

TRINITY COUNTY
TRANSITIONAL and EMERGENCY HOUSING GRANT GUIDELINES AND INSTRUCTIONS

Child Welfare Services Improvement activities are funded by the California Department of Social Services to prevent and reduce child abuse and neglect. Funding to address the following issue is available to non-profit agencies.

I. Purpose:

The provision of safe and stable housing is critical to assuring the safety of children and provides an environment that allows families the opportunity to move toward self-sufficiency. Many of the families we serve need assistance in transitioning from homelessness to safe and stable housing.

The transitional and emergency housing provided under this grant is intended to be transitional in nature and is intended to meet the families shelter needs until permanent housing is established. Examples of types of transitional and emergency housing include but are not limited to the use of travel trailers or mobile homes.

The Transitional Housing Grant shall be used to develop, implement, operate, expand and enhance (will they have time to enhance and expand) a program to provide transitional and emergency housing and support services for families with an open Child Protective Services case in Trinity County and/or Foster Youth transitioning out of care. This program focuses on the goals and objectives of Child Welfare Services Improvement Activities. For information on CWS Improvement Activities, please see <http://www.dss.cahwnet.gov/cdssweb>

The goals of the social services provided to the family in the Transitional and Emergency Housing program will include:

1. To emphasize and increase family strengths, work with the entire family to promote self-determination and self-sufficiency and provide opportunities for the family to participate in personal, program and community improvement.
2. To promote improving the health, parenting skills and social integration of families.
3. To coordinate with other prevention-focused programs to avoid duplication of services to families and children.
4. Provide:
 - (A) Family resources and support services such as:
 - i. Services to families with children with disabilities
 - ii. Community and social service referrals
 - iii. Follow-up services to participant families
 - iv. Child care, early childhood development and intervention services
 - v. Referral to services and support systems to meet the additional needs of families with children with disabilities;
 - vi. Referral to job readiness services
 - vii. Referral to educational services, such as scholastic tutoring or literacy training
 - viii. Self-sufficiency and life management skills training
 - ix. Community referral services, including early developmental screening of children
 - x. Peer Counseling

II. Eligibility:

Local Government and non-profit agencies are eligible to apply.

Grant awards:

Up to \$120,000 per applicant

Time frame:

- All applications must be received by 4 PM on Friday April 7, 2006.
- All funded projects shall be fully implemented no later than June 30, 2006
- The requirement to provide services will extend beyond June 30, 2006

Guidelines:

Please include the following information in your proposal:

1. Completed Trinity County Transitional Housing Grant Application (**Attachment I**).
2. A complete description of the project that includes:
 - Project/activity name
 - Project/activity start and end dates
 - Geographic area(s) served
 - Estimated number that could be served—including children, children with disabilities, and adults
 - How this project/activity meets the Transitional and Emergency Housing Grant program requirements included in these guidelines, including but not limited to: achieving the goals and objectives of CWS Improvement Activities in Trinity County, meeting the needs of the high risk populations identified in section I (3) of this application
 - Scope of work for this project/activity (**Attachment II**).
 - Budget for this project/activity, (**Attachment III**), with an explanation of each line item on a separate page

III. Selection and Grant Process:

1. All proposals received by the due date will be reviewed.
2. In evaluating proposals, the following areas will be considered:
 - How this project/activity meets the Transitional and Emergency Housing Grant program requirements included in these guidelines, including but not limited to:
 - Achieving the goals and objectives of CWS Redesign in Trinity County
 - Meeting the needs of the high risk populations identified in section I (3) of this application
 - Including children and families with disabilities
 - Appropriate use of funds—e.g., funds are primarily used for **direct services** to children and families
 - Evaluation component
3. Trinity County Health and Human Services reserves the right to reject all proposals, suggest budget adjustments, and award all or portions of requested funds.
4. Applicants will be notified of the status of their application, in writing, by April 19, 2006. All decisions are final; there is no appeal process.
5. Successful applicants will be required to sign a contract with the County of Trinity (see **Attachment IV** for a sample; actual contract may differ), and provide proof of adequate insurance before funds are released.
6. Successful applicants will also need to provide program and demographic statistics, in the format shown in **Attachment V**, within 30 days of the end of the project/activity.
7. Successful applicants may be subject to fingerprinting and/or a background ground check prior to funds being awarded.

For more information contact:

Caligney Hoffmann

Staff Services Analyst

Trinity County Health and Human Services

POB 1470

#1 Industrial Park Way

Weaverville, CA 96093

PHONE: (530) 623-1265

FAX: (530) 623-1250

E-mail: choffmann@trinitycounty.org



**TRINITY COUNTY
TRANSITIONAL HOUSING GRANT PROGRAM APPLICATION**

Applying for: _____ Amount requested: \$ _____

Name of Organization: _____

Address: _____

Phone Number: _____

Fax Number: _____

Contact person: _____

Title: _____

Phone: _____

E-mail: _____

Project Title: _____

Amount Requested: _____

Organization (Please select one of the following)

_____ Non-profit

_____ Other (please specify) _____

Tax Status:

_____ Tax exempt 501(c) (3) (please enclose tax document)

_____ Governmental tax-exempt entity

_____ Other (please specify) _____

Applicant certification:

- To the best of my knowledge and belief, data provided in this application are true and accurate.
- **I have the authority to enter into a contract with Trinity County.**
- I agree to fully participate in the described project and take responsibility for its completion according to the Grant Guidelines and Instructions

Signature: _____

Date: _____

Printed Name and Title: _____

Attachment II

Scope of Work

Recipient Name: _____

The recipient shall work toward achieving the following goals and will accomplish the following objectives, by performing the specified activities and evaluating the results as described. Use additional pages if needed.

Goal:			
Measurable Objectives	Implementation Activities	Timeline	Methods Of Evaluating Process And/Or Outcome Of Objectives

Attachment IV

STANDARD FORM PERSONAL SERVICES CONTRACT
COUNTY OF TRINITY (SAMPLE)

THIS AGREEMENT is made and entered into this ___ day of _____, 200_, by and between the COUNTY OF TRINITY, hereinafter referred to as "County," and _____, hereinafter referred to as "Contractor".

RECITALS:

WHEREAS, there is a need for a program to provide (PROGRAM/ACTIVITY) for residents of Trinity County; and

WHEREAS, County receives an allocation from the California Department of Social Services which may be used for these services; and

WHEREAS, County wishes to retain an agency to provide (PROGRAM/SERVICES) to residents of Trinity County, who are referred by Trinity County Health and Human Services Department; and

WHEREAS, Contractor warrants that it is qualified and agreeable to render the aforesaid services.

NOW, THEREFORE, for and in consideration of the agreement made, and the payments to be made by County, the parties agree to the following:

- I. **SCOPE OF SERVICES:** Contractor agrees to provide all of the services described in Exhibit "A" attached hereto and by this reference made a part hereof.
- II. **ADDITIONAL SERVICES:** The County may desire services to be performed which are relevant to this contract or services but have not been included in the scope of the services listed in Paragraph I above and Contractor agrees to perform said services upon the written request of County. These additional services could include, but are not limited to, any of the following:
 - A. Serving as an expert witness for the County in any litigation or other proceedings involving the project or services.
 - B. Services of the same nature as provided herein which are required as a result of events unforeseen on the date of this contract.
- III. **COUNTY FURNISHED SERVICES:** The County agrees to:
 - A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
 - B. Make available to Contractor those services, supplies, equipment and staff that are normally provided for the services required by the type of services rendered by Contractor and as set forth in Exhibit A.
 - C. Make available all pertinent data and records for review.
- IV. **FEES:** The fees for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as Exhibit "B" and by this reference incorporated herein. Said fees shall remain in effect for the entire term of this contract.

V. **MAXIMUM COST TO COUNTY:** Notwithstanding any other provision of this contract, in no event will the cost to County for the services to be provided herein exceed the maximum sum of \$____, including direct non-salary expenses.

VI. **PAYMENT:** The fees for services under this Contract shall be due each quarter within 30 calendar days after receipt by County of an invoice covering the service(s) rendered to date.

With respect to any additional services provided under this Contract as specified in paragraph II hereof, Contractor shall not be paid unless Contractor has received written authorization from County for the additional services prior to incurring the costs associated therewith. Said additional services shall be charged at the rates set forth on Exhibit "B".

Invoices or applications for payment to the County shall be detailed and shall contain full documentation of all work performed and all reimbursable expenses incurred. Where the scope of work on the contract is divided into various tasks, invoices shall detail the related expenditures accordingly. Labor expenditures need documentation to support time, subsistence, travel and field expenses. No expense will be reimbursed without adequate documentation. This documentation will include, but not be limited to, receipts for material purchases, rental equipment and subcontractor work.

Notwithstanding any other provision herein, payment may be delayed, without penalty, for any period during which the State or Federal Government has delayed distribution of funds which are intended to be used by the County for funding payment to contractor.

VII. **CONTRACT PERFORMANCE TIME:** All the work required by this contract shall be completed and ready for acceptance no later than June 30, 2006.

VIII. **INSURANCE:** The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000. Where the services to be provided under this contract involve or require the use of any type of vehicle by Contractor in order to perform said services, Contractor shall also provide comprehensive business or commercial automobile liability coverage including non-owned and hired automobile liability in the amount of \$300,000. Said policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to a "claims made" basis. The County shall be named as an insured on the commercial general liability policy. The insurer shall supply a certificate of insurance and endorsements signed by the insurer evidencing such insurance to County prior to commencement of work, and said certificate and endorsement shall provide for 30 day advance notice to County of any termination or reduction in coverage.

In addition, Contractor may be required to carry errors and omissions insurance or professional liability or malpractice insurance. If such insurance is required, it shall be in a form approved by the County.

- IX. **WORKER'S COMPENSATION:** The Contractor acknowledges that it is aware of the provisions of the Labor Code of the State of California which requires every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code and it certifies that it will comply with such provisions before commencing the performance of the work of this Contract. A copy of the certificates evidencing such insurance shall be provided to County prior to commencement of work. A certificate of insurance in the form attached hereto as Exhibit C shall be issued to the County.
- X. **NONDISCRIMINATORY EMPLOYMENT:** In connection with the execution of this Contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, political affiliation, ancestry, marital status, disability or sexual orientation. This policy does not require the employment of unqualified persons.
- XI. **INTEREST OF PUBLIC OFFICIALS:** No officer, agent or employee of the County during their tenure or for one year thereafter shall have any interest, direct or indirect, in this Contract or the proceeds thereof.
- XII. **SUBCONTRACTING AND ASSIGNMENT:** The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be subcontracted, transferred or assigned without the express prior written consent of the County.
- XIII. **LICENSING AND PERMITS:** The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.
- XIV. **BOOKS OF RECORD AND AUDIT PROVISION:** Contractor shall maintain on a current basis complete books and records relating to this contract. Such records shall include, but not be limited to, documents supporting all bids, and all expenditures for which any reimbursement is sought. The books and records shall be original entry books. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items for which any reimbursement is sought. These documents and records shall be retained for at least five years from the completion of this contract. Contractor will permit County to audit all books, accounts or records relating to this contract or all books, accounts or records of any business entities controlled by Contractor who participated in this contract in any way. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within a maximum of 15 days upon receipt of written notice from County. Contractor shall refund any moneys erroneously charged. If County ascertains that it has been billed erroneously by Contractor for an amount equaling 5% or more of the original bid, Contractor shall be liable for the costs of the audit in addition to any other penalty to be imposed. This paragraph applies to any contract which provides for reimbursement of expenses.

- XV. **TERM OF AGREEMENT:** This Agreement shall commence on _____ and shall terminate on _____. Time is of the essence with respect to this Contract.
- XVI. **TITLE:** It is understood that any and all documents, information, computer disk, and reports concerning this project prepared by and/or submitted to the Contractor, shall be the property of the County. The Contractor may retain reproducible copies of drawings and copies of other documents. In the event of the termination of this Contract, for any reason whatever, Contractor shall promptly turn over all information, writing, computer disk, and documents to County without exception or reservation. Contractor shall transfer from computer hard drive to disk any information or documents stored on hard drive and provide County with said disk.
- XVII. **TERMINATION:**
- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the County may terminate this Contract by giving five calendar days written notice to the party involved.
 - B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
 - C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of Termination shall be by written notice to the other parties and be sent by registered mail.
 - D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract.
- XVIII. **RELATIONSHIP BETWEEN THE PARTIES:** It is expressly understood that in the performances of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of the County.
- XIX. **AMENDMENT:** This Contract may be amended or modified only by written agreement of all parties.
- XX. **ASSIGNMENT OF PERSONNEL:** The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to County, as evidenced in writing.
- XXI. **JURISDICTION AND VENUE:** This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Trinity County, California.

XXII. **INDEMNIFICATION:** Contractor agrees to indemnify and hold County harmless from any and all liabilities which it may incur as a consequence of this Contract and from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's willful misconduct or negligent performance of this Contract.

XXIII. **COMPLIANCE WITH APPLICABLE LAWS:** The Contractor shall comply with any and all federal, state and local laws affecting the services covered by this Contract. Contractor shall execute the Health Insurance Portability and Accountability Act Supplement attached to this contract as Exhibit C, which is hereby incorporated by reference.

XXIV. **ATTORNEY'S FEES:** If any party hereto employees an attorney for the purpose of enforcing or construing this Agreement, or any judgment based on this Agreement, in any legal proceeding whatsoever, including insolvency, bankruptcy, arbitration, declaratory relief or other litigation, including appeals or rehearing, the prevailing party shall be entitled to receive from the other party or parties thereto reimbursement for all attorneys' fees and all costs, including but not limited to service of process, filing fees, court and court reporter costs, investigative costs, expert witness fees, and the cost of any bonds, whether taxable or not. If any judgment or final order be issued in that proceeding, said reimbursement shall be specified therein.

XXV. **NOTICES:** Notices shall be given to County at the following address:

Trinity County Department of Health and Human Services
Attn: Linda Wright
POB 1470
Weaverville, CA 96093

Notices shall be given to Contractor at the following address:

IN WITNESS WHEREOF, the parties hereunto have executed this Contract on the date first above written.

APPROVED BY
COUNTY OF TRINITY:

CONTRACTOR:

By: _____
William Chambers, Chairman of the
Board of Supervisors, County of Trinity
State of California

DRAFT—DO NOT SIGN

APPROVED AS TO FORM:

By: _____
Trinity County Counsel

EXHIBIT "A"

SERVICES TO BE PROVIDED BY CONTRACTOR

(May be Scope of Work from Application)

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EXHIBIT "B"

COMPENSATION OR FEES TO BE PAID TO CONTRACTOR

Attachment V

INSTRUCTIONS: Please provide information as requested. Check box designating

reporting period. This summary is "service focused". Clients may access multiple services and shall be counted each time a service is provided during the reporting period. Count families only when services are provided to the entire family unit.

county liaison:

Caligney Hoffmann

phone: (530) 623-1265

Date due: 6/30/2006

fax: (530) 623-8250

e-mail: choffmann@trinitycounty.org

Client Centered Services:	Total Number of clients receiving services						
	ages 0 - 5		ages 6 - 18		Adults (19 years - older)		Families
	without disabilities	with disabilities	without disabilities	with disabilities	without disabilities	with disabilities	
Information and Referral							
Intake/Assessment							
Parent Education and Support							
Home Visiting							
Parent Leadership Training							
Family Therapy							
Group Therapy							
Self Help							
Play Therapy							
Child Development/ Therapeutic Day Care							
Respite Care							
Child Care							
Crisis Intervention							
Transportation							
Services to/ Prevention of homelessness							
Self Sufficiency/ Life Management Skills							
Educational/ Job Preparation							
Early Childhood Development/ Screening							
Follow-up Consultation/Services							
Other (specify)							
TOTALS	0 - 5 w/o disabilities	0 - 5 w disabilities	6 - 18 w/o disabilities	6 - 18 W disabilities	Adults w/o disabilities	Adults w disabilities	Families

Attachment V

Client Characteristics:	Total number of clients receiving services						Gender			
	ages 0 - 5		ages 6 -18		Adults (19 year – older)		Children		Adult	
	without disabilities	with disabilities	without disabilities	with disabilities	without disabilities	with disabilities	Female	Male	Female	Male
White (non-Hispanic)										
Hispanic										
Mexican, Mexican-American										
Cuban										
Puerto Rican										
Spanish, Central or South American										
Black (non Hispanic)										
Asian										
Korean										
Vietnamese										
Cambodian										
Asian-Indian										
Japanese										
Laotian										
Chinese										
Pacific Islander										
Hawaiian										
Samoan										
Guamanian										
Filipino										
Native American										
Other (specify)										
TOTALS	0 - 5 w/o disabilities	0 - 5 w disabilities	6 – 18 w/o disabilities	6 - 18 w disabilities	Adults w/o disabilities	Adults w disabilities	Female	Male	Female	Male