RESOLUTION - ACTION REQUESTED 2015-154

MEETING: April 7, 2015

TO: The Board of Supervisors

FROM: Chevon Kothari, Human Services Director

RE: Agreement with Mariposa Safe Families to Provide Child Abuse Prevention Services

RECOMMENDATION AND JUSTIFICATION:
Approve an Agreement with Mariposa Safe Families to provide an array of services with the goal of preventing and decreasing child abuse in an amount not to exceed $333,611 over four years, and authorize the Board of Supervisors Chair to sign the Agreement.

Mariposa Safe Families will operate interrelated programs to provide: 1) Community awareness building, training and collaboration with other private/public organizations; 2) Linkage and coordination services between the Family Enrichment Center and community-based resources and programs and the "Mountain Valley 2-1-1 project;" and 3) Reporting, data collection, and evaluations of program outcomes.

Mariposa Safe Families (MSF) will promote public awareness of the abuse and neglect of children and the resources available for intervention and treatment.

Strategies:
1. Disseminate information about child abuse and neglect, its prevention and the resources available via media, technology and print materials.
2. Encourage and facilitate community support for child abuse and neglect through participation in community activities.

MSF will provide support to enhance collaborative efforts to prevent and intervene effectively in areas related to child abuse and neglect.

Strategies:
1. Continue the multi-disciplinary make-up of the Child Abuse Prevention Council Board of Directors.
2. Encourage and facilitate training of professionals in the prevention of child abuse and neglect.
3. Recommend improvements in services to families and victims.
4. Participate in collaborative efforts that enhance effective, efficient service delivery systems.

MSF will continue the operation of the Family Enrichment Center in Mariposa to support children and families by providing:
1. Referrals to community resources.
2. Continued participation in Child Welfare System Improvement planning and implementation efforts.

Reporting:
Contractor shall provide reports on services provided and evaluations of program outcomes that assess program effectiveness. Reports shall quantify whether the goal of detecting and preventing child abuse and neglect has been achieved and whether the number of substantiated cases has declined as a result of the Child Protection Unit (CPU) program. The Contractor will be provided with data collection and analysis templates to assist in this process.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board approved an existing contract with Mariposa Safe Families on October 21, 2014 by Resolution 2014-544. Mariposa County Human Services has notified Mariposa Safe Families of the termination of that contract. The previous contract will be superseded by the present contract under consideration, which includes an expansion in the scope of work and activities to be performed.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
The funds used for this Agreement must be used for Child Abuse Prevention. If this Agreement is not approved, Mariposa County Human Services may have difficulty in finding an alternative to provide effective Child Abuse Prevention activities.

FINANCIAL IMPACT:
This contract is paid with Child Abuse Prevention, Intervention and Treatment Program (CAPIT) and Community-Based Child Abuse Prevention (CBCAP) funds. There is no impact to the County General Fund.

ATTACHMENTS:
MSF Child Abuse, Community Linkage and Reporting Contract 2015 (PDF)
MSF Child Abuse, Community Linkage and Reporting Exhibit A 2015 (DOC)
MSF Child Abuse, Community Linkage and Reporting Exhibit B 2015 (DOCX)
Notice of Termination of MSF Contract dated 10-21-14 (PDF)
Mariposa Safe Families - Child Abuse Prevention 2015-2018 contract (PDF)

CAO RECOMMENDATION
Requested Action Recommended

Mary Hudson
Mary Hudson, CAO 4/2/2015

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Marshall Long, District III Supervisor
SECONDER: Rosemarie Smallcombe, District I Supervisor
AYES: Smallcombe, Jones, Long, Cann, Carrier
CONTRACT FOR SERVICES

This Contract made this ___ day of __________, 2015 between:

COUNTY: MARIPOSA COUNTY
Human Services Department
5362 Lemee Lane
P.O. Box 99
Mariposa, CA 95338

and

CONTRACTOR: MARIPOSA SAFE FAMILIES
P.O. Box 545
Mariposa CA 95338

ARTICLE I. TERM OF CONTRACT

1.01 Contract Term: This Contract shall become effective as of April 1, 2015 and shall terminate on June 30, 2018 unless terminated in accordance with the provisions of Article 7 of this Contract.

ARTICLE 2. INDEPENDENT CONTRACTOR STATUS

2.01 Independent Contractor: It is the expressed intention of the parties that Contractor is an independent Contractor and not an employee, agent, joint venturer or partner of County. Nothing in this Contract shall be interpreted or construed as creating or establishing the relationship of employer and employee between County and Contractor or any employee or agent of Contractor. Both parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall retain the right to perform services for others during the term of this Contract.

2.02 Contractor Qualifications: Contractor warrants that Contractor has the necessary experience and technical skills to provide services under this Contract.

2.03 Contract Management: Contractor shall report to the Human Services Director who will review the activities and performance of the Contractor and administer this Contract.
ARTICLE 3. SERVICES TO BE PERFORMED BY CONTRACTOR

3.01 **Scope of Services:** Contractor agrees to furnish the following services: Contractor shall provide the services described in Exhibit “A” attached hereto.

No additional services shall be performed by Contractor unless approved in advance in writing by the County stating the dollar value of the services, the method of payment, and any adjustment in contract time. All such services are to be coordinated with County and the results of the work shall be monitored by Human Services Director or his/her designee. However, the means by which the work is accomplished shall be the sole responsibility of the Contractor.

3.02 **Method of Performing Services:** Contractor will determine the method, details, and means of performing the above-described services including measures to protect the safety of the traveling public and Contractor’s employees. County shall not have the right to, and shall not, control the manner or determine the method of accomplishing Contractor’s services.

3.03 **Employment of Assistants:** Contractor may, at the Contractor’s own expense, employ such assistants as Contractor deems necessary to perform the services required of Contractor by this Contract. County may not control, direct, or supervise Contractor’s assistants or employees in the performance of those services.

Contractor assumes full and sole responsibility for the payment of all compensation and expenses of these assistants and for all state and federal income tax, unemployment insurance, Social Security, disability insurance and other applicable withholdings.

ARTICLE 4. COMPENSATION

4.01 **Compensation:** In consideration for the services to be performed by Contractor, County agrees to pay Contractor in proportion to the services satisfactorily performed in the not to exceed amount of three hundred thirty-three thousand six hundred eleven dollars ($333,611). The total sum to be paid to Contractor includes all labor, materials, travel and other expenses to be incurred by Contractor in the performance of the services described herein. Payment shall be made upon submission of a formal claim approved by the appropriate official of the County as follows:

[ ] Total sum to be paid upon completion of services.

or

[ X ] Incremental payments based on the following schedule:
Contractor will submit invoices as described in Exhibit B
4.02 **Invoices:** Contractor shall submit detailed invoices for all services being rendered from the Contractor to the County.

4.03 **Date for Payment of Compensation:** County will endeavor to make payment within 45 days of invoices being submitted from the Contractor to the County, and approval and acceptance of the work by the County.

4.04 **Expenses:** Contractor shall be responsible for all costs and expenses incident to the performance of services for County, including but not limited to, all costs of materials, equipment, all fees, fines, licenses, bonds or taxes required of or imposed against Contractor and all other of Contractor’s costs of doing business. County shall not be responsible for any expense incurred by Contractor in performing services for County.

**ARTICLE 5. OBLIGATIONS OF CONTRACTOR**

5.01 **Tools and Instrumentalities:** Contractor will supply all tools and instrumentalities required to perform the services under this Contract. Contractor is not required to purchase or rent any tools, equipment or services from County. County shall not provide working space, supplies, materials or other such support to Contractor in the performance of the services and tasks as described herein.

5.02 **Indemnification:** Contractor shall indemnify and hold County harmless against any and all liability imposed or claimed, including attorney’s fees and other legal expenses, arising directly or indirectly from any act or failure of Contractor or Contractor’s assistants, employees or agents, including all claims relating to the injury or death of any person or damage to any property. Contractor agrees to maintain a policy of liability insurance in the minimum amount of One Million Dollars ($1,000,000) to cover such claims or in an amount determined appropriate by the County Risk Manager. Contractor shall furnish a certificate of insurance evidencing such insurance and naming the County as an additional insured for the above-cited liability coverage prior to commencing work. It is understood that the duty of Contractor to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by County of insurance certificates and endorsements required under this Contract does not relieve Contractor from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Contract, Contractor acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

5.03 **General Liability and Automobile Insurance:** During the term of this Contract Contractor shall obtain and keep in full force and effect a commercial, general liability and automobile policy or policies of at least $1,000,000 combined limit for bodily injury and property damage; provided that the County, its officers,
employees, volunteers and agents are to be named additional insureds under the policies, and that the policies shall stipulate that this insurance will operate as primary insurance for work performed by Contractor and its sub-contractors, and that no other insurance effected by County or other named insureds will be called on to cover a loss covered thereunder. The General Liability insurance shall be provided by an ISO Commercial General Liability policy, with edition dates of 1985, 1988, or 1990. The County will be named as an additional insured using ISO form CG 2010 1185 or the same form with an edition date no later than 1990, or in other form satisfactory to County.

5.04 Certificate of Insurance: Contractor shall complete and file with the County prior to engaging in any operation or activity set forth in this Contract, certificates of insurance evidencing coverage as set forth in paragraphs 5.02 and 5.03 above and which shall provide that no cancellation or expiration by the insurance company will be made during the term of this Contract, without thirty (30) days written notice to County prior to the effective date of such cancellation.

5.05 Workers’ Compensation: During the term of this Contract Contractor agrees to provide workers’ compensation insurance for Contractor’s employees and agents and agrees to hold harmless and indemnify County for any and all claims arising out of any injury, disability, or death of any of Contractor’s employees or agents.

5.06 Public Employees Retirement System (CalPERS): In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Contract is determined by a court of competent jurisdiction or the Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the County, Contractor shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

5.07 State and Federal Taxes: As Contractor is not County’s employee; Contractor is responsible for paying all required state and federal taxes. In particular:

a. County will not withhold FICA (Social Security) from Contractor’s payments;

b. County will not make state or federal unemployment insurance contributions on behalf of Contractor;

c. County will not withhold state or federal income tax from payment to Contractor;

d. County will not make disability insurance contributions on behalf of Contractor;
e. County will not obtain workers' compensation insurance on behalf of Contractor.

5.08 Records: It is understood and agreed that all plans, studies, specifications, data magnetically or otherwise recorded on computer or computer diskettes, records, files, reports, etc., in possession of the Contractor relating exclusively to the matters covered by this Contract shall be the property of the County, and Contractor hereby agrees to deliver the same to the County upon request.

5.09 Contractor's Books and Records: Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the County for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Contractor. Any records or documents required to be maintained shall be made available for inspection, audit and/or copying at any time during regular business hours, upon oral or written request of the County.

5.10 Assignability of Contract: It is understood and agreed that this Contract contemplates personal performance by the Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or obligations of the Contractor under this Contract will be permitted only with the express written consent of the County.

ARTICLE 6. OBLIGATIONS OF COUNTY

6.01 Cooperation of County: County agrees to comply with all reasonable requests of Contractor and to provide access to all documents as permitted by law necessary to the performance of Contractor's duties under this Contract.

6.02 Assignment: Neither this Contract nor any duties or obligations under this Contract may be assigned by County without the prior written consent of Contractor.

ARTICLE 7. TERMINATION OF CONTRACT

7.01 Termination on Occurrence of Stated Events: This Contract shall terminate automatically on the occurrence of any of the following events:

1. Bankruptcy or insolvency of Contractor;
2. Death of Contractor.

7.02 Termination by County for Default of Contractor: Should Contractor default in the performance of this Contract or materially breach any of its provisions, County, at
County’s option, may terminate this Contract by giving 30 day written notification to Contractor. This notification shall outline any all alleged conditions deemed by the County to be a default of performance or material breach warranting termination of contract.

7.03 **Termination Without Cause:** Either party may terminate this Contract at any time by providing a 60 day notice in writing that the Contract is terminated. Said Contract shall then be deemed terminated 60 days from receipt of notice. If the Contract is so terminated, the Contractor shall be paid for that percentage of the phase of work actually completed, based on a pro rata portion of the compensation for said phase satisfactorily completed at the time the notice of termination is received.

7.04 **Termination of Funding:** The parties acknowledge that the nature of government finance is unpredictable and that the rights and obligations set forth in this Contract are necessarily contingent upon the receipt and/or appropriation of the necessary funds. In the event that funding is terminated to the County, in whole or in part, for any reason, at any time, this Contract and all obligations of County arising from this Contract shall be immediately discharged. County agrees to inform Contractor with in 72 hours after County determines, in its sole judgment, that funding will be terminated and the final date for which funding will be available. Within 7 calendars days of notification, the County shall provide Contractor with a written statement outlining the conditions or factors necessitating County’s termination of Contract.

**ARTICLE 8. GENERAL PROVISIONS**

8.01 **Notices:** Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid and return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Contract, but each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing.

8.02 **Entire Agreement of the Parties:** This Contract supersedes any and all contracts, either oral or written, between the Parties hereto with respect to the rendering of services by Contractor for County and contains all the covenants and contracts between the Parties with respect to the rendering of such services in any manner whatsoever. Each Party to this Contract acknowledges that no representatives, inducements, promises, or contracts, orally or otherwise, have been made by any Party, or anyone acting on behalf of any Party, which are not embodied herein, and that no other contract, statement, or promise not contained in this Contract shall be valid or binding. Any modification of this Contract will be effective only if it is in writing signed by the Party to be charged and approved by the County as provided herein or as otherwise required by law.
8.03 **Partial Invalidity:** If any provision in this Contract is held by a court or competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

8.04 **Attorney's Fees:** If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Contract, the prevailing Party will be entitled to reasonable attorney's fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that Party may be entitled.

8.05 **Conformance to Applicable Laws:** Contractor shall comply with the standard of care regarding all applicable federal, state and county laws, rules and ordinances. No discrimination shall be made by Contractor in the employment of persons who work under this contract because of race, color, national origin, ancestry, disability, sex or religion of such person.

8.06 **Waiver:** In the event that either County or Contractor shall at any time or times waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Contract, whether of the same or any other covenant, condition or obligation.

8.07 **Governing Law:** This Contract and all matters relating to it shall be governed by the laws of the State of California and County of Mariposa and any action brought relating to this Contract shall be held exclusively in a state court in the County of Mariposa.

Executed in Mariposa, California, on the date and year first above written.

**CONTRACTOR:**

Mariposa Safe Families, Inc.

By: ____________________________ 4/1/15
Mary Loughran (date)

**COUNTY:**

County of Mariposa

By: ____________________________ 4/9/15
Merlin Jones, Chair (date)
Mariposa County Board of Supervisors

**APPROVED AS TO FORM:**

By: ____________________________
Steven W. Dahlem
County Counsel
SCOPE OF WORK

Funds are provided to the CONTRACTOR under this contract for interrelated programs: 1) To provide community awareness building, training and collaboration with other private/public organizations (Children’s Trust Fund [CTF]); 2) Linkage and coordination services between the Family Enrichment Center and community-based resources and programs and the “Mountain Valley 2-1-1 project” (Community-Based Child Abuse Prevention [CBCAP]/Child Welfare Services Improvement Plan [CWSIP]); and 3) Reporting, data collection, and evaluations of program outcomes. The specific outcomes and activities for these programs are as follows:

1. CHILDREN’S TRUST FUND

<table>
<thead>
<tr>
<th>Outcomes: Children are safe, healthy, at-home, in-school, and out-of-trouble.</th>
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<tbody>
<tr>
<td>• Families at risk of child abuse and neglect receive information about available services.</td>
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<tr>
<td>o Indicator: Number of community members reached through awareness campaigns</td>
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<tr>
<td>• Fewer children are victims of child abuse and neglect.</td>
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<tr>
<td>o Indicator: Rate of substantiated cases of child abuse and neglect</td>
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<tr>
<td>• Parents are informed of positive parenting practices.</td>
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<tr>
<td>o Indicator: Number of community members reached through awareness campaigns</td>
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<tr>
<td>• Collaborative efforts enhance child abuse and neglect prevention service delivery systems.</td>
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<td>o Indicator: Number of multi-disciplinary activities</td>
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GOALS & STRATEGIES:
The activities that will be conducted by the CONTRACTOR to achieve the above outcomes will involve community awareness building, training, and collaboration with other private and public organizations. The specific objectives and activities are as follows:

Goal #1: Promote public awareness of the abuse and neglect of children and the resources available for intervention and treatment.
Strategies:
• Disseminate information about child abuse and neglect, its prevention and the resources available via media, technology and print materials.
• Encourage and facilitate community support for child abuse and neglect through participation in community activities.

Goal #2: CONTRACTOR will provide support to enhance collaborative efforts to prevent and intervene effectively in areas related to child abuse and neglect.

Strategies:
• Continue the multi-disciplinary make-up of the Child Abuse Prevention Council Board of Directors.
• Encourage and facilitate training of professionals in the prevention of child abuse and neglect.
• Recommend improvements in services to families and victims.
• Participate in collaborative efforts that enhance effective, efficient service delivery systems.
2. COMMUNITY-BASED FAMILY RESOURCE AND SUPPORT PROGRAM (CBCAP/CWSIP)

Outcomes: Children are safe, healthy, at-home, in-school, and out-of-trouble.

- Families at risk of child abuse and neglect have knowledge of local resources and receive effective early intervention, before children are harmed.
  - Indicator: Number of families receiving services
- Parents voluntarily access the multi-dimensional support in their communities to create and maintain a positive home environment.
  - Indicator: Engagement rate of families referred to the Family Enrichment Center (FECs)
- Families are satisfied with the community-based services they receive.
  - Indicator: Percentage of satisfied program participants

GOALS & OBJECTIVES:
To achieve the above-listed outcomes, CONTRACTOR will continue operation of the Family Enrichment Center in Mariposa to support children and families by providing:
1. Information, referrals, and linkages to community resources.
2. Continued participation in Child Welfare System Improvement planning and implementation efforts.

Objective #1:
   a. Provide information, and referral.

Objective #2:
   a. Coordinate Child Abuse Awareness month activities such as Safe at Home Fairs.

Objective #3:
   a. Coordinate Community Activities such as Daddy-Daughter Dance and Grand families Coffee.

PROGRAM EVALUATION
- Participate in ongoing evaluation to assess program success and foster continuous improvement.
- Measure participant behavioral changes among FEC service participants.
- Collect quantitative and demographic data for all programs referenced herein.
- The number of referrals, linkages, and multi-disciplinary activities shall be an indicator of increased access to social services and systems change.
- Submit quarterly reports to Mariposa County Human Services that include activities and accomplishments, numbers served in each category, anecdotal information, and objectives for the next quarter.

Additional Reporting Requirements (to be completed for the State Office of Child Abuse Prevention in conjunction with County):
- Current Child Abuse Prevention Council (CAPC) roster to include positions.
- Clear description of the existing Council, pursuant to Welfare and Institutions Code (WIC) Sections 18965 and 18982, or the specific process/time frame to meet this requirement. (The Council must reflect balanced community representation inclusive of parent consumers).
- Evidence that the CAPC’S primary purpose is to coordinate the community’s efforts to prevent and respond to child abuse, pursuant to WIC Section 18982. Activities include but are not limited to:
1. Planning, implementation and evaluation of CAPIT/CBCAP services, as a member of the County Accountability Workgroup working on child welfare system improvement strategies.

2. Make funding recommendations to the Mariposa County Human Services Department regarding CAPIT/CBCAP services.

3. Provide a copy of the annual report to the Mariposa County Human Services Department.

4. Provide an annual report to the Mariposa County Board of Supervisors.

3. REPORTING, DATA COLLECTION, AND EVALUATIONS OF PROGRAM OUTCOMES

Contractor shall provide reports on services provided and evaluations of program outcomes that assess program effectiveness. Reports shall quantify whether the goal of detecting and preventing child abuse and neglect has been achieved and whether the number of substantiated cases has declined as a result of the Child Protection Unit (CPU) program. The Contractor will be provided with data collection and analysis templates to assist in this process.

Contractor shall provide quarterly and annual reports on the services provided, including evaluations of program effectiveness documented by outcome measures data. Reporting shall be coordinated with Human Services Department management staff and will include additional metrics and reports as needed to ensure full compliance with California Department of Social Services (CDSS) requirements.

Contractor reporting to Human Services shall include copies of any curriculum-generated reports, such as the summative knowledge assessment that is given at the end of each unit at each grade level in the Second Step program. This assessment determines whether the fundamental knowledge of the “rules” was retained. Contractor shall submit summary reports on the number of students, parents, teachers, and staff that participate in education and training. Contractor will also provide reports on participation in Mandated Reporter training given to all school teachers, staff, volunteers, and administrators.

Contractor shall submit reports and year-to-year comparisons of annual Child Welfare Services (CWS) data and Sheriff’s Office data on child abuse reporting, intervention, and substantiated/referred cases at the end of the pilot year and the three program years. These reports shall examine the number of cases the Sheriff’s Office investigates and the number that are referred to the District Attorney’s office (DA). These cases will include both custodial and non-custodial adults involved in perpetrating child abuse. These reports will be summarized and compared to CWS data because CWS cases only reflect child abuse and neglect perpetrated by a custodial/responsible adult.

Contractor shall provide reports on direct services that are planned events (not one time only events). The direct services reports shall be categorized by type of service provided and the type of recipient, e.g.: children only, individual with children, with or without disability, individual parent or caregiver, the number of families served, etc. Contractor shall provide summary demographic reports showing unduplicated counts of clients served by ethnicity, i.e., White (non-Hispanic), Hispanic or Latino, Black or African-American (non-Hispanic), Asian, American Indian or Alaskan Native, Native Hawaiian or Pacific Islander, and Other.
Exhibit B
Mariposa Safe Families
Child Abuse Prevention Services Program Budget and Payments

Total Project Budget: $333,611

$82,923  Pilot Year  4/1/15 - 6/30/15
$88,676  Year 2    7/1/15 - 6/30/16
$81,006  Year 3    7/1/16 - 6/30/17
$81,006  Year 4    7/1/17 - 6/30/18

Reports:
Contractor will submit quarterly reports as described in Exhibit A that document the services performed and the analyses of program effectiveness. The submission of all reports as described in Exhibit A is an integral part of contract performance and will substantiate requests for payment. The County reserves the right to withhold payment if the quality and timeliness of reports is not met.

Pilot Year:
Upon execution of this contract, Contractor will submit a claim for a Pilot Year advance equal to 50% of the Pilot Year Budget ($41,461.50). County will pay the advance, and Contractor will submit detailed monthly invoices for program expenses. No further payments will be made by County until Contractor has submitted sufficient monthly invoices to offset the advance. After Contractor has submitted detailed invoices that exceed the advance, County will pay the balance due and pay subsequent monthly invoices as received.

Years 2, 3, and 4:
Contractor will submit detailed monthly invoices for program expenses and which will be approved by management and paid up to the budget limit for the year.