

Agreement No. _____

**COUNTY OF KINGS
AGREEMENT FOR SERVICES**

THIS AGREEMENT is made and entered into on January 6, 2026 (“Effective Date”), by and between the County of Kings, a political subdivision of the State of California (“County”), and Reading and Beyond (“Contractor”) (singularly a “Party,” collectively the “Parties”).

RECITALS

WHEREAS, the County requires employment and training services to recipients of Non-Assistance CalFresh benefits; and

WHEREAS, Contractor is ready, willing, able, and qualified to perform such services.

NOW, THEREFORE, the Parties agree as follows:

1. SCOPE OF SERVICES

The County engages Contractor and Contractor shall do, perform, and carry out the services as set forth in **Exhibit A**.

2. RESPONSIBILITIES OF CONTRACTOR

Contractor possesses the requisite skills necessary to perform the work under this Agreement and the County relies upon such skills. Contractor shall, at all times, utilize its ability, experience and talent, faithfully, industriously and professionally perform the work set forth in **Exhibit A** to the County’s reasonable satisfaction. The County’s acceptance of Contractor’s work does not constitute a release of Contractor from its professional responsibility.

Contractor affirms that it possesses all necessary federal, state, and local permitting, licensure, and certification required to perform the work, including, but not limited to, driver’s license(s), professional license(s), or certificate of tax-exempt status, or permits, as required to perform the work under this Agreement.

3. COMPENSATION

County shall pay Contractor in accordance with this Section and the attached **Exhibit B**. Contractor is not entitled to, nor will Contractor receive any additional consideration, compensation, or other remuneration, unless this Agreement is amended in writing by both Parties.

Contractor shall completely expend all funds in accordance with this Agreement by September 30, 2028. The County's obligation to compensate Contractor is contingent upon County's receipt of Federal and State funds and as such, the County is required to adhere to the federal fiscal year timelines (October 1st – September 30th). To ensure payment for services rendered in September, invoices must be received by October 10th, the month immediately following the close of the state fiscal year. Both program activities and funding allocations are subject to immediate reduction or termination if either funding or funding authorization are reduced or terminated.

Upon submission of an invoice by Contractor, and upon approval of the County's representative, County shall pay Contractor monthly in arrears, up to the maximum amount reflected in **Exhibit B**, within thirty (30) days of receipt of timely invoices. Contractor shall submit invoices to County describing the services rendered, to whom, the date(s) of service and the charges in a form approved by the County. Invoices must be documented in such reasonable detail as required by the County's Auditor to determine the funds were expended for the intended purposes. Contractor shall support its costs by properly executed payrolls, time records, attendance records, billing statements, contracts, detailed ledgers, vouchers, orders or any other documents pertaining in whole or in part to this Agreement.

Contractor shall ensure timely submission of invoices within each fiscal year and will take responsibility for the financial risk if this does not occur and/or if payments exceed the budget and/or allocation amount. Contractor forfeits payment from County if invoices are not received by the deadlines and timelines indicated above.

Should no funds or insufficient funds be appropriated for this Agreement, the County reserves the right to propose an amendment or unilaterally terminate this Agreement immediately. The County at their own discretion reserves the right to not compensate Contractor for any late or absent invoices.

4. TERM

This Agreement commences on the January 6, 2026 and terminates on September 30, 2028, unless otherwise terminated in accordance with its terms.

This Agreement may be extended by mutual consent of the Parties for up to two (2) additional one (1) year terms in accordance with Section 6.

5. RECORDS AND INSPECTIONS

Contractor shall maintain full, complete, and accurate records with respect to all matters covered under this Agreement. Contractor shall: (a) prepare all records in accordance with generally accepted accounting procedures; (b) clearly identify the records; (c) keep said records readily accessible; and (d) maintain the records for seven (7) years after the termination of this Agreement. County shall have free access during normal work

hours to such records and the right to examine, inspect, copy, or audit them, at no cost to County.

6. AMENDMENTS

This Agreement may be modified only by a written amendment signed by the Contractor and the County's Board of Supervisors ("Board") or other representative as authorized by the Board.

Any proposed increase in a single line item up to **ten percent (10%)** of the original line item must be approved by the Director of the Human Services Agency, or their designee. Any such Director approved modification shall not exceed the amount set forth in Section 3. Such line item adjustments shall not result in higher total Agreement compensation and in no event shall direct services (Ancillary Support Costs) line item be decreased.

7. TERMINATION

The right to terminate this Agreement may be exercised without prejudice to any other right or remedy to which the terminating Party may be entitled at law or under this Agreement.

A. Without Cause. Either Party may terminate this Agreement without cause by giving the other Party thirty (30) calendar days' written notice of its intention to terminate pursuant to this provision, specifying the date of termination. If the County's funding for services under this Agreement becomes unavailable, the County may terminate this Agreement effective immediately.

B. With Cause. This Agreement may be terminated by either Party should the other Party materially breach its duties or responsibilities hereunder. Upon determining whether a material breach has occurred, the non-defaulting Party shall provide written notice to the defaulting Party of its intention to terminate this Agreement and inform the defaulting Party whether the breach is able to be cured or not.

1) Breach Subject to Cure. Unless otherwise specifically noted in the Notice of Default, all Notices of Breach shall be deemed subject to this provision. If the non-defaulting Party deems the breach of a nature subject to cure, said Party shall allow the defaulting Party a period of at least ten (10) calendar days to cure the breach. If the breach is not remedied within the period specified in the Notice of Default, the non-defaulting Party may terminate the Agreement upon further written notice specifying the date of termination.

a. In the event the nature of the breach requires more time than allowed in the Notice of Default to cure, the defaulting Party may submit a written proposal to the non-defaulting Party within that period, setting forth a specific plan to remedy the

default and the date certain for completion. If the non-defaulting Party assents to the proposed plan in writing, the defaulting Party shall immediately commence curing the breach. If the defaulting Party fails to cure the breach within said period, the non-defaulting Party may terminate this Agreement: (i) immediately; (ii) on the date specified in the Notice of Default; or (iii) the non-defaulting party may grant the defaulting Party additional time to cure.

b. Alternatively, the County may elect to cure the default and Contractor shall bear all expenses incurred by the County in curing the breach.

2) Breach Not Subject to Cure. If the non-defaulting Party deems the breach is of such a nature as it is not subject to or is incapable of being cured, it shall provide a Notice of Default to the defaulting Party of its intent to terminate this Agreement, in which it shall include a date upon which the Agreement terminates.

C. Effects of Termination. Termination of this Agreement shall not terminate Contractor's obligations or liability to the County for damages sustained by the County because of the Contractor's breach, nor the Contractor's duty to indemnify, maintain and make available any records pertaining to this Agreement, cooperate with any audit, be subject to offset, or make any reports of pre-termination contract activities.

D. No Waiver of Breach or Default by Forbearance. In no event will either Parties' act of forbearance regarding previous acts by the other Party: (i) constitute a breach or default of the Party's obligations under this Agreement; (ii) waive a Party's right to assert breach or default; nor (iii) impair or prejudice any remedy available to the non-breaching Party.

8. INSURANCE

A. Requirement to Obtain, Maintain, and Deliver Proof of Insurance Prior to Execution of the Agreement or Commencement of Work. Without limiting the County's right of indemnification from Contractor or any third parties, Contractor shall purchase and maintain the insurance policies described below (collectively, the "Insurance Policies") prior to the commencement of work or execution of this Agreement. Contractor shall maintain the Insurance Policies throughout the term of this Agreement.

B. Contractor shall deliver an Endorsed Additional Insured page from Contractor's insurance carrier to the County's Risk Manager guaranteeing said coverage to the County prior to the execution of this Agreement. Contractor shall deliver proof of insurance and all endorsements in accordance with this Agreement's Notice Section, or as otherwise agreed between the Parties. Failure to obtain, maintain, or provide the Insurance Policies or proof of the same is a material breach of this Agreement that authorizes the County to initiate the immediate suspension or termination of this Agreement for cause, in addition to any other remedies the County may have under the law.

C. Endorsement of Policies. Contractor shall cause each of the Insurance Policies to be endorsed designating the County and its Board members, officials, officers, employees, and agents as additional insureds, using ISO form CG 20 26 or an alternate form that is at least as broad as form CG 20 26, as to any liability arising from the performance of this Agreement.

D. Waiver of Subrogation Rights against the County. To the extent possible, each insurance policy must include a waiver of the insurer's subrogation rights against the County.

E. Insurance Limits. Contractor shall obtain the insurance policies in the amounts set forth below, unless the County's Risk Manager approves other limits, in writing, prior to the execution of this Agreement:

1. Commercial General Liability covering bodily injury, personal injury and property damage with minimum limits of Two Million Dollars (\$2,000,000) per occurrence and Four Million Dollars (\$4,000,000) annual aggregate.

2. Comprehensive Automobile Liability covering (a) bodily injury of not less than Five Hundred Thousand Dollars (\$500,000) per person and One Million Dollars (\$1,000,000) per accident and property damage of not less than One Hundred Thousand Dollars (\$100,000); or (b) coverage with a combined single limit of One Million Dollars (\$1,000,000). The Comprehensive Automobile Liability must cover owned and non-owned vehicles used in connection with this Agreement.

3. Workers' Compensation as required by the California Labor Code. Contractor shall cause the policy to be endorsed to waive the insurer's subrogation rights against the County.

4. Professional Liability covering Contractor's wrongful acts, errors, and omissions with limits not less than One Million Dollars (\$1,000,000) per occurrence or claim, and Three Million Dollars (\$3,000,000) annual aggregate limit.

5. Umbrella Liability. The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this Agreement. This form of insurance will be acceptable provided that all of the primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess Policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor's primary and excess liability policies are exhausted.

6. Sexual Abuse or Molestation (SAM) Liability. If the Comprehensive General Liability or Professional Liability policies referenced above are not endorsed to include affirmative coverage for sexual abuse or molestation, Contractor shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than One Million Dollars (\$1,000,000) per occurrence or claim.

F. Rating of Insurers. Contractor shall obtain insurance placed with admitted insurers rated by A.M. Best Co. as A:VII or higher. Lower rated, or approved but not admitted insurers, may be accepted upon prior approval of the County's Risk Manager.

G. Notice of Cancellation to the County and Payment of Premiums. Contractor shall cause each of the above insurance policies to be endorsed to provide the County with thirty (30) days' prior written notice of cancellation. The County is not liable for the payment of premiums or assessments on the policy. No cancellation provisions in the insurance policy shall be construed in derogation of the continuing duty of the Contractor to furnish insurance during the term of this Agreement.

9. INDEMNIFICATION

A. Professional Services. When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless County and any and all of its Board members, officials, employees, agents, or subcontractors of Contractor from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent Contractor is responsible for such damages, liabilities, and costs on a comparative basis of fault between Contractor and the County in the performance of professional services under this Agreement. Contractor shall not be obligated to defend or indemnify the County for the County's negligence or for the negligence of third parties.

B. All Other Services. Other than in the performance of professional services, including agreements where professional services will be provided along with other types of services, and to the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless the County, and any and all of its Board members, officials, employees, and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, any act, omission, fault or negligence, whether active or passive, by Contractor or by any individual or entity for which Contractor is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of Contractor.

C. This indemnification specifically includes any claims that may be against the County by any taxing authority or third party asserting that an employer-employee relationship exists because of this Agreement.

D. These indemnification obligations shall survive the termination of this Agreement as to any act, omission, fault or negligence occurring during this Agreement or any extension of this Agreement. The County's rights to indemnification are in addition to and shall not limit any other rights or remedies the County may have under law or this Agreement.

10. INDEPENDENT CONTRACTOR

Contractor is an independent contractor and not an agent, officer, or employee of the County. This Agreement is by and between two independent contractors and is not intended to, nor will it be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association.

11. COMPLIANCE WITH LAW

Contractor shall comply with all federal, state, and local laws and regulations applicable to its performance including, but limited to, Government Code section 8350 *et seq.* regarding a drug free workplace, all health and safety standards set forth by the State of California and County, and the California Public Records Act, Government Code section 6250 *et seq.*

Contractor shall execute and comply with the Assurances of Compliance, attached as **Exhibit C**.

12. CONFIDENTIALITY

Contractor shall not use County's confidential information ("Confidential Information") for any purpose other than performing under this Agreement, and Contractor shall prevent the unauthorized disclosure of Confidential Information. Upon receipt of third party's request to disclose Confidential Information, Contractor shall promptly submit said request to County.

13. CONFLICT OF INTEREST

Contractor warrants that its board of directors, employees, officers, including the immediate families of each have no financial interest, direct or indirect, that conflicts with rendering services under this Agreement and will not acquire any such financial interest. Contractor shall not employ, nor retain any such person during the term of this Agreement. Contractor is not relieved from personal responsibility under this Section 13 by their associates and employees rendering services. Contractor has an affirmative duty to and shall disclose the name(s) of any person(s) who has an actual, potential, or apparent conflict

of interest.

14. NONDISCRIMINATION

In rendering services under this Agreement, Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, gender identity, gender expression, sexual orientation, military status, or any other protected basis.

Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

15. SUBCONTRACTORS

Services under this Agreement are personal services. Contractor warrants that it has not and it shall not subcontract any work under this Agreement without the prior written consent of the County, subject to any required state or federal approval.

Contractor shall include the following provisions from this Agreement in any and all agreements between Contractor and any subcontractors: (a) Section 5, Records and Inspections; (b) Section 8, Insurance; (c) Section 9, Indemnification; (d) Section 11, Compliance with Law; (e) Section 12, Confidentiality; (f) Section 13, Conflict of Interest; and (g) Section 14, Nondiscrimination.

16. ASSIGNMENT

Contractor shall not assign this Agreement without first obtaining the written consent of the County, subject to any required state or federal approval. Assignment by Contractor of any monies due does not constitute an assignment of this Agreement.

17. UNFORESEEN CIRCUMSTANCES

Neither Party shall be responsible for any delay caused by natural disaster, epidemic, pandemic, war, civil disturbance, labor dispute, or other cause beyond the reasonable control of a Party, on the condition the affected Party notices the other Party in writing of the delay's cause within ten (10) days of the date the delay began. Thereafter, the Parties shall meet and confer as to whether to amend, suspend, or terminate this Agreement.

18. OWNERSHIP OF DOCUMENTS

The County owns and is entitled to possess all computations, plans, correspondence, pertinent data, and information gathered by or computed by Contractor prior to this

Agreement's termination or upon completion of the work under this Agreement. County's reuse of any such materials in a manner other than originally intended is at the County's sole risk. Material prepared in connection with this Agreement is not subject to copyright in the United States of America or in any foreign state.

19. NOTICE

Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery, fax, overnight carrier, e-mail with read receipt acknowledgment, or by prepaid first-class mail, addressed as follows:

County

Wendy Osikafo, Director
Kings County Human Services Agency
1400 West Lacey Blvd., Building #12
Hanford, CA 93230
Wendy.Osikafo@co.kings.ca.us

Contractor

Sandra Flores, CEO
Reading and Beyond
1546 N Street
Fresno, CA 93721
SFlores@readingandbeyond.org

Notice given by: (a) personal delivery is effective on the date of personal delivery; (b) fax is effective on date of transmittal; (c) overnight carrier is effective on the date of delivery; (d) email is effective on the date of delivery, with a read receipt; or (e) prepaid first-class mail is effective five (5) days after the date of mailing, or the delivery date on the return receipt, whichever occurs first.

20. CHOICE OF LAW

The Parties executed and delivered this Agreement in the Kings County, State of California. The laws of the State of California governs the validity, enforceability, and interpretation of this Agreement. The Parties entered into this Agreement in Kings County, rendering Kings County the appropriate venue for bringing any action in connection with this Agreement, whether in law or equity. Contractor waives any rights it may possess under Code of Civil Procedure Section 394 to transfer any action arising out of this Agreement to a neutral county, or alternate venue.

21. SEVERABILITY

If any of the provisions of this Agreement are found unenforceable, the remaining provisions remain enforceable as fully as possible and the unenforceable provisions will constitute an amendment to the limited extent required to permit enforcement of the Agreement as a whole.

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22. SURVIVAL

The following sections of this Agreement survive its termination: (a) Section 5, Records and Inspections; (b) Section 8, Insurance; (c) Section 9, Indemnification; and (d) Section 12, Confidentiality.

23. NO THIRD PARTY BENEFICIARIES

Unless otherwise specifically stated in this Agreement, the County and Contractor are the only Parties to this Agreement and the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or will be construed to grant any right or benefit to a third party, directly, indirectly, or otherwise.

24. ADA COMPLIANCE

Contractor shall comply with the Americans with Disabilities Act, Title II and applicable California state laws. The law providing the greatest degree of access to qualified persons with disabilities shall apply to this Agreement.

Contractor shall ensure that all persons receiving programs, services, or activities through this Agreement shall receive a copy of or have access made available to the County's ADA grievance procedures as set forth in County's ADA Self-Evaluation, Appendix E, which is attached to this Agreement as **Exhibit E**.

25. DEBARMENT AND SUSPENSION

By execution of this Agreement, Contractor certifies to the County that it is not a party listed on the government-wide exclusions list in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension," and is not debarred, suspended, or otherwise excluded from the award of a federally supported contract under statutory or regulatory authority other than Executive Order 12549.

26. SINGLE AUDIT ACT

Contractor, as a vendor of state and federal financial assistance, agrees to conduct an annual audit in accordance with the requirements of the Single Audit Act of 1984. Such audit shall be delivered to the County's Auditor-Controller and HSA for review no later than December 31, 2025.

A. Failure to perform the requisite audit functions as required by this section may result in County performing any necessary audit tasks or, at County's option, in County contracting with a public accountant to perform the audit, at Contractor's sole expense.

B. Audit findings/exceptions/sanctions. Contractor is responsible for any and all audit findings, exceptions, and sanctions relative to Contractor's performance under this Agreement. Under no circumstances is the county responsible for these costs relative to this Agreement or any other agreement.

27. SUBRECIPIENT

Contractor is a Subrecipient, as a non-Federal entity in receipt of pass-through funds for the purpose of carrying out a portion of a Federal award creates a relationship as subrecipient. Characteristics which support the classification include when the non-Federal entity:

- A. Determines who is eligible to receive what Federal assistance;
- B. Has its performance measured in relation to whether objectives of a Federal program were met;
- C. Has responsibility for programmatic decision making;
- D. Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
- E. In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

The Federal awarding agency may supply and require recipients to comply with additional guidance to support these determinations provided such guidance does not conflict with this section and set forth in **Exhibit D**.

28. ENTIRE AGREEMENT; CONTRIBUTIONS OF BOTH PARTIES

This Agreement, including its Recitals and Exhibits, are fully incorporated into and are integral parts of this Agreement. This Agreement constitutes the entire agreement between the Parties. There are no inducements, promises, terms, conditions, or obligations made or entered into by the County or Contractor, other than those contained in this Agreement.

Each Party had an opportunity to review this Agreement, consult with legal counsel, and negotiate terms. Contractor waives the rule under Civil Code section 1654, that ambiguities in a contract should be construed against the drafter. Civil Code section 1654 has no application to the construction of the Agreement.

29. ELECTRONIC SIGNATURES; COUNTERPARTS

The Parties may execute this Agreement by electronic means. The electronic signatures affixed by the Parties respective signatories give rise to a valid, enforceable, and fully effective agreement.

An original, executed Agreement may be imaged and electronically stored (“Electronic Copy”). The Parties may use an Electronic Copy in the same manner and for the same purposes as the original. Neither Party may object to the admissibility of the Electronic Agreement under the claim it was not originated or maintained in paper form.

30. AUTHORITY

Each signatory to this Agreement represents it is authorized to enter into this Agreement and bind the Party that its signature represents.

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SIGNATURES ARE ON FOLLOWING PAGE

IN WITNESS WHEREOF, the Parties executed this Agreement on the Effective Date first written above.

COUNTY OF KINGS

READING AND BEYOND

By: _____
Rusty Robinson, Board Chairman
Kings County Board of Supervisors

Sandra R. Flores
By: ADCC10C1E55920364D387B40BD7C0676 readySign _____
Sandra Flores, CEO

ATTEST

APPROVED BY RISK MANAGEMENT
AS TO INSURANCE

By: _____
Catherine Venturella, Clerk to the Board

By: *B. Yepez* for _____
Sarah Poets, Risk Manager

APPROVED AS TO FORM
Laurie Avedisian-Favini, County Counsel

By: *Jennifer Thompson*
Jennifer P. Thompson, Deputy County Counsel

Exhibits/Attachments:

- Exhibit A:** Scope of Work
- Exhibit B:** Operating Budget
- Exhibit C:** Assurance of Compliance with the Kings County Human Services Agency for Nondiscrimination in State and Federally Assisted Programs
- Exhibit D:** Office of Management and Budget, (OMB) Super Circular, (2 CFR 200) Requirements
- Exhibit E:** Kings County ADA Grievance Procedures

{4918-6400-1413, v.1}

EXHIBIT A

Scope of Work

BACKGROUND:

The CalFresh Employment & Training (CFET) Program is designed to help Non-Assistance CalFresh (NACF) recipients gain skills, training, and work experience to increase their ability to obtain/maintain employment or improve upon their current employment status. The program provides a pathway to self-sufficiency by offering employment-focused services, including supervised job search, education, self-employment support, and job retention assistance. The CFET program aligns with local workforce development efforts and promotes economic independence for participants while ensuring compliance with federal, state, and county requirements.

SUMMARY

The Contractor shall provide the CFET program to NACF families which will include Supervised Job Search, Education, Self-Employment, and Job Retention services as well as assisting with access to work experience, basic education and vocational training opportunities. Based on individual needs, the Contractor shall also provide additional services to NACF families to improve employment including, but not limited to, parenting skills, life skills, nutrition education and reimbursements for transportation, clothing, work/education related tools/materials, work licenses as well as other supportive services, information and referral services.

TARGET POPULATION

Unemployed or underemployed NACF beneficiaries, Able Bodied Without Dependents (ABAWDs) and General Assistance/General Relief participants living in Kings County over the age of 18.

CONTRACTOR RESPONSIBILITIES

The Contractor shall provide employment and training services designed to increase participants' ability to obtain and maintain employment or improve upon their current employment skills. The Contractor shall serve participants who are referred to and enrolled into the program. Upon receipt of a referral, the Contractor shall review the referral, conduct an intake and needs assessment, and deliver appropriate employment-related services based on the participant's individual goals and barriers to employment. The Contractor shall ensure that all participants are and remain NACF-eligible, as verified through monthly eligibility reports received from the County of Kings or CalFresh Confirm. The Contractor shall maintain secure participant case files and restrict access to authorized personnel only, in order to ensure confidentiality requirements are followed.

The Contractor shall provide the following services:

A. Case Management Services: Develop a comprehensive service plan for each participant that includes, but is not limited to, the following:

1. Intake: Conduct individual program orientation; interview individual participant to identify strengths, weaknesses, needs and issues, including social, housing, transportation, childcare, medical, environment, physical, emotional and financial issues. Assess family members' needs and concerns, including their work and education background.
2. Service Plan: Develop a comprehensive service plan for the individual, taking into consideration family-related needs that may create barriers to the participant's success, that

outline activities to be completed by the participant and services to be provided by the Contractor to achieve the identified objectives and goals. The plan shall include measures to ensure services are delivered appropriately and in a timely manner, as well as provisions for periodic reassessment to evaluate progress toward the established goals.

B. Job Search Assistance and Job Search Training consisting of curriculum that includes, but is not limited to, the following:

1. Effective verbal and written communication
2. Problem solving
3. Employer expectations
4. Appropriate dress and hygiene
5. Interview skills
6. Continuing education
7. Goal setting and attainment
8. Obtaining and retaining employment
9. Lifelong learning
10. Teamwork
11. Resume preparation
12. Money management

C. Education: Participants identified by a Career & Family Navigator as needing additional education will be provided assistance to enroll in one of the following options:

1. Workforce Investment Board sponsored training
2. Certificate training program
3. GED/High School Diploma preparation
4. Adult Basic Education, digital literacy and language improvement
5. Traditional post-secondary education including associate and bachelor's degrees

D. Job Retention: Provide job retention services, for a minimum of 30 days, up to 90 days after exceeding the gross income limit to qualify for NACF benefits, to assist participants in retaining jobs and/or promoting to better jobs. Career & Family Navigators will provide follow-up services to monitor and evaluate progress toward job retention and self-sufficiency. Job Retention services include:

1. Supportive services: Provide reimbursements for transportation and other ancillary expenses directly related to participation in the CFET program.
2. Monthly Case Management: Provide ongoing case management services, including job coaching, financial counseling, development of social support, and problem-solving assistance for childcare and transportation challenges. This shall also include evaluation of placement success and assessment of participant satisfaction with the services provided.

E. The Contractor shall maintain an individual electronic case file on each participant that includes, but not limited to, the following:

1. Documentation of referrals, outcomes of referrals and verified eligibility from the County.
2. Documentation of Provider Determination and any changes related to the participant's activities.
3. Intake information and assessment.
4. Individual service plan and updates.
5. Case narrative: chronological record of individual interviews, counseling sessions, services provided and/or other relevant contacts with participants, including dates situations, actions taken and results.
6. Relevant and appropriate information, documentation, and correspondence relating to services provided to participants.
7. Attendance hours, progress, and completion records for each component or activity.
8. Master job application and resume.
9. Termination summary, including reason for termination, services provided and outcomes.
10. Completion summary, including services provided and outcomes.

F. Collect and provide the County with the following CFET data monthly and provide accumulative data quarterly and annually based on the federal fiscal year.

1. Participant's name
2. Participant's Social Security Number
3. Participant's date of birth
4. Participant's sex
5. Participant's CFET component
6. Participant's CFET program start and end dates
7. Participant's CFET component start and end dates
8. Participant's CFET component successful completion status
9. Participant's Able-Bodied Adult Without Dependents status
10. Participant's high school graduate or GED status
11. Participant's English as a Second Language (ESL) status
12. Number of referrals received from the County
13. Information for participants referred to CFET but not served
14. Participant's total hours of participation in each CFET component including time spent with the Career and Family Navigator.

G. Provide information needed for Quarterly Progress, Stat 47 Reports and CFET Annual Plan as required by the California Department of Social Services, including number of participants expenditures, challenges, and program growth opportunities.

H. Conduct oral presentations summarizing annual results of program participation for County staff at the end of each federal fiscal year. The presentation will include a review of the cumulative data collected for participants, component participation, successful component completions, participants that discontinued services, and review of performance measures.

I. Meet with County staff at least monthly to exchange pertinent information, resolve problems and work together to effectively coordinate services.

L. The Contractor shall participate in and fully comply with the County's annual audit. The Contractor shall complete and submit all required documentation to ensure a comprehensive review of all program areas. In the event of any findings the Contractor shall provide a written response and collaborate with the County to develop and implement any necessary corrective actions or process improvements.

M. Maintain access to CalFresh Confirm to verify CFET eligibility for the current and previous twelve months.

COUNTY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

A. Identify and refer CFET participants to the Contractor.

B. Screen targeted participants for appropriateness using the following guidelines:

1. An applicant or recipient in a NACF household over the age of 18
2. Demonstrate a desire to obtain employment
3. Demonstrate the availability to participate in a CFET program

C. Collaborate with the Contractor in the delivery of employment and training services to participants, including the provision of current and ongoing eligibility information.

D. Review the CFET report for participant data monthly.

E. Submit CFET quarterly participant report and quarterly status reports to the California Department of Social Services.

F. Meet with the Contractor at least monthly to discuss CFET, discuss performance outcomes, and address specific participant cases. County staff shall meet with the Contractor or their staff as often as needed to exchange information, resolve issues, and ensure effective coordination of services.

G. Verify participant eligibility at enrollment and on a monthly basis using participant lists provided by the Contractor.

H. Conduct a thorough program and fiscal annual audit on a selected number of cases to ensure compliance with program requirements.

I. Complete and submit the CFET Annual Plan as required by the CDSS.

J. Provide the Contractor's staff with the necessary building facilities and workspace to perform their duties.

PERFORMANCE MEASURES:

Performance Measure Expected Level of Performance	January 6, 2026 – September 30, 2026	October 1, 2026 – September 30, 2027	October 1, 2027 – September 30, 2028
Performance Measure: 1			
Enrollment: Percentage of new, participants who enrolled in CFET	60%	63%	65%
Performance Measure: 2			
Required Contacts: Schedule a minimum of one monthly contact with each active participant enrolled in CFET	100%	100%	100%
Performance Measure: 3			
Employment: Percentage of participants who gained employment.	20%	23%	25%
Performance Measure: 4			
Employment: Percentage of participants who maintained employment for a minimum of 90 days.	48% 30%	49% 30%	50% 30%
Performance Measure: 5			
Education: Percentage of participants enrolled in an educational activity	13%	14%	15%
Performance Measure: 6			
Education: Percentage of participants who successfully completed a training program, earning a certificate, diploma or degree during the contract period	53%	54%	55%
Performance Measure: 7			
Job Retention: Percentage of participants who exited CFET due to income	13%	14%	15%

METHODOLOGY USED FOR PERFORMANCE MEASURES:

Measure 1: Number of new participants enrolled in CFET divided by the total number of CFET participants enrolled during the contract term.

Measure 2: Number of scheduled appointments divided by total number of active participants enrolled.

Measure 3: Number of participants who gained employment divided by the total number of CFET participants.

Measure 4: Number of participants who maintained employment for a minimum of 90 days divided by the total number of CFET participants who gained employment.

Measure 5: Number of participants who enrolled in school divided by the total number of CFET participants.

Measure 6: Number of participants who earned a certificate, diploma or degree divided by the total number of CFET participants who enrolled into an educational activity.

Measure 7: Number of participants who discontinued from NACF due to income divided by the total number of CFET participants who exited the program.

EXHIBIT B

OPERATING BUDGET

Reading and Beyond Program Budget			
January of 2026 to September of 2028			
Salaries/Benefits	1/6/2026-9/30/2026	10/1/2026-9/30/2027	10/1/2027-9/30/2028
Bridge Academy Manager (0.05 FTE)			
Career & Family Navigator (1 FTE)			
Career & Family Navigator (1 FTE)			
Payroll Taxes			
Health Insurance			
Retirement Contribution			
Annual Leave Benefit			
Sub-Total: Salaries/Benefits	\$91,532.33	\$138,906.00	\$144,708.00
Program Costs			
Insurance (Workers Comp and Liability)			
Mileage			
Supplies			
Communication			
Sub-Total: Program Costs	\$9,414.00	\$12,369.00	\$13,887.00
Direct Costs			
Ancillary Support Costs			
Sub-Total: Direct Costs	\$18,000.00	\$24,000.00	\$24,000.00
Indirect Costs			
Admin Charge % total costs	33.04%	15%	15%
Sub-Total: Indirect Costs	\$33,352.37	\$22,691.00	\$23,789.00
Total Budget	\$152,299.00	\$197,966.00	\$206,384.00

Funding Summary			
FNS 100% Administrative	\$33,279.75	\$44,373.00	\$44,373.00
FNS 50% Administrative Match	\$50,509.63	\$64,796.50	\$69,005.50
FNS Transportation and Ancillary Match	\$9,000.00	\$12,000.00	\$12,000.00
Reading and Beyond Match	\$59,509.62	\$76,796.50	\$81,005.50
Total	\$152,299.00	\$197,966.00	\$206,384.00

Exhibit C

Assurance of Compliance with the Kings County Human Services Agency for Nondiscrimination in State and Federally Assisted Programs

ASSURANCE OF COMPLIANCE IN STATE AND FEDERAL ASSISTANCE PROGRAMS.

Contractor agrees that it will comply with Title VI of the Civil Rights Act of 1964 as amended (42 U.S.C. § 2000d *et seq.*); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 *et seq.*); the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*); the Food Stamp Act of 1977, and in particular section 272.6; (7 U.S.C. § 2012 *et seq.*); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 *et seq.*); Government Code Section 11135 *et seq.*; California Code of Regulations 22 CCR §§ 98000 - 98413; 24 CCR § 3105a(e); the Dymally-Alatorre Bilingual Services Act (Government Code § 7290 *et seq.*) and other applicable federal and state laws, as well as their implementing regulations. Contractor will ensure that employment practices and provision of services under this Agreement are nondiscriminatory, and that no person shall because of race, color, creed, national origin, ethnic group identification, political affiliation, religion, marital status, sex, sexual orientation, age, or physical or mental disability be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination. Contractor shall immediately take any measures necessary to effectuate this Agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and the Contractor HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the Contractor agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code § 10605, or Government Code §§ 11135-39, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the Contractor directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

Sandra R. Flores

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readysign

Sandra Flores, CEO
Reading and Beyond

Exhibit D

Office of Management and Budget, (OMB) Super Circular, (2 CFR 200) Requirements

The federal Office of Management and Budget, (OMB) Super Circular, (2 CFR 200) requires County to inform Contractor they are a subrecipient of federal grant funds. Having been identified as such (see paragraph Subrecipient), County is required to inform Contractor the following information:

1. CFDA 10.561 and FNS “100 percent funds” for administrative costs, FNS “50 reimbursement funds” for administrative costs and FNS “50 percent reimbursement funds” for participant reimbursement.
2. Federal Award Identification Number 257CACA4Q7503; 257CACA4S2519; 257CACA4S2520
3. Federal Award Date 02/03/25
4. Federal Award Period of Performance 01/6/26 and 09/30/28
5. Federal Awarding Agency FNS
6. Federal Award Project Description CalFresh Employment and Training (CFET) is a state-supervised, county-administered program that provides employment and training services to Non-Assistance CalFresh (NACF) recipients. The program aims to increase job placement, retention, and wages; expand participation across diverse populations; remove barriers to employment; enhance skills and credential attainment; and operate an efficient, customer-focused program.

WHEREAS, the County is hereby awarding the following Federal Funds:

1. \$339,337.38 Amt of federal funds obligated by this action to subrecipient
2. 15% is the Indirect Cost Rate for Federal Award
3. This is/is not a Research and Development Award

An award or contract cannot be made to a subrecipient or contractor who has been identified as suspended or debarred in the System for Award Management (SAM).

Additionally the Contractor must:

Contractor must disclose in writing any potential conflict of interest to County. Conflict of interest is any situation where Contractor is unable or appears to be unable to be impartial in conducting an action involving the County. (See paragraph Conflict of Interest)

Sandra R. Flores

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readysign

Sandra Flores, CEO
Reading and Beyond

Exhibit E

Kings County ADA Grievance Procedures

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (“ADA”), the Americans with Disabilities Amendments Act (ADAA) and California State law. Except as otherwise indicated, it may be used by anyone wishing to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Kings County. The procedure should also be used to address all complaints regarding barriers to physical access to any County facility.

NOTE: Discrimination complaints by applicants for, and recipients of, public benefits administered by the County are handled by the Human Services Agency, pursuant to state law and the Human Services Agency’s Administrative Policy and Procedure No. 23. Notice of this fact is provided to all applicants and recipients. For more information, please contact the Program Manager/Civil Rights Coordinator for the Human Services Agency at (559) 852-2201. If you submit a complaint to the ADA Coordinator that should be directed to the Human Services Agency, your complaint will be forwarded to the Human Services Agency and will be deemed received by the Human Services Agency upon actual receipt by it for purposes of the filing and response deadlines stated in Policy and Procedure No. 23. Please also note that the County’s Personnel Rules govern employment-related complaints of disability discrimination. Please refer to sections 10200 to 10250 of the Personnel Rules regarding the County’s grievance procedure, as well as Chapter 14 of the Personnel Rules regarding discrimination complaints. The process described in either part may be relied upon to make a complaint of disability discrimination.

A complaint using this procedure should be in writing and should contain information about the alleged discrimination such as name, address, and phone number of the complainant and location, date, and a description of the problem(s). If you are viewing these instructions online at the County’s website, please find the form for making a complaint below. Copies of the complaint form are also available from the Public Works Department or County Administration Office, County Government Center, 1400 West Lacey, Hanford, CA 93230. Alternative means of filing a complaint, such as personal interviews or a tape recording of the complaint, are available to persons with disabilities upon request.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible, but no later than 60 calendar days after the alleged violation to:

**Pamela Estrada, ADA Coordinator
County Government Center
1400 West Lacey Boulevard
Hanford, CA 93230**

If this complaint is being made on behalf of someone other than me, that person's contact information is:

My complaint relates to circumstances that occurred:

- On the following date:
- At the following location:

My complaint is as follows:

(Please be as specific as possible and include the names and contact information of anyone who might have knowledge of the facts giving rise to your complaint. To help us to address your concerns promptly, please stick to the facts: who, what, when, where, and how. Please attach additional pages if necessary.)