervision and training to social work staff and student Interns.

ESSENTIAL JOB FUNCTIONS

Specific Tasks:

- Coordinate intake and admission procedures with DHSS Social Workers
- Help participants move into supported housing. This includes helping youth secure and transport furniture, shop for home necessities, and locate resources in their community.
- Ensure that apartments meet minimum cleanliness standards by conducting bi-monthly apartment

EXHIBIT A

inspections.

-
- Develop initial needs and service plans, and review plans with clients, family and other professionals on a regular on-going basis
- Development of discharge plans
- Maintain updated case notes and maintain youth records in compliance with licensing standards
- Comply with all California laws and Community Care Licensing standards and reporting responsibility pertaining to clients/residents
- Meet with clients both individually and as a group on a regular basis
- Participate in or develop/facilitate appropriate in-service trainings
- Provide clinical supervision to social work staff
- Supervise Bachelor and Masters level social work student Interns
- Maintain Title XIX (Medi-Cal) case notes, records and program compliance
- Attend weekly staff meetings
- Other duties as assigned or necessary.

JOB REQUIREMENTS

Knowledge of and Experience With:

- California laws and regulations pertaining to licensing and operation of group homes; THPP and THP+FC programs
- Social work models of interventions and family systems theory
- California laws pertaining to youth

Ability To:

- Work effectively under pressure and with minimal supervision
- On rare occasions, provide emergency field response and on-call after hours, on a rotating basis. Ability to arrive to work within 30 minutes of receiving call.
-
- Read, write, speak, and understand the English language
- Demonstrate good writing and organizational skills
- Manage multiple tasks in an efficient manner
- Communicate clearly both verbally and in writing
- Operate as a full participating member of the clinical intervention team
- Develop and maintain cooperative and effective relationships with co-workers, RCAA Agency staff, personnel of other agency's, funding source representatives, the local service population and with individuals contacted in the course of work
- Strong interpersonal skills and the ability to relate to individuals who may not share basic beliefs, including value systems and behavioral norms.
- Working with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
- Skill to maintain a professional, confidential work environment.
- Establish and maintain personal and programmatic boundaries while providing support services.
- Utilize resources within the Agency and the Community to implement problem-solving strategies.
- Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.

MINIMUM QUALIFICATIONS

EXHIBIT A

- MFT in marriage, family and child counseling **OR**
- Masters' Degree in Social Work, Psychology (Clinical, Educational, or Social), Human Services or related field; and
- Three (3) semester units or 100 days of internship, field practice or experience in Social Service Agency at the Master's Degree level; and
- Nine (9) semester units coursework related to children and families, or 18 months experience working with children and families; and
- Three (3) or more semester units working with minority populations or six (6) experience in-service training in working with minority populations within the first year of employment as a condition of employment; and
- Three (3) or more semester units in child welfare or two (2) years' experience in a public or private child welfare social service setting; and
- Three (3) years of fulltime social work or casework employment in the field of family or child welfare services.

OTHER REQUIREMENTS

- Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
- Must have means and capacity to perform job related duties with personal vehicle, as may be required, and must have proof of current automobile insurance
- Possession of valid California Driver's License with current DMV printout showing acceptable driving record
- Submit to fingerprinting for criminal record clearance/background checks including child abuse index with acceptable results
- Proof of current (within 1 year) negative TB test, or willingness to obtain one
- Valid First Aid and CPR certification or willingness/ability to be certified
- Proof of required education (i.e. AA, BA, MSW, etc.) and/or license
- Home telephone or other effective means of communication

ESSENTIAL PHYSICAL ABILITIES

Employee must be able to provide the following with or without reasonable accommodation:

- Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
- Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
- Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
- Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
- Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

EXECUTIVE DIRECTOR

DATE

EXHIBIT A

DIRECTOR OF HUMAN RESOURCES

DATE

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

I have read, understand, and agree to perform the job functions as outlined above:

Print Name

Signature

Date

**REDWOOD COMMUNITY ACTION AGENCY
YOUTH SERVICE BUREAU
RCAA SOCIAL WORKER (CASE MANAGER)
THPP and THP+FC Programs**

POSITION PURPOSE

Under the general supervision of the YSB Director or his/her designee, the RCAA Social Worker (CM) provides comprehensive case management to youth living in the THP-Plus and THP+FC supported housing program for foster youth aging out of the system. The Advocate and client work in partnership to identify and attain goals in the areas of employment and education, self-sufficiency skills, health and wellness, relationships, professionalism and personal advocacy. The position requires working with a team that fosters positive transitions and impactful outcomes for participants. Most of the work performed under this position will be in the field meeting youth in their apartments, on the job, or out in the community.

GENERAL RESPONSIBILITIES

Specific Tasks

- Create and deliver impactful service plans for youth that focus on achieving outcomes in the areas of education, employment, long-term housing, parenting, relationships and overall health.
- Conduct, at minimum, one-hour weekly meetings with all youth assigned to caseload to help participants identify and accomplish short and long-term goals.
- Coordinate with referral agencies, identify community resources, track participant's progress, and develop creative ways for participants to practice and strengthen their independent living skills.
- For youth living in shared housing, conduct one-hour monthly roommate meetings to make sure that household bills are being paid, chores are shared evenly and to address concerns and conflicts that may arise.
- Help participants move into supported housing. This includes helping youth secure and transport furniture, shop for home necessities, and locate resources in their community.
- Ensure that apartments meet minimum cleanliness standards by conducting bi-monthly apartment inspections.
- Support property management functions for the transitional housing program by acting as the link between program participants and the RCAA Property Manager and/or private Property Management company representative.
- Distribute monthly grocery money and transportation assistance to participants.
- Attend weekly supervision meetings with the YSB Residential Program Manager/Administrator and

EXHIBIT A

- Proof of required education (i.e. AA, BA, MSW, etc.)

PHYSICAL REQUIREMENTS OF THE POSITION

- Physical Requirements of Job:

For work performed in office settings: hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, hearing/listening, clear complete speech, touching, finger & hand dexterity, walking, lifting, carrying, sitting, and occasional lifting of up to 25 pounds. Must also have the ability to safely operate a motor vehicle and transport clients.

- Mental Requirements:

All of the job functions listed above involve, to a greater or lesser degree, the following mental demands: complex reading, writing, clerical, perception/comprehension, math skills, good judgment, and decision-making.

EXECUTIVE DIRECTOR

DATE

HUMAN RESOURCES MANAGER

DATE

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

EXHIBIT A

Attachment E

(Reserved)

Single-Site Building Sketch

EXHIBIT A

clinical supervision with the LCSW Head of Services, and monthly Youth Services Division staff meetings.

- Enter all data on time and correctly to support program evaluation and outcomes tracking
- Ensure proper and timely documentation of services including written case notes
- Work collaboratively with colleagues across the organization, the Department of Health and Human Services/Child Welfare Services Branch, Probation Department, and other public and private agencies as directed.
- Other duties as assigned.

JOB REQUIREMENTS

Knowledge of and Experience With:

- Working with youth who have mental health and substance abuse issues.
- Creating and delivering impactful service plans for participants.
- High level of personal accountability for the quality and impact of work.
- A youth development model, asset-based relationship building, and experience in motivating youth.

Ability To:

- Communicate effectively in written and oral form;
- Demonstrate strong clinical skills, and/or a desire to learn more about the effects of the child welfare system on the lives of youth and young adults.
- Work collaboratively, but with the capacity to work independently.
- Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills.
- Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, funding source representatives and the local service population.
- Project professionalism at all times and maintain a professional standard regarding Code of Ethics Policies.
- Must be willing to provide written acknowledgement to insure and protect agency, employee, and client confidentiality and safety.
- Have means and capacity to run job-related errands.

MINIMUM QUALIFICATIONS

- Bachelor of Arts in social work, psychology or related field.
- Three years of experience working with at-risk youth, preferably current and former foster youth or runaway and homeless youth.
- Must have excellent communication skills, professional demeanor, sound judgment, and strong organizational skills.
- Proficiency in Microsoft Office programs, particularly Word and Excel.
- Experience and/or training that can be directly related to the required job responsibilities may be substituted for education on a year-for-year basis

OTHER REQUIREMENTS

- Must have means and capacity to perform job related duties with personal vehicle, as may be required, and must have proof of current automobile insurance.
- **Possession of valid California's Driver's License with current DMV printout showing acceptable driving record.**
- **Submit to fingerprinting for criminal record clearance, background and child abuse index checks with acceptable results.**
- **Proof of current (within 1 year) negative TB test, or willingness to obtain one.**
- **Home telephone or other effective means of communication.**

EXHIBIT A

Attachment F

Single-Site Grounds Sketch

(Reserved)

EXHIBIT B

SCOPE OF SERVICES REDWOOD COMMUNITY ACTION AGENCY Date of Execution to June 30, 2020

CONTRACTOR agrees to provide the services identified in the THP-Plus-FC/THPP Plan of Operations, which are summarized as follows:

1. Provide **THP-Plus-FC** services to referred eligible non-minor dependents of the juvenile court (ages 18 through 20) that are in extended foster care under child welfare or probation authority.
2. Provide **THPP** services to referred eligible, dependent youth of the juvenile court (ages 16 through 17) that are in foster care under child welfare or probation authority.
3. Give first priority preference to Humboldt County youth for THP-Plus-FC or THPP services.
4. The goals of Transitional Housing Program services are to provide:
 - a. Least restrictive home environment to promote independence
 - b. Affordable housing
 - c. Safe setting in which to practice independent living skills learned
 - d. Case management, supportive services, and guidance toward self sufficiency
 - e. Opportunities for youth to develop permanent connections
5. For youth in THP-Plus-FC program, the housing models may include:
 - a. single-site,
 - b. remote-site (scattered) host family home.
6. For youth in the THPP program, the housing model used is host family home.
7. Provide program supportive service components that include:
 - a. Assistance finding or maintaining affordable housing and apartment furnishings
 - b. Coordination with the independent living skills program (ILSP)
 - c. Case management
 - d. 24-hour crisis intervention
 - e. Individual/group therapy and mentoring
 - f. Educational and vocational advocacy and support
 - g. Job readiness training and support
 - h. Facilitate with seeking medical, dental, vision and mental health services
 - i. Services to build and support relationships with family and community
 - j. Permanency/establishing lifelong connections
 - k. System of payment for utilities, telephone and rent
 - l. Allowance to purchase food and other necessities
 - m. Transportation arrangements as needed
 - n. Complying with laws
 - o. Conflict resolution and grievance procedure
 - p. Tenant rights and fair rules
 - q. Prepare for self-sufficiency and develop savings plan
 - r. Parenting support
 - s. Emancipation fund and Alumni services
8. Provide supportive services to pregnant and parenting participants.

EXHIBIT B

9. CONTRACTOR's staffing ratio shall be at least one case manager for every twelve youth to ensure sufficient program staffing.
10. Sufficiently staff and regularly train transitional housing program employees, including the program manager, housing specialist, clinical head of service, youth advocate and residential advisor. Training shall include effective, evidence-based and promising practices that focus on successfully transitioning older youth to safe living conditions, well-being, permanent connections, self-sufficiency and financial independence.
11. Arrange with participants to maintain contact with RCAA YSB staff for six months following exit from the program.
12. Program performance outcome goals include:
 - a. Tracking THPP outcome measure with the goal of at least 50 percent of the youth in the THPP program shall have a successful transition to stable/permanent housing upon exiting the program or choosing to transfer to the THP-Plus-FC program.
 - b. Tracking THP-Plus-FC outcome measure with the goal of at least 50 percent of the youth in the THP-Plus-FC program shall have a successful transition to stable/permanent housing upon exiting the THP-Plus-FC program or choosing to transfer to the THP-Plus program.
13. CONTRACTOR agrees to provide COUNTY with any reports that may be required by County, State or Federal agencies for compliance with this Agreement.
14. CONTRACTOR will an invoice (see attached) to the COUNTY on a monthly basis at:

Attention: Social Services Fiscal Unit
Humboldt County Department of Health & Human Services
507 F St (5th floor)
Eureka, CA 95501

REPORTING REQUIREMENTS:

1. Provide quarterly, biannual and annual reports and Youth Questionnaires in a format to be provided by COUNTY after consultation with CONTRACTOR.
2. CONTRACTOR will contact the COUNTY Social Worker or Probation Officer monthly, either in person or via email, to assess participant progress. The dates of these contacts will be documented by CONTRACTOR in required reporting and/or client case file. All incident reports will be forwarded to the CWS Social Worker or Probation Officer, their Supervisor and Program Manager. Incident reports will be given verbally or via email within 24 hours, and a written report will be sent within seven (7) days from the incident.
3. CONTRACTOR will meet quarterly with designated COUNTY Independent Living Program staff and any other applicable COUNTY representatives to review program effectiveness.
4. Quarterly reports will be provided to COUNTY within fifteen (15) days of the end of the reporting period.
5. CONTRACTOR will administer the Youth Questionnaire to participants during the first and third quarter and upon entry and exit. These questionnaires will be submitted within fifteen (15) days of entry, exit, or the end of the first and third quarters (October 15 and April 15).

EXHIBIT B

6. Annual reports will be provided to COUNTY within thirty (30) days of the end of the reporting period (July 30).

Reporting Due Dates		
Quarter	Dates Included	Report 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
Annually	July 1 through June 30	July 30

CONTRACTOR will submit quarterly and annual reports to:

Humboldt County DHHS – Social Services
Attention: Director
2440 6th Street
Eureka, CA 95501

And to: The Program Manger and Analyst assigned to the THPP and THP+FC Memorandum of Understanding via email.

COUNTY agrees to provide the following services:

1. COUNTY shall identify and screen eligible participants.
2. COUNTY will refer up to ten (10) THP-Plus-FC eligible participants and up to two (2) THPP eligible participants at any one time to CONTRACTOR.
3. COUNTY shall assess and evaluate participant outcomes.
4. COUNTY will pay CONTRACTOR for THP-Plus-FC and THPP services on a monthly basis within 30 days of receipt of monthly service cost report. Payments will usually be made from the COUNTY's C-IV system.

EXHIBIT C

**SCHEDULE OF RATES
REDWOOD COMMUNITY ACTION AGENCY
Date of Execution to June 30, 2020**

Transitional Housing Placement Program (THPP)

Budget

Estimated Monthly Budget Breakdown of Services Per Participant

Youth Allowance

• Host Home Rent	598
• Utilities (trash, electric/gas, phone)	145
• Laundry	20
• Food	200
• Supplies (cleaning, toiletries, etc.)	40
• Clothing	50
• Personal Necessities	50
• Transportation	50
• Recreation	50
• Savings/Emancipation Fund	150

Subtotal: \$1,353

Personnel Expenses

• Salaries	1,116
• Program supervision	190
• 24/7 Residential (on/off-site) Support	238

Subtotal: \$1,544

Total Monthly Budget: \$2,897

Maximum THPP Number of Participants = 2

Maximum THPP Annual Budget = \$69,528

Last Date of Payment:

The last date of payment shall be the day preceding the day the child permanently leaves, is removed or runs away from an eligible facility.

EXHIBIT C

**Transitional Housing Placement plus Foster Care (THP+FC)
Budget**

Estimated Monthly Budget Breakdown of Services Per Participant

Youth Allowance

- Rent 623
- Utilities (trash, electric/gas, phone) 151
- Laundry 21
- Food 208
- Supplies (cleaning, toiletries, etc.) 42
- Clothing 52
- Personal Necessities 52
- Transportation 52
- Recreation 52
- Savings/Emancipation Fund 156

Subtotal: \$1,407

Personnel Expenses

- Salaries 1,246
- Program Supervision 197
- 24/7 Residential (on/off-site) Support 358

Subtotal: \$1,802

Total Monthly Budget (with FY17/18 CNI rate applied) \$3,209

The state imposed California Necessities Index (CNI) is determined annually before the end of each year and applied retroactively as of July 1st to the THP-Plus-FC monthly rate. If the CNI is negative it will not decrease the budget from the previous year. Any increases in budget due to CNI will be distributed equally to all sections, then rounded.

Maximum THP+FC Number of Participants = 10

Maximum THP+FC Annual Budget (with FY17/18 CNI rate applied) = \$385,080

Total Maximum Number of Participants (THPP and THP+FC combined) = 12

Total Maximum Annual Budget (THPP and THP+FC with FY17/18 CNI) = \$454,608

EXHIBIT C

Total Maximum Annual Budget for THPP and THP+FC with 5%* CNI Increase in THP+FC (Rounded down to the nearest dollar)	
Fiscal Year 2017-2018	\$454,608.00
Fiscal Year 2018-2019 (with 5%* CNI rate applied)	\$,477,338.00
Fiscal Year 2019-2020 (with 5%* CNI rate applied)	\$501,205.00
Fiscal Year 2020-2021 (with 5%* CNI rate applied)	\$526,265.00
Fiscal Year 2021-2022 (with 5%* CNI rate applied)	\$552,578.00

Last Date of Payment:

The last date of payment shall be the day preceding the day the child permanently leaves, is removed or runs away from an eligible facility.

EXHIBIT D

SAMPLE INVOICE
REDWOOD COMMUNITY ACTION AGENCY
Date of Execution to June 30, 2020

**Transitional Housing Placement Program (THPP) and
Transitional Housing Placement plus Foster Care (THP+FC)**

RCAA THPP and THP+FC

THPP / MO. RATE \$2,897.00

THPP - CLIENT NAME	DOB	IN	OUT	# OF DAYS	Billed Amount
1.					\$
2.					\$
3.					\$

THP+FC / MO. RATE \$3,209.00

THP+FC - CLIENT NAME	DOB	IN	OUT	# OF DAYS	Billed Amount
1.					\$
2.					\$
3.					\$
TOTAL					\$ -