

AGREEMENT FOR SERVICES 098-S1811, #206
AMENDMENT I

This Amendment I to that Agreement for Services #098-S1811, also known as #206, is made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as “County”) and The Unity Care Group, a California non-profit public benefit corporation qualified as a tax exempt organization under Title 26 Code of Federal Regulations Section 1.501(c)(3) commonly referred to as Section 501 (c)(3) of the Internal Revenue Code of 1986, duly qualified to conduct business in the State of California, whose principal place of business is 1400 Parkmoor Ave., #115, San Jose, CA 95126 and whose Agent for Service of Process is Andre’ Chapman of 1400 Parkmoor Ave., #115, San Jose, CA 95126 (hereinafter referred to as “Contractor”);

RECITALS

WHEREAS, pursuant to Request for Proposal No. 17-952-042, awarded to Contractor on May 23, 2017 (File 17-0534, Item 7) Contractor has been engaged by County to provide Independent Living Program services for foster youth, and related services for clients referred by the County of El Dorado Health and Human Services Agency and all other eligible clients within the County) in accordance with Agreement for Services #098-S1811 dated August 21, 2017, incorporated herein and made by reference a part hereof; and

WHEREAS, the parties hereto have mutually agreed to amend **Article I**, “Scope of Services,” **Article II**, “Term,” **Article III**, “Compensation for Services,” and **Article IV**, “Cost Report,” effective upon final execution of this Amendment I to that Agreement 098-S1811, also known as Agreement 206;

NOW THEREFORE, the parties do hereby agree that Agreement for Services #098-S1811 also known as Agreement 206; shall be amended a first time as follows:

- 1) Article I is hereby amended in its entirety to read as follows:

ARTICLE I

Scope of Services:

A. Client Eligibility

Clients shall be deemed eligible for Independent Living Program (ILP) services when clients are youth between the age of 16 years to the day before their 21st birthday, when one (1) of the following provisions is applicable:

1. The youth was/is in foster care at any time from their 16th to their 19th birthday;
2. The youth was placed in out-of-home care by a tribe or tribal organization between their 16th and 19th birthdays;

3. The youth is a former dependent who entered into a kinship guardianship at any age and is receiving or has received Kinship Guardianship Assistance Payments (Kin-GAP) between ages 16 years and 21 years;
4. The youth is over 16 years old and is a ward of the court; or
5. The youth is a former dependent who entered into a Non-Related Legal Guardianship (NRLG) after attaining age 8 years and is receiving or has received permanent placement services.

Youth participation in these services is voluntary. Services shall be offered to all eligible youth, who are currently residing within the County, regardless of their county of origin, including foster youth and those youth currently involved with Probation. At a minimum, Contractor shall provide services for no less than ten (10) clients on a monthly basis. Contractor shall attempt to contact each client referred by the County within three (3) business days of the referral being issued by the County.

B. Service Location

The Contractor shall provide services both on the East (Lake Tahoe Basin) and West (the remainder of the County) Slopes of El Dorado County. Contractor shall deliver services by way of individual meetings with clients in a community setting chosen by the client and also by way of group activities. Group activities shall be held no less than one (1) time per month, or twice (2) per month if client demand necessitates more frequent activities. Group activities shall be held at times and locations convenient to the clients being served, on both slopes of the County, as the demand for activities warrants.

C. Service Delivery:

It is the intent of this agreement that all services provided to clients will be provided at the expressed wishes of the client. As clients cannot be compelled to participate in these services, and the needs of each client may vary, the services described herein are designed to serve as a baseline for services to be provided with the expectation that the Contractor will provide additional services as needed by the client to help the client achieve the goal of living independently.

1. The Contractor shall provide case management and related activities for each client served, including, but not limited to:
 - a. Create and maintain a case file for each client receiving services that includes vital and relevant documents related to the services provided to the client and any assessments, tests, award, or certificates earned by the client as the result of services. The case file must be made available to the client in whole, within seven (7) days of request by the client, Probation Officer, or Social Worker, who is providing services to, or has a history of professional involvement with the client.
 - b. Provide each client with a personalized service plan, of which the goals, activities, and priorities shall be determined by the client. A copy of the personalized service plan shall be retained within the client's case file.
 - c. Review a Transitional Independent Living Plan (TILP) for each client including revisions to existing TILPs as necessary, in collaboration with the client's family members and / or kin. A copy of any reviewed TILPs shall be included in the client's case file and provided to the Social Worker or Probation Officer.
 - d. Administer an Ansell Casey Life Skills Assessment (ACLSA) for each client participating in services, with a follow up assessment to be conducted every six (6)

- months after the date services commence. A copy of all assessments completed by Contractor shall be kept in the client's case file.
- e. Administer additional assessments (well-being, mental health, trauma, vocational interest, aptitude, and/or academic) to clients on an "as needed" basis. Copies of any additional assessments completed by Contractor shall be kept in the client's case file.
2. The Contractor shall provide the following services to each client as needed:
- a. Educational Services:

Services shall include, but not be limited to, education related case management including coordination with the County Office of Education staff, high school counselors, and Foster Youth Services Coordinating Program staff. Services shall also include linking clients to tutoring services, attending Individualized Education Program (IEP) meetings, providing information regarding the General Education Development (GED) Test and other high school equivalency options available to the client, and providing the client with assistance in completing applications, registration, and other functions necessary to pursue participation with local community college programs and support programs, including, but not limited to, Extended Opportunities Programs and Services (EOPS) and Disabled Students Programs and Services (DSPS). Contractor shall also provide, as necessary, assistance to clients in completing financial aid forms (e.g. FAFSA), and accessing other educational financial resources including, but not limited to, any grants, scholarships, or other opportunities available to assist the client in pursuing their educational goals.
 - b. Job-Readiness and Employment:

Services shall include, but not be limited to, assisting the client with developing a resume, completing job applications (both in person and online), practicing interview skills, and transportation to job interviews on an "as needed" basis or when no other non-public transportation options exist for the client. Additional services shall include generating job leads and providing job development services based on the client's needs. The Contractor shall expand its partnership with iFoster to provide the iFoster Jobs Program in El Dorado County, contingent upon approval from iFoster. The Contractor shall utilize this partnership as a means to recruit and onboard companies in El Dorado County to increase job placement opportunities for clients.
 - c. Life Skills and Daily Living Skills:

Services shall include, but not be limited to, providing clients with educational information, mentoring, and assistance with developing skills and knowledge necessary to live independently including, but not limited to, skills for career development; financial resources, literacy, and money management skills; knowledge of available health and mental health services and how to access those services; knowledge of housing opportunities and skills in obtaining housing; and interpersonal and social skills development.
 - d. Paraprofessional Counseling and Therapeutic Counseling referrals:

Services shall include trauma-informed mentoring and other forms of paraprofessional level of counseling such as advice giving and skills coaching. Contractor shall refer all clients identified as having undiagnosed mental health disorders to appropriate therapeutic counseling services on an as needed basis, and shall not perform any therapeutic counseling to clients. Contractor shall refer all clients with a known mental health disorder, who are in need of therapeutic

- counseling, to the therapist treating the client if known or identified by the Contractor.
- e. **Service Coordination and Resource Connections:**
Services shall include, but not be limited to, working with the client to assist in the coordination of any relevant services provided by a government entity or a community-based organization, including, but not limited to, housing services, health and wellness services, education and employment services, and volunteer opportunities at community based organizations. Contractor shall also assist clients with locating and applying for any other related services or assistance that will assist the client in their transition to independent living, including, but not limited to, food banks, child care providers, housing authorities, and support groups.
 - f. **Follow-up Services:**
For clients aging out of the ILP program, services shall include providing the former client with any information contained within the client's case file within seven (7) days of a request. For clients still eligible to receive services and no longer doing so, Contractor shall take all reasonable steps necessary to re-engage the client and provide the client with needed services. Reasonable steps to re-engage the client shall include at minimum, contacting clients no longer participating in services after six (6) months and twelve (12) months following the date their participation was discontinued.
3. In addition to the provision of services identified herein, the Contractor shall perform the following activities:
- a. **Outreach:**
Contractor shall engage clients by way of social media and / or other methods of computer mediated communication in order to effectively encourage clients to participate and continue participation in the services identified herein. Contractor shall provide any necessary additional outreach methods and strategies necessary, should social media and computer mediated communication strategies proposed by the Contractor prove ineffective at reaching and engaging eligible clients.
 - b. **Child and Family Team (CFT) meetings:**
Contractor shall participate in various meetings on behalf of clients, including the Child and Family Team (CFT) meetings. Contractor shall use these meetings as an opportunity to advocate for the client's needs, and ensure clients' voices are heard and shared with those in attendance.
 - c. **Executive Advisory Counsel for El Dorado County Office of Education Foster Youth Services Coordinating Program meetings:**
Contractor shall attend Executive Advisory Counsel for El Dorado County Office of Education Foster Youth Services Coordinating Program meetings on a regular basis. Contractor shall become a member of the Counsel, upon approval from Foster Youth Services Coordinating Program, and shall remain in good standing with the Counsel throughout the term of this Agreement. Foster Youth Services Coordinating Program may be contacted via Sheila Silan at (530) 295-2412 or by email: ssilan@edcoe.org.
- D. Emancipated Youth Stipends and Incentives
- 1. **Emancipated Youth Stipends:**
 - a. The County has budgeted limited funding for Emancipated Youth Stipends (EYS).
 - b. EYS funds will be administered solely by the County. Purchases made by Contractor with the intent of expending EYS funds will not be reimbursed by the County.

- c. Contractor shall notify the County when an EYS cost is necessary for a client, and Contractor shall complete all necessary paperwork establishing the cost basis and requesting the purchase be made by the County.
- d. EYS funds shall be allowed only for unusual, special, or critical needs where the need exceeds the scope of services provided by the Contractor as defined in this Agreement.
- e. Funding shall be made available to clients receiving ILP services as the result of this Agreement, on a case by case basis, and can only be used to meet special or critical needs in the following categories:
 - i. Transportation costs to allowable locations, including the following:
 - Public (reimbursed at actual cost with receipt) or private (reimbursed in accordance with County of El Dorado Board of Supervisors Travel Policy D-1, which may be found in the Board of Supervisors Policy Manual: <https://www.edcgov.us/Government/Auditor-Controller/accountingformsandprocedures/Documents/BOS%20Travel%20Policy.pdf#search=travel%20policy%20travel%20policy> and attached hereto as Exhibit “A”) transportation and parking fees for roundtrip travel to school, childcare, a child’s preschool or school, religious services or activities, court proceedings, medical appointments, sibling visitation, work or work related training, and ILP-sponsored events and classes;
 - Driving lessons for eligible youth; and
 - Car insurance for eligible youth.
 - ii. Work Required costs including the following:
 - Training;
 - Clothing and / or uniforms;
 - Tools;
 - Professional / union dues;
 - Costs incurred due to the job / interview process; and
 - Vocational / Educational assessments.
 - iii. Contracted Services costs including the following:
 - Educational Planning;
 - Job preparation;
 - Career assessment and development;
 - Personal awareness;
 - Life skills training;
 - Financial aid workshops; and
 - Computer classes.
 - iv. Health Services costs including the following:
 - Non-Medi-Cal funded physical and / or mental health medical treatment needs that are beyond the needs of the client; and
 - Tuition for classes, activities, and / or services related to nutrition, family planning, parenting skills, sexuality and sexual behavior, drug / alcohol use, prenatal drug / alcohol exposure, home health and safety management, first aid, cardiopulmonary resuscitation (CPR), eating disorders, and hygiene / personal care.
 - v. Costs related to the children of eligible clients including the following:

- Non-Medi-Cal funded physical and / or mental health medical treatment needs of the child(ren) that are beyond the financial means of the client; and
 - Food, clothing, bedding, diapers, childcare, preschool, and / or school costs, and infant furniture (e.g., highchair, car seat, booster seat, crib, bed, or stroller).
- vi. Housing Assistance costs including the following:
- Food;
 - Rent and / or utility deposits;
 - Rent and / or utility charges;
 - Moving expenses;
 - Furniture and / or household items; and
 - Costs incurred through roommate network agencies.
- vii. Aftercare costs including the following:
- Educational assistance;
 - Educational counseling;
 - Crisis counseling;
 - Job placement and retention training;
 - Vocational training; and
 - Legal assistance.
- f. Notwithstanding the above categories of allowable expenses, all EYS costs must be consistent with the California Department of Social Services rules and regulations governing the use of EYS.
- g. Under no circumstances will the County approve of any EYS cost in excess of \$500 for a single client.
2. Program Participation Incentives
- a. Contractor shall budget no more than \$10,000 annually to provide program participation incentives to clients.
- b. Incentives shall be tied to benchmarks established for clients in a manner that rewards accomplishing goals, completing trainings and / or classes, or acquiring specific competencies.
- c. The total value of incentives provided to any one client may not exceed \$500 for each year of this Agreement.
- d. A receipt with an original signature or invoice must be produced for any incentive provided. When Contractor utilizes cash or gift cards as incentives for clients, Contractor must obtain a receipt signed and dated by the client, which clearly indicates the amount and type of incentive received by the client.

E. Reporting Requirements

1. No more than 15 days following the end of each quarter, Contractor shall provide a Progress Report to the County identifying all services provided.
- a. The Progress Report shall identify the service provided, the start date and end date of the service, and the name of the client who participated in or received the service. The type of service provided shall be selected from the following list of services:
- Career/Job Guidance
 - Consumer Skills
 - Credit Results Reviewed with Youth
 - Discuss Credit Counsel/Participate
 - Education

- Education Financial Assistance
 - Education/Post-Secondary
 - Employment/Vocational Training
 - Financial Assistance Other
 - Health Care
 - Home Management
 - Housing Options/Locations/THPP
 - Interpersonal/Social Skills
 - Mentoring
 - Money Management
 - Needs Assessment
 - Other
 - Parenting Skills
 - Referral to Community Resources
 - Referral to ILP Services
 - Room & Board Financial Assistance
 - Time Management
 - Transitional Housing
 - Transportation
- b. The Progress report shall also identify the total number of clients participating in ILP services provided by the Contractor on a regular basis, the dates and times of all meetings attended by the client, and the actual cost of any incentives provided to the client.
- c. The Progress Report shall identify all outreach efforts made by the Contractor, including the names of specific potential clients who were contacted as well as the outcomes/result of the contact and the outreach efforts as a whole. In identifying the outreach efforts, the Contractor shall include not only a description of the outreach activities, but the date, amount of time spent, and method of said activities.
- d. The Progress Report shall also list any noteworthy accomplishments and outcomes realized by the Contractor as the result of the services provided in this Agreement, including, but not limited to, any clients who receive a GED, any clients who were admitted into an institute of higher education or vocational program, any clients who were able to find employment, any clients who were able to find stable housing, and any other major milestones that indicate successful outcomes as the result of Contractor's efforts.
2. As applicable, the Contractor shall ensure that all clients identified by the County as being able to participate in the California National Youth Transition Database (NYTD) survey are notified of and provided with the opportunity to complete the survey. Eligible youth must be provided information about the survey within 60 days prior to each youth becoming eligible. Eligible youth include the served population, baseline population, and follow-up population, defined as follows:
- a. The served population includes all youth who receive at least one independent living service paid for or provided by the state agency in the reporting period, including tribal youth, juvenile justice youth, and current and former foster youth.
 - b. The baseline population includes all youth who are in foster care, including child welfare youth, probation youth, or youth in tribal foster care with a tribe that has a

Title IV-E Agreement, who reach their 17th birthday during the Federal Fiscal Year (FFY), defined as the 12 month period beginning October 1st and ending September 30th of each year, in which a survey is conducted. If the youth enters or exits foster care not more than 45 days after their 17th birthday, they are eligible to take the survey. Each baseline population surveyed at age 17 becomes a cohort.

- c. The follow-up population includes the cohort of youth who reach their 19th or 21st birthday and participated as a part of the baseline population when they turned 17 years-of-age. A youth may be in the follow-up population regardless of whether the youth ever received independent living services.

Surveys may be completed electronically at the following link, or any subsequent link provided by the California Department of Social Services meant to replace or update this link: <https://secure.dss.cahwnet.gov/cfsd/nytd/default.asp>

The Contractor shall assist youth with visual impairments, learning disabilities, cognitive disabilities, hearing impairments, speech impairments, physical disabilities, and Limited English Proficiency in completing the survey, if the client chooses to participate and requires such assistance.

The Contractor shall report to HHSA the name of each client who completes or declines to complete the survey, the date of participation or declining to participate, and the reason the client gave for choosing to participate or decline, if so expressed. County will retain the responsibility of ensuring incentives are appropriately provided to youth who complete the survey.

3. Contractor shall provide assistance to the County by completing the Annual ILP Narrative. Contractor shall respond to requests from the County's ILP Coordinator for narratives related to the Annual ILP Narrative within five (5) business days.

- 2) Article II Term is hereby amended in its entirety to read as follows:

ARTICLE II

Term: This Agreement shall become effective upon the date of final execution by all parties hereto and shall cover the period of September 21, 2017 through September 30, 2023, unless terminated earlier pursuant to the provisions contained herein this Agreement under the Article(s) titled "Default, Termination, and Cancellation" or "Fiscal Considerations."

- 3) Article III is hereby amended in its entirety to read as follows:

ARTICLE III

Compensation for Services: For services provided herein, County agrees to pay Contractor monthly, based on Contractors documented actual costs.

- A. Contractor shall document that costs are reasonable and allowable, and directly or indirectly related to the services provided hereunder.
- B. Contractor shall allocate direct and indirect costs to and between programs, cost centers, and services consistent with prudent business practice. Such costs and allocations shall be supported by source documentation maintained by Contractor and available at any time to Contract Administrator upon reasonable notice.

Payment to contractor shall be based upon the actual and reimbursable costs for services hereunder. Contractor shall not claim expenditures to County that are not reimbursable pursuant to applicable federal, state, and county laws, regulations, and requirements. Any payment made by County to Contractor, which is subsequently determined to have been for a non-reimbursable expenditure or service, shall be repaid by Contractor to County in cash or by check within forty-five (45) days of submission of request.

Dates	Estimated Monthly Expenditure	Maximum Annual Not-to-exceed
<i>Upon Execution, to June 30, 2018</i>	\$14,583.33	\$175,000
<i>July 1, 2018 – June 30, 2019</i>	\$14,583.33	\$175,000
<i>July 1, 2019 – June 30, 2020</i>	\$14,583.33	\$175,000
<i>July 1, 2020 – June 30, 2021</i>	\$14,583.33	\$175,000
<i>July 1, 2021– June 30, 2022</i>	\$14,583.33	\$175,000
<i>July 1, 2022– June 30, 2023</i>	\$14,583.33	\$175,000
<i>July 1, 2023- September 30, 2023</i>	\$14,875.00	\$44,625
Maximum Contractual Obligation		\$1,094,624

The Contractor shall under no circumstances exceed the amounts budgeted by the Contractor for any item identified in Exhibit “B, A-1” and labeled as “Annual Budget,” without prior approval by the County. The Contractor shall under no circumstances add additional items of cost to the proposed budget without prior approval by the County. Notwithstanding the above prohibitions, the Contractor may reallocate funds between the budgeted cost items identified under Operating Expenses in Exhibit “B, A-1” without prior approval by the County, with the exclusion of “Incentives,” which shall under no circumstances exceed \$10,000 per year.

For the purposes of this Agreement, the indirect cost rate shall be calculated at a 10% de minimis rate applied to the funding for the agreement and shall not exceed the total amounts identified in the table below:

	July 2017 – June 2018	July 2018 – June 2019	July 2019 – June 2020
Indirect Cost Total	\$19,485	\$19,444	\$19,444

	July 2020 – June 2021	July 2021 – June 2022	July 2022– June 2023	July 2023- Sept 2023
Indirect Cost Total	\$15,727	\$15,727	\$15,727	\$4,010

The Contractor shall not under any circumstances increase the budgeted amount for indirect costs or otherwise reallocate budgeted funds to increase the indirect cost amounts identified in Exhibit “B, A-1”

Travel Expenses: Reimbursement for private transportation and parking fees for roundtrip travel to school, childcare, a child’s preschool or school, religious services or activities, court

proceedings, medical appointments, sibling visitation, work or work related training, and ILP-sponsored events and classes shall be in accordance with the current "Board of Supervisors Policy D-1 ", Issue date 12/13/2016, revised date 10/20/2009, and as amended thereafter, which may be found in the Board of Supervisors Policy Manual:

<https://www.edcgov.us/Government/Auditor-Controller/accountingformsandprocedures/Documents/BOS%20Travel%20Policy.pdf#search=travel%20policy%20travel%20policy>

The current policy is attached hereto as Exhibit A and incorporated by reference herein.

Invoices:

It is a requirement of this Agreement that Contractor shall submit an original similar in content and format with Exhibit C, attached hereto and incorporated by reference herein. HHSAs Authorizations or other written authorizations for services shall be attached to invoices. Only the name(s) of Clients listed on the HHSAs Authorization shall be listed on the invoice. Contractor shall ensure that only billing information is included on the invoice. Information related to Client(s) diagnosis, prognosis or treatment is not permitted on the invoice.

Contractor is required to submit invoices with a copy of the Authorization, no later than fifteen (15) days following the end of a “service month.” For billing purposes, a “service month” shall be defined as a calendar month during which Contractor provides Client services in accordance with “Scope of Services.” Failure to submit invoices and Authorizations by the 15th of the month following the end of a service month shall result in payment(s) being withheld until the appropriate documents are received by staff. Receipt by HHSAs of invoices and associated paperwork submitted by Contractor for payment shall not be deemed evidence of allowable costs under this Agreement. Upon request by County, Contractor may be required to submit additional or new information, which may delay reimbursement.

Invoices for services rendered under this Agreement shall clearly distinguish the total cost of all program-related incentives paid for by the Contractor during the service month, as a part of the total monthly payment amount. Any incentives paid during the service month must be substantiated with a receipt containing the original signature of the client, date, and amount and type of incentive, or an invoice in cases where an incentive was procured directly for the client by the Contractor.

For all satisfactory services provided herein, County agrees to pay Contractor monthly in arrears and within forty-five (45) days following County’s receipt and approval of all valid invoice(s).

Invoices shall be sent as follows, or as otherwise directed in writing by County:

<i>mail (preferred method):</i>	<i>U.S. Mail:</i>
<p>SSCWSinvoice@edcgov.us Please include in the subject line: “Contract #, Service Month, Description / Program</p>	<p>County of El Dorado Health and Human Services Agency Attn: Finance Unit 3057 Briw Road, Suite B Placerville, CA 95667-5321</p>

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4) Article IV is hereby amended and replaced in its entirety to read as follows:

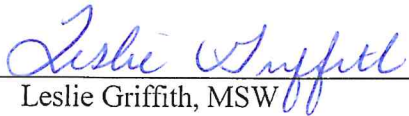
ARTICLE IV

Financial Report:

- A. Contractor shall submit annual financial statements to HHSA no later than 30 days following the end of each quarter of this Agreement, covering all expenditures for services provided during the previous quarter, beginning July 1st and extending through June 30th of each year.
- B. Contractor shall submit Single Audit, if applicable, per 2 CFR 200, to HHSA no later than 30 days following the end of each quarter of this Agreement, covering all expenditures for services provided during the previous quarter, beginning July 1st and extending through June 30th of each year.

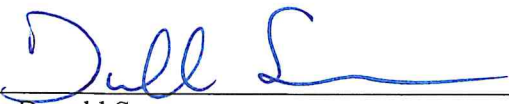
Except as herein amended, all other parts and sections of that Agreement #098-S1811 shall remain unchanged and in full force and effect.

Requesting Contract Administrator Concurrence:

By: 
Leslie Griffith, MSW
Assistant Director of Human Services
Health and Human Services Agency

Dated: 4/16/2020

Requesting Department Head Concurrence:

By: 
Donald Semon
Director
Health and Human Services Agency

Dated: 4-20-20

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to that Agreement for Services #098-S1811 on the dates indicated below.

-- COUNTY OF EL DORADO --

Dated: _____

By: _____

Chair
Board of Supervisors
"County"

ATTEST:
Kim Dawson
Clerk of the Board of Supervisors

By: _____
Deputy Clerk

Dated: _____

-- CONTRACTOR --

UNITY CARE GROUP, INC.
A NON-PROFIT CALIFORNIA CORPORATION

By: _____
Andre' Chapman
Chief Executive Officer
"Contractor"

Dated: 4-16-20

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COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: Travel	Policy Number: D - 1	Page Number: 1 of 13
	Date Adopted: 12/22/1987	Effective Date: 12/22/1987

PURPOSE

The purpose of this policy is to establish uniform travel and business expense reimbursement policies, rules and claim procedures for persons authorized to conduct County business. This policy applies to all County officers and employees, members of legislative or advisory bodies established by the Board (salaried or not), volunteers, contractors, and consultants traveling on County business when authorized under the terms of this policy. For ease of reference, the Travel Policy is presented in the following sections:

- I. General Policy
- II. Authorization to Travel
- III. Transportation Expenses
- IV. Meal Expenses
- V. Lodging Expenses
- VI. Advance Payments
- VII. Compliance – Responsibility of Claimant



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: Travel	Policy Number: D - 1	Page Number: 2 of 13
	Date Adopted: 12/22/1987	Effective Date: 12/22/1987

I. GENERAL POLICY:

Pursuant to Board of Supervisors Policy B-1, "Budget Control and Responsibility", it is the primary responsibility of department heads to maintain their departments' expenditure levels within the Board approved budget. In accordance with this responsibility, department heads shall have broad discretion and authority related to travel activities and expenses for their departmental employees, contractors, and consultants subject to the provisions of this policy.

- A. County officers and employees should not suffer any undue loss when required to travel on official County business, nor should said individuals gain any undue benefit from such travel.
- B. Travel shall be authorized only when the travel is in the best interest of the County.
- C. County officers or employees compelled to travel in the performance of their duties and in the service of the County shall be reimbursed for their actual and necessary expenses for transportation, parking, tolls, and other reasonable incidental costs, and shall be reimbursed within maximum rate limits established by the Board of Supervisors for lodging, meals, and private auto use.
- D. Contractors and consultants may be reimbursed in accordance with this policy when such reimbursement is authorized pursuant to an agreement for services.
- E. Travel arrangements should be as economical as practical considering the travel purpose, , timeframe available to accomplish the travel mission, available transportation and facilities, and time away from other duties.
- F. Forgoing one allowable expense is not an acceptable justification for exceeding the allowable reimbursement for another expense. For example, carpooling when not required to do so shall not be justification for reimbursement for a more expensive parking option.
- G. In the event there is a question regarding compliance with this Policy, the Chief Administrative Officer (CAO) shall be responsible for interpreting this Policy and shall make the final determination regarding compliance.
- H. The CAO or designee may authorize an exception to requirements set forth in this Travel policy, upon written request by the appropriate, responsible department head. Any granted exception is to be applied on a case-by-case basis and does not set a precedent for future policy unless it has been formally adopted by the Board of Supervisors.



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: Travel	Policy Number: D - 1	Page Number: 3 of 13
	Date Adopted: 12/22/1987	Effective Date: 12/22/1987

- I. This policy does not apply to meal or travel costs related to inmates, juvenile wards, or Health and Human Services clients.. Such costs may be authorized at the department head's discretion and claimed through normal claiming procedures.
- II. Authorization to Travel
 - A. General Conditions
 1. Except as otherwise provided in this policy, advance authorization is required for travel.
 2. Where department head approval is required, that approval may not be delegated unless specifically stated.
 - (a) Annually, at the beginning of the fiscal year, each department shall provide the CAO and Auditor-Controller with a list of employees who are authorized to approve travel requests, and shall inform both offices of any changes to the list throughout the year.
 3. Travel by non-County personnel, excluding volunteers, must be approved by the department head responsible for the expense. Travel by volunteers may be authorized in the same manner as travel by County employees.
 - B. In-County Travel
 1. No specific written advance approval is required for in-County travel for activities that are considered a part of the routine, day-to-day operations of the department, as defined and authorized by the department head or designee, and in-County travel which does not require overnight lodging.
 2. In-county overnight travel requires advance written authorization by the department head or designee.
 - C. Out-of-County Travel
 1. All overnight travel outside of the County by anyone except members of the Board of Supervisors and the Board Members' immediate staff requires advance written authorization by the department head or designee. Out of County travel by immediate staff of a member of the Board of Supervisors requires the advance written authorization of the respective Board member.



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

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2. Except as provided below, all travel outside of the states of California and Nevada by anyone except members of the Board of Supervisors and the Members' immediate staff requires advance written authorization by the department head and CAO or CAO's designee.
3. Travel outside the states of California and Nevada may be approved by the department head or designee under the following circumstances
 - (a) Travel by law enforcement personnel in the performance of law enforcement activities including but not limited to extraditions and investigations.
 - (b) Travel required to perform duties pursuant to an order of the court.

III. Transportation Expenses

A. General Conditions

1. Transportation expenses are the direct costs related to movement of the traveler from the authorized point of departure to the destination of travel and back to the authorized point of return.
2. All transportation expenses incurred shall be based upon the most efficient, direct, and economical mode of transportation available.
3. Whenever a time frame is established as criteria for eligibility for claiming reimbursement, estimated travel time shall be based upon legal vehicle speed limits, volume of traffic, and weather conditions in effect at the time of travel.

B. Vehicle Transportation

Vehicle use (both County-owned and private) by authorized travelers during the conduct of official County business is subject to Board of Supervisors Policy D-4: County Vehicle Use-Privately Owned and County Owned Vehicles.

1. Private Vehicle

The use of private vehicles is discouraged. The use of a County fleet vehicle is preferred; however, reimbursement for use of a private vehicle, when such use has been authorized by the department head or designee, may be reimbursed subject to the following:

- (a) Travel by private vehicle will be reimbursed at the IRS rate for business use of a personal vehicle in effect in the County at the time of travel. This mileage reimbursement rate shall be



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considered to be full reimbursement for all costs in use of the private vehicle, except for reasonable costs for snow chain installation and removal.

- (b) If air travel would be less costly but the County Traveler prefers to drive, the County will reimburse the traveler for transportation costs equal to what the cost of air travel would have been, including airfare, shuttle, car rental, mileage to the airport, and other costs determined to be reasonable by the department head or designee; transportation costs over and above that amount, as well as any extra days of lodging, meals and incidentals incurred as a result of the decision to drive will be considered a personal, not reimbursable cost of the traveler.
- (c) Authorized travelers may not claim mileage for business use of a private vehicle in the following instances:
 - 1. When the traveler is riding with someone who will be claiming reimbursement for the vehicle's use from the County or another source;
 - 2. When the traveler has been assigned a County Vehicle for home retention (excluding law enforcement vehicles, whether marked or unmarked), or is receiving an allowance or lump sum for mileage, unless specifically provided for in the terms of their agreement or contract with the County or by Board resolution.
- (d) County employee mileage to the regular place of work from home, and back, is considered commuting and may not be claimed.
- (e) County employee mileage to a temporary work location from home, and back, is considered commuting and may not be claimed except in the following cases:
 - 1. If the County employee is required to report to the regular place of work before reporting to the temporary work location, he or she is eligible for mileage from the regular place of work to the temporary work location; and
 - 2. If the County employee is required to report to the regular place of work after working at the temporary work location and before going home, he or she is eligible for mileage from the temporary work location to the regular place of work.



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- (f) Mileage in conjunction with authorized County travel to and from the authorized destination shall be based on the distance to the destination from the traveler's home or the regular place of work, whichever is shorter, except in any the following cases:
1. If the traveler is required to report to his or her regular work location before leaving, he or she is eligible for mileage to the authorized destination from the work location;
 2. If the traveler is required to report to his or her regular work location before returning home, he or she is eligible for mileage based on the distance from the authorized destination to the work location;
 3. If the traveler is in "on-call" status and is called back to work, the traveler is eligible for mileage reimbursement based on the distance from the traveler's home to the work location
2. County Vehicle Transportation
- (a) Travelers using a County vehicle for traveling shall not be eligible for reimbursement for mileage.
 - (b) Travelers required to fuel a County vehicle at their own expense due to the unavailability of a county-authorized fueling site, or for other reasons deemed justified by the department head or designee, may be reimbursed for the actual fuel costs subject to presentation of receipt(s).
 - (c) If the County vehicle experiences mechanical failure, the traveler shall follow the rules set forth by Fleet Management.
3. Rental Vehicle Transportation
- (a) Vehicles may be rented for transportation at the destination point when the traveler travels to the destination via commercial common carrier and the cost of the rental will be less than the charge for shuttle or taxi service to and from the carrier termination point to the function or hotel accommodations.
 - (b) Vehicles may be rented for transportation to the destination point when the cost of the rental will be less than other reasonable and available modes of transportation.
 - (c) If more than one traveler from the same department is traveling to the same function, only as many rental vehicles as are needed to accommodate all travelers may be claimed.



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- (d) The traveler shall choose the least expensive size and mileage limits appropriate to the use required, as determined by the department head or designee. Rental cars shall be refueled prior to return to the rental agency to reduce cost to the County, except when the traveler is escorting a person who is under County supervision by an employee of the Sheriff's Office, the District Attorney's Office, the Public Defender's Office, the Probation Department, or Health and Human Services Agency
 - (e) Rental cars shall be returned to the renting location and on time to avoid additional charges.
 - (f) The traveler shall waive additional vehicle insurance provided by the rental company.
4. Commercial Carrier Transportation
- (a) Travelers shall seek and attempt to use the lowest rates available for the type of commercial carrier service being utilized. Whenever possible, travelers should take advantage of flight arrangements that minimize County cost (for example, purchasing a round trip ticket may be less expensive than two one-way tickets). No reimbursement will be provided for travel agent fees, unless the use of such services is a requirement to conduct County business.
 - (b) Claims for travel via commercial carrier shall be limited to the actual cost of travel at economy rates. A traveler may upgrade a ticket; however, the difference in cost for such upgrade, including upgrades to allow early check-in, is the responsibility of the traveler. The County will not reimburse any type of travel insurance unless the department head requests the traveler to purchase cancellation coverage. Reasonable baggage charges, if imposed by the airline, on the first checked bag are reimbursable. The department head or designee may authorize additional baggage fees when employees are required to travel with equipment that is required to perform their duties, and which must be checked.
 - (c) Travelers may retain frequent flyer and hotel rewards and similar program benefits. However, participation in these programs must not influence flight or hotel selection, which would result in incremental cost to the County beyond the lowest available cost unless the difference is paid by the traveler. Free tickets or cash allowances for volunteering to be denied timely boarding may be retained by the traveler but no additional cost to the County or interruption



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of County work is allowed and any additional time required to complete the trip shall be considered personal time.

(d) If travel plans change, requiring a ticket change that incurs a fee and/or fare increase, reimbursement for such costs will be provided only if it can be demonstrated that the change was in the best interest of the County or was necessary to avoid undue burden on the traveler. Such reimbursement shall be subject to department head approval.

(e) If credits are issued by airlines for non-refundable tickets due to canceled travel, the department shall be responsible for tracking these credits and using them for subsequent employee travel.

5. Other Transportation Expenses

(a) The following necessary transportation expenses may be claimed at actual cost when directly related to transporting the traveler to and from the business destination point:

(i) Taxi, rideshare services, shuttle, ferry, or public transit fares;

(ii) Parking fees

- Airport long-term parking is preferred for travel exceeding 24 hours. Department head approval is required for alternate parking arrangements that are necessary due to safety concerns or to ensure the security of county vehicles and equipment. A traveler choosing alternate parking without department head approval will be reimbursed at the long-term parking rate.
- Valet parking will only be reimbursed if it is required by the lodging venue. If a traveler chooses valet parking due to safety concerns or security of county vehicles and equipment when other, less expensive options are available, reimbursement will be subject to department head approval.

(iii) Bridge or road tolls (actual cost, not including penalties or fees);

(iv) Reasonable costs for snow chain installation and removal; and

(v) Other actual transportation expenses determined to be reasonable and necessary by the department head or designee.

(b) The following transportation expenses may not be claimed:



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- (i) Traffic and parking violations, including fines for non-payment of bridge or road tolls;
- (ii) Repairs on non-County vehicles;
- (iii) Mileage for personal trips while on County business;
- (iv) Purchase cost of snow chains;
- (v) Gratuities for taxi or rideshare services and
- (vi) Other actual transportation expenses determined to be unreasonable or unnecessary by the department head.

IV. Meal Expenses

A. Eligibility for Meal Expense Reimbursement

1. Meal expenses, within maximum allowable rates set forth herein, may be reimbursed for out-of-county travel, and for in-County overnight travel.
2. Generally, meals will not be provided for in-County travel; however, a department head (required for non-county personnel) or designee (for county personnel and volunteers) may approve meals for in-County travel or other activities under special circumstances, which may include, but not be limited to, the following:
 - a. Employees and volunteers are participating in a Search and Rescue mission or training exercise;
 - b. An employee from one slope of the county is required to spend all or part of the workday on the other slope, subject to the provisions of section IV.A.5 of this policy.
 - c. Contractors, consultants, or employees from other agencies are assisting with a county recruitment by serving on an interview panel;
 - d. Employees, volunteers, and employees of other agencies are working in the Emergency Operations Center during an emergency.
3. Travelers on out-of-County business travel that requires overnight lodging are eligible to claim reimbursement for meals taken out-of-County. Reimbursement for full days (at least 12 hours) of travel shall be provided as a per diem lump sum, which covers all meals taken by the traveler for each full day. The per diem rate shall be equal to the maximum federal per diem meal and



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incidental expenses (M&IE) rate established by the General Services Administration (GSA). The per diem rate includes taxes and gratuities.

4. For out-of-County business that is conducted on one business day, if the traveler's actual time for the day is estimated to equal or exceed 12 hours (including work time, the lunch period and round-trip travel time), the traveler is eligible to receive the full per diem reimbursement amount for that day.
5. For partial days (less than 12 hours) spent on out-of-County travel, whether or not lodging is included, individual meals may be claimed in accordance with the following guidelines:
 - (a) Breakfast, when travel time begins two hours or more before the start time for the traveler's regular work schedule for that day;
 - (b) Lunch, when travel time:
 - (i) ends five or more hours past the start time of the traveler's regular work schedule for that day (example: a traveler whose regular schedule is 8:00 a.m.-5:00 p.m. returns from travel after 1:00 p.m.); or
 - (ii) begins five or more hours before the end time of the traveler's regular work schedule for that day (example: a traveler whose regular schedule is 8:00 a.m.-5:00 p.m. leaves for a trip before 12:00 p.m.).
 - (c) Dinner, when travel time extends two hours or more past the end time for the traveler's regular work schedule for that day.
6. Reimbursement rates for individual meals shall be at the individual meal rate for that individual meal as established by the GSA.
7. Reimbursement may exceed the prescribed individual meal rate if the meal is being served as a part of the authorized event and the cost of the meal is itemized separately from the event's registration or attendance fees. For example, the registration fee for a multi-day conference includes lunches but an optional dinner is offered on one night at an additional cost.
8. Reimbursement may exceed the prescribed individual meal rate when a group meal is provided, and when approved by the department head or designee. Examples include meals provided to



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Search and Rescue volunteers working on a mission or training exercise and meals provided to emergency workers.

9. Unless specifically approved by the department head or designee, a traveler may not claim reimbursement for any meal which is provided, or otherwise available, to the traveler as part of the function, whether or not there is an actual charge for the meal. For example, if lunch is provided at the function, the traveler may not claim a per diem allowance or request reimbursement for eating elsewhere. Receipts will be required for reimbursement of alternate meals authorized by the department head or designee. For purposes of this section, continental breakfast and breakfast included in lodging rates and meals provided during airline or other commercial carrier travel do not constitute provided meals and shall not be deducted from the per diem allowance.
10. A traveler may not claim reimbursement for a meal that was paid for by someone else.
11. As required by California Government Code 53232.2 Board of Supervisors members must provide receipts for all meals and will be reimbursed at the appropriate per diem amount or the actual expense, whichever is less.

V. Lodging Expenses

A. Eligibility for Lodging

1. Travelers are not eligible to claim reimbursement for lodging for in-County travel, unless authorized by a department head or designee when assigned activities require the traveler to spend one or more nights in an area of the County that is distant from their place of residence (*e.g.*, western slope County Employee assigned to 2-day activity in South Lake Tahoe).
2. For out-of-County business that is conducted on one business day, if the traveler's actual time for the day is estimated to equal or exceed 12 hours (including work time, the lunch period and round-trip travel time), then the traveler will have the option of securing one night's lodging at either the beginning or end of the trip. Illustration: A County Employee who resides in South Lake Tahoe is required to attend a one-day business meeting in Sacramento. The County employee estimates that the total time for the day without obtaining lodging would be 14 hours (8 hours of meetings, 1 hour for lunch and 5 hours for round-trip travel). The employee will have the option



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of securing one night's lodging in Sacramento, either the night before the meeting, or after conclusion of the meeting.

3. Travelers are not eligible to claim reimbursement for lodging costs when staying overnight as a guest of friends or relatives.
4. Lodging expenses shall be claimed at either the actual cost of the lodging (limited to the single occupancy rate for a single room) or the County's maximum lodging rate (Federal Per Diem Rate established by GSA), whichever is less. Taxes and resort fees are in addition to the Federal Per Diem Rate.
5. Lodging costs may exceed the County's maximum lodging rate in the following situations:
 - (a) The authorized event is to be held at the particular hotel or events are scheduled for evening hours, or
 - (b) The CAO has given advance written authorization.
6. Except when registering for lodging at a pre-arranged group rate in conjunction with a conference or meeting, County Travelers shall request the government rate or lowest available eligible rate when making lodging arrangements.
7. Travelers are responsible for canceling hotel rooms before the cancellation period ends and should record the cancellation number in case of disputes. Travelers will not be reimbursed for "no-show" hotel charges unless there are unavoidable reasons for not canceling the room and the department head has determined that the reasons are valid.

VI. Advance Payments

After travel has been authorized, departments are encouraged to pre-pay expenses, to the extent feasible, using a County credit card, and to provide travelers with County credit cards (subject to credit card use policy) when traveling; however, when this option is not available or practical, an advance may be requested.

- A. The Auditor may provide advance funds for estimated "out of pocket" expenses up to seventy-five percent (75%) Advances will not be issued in amounts less than \$100 or more than \$1,000. The "out of pocket" expenses may include per diem allowances, individual meals, taxi and public



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transportation, lodging, parking, and registration costs, but does not include mileage reimbursement for the use of a personal vehicle.

B. A County credit card may not be used for expenses for which the traveler has received an advance.

VII. Actual Travel Costs Exceeding Estimates

When actual travel costs exceed the estimated costs by more than 2% or \$10.00, whichever is greater, the payment must be approved by the original approving authority

VIII. Compliance and Claim Processing

A. It is the responsibility of the claimant to understand and follow all policies and procedures herein in order to receive reimbursement for mileage, travel, and expense claims. The failure to properly complete any form or follow any policy or procedure may result in the return of a claim without reimbursement.

B. Requests for travel authorization and reimbursement shall be processed using forms specified by the County Auditor-Controller and Chief Administrative Office.

C. Department Heads are responsible for ensuring that claims for reimbursement are submitted to the Auditor-Controller's Office in a timely fashion, preferably within 30 days following completion of the travel.

RESPONSIBLE DEPARTMENT

Chief Administrative Office

DATES ISSUED AND REVISED; SUNSET DATE

Issue Date:	12/13/2016	Sunset Review Date:	12/31/2020
Original Adoption Date:	12/22/1987	Previous Revision Date:	10/20/2009

Exhibit B, A-1

Agency Name: The Unity Care Group Agreement #098-S1811 (206) A1

Project Name: Independent Living Program

	July 2020 - June 2021	July 2021 - June 2022	July 2022 - June 2023	July 2023 - September 2023
Personnel Costs				
Salaries	\$ 102,450	\$ 102,450	\$ 102,450	\$ 26,125
Payroll Taxes	\$ 9,221	\$ 9,221	\$ 9,221	\$ 2,351
Employee Benefits	\$ 16,392	\$ 16,392	\$ 16,392	\$ 4,180
Subtotal Personnel Costs	\$ 128,063	\$ 128,063	\$ 128,063	\$ 32,656
Operating Expenses				
Mileage	\$ 7,000	\$ 7,000	\$ 7,000	\$ 1,785
Incentives	\$ 10,000	\$ 10,000	\$ 10,000	\$ 2,550
Program Supplies & Equipment	\$ 400	\$ 400	\$ 400	\$ 102
Office Supplies	\$ 1,350	\$ 1,350	\$ 1,350	\$ 344
Communication Expenses Cell Phones	\$ 1,210	\$ 1,210	\$ 1,210	\$ 309
Occupancy Costs	\$ 8,750	\$ 8,750	\$ 8,750	\$ 2,231
Staff Training	\$ 500	\$ 500	\$ 500	\$ 128
Subtotal Operating Expenses	\$ 29,210	\$ 29,210	\$ 29,210	\$ 7,449
Indirect Costs				
Adm. Overhead 10% of Cost	\$ 15,727	\$ 15,727	\$ 15,727	\$ 4,010
Subtotal Indirect Costs	\$ 15,727	\$ 15,727	\$ 15,727	\$ 4,010
Emancipated Youth Stipend	\$ 2,000	\$ 2,000	\$ 2,000	\$ 510
Annual totals, A1 Increase	\$ 175,000	\$ 175,000	\$ 175,000	\$ 44,625
Total A1 Increase				\$ 569,624
Original 098-S1811 Maximum obligation through June 30, 2020				\$525,000
Maximum Obligation 098-S1811 A1				\$ 1,094,624

**County of El Dorado Health and Human Services Agency
BILLING INVOICE**

Vendor Name:	The Unity Care Group
Vendor Address:	
Phone:	
Fax:	
Email:	
Billing Contact:	

Contract #:	206
Program Description:	
EDC HSA Program	
Contact Person:	
Invoice #:	
Invoice Date:	
Invoice Total Amount:	0
Service Period/Month:	

DATE OF SERVICE	SERVICE TYPE/ DESCRIPTION	UNITS OF SERVICE (Hours/QTY)	COST PER UNIT (Rate)	AMOUNT
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
	Subtotal:			0
	Tax:			0
	Please Pay this Amount:			0

Invoice Backup

Invoice backup for services to include all data listed in your contract. – i.e. Original receipts required for incentives

If Authorization of Services is required, the signed Authorization Form must be included with this invoice.

Bill to:	Email: SSCWSinvoice@edcgov.us (preferred method)
	Mail: County of El Dorado Health and Human Services Agency 3057 Briw Road, Ste. B Placerville, CA 95667