

COUNTY OF MONTEREY

ORIGINAL

AMENDMENT #1 TO AGREEMENT # A-12272

Hartnell College

This Amendment is made and entered into by and between the County of Monterey, a political subdivision of the State of California, (hereinafter, "COUNTY"), and Hartnell College (hereinafter, "CONTRACTOR").

This Amendment modifies the agreement to provide training for current and prospective foster and adoptive parents between the parties executed on July 10, 2012 (hereinafter, "Original Agreement ") by correcting Net County Payment for the period July 1, 2013 to June 30, 2014 from \$343,519 to **\$343,521**, revising invoice sample, re-budgeting line item amounts for the period of July 1, 2012 to June 30, 2013 with no change to the total Net County Payment, and adding **\$92,802** for additional foster and relative caregiver trainings provided by the Seneca Family of Agencies for the period July 1, 2012 to June 30, 2013, increasing the total contract amount to **\$779,842**. Therefore, the parties agree:

1. Section 1 of the Original Agreement is amended to read as follows:

1. SERVICES TO BE PROVIDED: The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit AA**, in conformity with the terms of this Agreement. The services are generally described as follows: Provide training for current and prospective foster, relative and non-relative extended family member caregivers, adoptive parents and foster youth; and support for foster home recruitment activities through the Foster & Kinship Care Education – Title IV-E Program.

2. Section 2 of the Original Agreement is amended to read as follows:

2. PAYMENTS BY COUNTY: COUNTY shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit AA**, subject to the limitations set forth in this Agreement. The total amount payable by COUNTY to CONTRACTOR under this agreement shall not exceed the sum of **\$779,842**.

3. Section 4 of the Original Agreement is amended to read as follows:

4. ADDITIONAL PROVISIONS/EXHIBITS: The following attached exhibits are incorporated herein by reference and constitute a part of this agreement:

Exhibit AA	Scope of Services/Payment Provisions
Exhibit B	DSES Additional Provisions
Exhibit CC-1	Budget (2012/2013)
Exhibit CC-2	Budget (2013/2014)
Exhibit DD	Invoice
Exhibit E	Child Abuse Reporting Certification

Exhibit F	HIPAA Business Associate Agreement
Exhibit G	Lobbying Certification
Exhibit H	Mutual Indemnification
Exhibit I	Audit Requirements

4. Sections 1.01, 1.02 and 2.01 of Exhibit B of the Original Agreement are amended to read as follows:

1.01 Quarterly claims by CONTRACTOR: CONTRACTOR shall submit quarterly claims to COUNTY not later than the tenth (10th) day following the end of the quarter during which costs were incurred. CONTRACTOR shall submit to COUNTY a signed invoice in the form set forth in **Exhibit DD**.

1.02 Allowable Costs: Allowable costs shall be the CONTRACTOR's actual costs of developing, supervising and delivering the services under this Agreement as set forth in the budget, attached hereto as **Exhibits CC-1 and CC-2**. Only the costs listed in **Exhibits CC-1 and CC-2** as contract expenses may be claimed as allowable costs. Any dispute over whether costs are allowable shall be resolved in accordance with the provisions of 45 Code of Federal Regulations, Part 74, Sub-Part F and 48 Code of Federal Regulations (CFR), Chapter 1, Part 31

2.01 Outcome objectives and performance standards: CONTRACTOR shall, for the entire term of this Agreement, provide the service outcomes set forth in **Exhibit AA**. CONTRACTOR shall meet the contracted level of service and the specified performance standards described in **Exhibit AA** unless prevented from doing so by circumstances beyond CONTRACTOR's control including, but not limited to, natural disasters, fire, theft and shortages of necessary supplies or materials due to labor disputes.

5. Exhibits A, C-1, C-2 and D of the Original Agreement, are rescinded and replaced by Exhibits AA, CC-1, CC-2 and DD, attached.

Subject to the foregoing amendment, all other terms and conditions of the Original Agreement shall remain in full force and effect.

(this space left intentionally blank)

If there is any conflict or inconsistency between provisions of this amendment and the Original Agreement, the provisions of this amendment shall control in all respects.

IN WITNESS HEREOF, the parties hereby execute this amendment as follows:

COUNTY OF MONTEREY:

CONTRACTOR:

By: _____
Elliott Robinson
Director, DSES

Hartnell College
By: Willard Furler
(Chair, President, Vice-President)

Date: _____

Willard Furler, President
(Print Name & Title)

Date: 10 Jan 2012

Approved as to Form:

By: [Signature]
(Secretary, CFO, Treasurer)

J. Michael Hogan
Senior Deputy County Counsel

Sharon Albert Grants
(Print Name and Title) *Manager*

Date: 01/15/2013

Date: 1/9/13

Approved as to Fiscal Provisions:

[Signature]
Auditor-Controller's Office

Date: 1-15-13

MONTEREY COUNTY DEPARTMENT OF SOCIAL & EMPLOYMENT SERVICES
Family and Children's Services Branch

And

HARTNELL COLLEGE
Foster and Kinship Care Education – Title IVE

Training and Recruitment Program
07/01/2012 – 06/30/2014

SCOPE OF SERVICES / PAYMENT PROVISIONS

I. CONTACT INFORMATION

A. Primary Contacts

<p>Robert Taniguchi, Director of Child Welfare Department of Social and Employment Services 1000 S. Main Street, Suite 209 Salinas, CA 93901 Tel: 831-755-4470 FAX: 831-755-8477 taniguchirk@co.monterey.ca.us</p>	<p>Al Munoz, Hartnell College Associate Vice President of Support Operations 411 Central Avenue Salinas CA 93901 tel.: (831) 755-6914 fax:(831) 755-6751 amunoz@hartnell.edu</p>
<p>Glenn J. Wojnar Training Manager, Management Analyst III Monterey County Department of Social and Employment Services Human Resources/Staff Development 713 LaGuardia Street, Suite B Salinas, CA 93905 (831)755-3480 Fax: (831) 783-7031 wojnargj@co.monterey.ca.us</p>	<p>Margie Wiebusch, Lead Program Coordinator Hartnell College 411 Central Avenue, Salinas, CA 93901 Tel: 831-755-6923 FAX: 831-759-6041 mwiebusc@hartnell.edu</p>

B. Planning Team:

<p>Robert Taniguchi, Director of Child Welfare Department of Social and Employment Services 1000 S. Main Street, Suite 209 Salinas, CA 93901 Tel: 831-755-4470 FAX: 831-755-8477 taniguchirk@co.monterey.ca.us</p>	<p>Al Munoz, Associate Vice President of Support Operations Hartnell College 411 Central Avenue Salinas CA 93901 tel.: (831) 755-6914 fax: (831) 755-6751 amunoz@hartnell.edu</p>
---	---

<p>Glenn J. Wojnar Training Manager, Management Analyst III Monterey County Department of Social and Employment Services Human Resources/Staff Development 713 LaGuardia Street, Suite B Salinas, CA 93905 (831)755-3480 Fax: (831) 783-7031 wojnargj@co.monterey.ca.us</p>	<p>Margie Wiebusch, Lead Program Coordinator Hartnell College 411 Central Avenue, Salinas, CA 93901 Tel: 831-755-6923 FAX: 831-759-6041 mwiebusc@hartnell.edu</p>
--	---

II. PURPOSE

The purpose of this agreement is to provide: 1) training for current and prospective foster, relative and non-related extended family member caregivers, adoptive parents, foster youth who are participants in the Independent Living Program and their caregivers, and local agency employees (hereinafter “resource parents,” “youth,” and “staff”; and 2) support for foster home recruitment activities, through Hartnell College’s Foster and Kinship Care Education – Title IVE Program.

III. PROGRAM REPONSIBILITIES:

A. **CONTRACTOR** shall provide the following trainings, foster home recruitment and other activities (hereinafter “series”) through funding provided via this contract:

1. Title IV-E Training

- a. *Family Strengths Core Trainings (Wraparound)* - These trainings will include monthly orientations for service providers, basic skills training for Wraparound teams, and supportive training experiences for families involved in services.
- b. *Family Strengths Advanced Trainings (Wraparound)* - These trainings will include topics such as Family Needs statements, Strengths, leadership and facilitation skills for appropriate Youth and adults and to include other trainings as identified by the Monterey County Wraparound Leadership Team and approved by the **COUNTY**.
- c. *Family-to-Family Training Workshops* – Each session provides a maximum of eight (8) hours of training and instructional activities for local agency staff and resource parents. Each topic will be presented a maximum of two (2) times per year at three (3) hours each. Training topics shall include, but not be limited to:
 - 1) *Grief and Loss*
 - 2) *Behavioral Issues*
 - 3) *Attachment*
 - 4) *SPARK (Spanish)*
 - 5) *ADHD*
 - 6) *New Laws for Caregivers*
 - 7) *Community Resources*

- 8) *Cultural Competencies* – Each session will provide up to eight (8) hours of training regarding safe and nondiscriminatory care, placement, and services for foster and adoptive children. Topics will include, but will not be limited to, LGBTQ training.
- 9) *Coffee Connection* – Each session will provide one hour of caregiver training as determined by **COUNTY**, up to nine (9) times per year.
- d. *Relative and Non-Related Extended Family Member (NREFM) Orientations* — **CONTRACTOR** will provide two (2-hour) sessions; one in English and one in Spanish, per month, for Monterey County caregivers.
- e. *Specialized Care* – Each session provides twelve (12) hours of training regarding the specialized care needed by medically-fragile infants, children and/or foster youth or Focusing on Teen Issues. Up to seven (7) series per year will be offered; five (5) concerning ages 0-12 and two (2) concerning youth 13 years and older.
- f. *Advanced Topics* – Training on advance topics relative to the care of foster youth.
- 1) *SB500 Training for Whole Family Foster Homes and Shared Responsibility Plan*
For approved caregivers of Monterey County pregnant or parenting teens.
Training will be offered two times per year consisting of six three-hour sessions and will include topics required by SB500.
- g. *First Aid/CPR* - **CONTRACTOR** will provide six (6) sessions of up to nine (9) hours of First Aid/CPR Training.
- h. *Caregiver Picnic* – **CONTRACTOR** will provide family training and support once a year at the annual Caregiver Picnic. Activities and training topics will be by mutual agreement between **CONTRACTOR** and **COUNTY**.
- i. *Independent Living Skills Program* —
- 1) *Core Trainings (Tier 1)* —
Eighteen (18) hours of training for youth new to the ILP program. These classes will consist of three series of six classes for each series. Each class will be three hours in length including ½ hour for dinner at the end of each class. This ½ hour will be combined with the caregiver group. These classes will be held at Hartnell College and facilitated by the Hartnell Lead ILP coordinator and the ILP Youth Mentors. The caregiver group will meet at the same time and will include caregivers, staff, and community partners who support foster youth with Independent Living. This group will be facilitated by the caregiver Liaison and a social worker.
- 2) *ILP Seminars (Tier 2)* —
Up to ten (10) seminars for foster youth upon completion of the Tier 1 classes. These classes will be monthly seminars that will include topics such as, cooking, table etiquette, thank you cards & letters. Caregivers will also meet at the same time as the youth and will receive training on similar topics as the youth. DSES staff will take the lead in facilitating these monthly classes and Hartnell will be the support including Behavioral Health and Hartnell youth mentors. The caregiver group will be facilitated by the caregiver Liaison and a social worker.

3) *Advanced Trainings — (General events for all)*

Up to four advanced training events, as the budget allows which may include but are not limited to, Thanksgiving/Harvest fall event, Winter Holiday event, Spring City event, and High School Graduation Ceremony.

4) *Planning Teams –*

Determination of trainings will be done by the *ILP Planning Committee* consisting of DSES staff which will include the Coordinator for Transitional Youth Services and Social Workers from the Permanency Planning Unit and Hartnell College staff which will include the Hartnell College Lead Program Coordinator, caregiver Liaison, ILP Coordinator and youth mentors. Additional team members will be included, such as Behavioral Health and Probation. The ILP Planning Committee will work together to coordinate the core classes, monthly seminars and advanced events. This team will meet monthly.

The *Program Planning Team* will consist of DSES staff which will include the Program Manager and Supervisor of the Permanency and Planning Unit and the Contract Manager. Hartnell staff will include the Hartnell College Lead Program Coordinator. This team will meet quarterly and will oversee the budget and the program planning for the ILP Core Classes, seminars and advanced events.

5) *Train the Trainers —*

One session of three (3) hours per fiscal year: For foster youth caregivers, DSES staff and representatives of community based organizations that support and work with foster youth—to train on communication skills required to work with foster youth and their families.

6) *Youth Mentors –*

Up to three (3) youth mentors will support the ILP program, including the core classes, monthly ILP seminars, and special events.

7) *ILP Coordinator -*

The ILP Coordinator role will be to coordinate the Core classes and have oversight of the youth mentors.

8) *TLC Conferences –*

Hartnell staff will support foster youth to prepare for TLC conferences and support the ILP program.

j. Training for staff employed with Seneca Family of Agencies, training for current and prospective foster, relative and non-related extended family member caregivers, adoptive parents, and local agency employees including but not limited to juvenile justice, child welfare, and behavioral health - CONTRACTOR will provide the following trainings through funding provided via this contract for the period January 1, 2013 through June 30, 2013:

1) *Title IV-E Training -*

- a. ***Staff in service trainings-*** These trainings will include monthly in service training tailored to the needs of Seneca Family of Agencies staff. Topics

will include, but are not limited to, Boundaries and Good practice, Positive Behavioral Interventions, Effective Communication, Suicide Prevention, Child Development, Documentation, Prevention of Sexual Harassment, Resources in the Community, Attachment, etc.

- b. *Specialty Training topics and Series*- These training will be provided to the Seneca Family of Agencies staff as well as community partners and local agency staff. Each session provides training and instructional activities to participants. Topics will include, but are not limited to:
 - 1. Diversity/Multiculturalism
 - 2. Grief and Loss
 - 3. Trauma informed care
 - 4. Attachment Parenting
 - 5. Honoring Sibling relationships
 - 6. Historical Trauma, Bullying
 - 7. Embracing the Paternal Family
 - 8. Suicide Prevention
 - 9. Child Abuse Detection and Reporting
 - 10. Compassion Fatigue/Vicarious Traumatization
- c. *Training Workshops*- Each training below will be trained in a series format. Trainings include, but not be limited to:
 - 1. *Love and Logic*
 - 2. *Pathways to Permanence Parent Training 1*
 - 3. *Pathways to Permanence Parent Training 2*
 - 4. *ACT: An Adoption and Permanency Curriculum*
- d. *Training tailored to Juvenile Justice*- These trainings will be provided to Monterey County Juvenile Justice staff. Specific topics will be identified through further discussion and coordination with Juvenile Justice Representatives.
- e. *Childcare for Trainings*- CONTRACTOR will provide childcare for trainings as needed and with approval of COUNTY including but not limited to Love and Logic, Pathways to Permanence Parent Training 1, Pathways to Permanence Training 2. Child care will be limited to 10 children per training, unless CONTRACTOR and COUNTY agree otherwise, and CONTRACTOR will provide services using the same standard as Community Care Licensing regulations. Participants who reserve a childcare slot for training and fail to show up will jeopardize any future child care opportunities under this CONTRACT.

2. Title IV-E Foster Home Recruitment:

- a. *Childcare for Trainings* — CONTRACTOR will provide childcare for trainings as needed and with approval of COUNTY including but not limited to FKCE Trainings. CONTRACTOR will provide up to 900 hours per year of childcare. Child care will

be limited to 10 children per training, unless **CONTRACTOR** and **COUNTY** agree otherwise, and **CONTRACTOR** will provide services using the same standard as Community Care Licensing regulations.

Participants who reserve a childcare slot for trainings and fail to show up will jeopardize any future child care opportunities under this **CONTRACT**.

- b. *Peer Recruiters* – Specially trained resource parents participate in pre-authorized foster care recruitment activities throughout the county.

3. Other Activities:

- a. *Train the Trainers* provides updated and accurate information about Department of Social and Employment Services' regulations, policies and procedures to all trainers.
- B. **COUNTY** and **CONTRACTOR** shall mutually develop specific session topics and schedules for each fiscal year through the Program Planning Team. Dates and times will be coordinated to avoid scheduling conflicts and accommodate organizational workload issues. The needs of the target population shall be taken into account when developing the schedules.
 - C. **CONTRACTOR** shall be responsible for providing all aspects of the program set forth in this scope of services, which includes, but is not limited to: marketing; curriculum and materials development; recruitment, selection, supervision, payment, and evaluation of trainers; certification of local trainees; provision of continuing education units by the Board of Behavioral Sciences; enrollment; attendance and evaluation record-keeping; translation services; arrangements for facilities; child care; snacks; and quality control.
 - D. **CONTRACTOR** shall be expected to provide sessions in Spanish for those sessions specified by the Program Planning Team. The actual number of sessions will be based upon need, and may be as high as one-half of the total sessions. Handouts for these sessions will also be made available in Spanish.
 - E. Sessions will be conducted at Hartnell College, the Department of Social and Employment Services facilities, or other locations determined amenable to the target population and agreed upon by the Program Planning Team.
 - F. **CONTRACTOR** shall provide all curriculum and session materials to the Program Planning Team. Curriculum will include a course summary, outline, and any class handouts/materials. Regularly offered sessions may require a greater level of curriculum development as determined by the Planning Team.
 - G. **CONTRACTOR** shall provide copies of all attendance rosters to the **COUNTY** for record-keeping purposes, and will work with the Program Planning Team to design and implement the new recordkeeping software, which will provide demographics and other data needed by the **COUNTY** for its reports and audits.
 - H. **CONTRACTOR** reserves the right to cancel any session at which it is anticipated there will be four or fewer participants. The primary contact for the **COUNTY** shall be notified in advance of the cancellation and every effort will be made to notify potential attendees.

- I. **CONTRACTOR** shall provide child care when a session is being provided for potential and existing resource parents. The **CONTRACTOR** may subcontract for age-appropriate child care services from a local licensed provider, or may choose to provide such services in-house. However, if the **CONTRACTOR** chooses to provide the child care services in-house, the following shall apply:
1. Live Scan fingerprinting shall be required for all children's activities workers.
 2. The **COUNTY** shall provide the fingerprinting services for this population using the **CONTRACTOR's** *Human Resource Request for Live Scan Service* form.
 3. The **CONTRACTOR** shall not be responsible for the **COUNTY** costs of conducting the fingerprinting, but shall be responsible for any Department of Justice investigation/processing charges, and shall provide the appropriate Billing Code to the **COUNTY** for this purpose.

IV. FISCAL PROVISIONS:

- A. **COUNTY** shall pay **CONTRACTOR** according to the terms set forth in Section 6 of this Agreement, PAYMENT CONDITIONS. The **CONTRACTOR** shall submit a quarterly invoice to the County no later than the tenth (10th) day following the end of the quarter during which costs were incurred. The invoice shall be submitted in the format presented in **Exhibit DD** and shall contain the original signature of the person authorized to submit claims for payment. Any required documentation, as noted on the invoice form, shall be submitted with the invoice.
- B. Limitations on Certain Kinds of Payments:
1. Peer Recruiters and Information Meeting Trainers: the pay rate shall not exceed \$22.00 per hour.
 2. Children's activities workers: reimbursement rate for children's activities workers for sessions shall not exceed \$17.00 per hour per worker. **CONTRACTOR** will provide at least one worker for each six children, as well as snacks and supplies. Children's activities workers will have a current certification in First Aid and Infant/Child CPR and will have been cleared through the Department of Justice Child Abuse Index. They also will have knowledge of age appropriate activities for children and youth. **CONTRACTOR** will maintain activities documentation to include name, date, and age of children attending. If supervision of children's activities is requested for a session and no children arrive for the session, **CONTRACTOR** will be reimbursed for one and one-half hours of time in order to compensate the children's activities worker.
 3. ILP Coordinator. The pay rate shall not exceed \$26.00 per hour. Maximum hours per fiscal year are 450.
 4. ILP Youth Mentor: The pay rate shall not exceed \$13.00 per hour.
 5. ILP Independent/Career City: the event rate will not exceed \$5,000.00 unless there is authorization from the **COUNTY**.
 6. **CONTRACTOR** may not increase established rates for the above workers without written consent of the **COUNTY**.

7. **CONTRACTOR will be paid a rate not to exceed \$170.00 per hour for general staff training and related costs, and \$132.00 per hour for organizational training and related costs provided by Seneca Family of Agencies.**
- C. The budget for this contract, as presented in **Exhibits CC-1 and Exhibit CC-2**, has been developed assuming the **CONTRACTOR** will hold the maximum number of sessions allowed by the scope of services. More or less frequent sessions may be authorized by the primary contacts and/or the Program Planning Team, provided the changes remain within the fiscal constraints of the original budget.
- D. Unless otherwise approved by the **COUNTY**, all sessions offered through this contract shall be made available to members of the target population at no cost. This restriction does not apply to any additional charge required to certify continuing education credits for individual participants. **CONTRACTOR** may allow other individuals to attend the sessions, upon pre-approval of the **COUNTY** and contingent upon available funding and space.
- E. No employee of the **COUNTY** shall be hired by the **CONTRACTOR** through funds provided by the **COUNTY**.
- F. **The total amount payable by COUNTY to CONTRACTOR for the period July 1, 2012 through June 30, 2013 is \$436,321. The total amount for July 1, 2013 through June 30, 2014 is \$343,521. The total amount payable by the County to Contractor for the period July 1, 2012 through June 30, 2014 is \$779,842.**

The CONTRACTOR agrees to provide twenty-five percent (25%) of the total *Title IV-E* training costs for general training and fifty percent (50%) for organizational training through an in-house match, and the COUNTY agrees to reimburse CONTRACTOR for the remaining costs, up to a maximum of \$436,321 for the period July 1, 2012 through June 30, 2013. The program budget listed in Exhibit CC-1 summarizes the costs contained within the Invoice and Report of Expenditures, set forth in Exhibit DD.

The CONTRACTOR agrees to provide twenty-five percent (25%) of the total *Title IV-E* training costs through an in-house match, and the COUNTY agrees to reimburse CONTRACTOR for the remaining costs, up to a maximum of \$343,521 for the period July 1, 2013 through June 30, 2014. The program budget listed in Exhibit CC-2 summarizes the costs contained within the Invoice and Report of Expenditures, set forth in Exhibit DD.

V. MEETINGS/COMMUNICATION:

- A. All questions and requests regarding this contract shall be directed to the attention of the primary contacts, or his/her designee(s).
- B. The primary contact for the **COUNTY** shall convene a quarterly meeting of the Program Planning Team. The purpose of these meetings shall be to discuss and make decisions regarding content, curriculum, dates, locations, and number of sessions, including how many will be offered in Spanish, and coordination with other offerings, such as FKCE and DSES in-house sessions. The Program Planning Team does not have the authority to authorize changes requiring a contract amendment, but may prepare recommendations for consideration by the

primary contacts for the contract. The regular meeting schedule for the fiscal year shall be set at the first meeting.

- C. Contract issues shall be handled by the primary contacts for the contract. The primary contacts do not have the authority to authorize changes requiring a contract amendment, but may prepare amendments to the contract for consideration and approval by the **COUNTY'S** and **CONTRACTOR'S** respective Boards.

Budget FY 7/1/2012 - 6/30/13

CWS Training

CWS

FY2012/2013	Coord	Asst	FKCE	Picnic	FSTS	FSAT	F2FTW	REL/OR	SC	AT	FA&CPR	ILP	ET GEN	ET ORG	PR
Budget			Childcare												
Benefits	45,492														45,492
Classified	53,189	2,000										5,500			60,689
Classified Nonstudent		17,375	2,000	2,000	7,500		11,000	1,660	9,000	2,000	3,000	34,500			102,325
Classified Nonstudent (childcare)		18,000	5,000				1,536	1,404	2,304	2,192		2,000			32,436
Total Salaries & Benefits	98,681	37,375	7,000	2,000	7,500		12,536	3,064	11,304	4,192	3,000	42,000			240,942
Services and Supplies															
Instructional Mileage	265	2,000					3,000					2,500			9,511
Printing - Vendor				360	250		1,200		900	450		5,000			8,910
Personal Service (PS) Contracts						9,450	10,000				1,500	16,000			45,966
PS Contract for General Training (75%)													90,000		90,000
PS Contract for Organizational Training (50%)														10,000	10,000
Rents & Leases					300		1,500					1,000			3,550
Supplies	1,089		1,640	2,400	1,600		8,029		1,500	4,750	500	13,947		500	36,135
Advanced Training															
Printing - Inhouse					480		300		180	450					1,860
Bulk Mail							1,400		1,000	450					2,850
Software	400														400
Total Services & Supplies	1,754	2,000	1,640	2,760	2,630		25,429		3,580	6,100	2,000	38,447	90,000	10,000	209,082
	100,435	39,375	8,640	4,760	10,130		37,965	3,084	14,884	10,292	5,000	80,447	90,000	10,000	450,024
Administration (28% of TDC)	28,122	11,025	2,419	1,333	2,836		3,242	864	4,168	2,882	1,400	22,525	25,200	2,800	126,007
Total Costs	128,557	50,400	11,059	6,093	12,966		48,595	3,948	19,052	13,174	6,400	102,972	115,200	12,800	576,031
Less Hartnell In-kind Match (25%)	32,139	12,600	2,765	1,523	3,242		12,149	987	4,763	3,293	1,600	25,743	28,800	6,400	133,310
Less Hartnell In-kind Match (50%)															
Net County Payment	96,418	37,800	8,294	4,570	9,724		36,446	2,961	14,289	9,881	4,800	77,229	86,400	6,400	436,321

MONTEREY COUNTY DEPARTMENT OF SOCIAL AND EMPLOYMENT SERVICES and HARTNELL COLLEGE

Training and Recruitment Program

7/1/12 - 6/30/14

Invoice for the quarter of _____

INVOICE AND REPORT OF EXPENDITURES

Budget Item	Total Budget	Previous YTD Expenditures	Current Quarter Expenditures	Current YTD Expenditures	Remaining Balance	Additional Documentation Required *
Salaries						
Classified						
Classified Non-Student						
Classified Non-Student (Childcare)						
Trainers						
Outreach						
Benefits						
TOTAL SALARIES AND BENEFITS						
Services and Supplies (75%)						
Services and Supplies (50%)						
TOTAL DIRECT COSTS						
Administration @ 28% of total direct costs						
TOTAL PROGRAM COSTS						
In-Kind Match @ 25% of total training costs						
In-Kind Match @ 50% of total training costs						
TOTAL REQUEST FOR REIMBURSEMENT						

* Attach cost allocation sheet for all funding sources.

As the authorized representative for the CONTRACTOR, I hereby certify that this report is correct and complete to the best of my knowledge and that the costs have been charged in compliance with Section 1.02 of Exhibit B and are eligible for reimbursement pursuant to the terms of the contract.

Person completing the form: _____ Title: _____ Phone: _____

Authorized Signature: _____ Date: _____

Monterey County DSES Authorized Signature: _____ Date: _____
 Department of Social and Employment Services
 Exhibit DD - Report of Expenditures
 Hartnell Training and Recruitment Program
 7/1/12 - 6/30/13