AGENDA

COUNTY COUNCIL REGULAR MEETING
WEDNESDAY, AUGUST 20, 2025

1. Call meeting to order

2. Pledge of Allegiance to the Flag

3. Announcement(s)

   3.A County Council Announcements
   Other Revenue
   N/A

   3.B Appointment of Lee Awbrey as County Solicitor.
   Other Revenue
   N/A

4. Presentation(s)

   4.A Update from the Office of Judicial Support, by Mary Walk, Esquire, Director

   Other Revenue
   N/A

   4.B Belmont Behavioral Health, LLC, by Jacqueline Basile, CEO
   Other Revenue
   N/A

5. Public Comment

6. Approval of Minutes

   6.A Approval of the Minutes of the Regular Meeting held on July 16, 2025.
   Other Revenue
   N/A
   Minutes 07.16.25.pdf

7. Ordinance(s)

   7.A First Reading, Public Hearing and Consideration of Ordinance 2025-05 Authorizing

and Directing the Issuance of General Obligation Debt by the County as Permitted by and Pursuant to the Local Government Unit Debt Act and setting forth related approvals and other matters.
Capital
Capital bond borrowing for future capital projects as proposed in the Capital Improvement Plan
Ordinance 2025-05.pdf

7.B First Reading, Public Hearing and Consideration of Ordinance 2025-06 Authorizing the Creation of a Delaware County Human Relations Commission.
County Revenue
General Fund
Ordinance 2025-06.pdf

8. Grants

8.A Approval of a Grant Agreement to Delaware County Historical Society (DCHS) in the amount of $50,000.00 to provide support for the preservation and access to DCHS collection. Subject to Solicitor's approval.
County Revenue
Funding comes from a grant subsidy line
Request for Funding Delaware County Historical Society 5.15.25 (003).docx

9. Agreements / Contracts / Amendments / Purchases

9.A Approval to renew Contract #MH 13/25 with Child Guidance Resource Centers for Fiscal Year 2025/2026. Subject to Solicitor's approval.
Other Revenue
State Funding Source:
- Human Services Block Grant, 97.94%, $2,415,407

County Funding:
- 2.06%=$50,804

CGRC MH 13_25 Contract List
CGRC MH 13/25 Summary Page and Z page

10. Consent Agenda Items

10.A Approval to advertise the Accessibility Upgrades for Government Center Restrooms capital project. Subject to Solicitor's approval.
County Revenue
Central Purchasing Operating Budget
BIDDING TIMELINE Government Center Ground Floor Restrooms.pdf

10.B Approval to advertise the 1724 Chester Courthouse Rehabilitation. Subject to Solicitor's approval.
County Revenue
Central Purchasing Operating Budget
Chester Courthouse Bidding Timeline R4.pdf
Rejection of Bids, May 21, 2025.pdf

10.C Approval to advertise for masonry repairs to the Fronefield Building Exterior and

the Government Center Courtyard Fountain. Subject to Solicitor's approval.
County Revenue
Central Purchasing Budget

10.D Approval to advertise for the removal and replacement of various sidewalk areas around the Courthouse Complex. Subject to Solicitor's approval.
County Revenue
Central Purchasing Budget

10.E Approval to utilize the Insurance Fraud Grant to purchase a 2025 Chevrolet Equinox for $35,991.21. This new vehicle is for the new detective on the Insurance Fraud Grant. The grant will reimburse to the Capital in the amount of $2,000.00 per quarter. The 2626 grant was approved by Council which included a new detective position with a new vehicle. This request is not in the 2025 CIP and not in the amended 2025 CIP that was just approved by Council. This new vehicle is not a replacement. Subject to Solicitors' approval.
Grant
Capital - 4671 9506 706001
Prior Approvals for this Grant
Ins Fraud vehicle Equinox.pdf

10.F Approval to apply for a grant to obtain a K9 dog for ICAC through Our Rescue. Expensive will be paid through the Non-profit for the K9. Subject to Solicitor's approval.
Grant
Grant
Application for K9 assistance 2025.docx

10.G Approval to apply for a grant for additional funding for the forensic labs in CID. The nonprofit "Our Rescue" will be supplying the funding. Requesting approximately $325,000.00 for various forensic equipment. Subject to Solicitor's approval.
Grant
Grant
Application for Assistance 2025 (1).docx

10.H Approval of Grants by the Delaware County Interactive Gaming Revenue Authority in the aggregate amount of $147,356.00 as shown on the attached list. Subject to Solicitor's approval.
Other Revenue
N/A
DCIGRA Update Request 07172025.pdf

10.I Approval to submit and accept the grant continuation from the Pennsylvania Commission on Crime and Delinquency (PCCD) to support mandatory responsibilities assigned to Juvenile Probation (Prosecution) under the Crime Victims Act (Act 85 of 2002), the Juvenile Act, and Pennsylvania's Rules of Juvenile Court Procedure. The grant amount is for or $153,051.00. Subject to Solicitor's approval.
Grant

Pennsylvania Commission on Crime and Delinquency (PCCD)

Funding Details
Fund Source #1
2023 VF Award Amount: $153,051.00
2023 VF Project Period: 1/1/2026 - 12/31/2026

ContractPage_44715-2.pdf

10.J Approval to submit and accept the grant continuation from the Pennsylvania Commission on Crime and Delinquency (PCCD) for the Rights and Services Act (RASA) in the amount of $43,894.00 and will run from January 1, 2026 to December 31, 2026. Subject to Solicitor's approval.
Grant
PCCD, no match
2026 continuation.pdf

10.K Approval to accept Grant Number: Multiple Projects with the Department of Housing and Urban Development, Office of Community Planning and Development for Continuum of Care funding in the amount of $404,225.00. Subject to Solicitor's approval.
Grant
Federal Funding Source:
- U.S Department of Housing and Urban Development Continuum of Care Planning Grant CFDA #14.267, $404,225

County Funding:
- $101,056.25

Continuum of Care Program Grant Summary Page
Continuum of Care Program Grant Agreement

10.L Approval to submit the Department of Human Services Block Grant Annual Plan for the fiscal year ending June 30, 2026, to the Pennsylvania Department of Human Services. Subject to Solicitor's approval.
Other Revenue
Federal Funding Source(s):
Social Services Block Grant - Intellectual Disabilities #93.667 - $396,194
Social Services Block Grant - Mental Health #93.667 - $293,886
Block Grant for Community Mental Health #93.958 - $1,009,453
State Funding Source(s):
Drug and Alcohol Treatment Prevention - $231,914
Behavioral Health Services Initiative - Opioid Use Disorder - $210,000
Behavioral Health Services Initiative - Prevention and Treatment - $1,142,779
Human Services Development Fund - $510,596
Homeless Assistance Program - $1,065,404
Intellectual Disabilities State Base - $7,908,263
Mental Health State Base - $36,786,273
Behavioral Health Services Initiative - Mental Health - $362,182
Mental Health Special Residence - $116,121

County Funding - $995,671

Human Services Block Grant Summary Page.pdf
HSBG_2526_Summary.pdf
AppA_Assurance Of Compliance_FY_2526_HSBG.pdf

10.M Approval to accept funds allocated through the Community Mental Health Services Block Grant Renewal Application for the First Episode Psychosis Program sites for State Fiscal Year 25/26. Subject to Solicitor's approval.
Grant
Federal Funding Source:

- Block Grant for Community Mental Health Services CFDA #93.958, $120,000

CMHSBG Funding Acceptance Agenda Action
CMHSBG Award Notification FEP
CMHSBG Award Attestation

10.N Approval to apply to the Pennsylvania Department of Human Services, Office of Mental Health and Substance Abuse Services to extend the Forensic Long Term Structured Residential Start-up grant's term date through 12/31/2028. Subject to Solicitor's approval.
Grant
State Funding Source:

- HealthChoices Reinvestment, $1,658,333.00

FLTSR GrantAmdApprovalReq
FLTSR STARTUP Reinvest Plan

10.O Approval of an annual service, support and licensing agreement for "Hexagon" computer aided dispatch software between Intergraph Corporation and the County of Delaware's Department of Emergency Services for a period of 1 year (9/1/2025-8/31/2026), in an amount not to exceed $640,355.52. Subject to Solicitors approval.
County Revenue
Annual licensing and software services are an allowable expense eligible for reimbursement through 911 funds awarded by PEMA.
Delaware County 2025-84298 Main.pdf

10.P Approval of a modification of contract between Workforce Development and Educational Data Systems, Inc, for the administration of the PA CareerLink(r) Chester City. Increase the $273.983.60 contract by $25, 243.35 to cover the cost of computers and phone services. Total contract is $299,226.95. Subject to Solicitor's approval.
Grant
Federal Workforce Innovation and Opportunity Act. No local match.
EDSI CareerLink.pdf

10.Q Approval of contract between Workforce Development and the Finishing Trades for up to $29,580.00 to support apprentices from Delaware County. Subject to Solicitor's approval.
Grant
PA Labor & Industry's Apprenticeship Building America Grant. No local match.
Finishing Trades.pdf

10.R Approval for a no-cost extension to the contract between Workforce Development and Educational Data Systems, Inc. to operate the Crozer Transition Center until September 5, 2025. Subject to Solicitor's approval.
Grant
PA Labor & Industry Rapid Response. No local match.
EDSI Crozer.pdf

10.S Approval of an allocation increase in the amount of $40,000.00 to the Lower Chichester Recorder of Deeds Demolition grant agreement for the demolition of 18 Morton Avenue. The revised grant amount will total $85,000.00. Subject to Solicitor's approval.
County Revenue
Recorder of Deeds Demolition Fund
18 Morton Increase Request.pdf

10.T Approval to renew Jotform Contract in the amount of $44,280.00. Subject to Solicitor's approval.
County Revenue
County Revenue
County-Of-Delaware---Sole-Source-Letter--2025-1_252234219090046.pdf
County of Delaware- Jotform Enterprise Quote (7) (1).pdf

10.U Approval to Purchase Palo Alto Firewalls in the amount of $484,575.00 over 5 years on the Sourcewell Contract - 121923 CDWG-Software. Subject to Solicitors Approval.
Capital
Capital
COUNTY OF DELAWARE PA 5Yr $1out August 11 2025 SC.docx
PNPN623.pdf

10.V Approval of Proposed Service Agreement with Arthur J. Gallagher for Management and Administration of the self-insured Workers Compensation Heart & Lung/Act 477 and High Retention Casualty Claims Program, including Mandatory Reporting under Medicare, Medicaid and SCHIP Extension Act of 2007("MMSEA") for claims incurred prior to July 1, 2021, and other Specified Self-Insurance Services in the amount of $49,500.00, for the term of July 1, 2025, through June 30, 2026. Subject to Solicitor's approval.
County Revenue
General County Fund
Gallagher WC Proposal 7-1-25 - 6-30-26.pdf

10.W Approval to contract with Pella Window and Door Showroom of Pottstown to install 39 Pella 250 Series, Double Hung windows of various sizes with wood accessories in the Curran & Fronefield Buildings as outlined on attached quote in the amount of $52,809.59. Subject to Solicitor's approval.
Capital
Capital Project
Curran Building Co stars #.pdf

10.X

Approval of a no cost time extension to Engineering Agreement #L00029 between the County of Delaware and McCormick Taylor for final design services for County Bridge #210 Michigan Avenue over Crum Creek in Ridley Township. The contract term will be extended to March 31, 2026, to ensure sufficient time for PennDOT's review process before proceeding to construction. Subject to Solicitor's approval.

Other Revenue
Fund 05 and Fund 36
210 FD time extension request 2026 03.pdf
Time Extension Approval Bridge 210 by PW.pdf

10.Y Approval to award contract #eDPW-072325 between the County of Delaware and Moore Brother Enterprises, Ltd. to complete the 2025 Delaware County Facilities Asphalt Repair and Replacement Project at various locations in the amount not to exceed $196,369.00. Subject to Solicitor's approval.
Capital
County Capital - Loan 70
Form of Contract.pdf
Recommendation of Award (002).pdf

10.Z
Approval of a no cost time extension to Engineering Agreement #L00075 between the County of Delaware and McCormick Taylor, Inc. for Right of Way Phase for County Bridge #149, Hilldale Road over Darby Creek in Upper Darby Township and Lansdowne Borough. The contract term will be extended to September 30, 2026, to ensure sufficient time to complete the final approvals necessary from PennDOT to proceed to construction. Subject to Solicitor's approval.

Other Revenue
Fund 5 & Fund 36
149 RW time extension request 09 2026.pdf

10.AA Approval to award KPN contract # A 202012-04 between the County of Delaware and Weatherproofing Technologies, Inc. for the Government Center Parking Garage Roof Replacement at an amount not to exceed $2,120,896.24. Subject to Solicitor's approval.
Capital

**This is based on the next Bond Tranche.

Loan 72
WTI- Proposal 2025 - Revised.pdf

10.AB Approval to award contract #eDPW-051425 between the County of Delaware and AJM Electric Inc. for the Lighting and Security Improvements at the New County Park, commonly referred to as Little Flower Open Space in Darby Borough in an amount not to exceed $310,746.00. Subject to Solicitor's approval.

Grant
The County was awarded a Local Share Account grant for this project.
C000085639-LPC_executed contract.pdf
Form of Contract - AJM Electric.pdf

10.AC Approval of amendment #1 to the professional design services contract #eDPW-101023 between the County of Delaware and AI Engineers Inc. agreement for the replacement of County Bridge #117, Saw Mill Road over Darby Creek in Radnor Township at an amount not to exceed $8,602.48. The contract value will increase from $390,874.72 to $399,477.20. Subject to Solicitor's approval.
Other Revenue
Fund 42
Bridge 117 Supplement Request for SUE_8-8-2025.pdf

10.AD Approval of a professional design services contract #eDPW-111524 between the County of Delaware and AI Engineers, Inc. for the replacement of County Bridge #232, Folcroft Avenue over Hermesprota Creek in Folcroft Borough in an amount not to exceed $470,034.05. Subject to Solicitor's approval.
Other Revenue
Fund 42
1-Appendix B - Cost Proposal.pdf
1-AI Engineers Inc. - eDPW-111524-Design Svcs. for Delware County Bridge No. 232.pdf
Bridge 232 Supplement Letter.pdf

10.AE Approval to amend Contract #HCR 2/20 with GEO Reentry, Inc. to extend provider's Agreement 6 months to allow additional time for the agency to expend all allocated funds. The overall value of the Contract remains the same. Subject to Solicitor's approval.
Other Revenue
State Funding Source:
- HealthChoices Reinvestment, $2,131,116.00

GEO Reentry, Inc. HCR 2/20 Summary page

10.AF Approval to amend Contract #AFS 3/25 with Wesley House Community Corporation, increasing the overall value of the Contract $40,000.00 to cover expenses incurred for increased security and case management. Subject to Solicitor's approval.
Other Revenue
State Funding Source:
- Human Services Block Grant / Homeless Assistance Services Fund App 10258 - $280,431.60

County Funding:
- $5,898.40

Wesley House #AFS 3/25 Amd #1 Agenda Action Summary Page
Wesley House #AFS 3/25 Amd #1 Agenda Action Current Appendix Z
Wesley House #AFS 3/25 Amd #1 Agenda Action Revised Appendix Z

10.AG Approval to amend Agreement #HS-A 126/23 with The Community College of Delaware County dba Delaware County Community College extending the term of

the Agreement through June 30, 2026, to utilize funding allocated from the previous fiscal contracting year. Subject to Solicitor's approval.
Other Revenue
As allocated to the various Human Services categorical. County match to be determined by various funding streams.
The_Community_College_of_Delaware_County_dba_Delaware_County_Communi

10.AH Approval of Fiscal year 2025-2026 Department of Human Services Adult and Family Services Contracts and/or Letters of Agreements per the attached list. Subject to Solicitor's approval.
Other Revenue
Federal Funding Source:

- Medical Assistance Title XIX Social Security Act Funds 93.778, 50%
- Community Project Funding /Congressionally Directed Spending Non-Construction 93.493, $50,000
- Housing Opportunities for Persons with AIDS (HOPWA) 14.241, $455,355, $175,064, $674,100
- Housing and Urban Development Continuum of Care CFDA #14.267, $20,000

State Funding Source:

- Human Services Block Grant/Homeless Assistance Services Fund App 10258, $266,100, 97.94%, $168,737, $511,108
- Human Services Block Grant/Homeless Assistance Services Fund App 10230, $30,000
- Human Services Block Grant/Homeless Assistance Services Development Fund App 10230, $46,462,
- Pennsylvania Department of Human Services State Medical Assistance Transportation Funds, 50%
- Pennsylvania Housing Finance Agency (PHPA), $175,892
- Children and Youth Services Housing Grants, $193,662
- Children and Youth Services Special Housing Grant, $319,000, $306,853
- Office of Child Development and Early Learning Family Centers Grant, 100%

County Funding:

- 2.06%, $21,518, $25,000, $70,000, $156,100, $16,000

Annual Renewal Requests Adult and Family Services Fiscal Year 25_26 Contract List
Annual Renewal Requests Adult and Family Services Fiscal Year 25_26 Summary Pages and Z pages

10.AI Approval of Fiscal Year 2025-2026 Department of Human Services Child Welfare Contracts and/or Letters of Agreements per the attached list. Subject to Solicitor's approval.
Other Revenue
Federal Funding Source(s):
Foster Care Title IV-E (93.659) - Per eligibility of child/placement
TITLE IV-E 93.658 - 16%
Guardianship Assist (93.090) - Per eligibility of child/placement
Medical Assistance (93.778) - Per eligibility of child/placement
TANF (93.558) - Per eligibility of child
Delinquency Prevention (16.548) - $60,000

State Funding Source(s):
Act 148 - 80%/60% placement net of federal and other revenue
Act 148 - 80% net of federal and other revenue
ACT 148 - 50%, 67%, 80%
Child Welfare Special Grants - 95%

Other Funding Source(s):
Parental Maintenance - Variable per child
Social Security Payment - Variable per child
Program Income - Variable per child

County Funding:
5%
17%
20%
20%/40% placement net of federal and other revenue
20% after application of federal and other sources
Annual Renewal Requests Child Welfare Services Fiscal Year 25_26 Contract List.pdf
Annual Renewal Requests Child Welfare Services Fiscal Year 25_26 Summary Pages and Appendix Z's.pdf

10.AJ Approval of Fiscal Year 2025/2026 Department of Human Services Contracts and/or Letters of Agreements per the attached list. Subject to Solicitor's approval.
Other Revenue
Federal Funding Source:
- FosterCare CFDA #93.658-16% Program Dependent

State Funding Source:
- Human Services Block Grant-97.94%-Program Dependent,
- Early Intervention State Funding-90% Program Dependent
- Office of Youth and Children Program Act 148-90%-100% Program Dependent

County Funding:
- 2.06%, 20% Program Dependent

Human_Services_List_FY_25_26.pdf
Human_Services_Summary Pages_Budgets_FY_25_26.pdf

10.AK Approval to amend Contract #MH 20/24 with Horizon House, Inc. increasing the overall value of the Agreement $26,000 and reallocating funding across all categorical services. Subject to Solicitor's approval.
Other Revenue
State Funding Source:
- Human Services Block Grant, 97.94%

County Funding:
- 2.06%

Horizon House, Inc. MH 20/24 Summary Page
Horizon House Inc. CURRENT Z Page
Horizon House Inc. REVISED Z Page

10.AL Approval of Fiscal Year 2025-2026 Department of Human Services Mental Health Contracts and /or Letters of Agreements per the attached list. Subject to Solicitor's approval.
Other Revenue
State Funding Source:
- Human Services Block Grant, 97.94%=$185,510, $100,283, $5,571,788, $607,021, $2,784,513, $6,791,781, $1,030,329, $277,103, $367,275, $1,976,171, $825,326, $32,264, $52,006, $29,137, $73,455, $60,645, $24,816, $37,345

County Funding:
- 2.06%=$3,818, $2,109, $117,193, $12,768, $58,567, $142,853, $21,671, $5,828, $7,725, $41.565, $17,359, $679, $1,094, $613, $1,545, $1,276, $522, $785

Annual Renewal Requests Mental Health Services Fiscal Year 25_26 Contract List
Annual Renewal Requests Mental Health Services Fiscal Year 25_26 Summary Pages and Z Pages.pdf

10.AMApproval to continue to work with CliftonLarsonAllen, LLP, by increasing allocated funding through the remainder of the Agreement's term for the provision of accounting and finance assistance under the direction of the Department's management to the fiscal office. Subject to Solicitor's approval.
Other Revenue
Allocated out to the Department of Human Services applicable categorical program offices.
CliftonLarsonAllen, LLP HS-A 296_24.pdf

10.AN Approval of Intellectual and Developmental Disabilities Contracts and Letters of Agreements as outlined on the attached list. Subject to Solicitor's approval.
Other Revenue
Federal Funding Source:
- Social Security Block Grant CFDA #93.667-14.79%

State Funding Source:
- Human Services Block Grant APPR #10255 - 97.94%,83.15%

County Funding:
- 2.06%

Intellectual_Developmental_Disabilities_Fiscal_Year_25_26_Lists.pdf
Intellectual Developmental Disabilities Services Fiscal Year 25_26 Summary Pages and Appendix Z's.pdf

10.AOApproval of Belmont Behavioral Health, LLC as the Department of Human Services contractor for the provision of Comprehensive Crisis Services. Subject to Solicitor's approval.
Other Revenue
County Funding - Human Services Block Grant
Also supported through HealthChoices funding and other insurances as appropriate.
Crisis RFP_Narrative.pdf
Cost Proposal.pdf
Request for Proposal.pdf

10.AP Approval of amendment 2 to Contract #MH 22/24 with Holcomb Behavioral Health Systems increasing the overall value $6,406.00 to support an additional one-to-one overnight staff for one individual. Subject to Solicitor's approval.
Other Revenue
State Funding Source:
- Human Services Block Grant, 97.94%

County Funding:
- 2.06%

Holcomb Behavioral Health Systems MH 22_24_Summary Page.pdf
Holcomb Behavioral Health Systems MH 22_24_CURRENT_Z page.pdf
Holcomb Behavioral Health Systems MH 22_24_REVISED_Z page.pdf

10.AQ Approval of Central Tax Collection Department's request for refund for the years 2024 and 2025 County Real Estate Taxes for thirteen (13) property owners due to overpayment of the amount of taxes due in the total amount of $6,168.75.
Other Revenue
NA

10.AR Approval of Central Tax Collection Department's request for fifteen (15) Court Ordered refunds for the years 2022, 2023, 2024 and 2025 for properties in the Townships of Chester, Concord, Haverford, Newtown, Springfield and Thornbury in the total amount of $16,410.86.
Other Revenue
NA

10.AS Approval of Request by the Controller's Office for payment of current bills.
Other Revenue
N/A

11. Communications from the Executive Director

12. Solicitor

12.A Approval to file four (4) Adoptions and fifteen (15) Petitions for the Termination of Parental Rights with the Orphans Court.
Other Revenue
N/A

13. Council Remarks

14. Adjourn

AGENDA ITEM NO. 3.A

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Sharon Scattolino,County Clerk
ITEM TYPE:	Announcement(s)
AGENDA SECTION:	Announcement(s)
SUBJECT:	County Council Announcements
EXPENSE BUDGET LINE ITEM ACCOUNT:	N/A
ESTIMATED/ACTUAL COST OF REQUEST:	N/A
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	
ATTACHMENTS:	

AGENDA ITEM NO. 3.B

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Sharon Scattolino,County Clerk
ITEM TYPE:	Miscellaneous
AGENDA SECTION:	Announcement(s)
SUBJECT:	Appointment of Lee Awbrey as County Solicitor.
EXPENSE BUDGET LINE ITEM ACCOUNT:	N/A
ESTIMATED/ACTUAL COST OF REQUEST:	N/A
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	
ATTACHMENTS:	

AGENDA ITEM NO. 4.A

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Sharon Scattolino,County Clerk
ITEM TYPE:	Miscellaneous
AGENDA SECTION:	Presentation(s)
SUBJECT:	Update from the Office of Judicial Support, by Mary Walk, Esquire, Director
EXPENSE BUDGET LINE ITEM ACCOUNT:	N/A
ESTIMATED/ACTUAL COST OF REQUEST:	N/A
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	
ATTACHMENTS:	

AGENDA ITEM NO. 4.B

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Sharon Scattolino,County Clerk
ITEM TYPE:	Miscellaneous
AGENDA SECTION:	Presentation(s)
SUBJECT:	Belmont Behavioral Health, LLC, by Jacqueline Basile, CEO
EXPENSE BUDGET LINE ITEM ACCOUNT:	N/A
ESTIMATED/ACTUAL COST OF REQUEST:	N/A
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	
ATTACHMENTS:	

AGENDA ITEM NO. 6.A

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Sharon Scattolino,County Clerk
ITEM TYPE:	Minutes
AGENDA SECTION:	Approval of Minutes
SUBJECT:	Approval of the Minutes of the Regular Meeting held on July 16, 2025.
EXPENSE BUDGET LINE ITEM ACCOUNT:	N/A
ESTIMATED/ACTUAL COST OF REQUEST:	N/A
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	

ATTACHMENTS:
Minutes 07.16.25.pdf

PRESENT: Dr. Monica Taylor, Chair; Richard W. Womack, Vice Chair; Elaine Paul Schaefer, Council Member; Christine A. Reuther, Council Member; Barbara O'Malley, Executive Director; Raymond McGarry, Interim Solicitor; Sharon Scattolino, County Clerk, and other department heads.

The Regular Meeting of Delaware County Council was held on July 16, 2025 at 6:00 pm in the County Council Meeting Room, Government Center Building, located at 201 West Front Street, Media, PA and was live streamed. Chair Taylor called the meeting to order, followed by the Pledge of Allegiance.

Chair Taylor stated Council has been in executive session today to discuss Real Estate and Litigation.

3. Announcements

3.A County Council Announcements

4. Presentations

4.A Update from the Public Defender Office

5. Public Comment

6. Approval of Minutes

6.A. Approval of the Minutes of the Regular Meeting held June 18, 2025.

Minutes 06.18.25.pdf

Motion made by Richard Womack to approve the Minutes of the Regular Meeting held June 18, 2025. The motion was seconded by Kevin Madden and CARRIED unanimously.

7. Agreements / Contracts / Amendments / Purchases

7.A Approval to renew Agreement #DA 36/25 between The Department of Human Services and Child Guidance Resource Centers for July 1, 2025, to December 31, 2025. Subject to Solicitor's approval.

Other Revenue
Federal Funding Source:
Block Grants for Prevention and Treatment of Substance Abuse CFDA #93.959 - 62%

Opioid State Targeted Response Grant CFDA #93.788-2%
State Funding Source:
Department of Drug and Alcohol State General Assistance App 11-029 - 20% Human Services Block Grant - 14%County Funding:2%

Child Guidance Resource Centers #DA 36/25 Contract List Child Guidance Resource Centers #DA 36/25 Summary Page

Motion made by Richard Womack to approve to renew Agreement #DA 36/25 between The Department of Human Services and Child Guidance Resource Centers for July 1, 2025, to December 31, 2025. The motion was seconded by Kevin Madden. Votes: Yah- Taylor, Yah - Womack, Yah – Madden, Yah - Schaefer and 1 abstention Reuther, as Council Woman Reuther serves on the board of Child Guidance. Motion passed.

7.B Approval to purchase Eighty-eight (88) Taser -10 Taser Bundles from Axon Enterprises Inc. Total cost of all equipment, to be paid by Capital Funding, not to exceed $417,542.40 to be paid over five (5) years at a yearly cost of $83,508.48. Subject to Solicitor's approval.

Capital
Capital Funding.
Delaware County Park Police T10 Quote.pdf

Motion made by Richard Womack to approve to purchase Eighty-eight (88) Taser -10 Taser Bundles from Axon Enterprises Inc. Total cost of all equipment, to be paid by Capital Funding, not to exceed $417,542.40 to be paid over five (5) years at a yearly cost of $83,508.48. The motion was seconded by Kevin Madden Votes: Yah - Taylor, Yah - Womack, Yah - Madden and Yah - Schaefer. Nay – Reuther. Motion passed 4-1.

7.C Approval to purchase Twelve (12) In-Vehicle Camera Bundles and Forty (40) Body-Worn Camera Bundles from Axon Enterprises Inc. Total cost of all equipment, to be paid by Capital Funding, not to exceed $408,627.80 to be paid over five (5) years at a yearly cost of $81,725.56. Subject to Solicitor's approval.

Capital
Body-worn and In-Car Cameras for Park Police transparency.
Pak Police BWC Fleet Quote.pdf

Motion made by Richard Womack to approve to purchase Twelve (12) In-Vehicle Camera Bundles and Forty (40) Body-Worn Camera Bundles from Axon Enterprises Inc. Total cost of all equipment, to be paid by Capital Funding, not to exceed $408,627.80 to be paid over five (5) years at a yearly cost of $81,725.56. The motion was seconded by Kevin Madden and CARRIED unanimously.

Consent Agenda Items

Motion made by Richard Womack to approve the following Consent Agenda Items:

8.A Approval to advertise a Request for Proposal for a County Facilities Master Plan. Subject to Solicitor's approval.
County Revenue
Central Purchasing Advertisement Budget
County Facilities Master Plan Procurement timeline.pdf

8.B Approval to advertise for Professional Services for Phase I of a Coastal Zone vision plan along the Delaware Riverfront, grant funded. Subject to Solicitor's approval.

Grant
Purchasing advertising budget. Coastal View Vision Plan.pdf

8.C Approval to advertise bid specifications for the installation of string lights on 80 trees, which require use of lifts, for the Festival of Lights at Rose Tree Park Subject to Solicitor's approval.

County Revenue
Central Purchasing Advertisement Budget

TIMELINE_FESTIVAL OF LIGHTS - LIGHT INSTALLATION AND REMOVAL PROJECT.xlsx

8.D Approval to apply to the US Department of Justice Enhancing Investigation and Prosecution of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Initiative Grants Program FY25 in the amount of $750,000.00 for a 36-month project period to begin October 1, 2025. Subject to Solicitor's approval.

Grant
Funding is provided by the Department of Justice.
Enhancing Investigation and Prosecution of Domestic Violence Dating Violence Sexual Assault and Stalking Initiative Grants Program FY25.pdf

8.E Approval to apply to the US Department of Justice Local Law Enforcement Grants for Enforcement of Cybercrimes Grant Program FY25 in the amount of $700,000.00 for a 36-month project period to begin October 1, 2025. Subject to Solicitor's approval.

Grant
Funding is provided by the US Department of Justice
Local Law Enforcement Grants for Enforcement of Cybercrimes Grant Program FY25.pdf

8.F Approval to modify PCCD Grant funding for Gun Violence Investigation and Prosecution (Tools for Investigation and Prosecution of Crime). Subject to Solicitor's approval.

Grant

Approval to modify the PCCD Grant to add funding for a Shot Spotter. Funding will be moved from the Consultants section of the grant (account #630000) and moved to Supplies (account #641000).
Stollsteimer letter.docx
20250627114105341.pdf

8.G Approval to accept a Grant under the PA Commission on Crime and Delinquency, 2025 Paul Coverdell Forensic Science Initiative, for $86,839.00. Subject to Solicitor's approval.

Grant
The PA Commission on Crime and Delinquency, in partnership with the 2025 Paul Coverdell Forensic Science Initiative grant, aims to strengthen and enhance Medical Examiner's Offices. These funds will be utilized to hire three part-time investigators for a year and provide funding to upgrade our data management system, as well as purchase additional licenses for new users.
DCOME - PCCD Paul Coverdell Forensic Science 2025 - Grant Application.pdf

8.H Approval to apply for a Grant under the 2024 Byrne State Crisis Intervention Program Firearm Suicide Prevention, Intervention, and Postvention Initiative in the amount of up to $499,355.78 through Millennium Strategies as the grant manager. Subject to the Solicitor's approval.

Grant

The purpose of this grant is to support and expand the Psychological Autopsy Initiative across Delaware, Chester, and Montgomery Counties. This regional effort addresses firearm suicide through a structured, forensic- based approach that reconstructs the psychological and behavioral pathways leading to an individual's death. By systematically analyzing firearm-related suicides, the initiative produces actionable insights to inform targeted prevention, intervention, and postvention strategies.

Funding from this grant will enable the Delaware County Office of the Medical Examiner to lead this multi-county initiative by establishing data-driven protocols and behavioral analyses that improve early identification of suicide risk factors. The grant will fund 50% of the salary and benefits of the Chief of Forensic Psychology, support the hiring of a full-time bereavement counselor, and provide essential resources for database development and information management over the 21-month project period.

Chester and Montgomery County Coroner's Offices have both agreed to be partners in this initiative. These investments are critical to expanding regional capacity, improving data integration, and strengthening long-term strategies to reduce firearm suicides and support community healing.

FY 2024 Byrne SCIP FSPIP Funding Announcement FINAL (2).docx

8.I Approval to apply for and accept the Pennsylvania Election Integrity Grant for 2025-2026 in an amount anticipated to exceed $2,100,000.00. Subject to Solicitor's approval.

Grant
Each year, the Pennsylvania General Assembly authorizes funding through the Election Integrity Grant to offset the unfunded mandates created by various legislation related to state and federal requirements for voting equipment and voter-roll maintenance, as well as state mandates created under Act 77. This state funding reduces the reliance on local funding for items ranging from Election Day poll workers to the preparation and testing of voting equipment and the printing of paper ballots.

8.J Approval to accept an increase of $5,605.00 to the County's 2021 HOME-ARP Funding from the U.S. Department of Housing and Urban Development. Subject to Solicitor's approval.

Grant
HOME - American Rescue Plan
Letter. HUD.pdf
Application.pdf

8.K Approval to accept grant from FRA as a subrecipient to the Delaware Valley Regional Planning Commission (DVRPC) in the amount of $107,504.00. Subject to Solicitor's approval.

Grant
Annual grant for $107,504, matched with $43,918 of non-grant funded staff time, totaling $151,422.
26-63-003.pdf

8.L Approval to accept grant from FHWA as a subrecipient to the Delaware Valley Regional Planning Commission (DVRPC) in the amount of $84,200.00. Subject to Solicitor's approval.

Grant
Annual grant in the amount of $84,200 with no match.
26-60-030.pdf

8.M Approval of the Medical Assistance Transportation Program Participation Grant Agreement & Assurance of Compliance between the Commonwealth of Pennsylvania, Department of Human Services Bureau of Managed Care Operations, Division of Medical Assistance Transportation and Delaware County for Fiscal Year 2025/2026. Subject to Solicitor's approval.

Grant
Federal Funding Source:
Medicaid Assistance Program
State Funding Source:
Medical Assistance
MATP Participation Grant FY 25/26

8.N Approval to apply for funding provided by the Pennsylvania Housing and Finance Agency Home4Good program to address unmet needs in Continuums of Care services for Delaware County homeless. Subject to Solicitor's approval.

Grant
State Funding Source:
Pennsylvania Housing and Finance Agency-$222,000.00
Home4Good_Summary Page.pdf
Home4Good_FHLBank_Pennsylvania Housing Finance Agency Continuum of Care Block Grant Application.pdf
Home4Good_FHLBank_Budget.pdf

8.O Approval to ratify the application for Community Mental Health Services Block Grant funding for First Episode Psychosis Program sites for State Fiscal Year 25-26 through the Pennsylvania Department of Human Services and Mental Health. Subject to Solicitor's approval.

Other Revenue
Funding Source:
Federal Funding
Block Grant for Community Mental Health Services - CFDA #93.958
Community Mental Health Services Block Grant MH Summary Page.pdf
Community Mental Health Services Block Grant Budget Proposal.pdf
Community Mental Health Services Block Grant First Episode Psychosis Program Sites.pdf
Community Mental Health Services Block Grant MH Attestation Statement.pdf

8.P Approval to accept Grant from the Delaware Valley Regional Planning Commission for the Region-Wide Transportation Geographical Information Systems in the amount of $28,000.00. Subject to Solicitor's approval.

Other Revenue
Delaware Valley Regional Planning Commission Program 26-53-303 Delaware County GIS.pdf

8.Q Request approval of a new Commercial Lease Agreement between 801 Callowhill, Inc. and the County of Delaware for the Ridley District Court 32-1-30. This would be a ten (10) year term for property located at 1936 MacDade Blvd, Woodlyn. The total square footage is approximately 4,014 (billable is 3,596). The rent for years 1 through 5 shall be $89,900 a year, $7,491.67 a month and $25.00 per square foot. For years 6 through 10 the rent shall be $98,890 a year, $8,240.83 a month and $27.50 per square foot. Additional rent shall be $348,780.00 divided by 120 months which will be $34,878.00 a year, $2,906.50 a month and $9.70 per square foot. One renewal option for an additional term of five (5) years. Subject to Solicitor's approval.

County Revenue
NA
delco.dct.ridley.woodlyn.070125.pdf
delco.dct.ridley.amend.070725.signed.pdf

8.R Approval for the First Addendum to Commercial Lease Agreement between Township of Ridley and the County of Delaware for District Court 32-1- 30. This will extend said term from August 1, 2025, through October 31, 2025, with 2 additional automatic 1- month Lessee renewal options. Rent to be $40,657.50 a year, $3,388.13 a month, $29.25 per sq foot. Subject to Solicitor's approval.

County Revenue
NA
Ridley Township.delco.dct.ridley.amend.070725.signed.pdf

8.S Approval of a contract with JustFOIA Software for a Records Request Management Solution for Right-To-Know in the amount of $24,025.50 for a 1-year term. Subject to Solicitors approval.

Other Revenue
NA
Delaware County - 36688 - JFNewProposal (FINAL) (002).pdf

8.T Approval to renew contract for Enterprise DocuSign in the amount of $301,367.67. Subject to Solicitor's approval.
Capital
Capital & Other Revenue
PJZN585.pdf

8.U Approval of submission of Delaware County's 2025 Annual Action Plan by way of the approval of the attached resolution: CP 2025-01. Final List of awards includes projects funded with federal Community Development Block Grant, HOME Investment Partnerships Grant Emergency Solutions Grant and locally funded Affordable Housing Program. Subject to Solicitor's approval.

Other Revenue
Community Development Block Grant, HOME Investment Partnerships Grant, Emergency Solutions Grant, Affordable Housing Fund
FY 2025 Annual Action Plan Proposed List of Funds.pdf Resolution.pdf

8.V Approval of an Agreement with Zarwin Baum Devito Kaplan Schaer Toddy to provide legal closing services for affordable housing development projects, including preparation of documents and attendance at closing. Subject to Solicitor's approval.

County Revenue
Affordable Housing Fund
Zarwin Baum AHF 2025 Agreement.pdf

8.W Approval of sewer and trail easement with the Southwest Delaware County Municipal Authority for the Chester Creek Trail Phase II project. Subject to Solicitor's approval.

Other Revenue
No cost associated with this item.
CCT Sewer and Trail Easements - Aston.pdf

8.X Approval to acquire a temporary trail easement and permanent right-of-way from John R. Savoy and associated fees totaling $94,000.00. The land and temporary easement are needed for construction of Chester Creek Trail Phase II. Subject to Solicitor's approval.

Capital
Trails Right- of-Way CIP Item number FP-2025-27-RW CCT Savoy Settlement Agreement.pdf
CCT Savoy Easement.pdf
CCT Temporary Construction Easement.pdf

8.Y Approval of no-cost time extensions for three Delco Greenways Grants. Subject to Solicitor's approval.
Capital
The contract extensions do not change the previously approved grant amounts. DCGW Extension Requests 7-8-25.docx

8.Z Approval to request a no cost time extension with the Pennsylvania Department of Transportation (PennDOT) to the Standard Bridge Reimbursement Grant Agreement R1606001 for County Bridge 142, South Avenue in Glenolden Borough. Subject to Solicitor's approval.

Other Revenue
Fund 05- Marcellus Shale Fund
Fund 36- Bridge Reimbursement Fund

8.AA Approval to award contract #eDPW- 040925 between the County of Delaware and TN Ward Company, Inc. for the Fair Acres Geriatric Center Kitchen Renovations in an amount not to exceed $5,397,000.00. Subject to Solicitor's approval.

Capital
County Capital Funds- Bond 71
Form of Contract TNW signed.pdf

8.AB Approval of a Professional Services Agreement between the County of Delaware and BSI Construction LLC for construction management services at the Fair Acres Geriatric Center for a one-year (1) term in an amount not to exceed $375,000. Subject to Solicitor's approval.

Capital
County Capital Funds, Bond 71
BSI Construction Agreement.pdf

8.AC Approval to award contract #eDPW-060425 between the County of Delaware and William H. Clinger Corporation for the Government Center Complex Fire Alarm Replacement capital project in an amount not to exceed $2,376,713.63. Subject to Solicitor's approval.

Capital
County Capital Funds, Bond 71
COD CLINGER Form of Contract.doc

8.AD Approval of a no cost time extension #5 to Agreement L00569 between the County of Delaware and Johnson, Mirmiran & Thompson, Inc. for construction close out activities for County Bridge #7 New Road in Aston Township. The contract term will extend to December 31, 2025. Subject to Solicitor's approval.

Other Revenue
Fund 36- Bridge Reimbursement Fund
Time Extension Request No.5 L00569 (County Bridge 7)_06-13-25.pdf

8.AE Approval to request a no cost time extension with the Pennsylvania Department of Transportation (PennDOT) to the Standard Bridge Reimbursement Grant Agreement R22060007 for County Bridge 12, Mattson Road in Chester Heights Borough. Subject to Solicitor's approval.

Other Revenue
Fund 36- Bridge Reimbursement Fund

8.AF Approval of change orders #1 and #2 to contract #eDPW-120225 between the County of Delaware and EA Roofing Company, LLC for the replacement of the Farm Shop roof at the George W. Hill Correctional Facility. The contract value will increase from $198,800.00 to $211,271.39. Subject to Solicitor's approval.
Capital
County Capital Funds, Loan 70
Change Order 001 signed by Arch and GC.pdf C.O._2_George Hill Farm Shop.pdf

8.AG Approval of change order #1 to contract #eDPW-071024 between the County of Delaware and Quinn Construction, Inc. for the Parking Garage Concrete Repairs at the Government Center. The contract value will increase from $1,170,369.00 to $1,419,267.59. Subject to Solicitor's approval.

Capital
County Capital Funds Loan 71
CO-01 Government Ctr PG - 24S0743.pdf

8.AH Approval of change order #1 to contract #eDPW-103024 between the County of Delaware and Road Con, Inc. for rehabilitation and repair to County Bridge #225, County Line Road over Gulph Creek. The contract value will increase from $189,101.00 to $256,580.00. Subject to Solicitor's approval.

Other Revenue
Act 89 Fund
Change Order 001 Bridge 225 GC Signed.pdf

8.AI Approval to ratify a contract between the County of Delaware and D'Antonio Excavating, Inc. for emergency tunnel repairs at the Fair Acres Geriatric Center in an amount not to exceed $82,360.00. Subject to Solicitor's approval.

Other Revenue
County Insurance Claims Fund
2025 Fair Acres Tunnel Repair.xls

8.AJ Approval of a professional services agreement between the County of Delaware and Gilbeaux Associates for engineering design services and construction administration for the replacement of the chiller at the Fronefield Building, in an amount not to exceed $26,000.00. Subject to Solicitor's approval.
Capital
County Capital Funds, Loan 66
Delaware County Fronfield Building chiller replacement Engineering July 2 2025.docx - Google Docs.pdf

8.AK Approval to contract with Herbert, Rowland, & Grubic, Inc for Phase II of the Master Site Development Plan of the New County Park at Little Flower Manor not to exceed $148,985.00. Subject to Solicitor's approval.

Capital
CIP Little Flower Manor Phase II Planning- FP-2025-22-PA New County Park Phase Two Master Plan Contract.pdf

8.AL Approval of a professional services agreement between the County of Delaware and Linn Architects for architectural and construction administration services for the conversion of the lighting at the Government Center to LED for an amount not to exceed $30,000.00. Subject to Solicitor's approval.

Grant
Federal EECBG Grant
EXECUTED Design Services Agreement (Linn Architects).pdf Linn Architects Design Proposal.pdf Agenda item 010825.pdf

8.AM Approval to amend County of Delaware Custodial Service Contract (eFMD-010423) with DSC Solutions to increase cleaning services at the Emergency Communications Center by adding one additional employee to work 4 hours per day, 5 days a week as per Contract Change Order #2-2025 at an additional monthly cost of $2,053.42. Subject to Solicitor's approval.

County Revenue
Emergency Services Budget
DSC Solutions Change Order 2-2025.pdf
DCS Solutions Contract 05.15.26.pdf

8.AN Approval of the amended 2025 capital budget, including a budget transfer of $4,485,929 from the bank balances of Loans 4662, 4664, and 4666 for use on capital projects identified in the attached list. Subject to Solicitor's approval.
Capital
County Capital Funds
Amended 2025 Capital Budget 071525.pdf

8.AO COSA FY25/26 Funding Agreements for Council Approval. Subject to Solicitor's approval.

Other Revenue
N/A
COSA Contract Cover Page.pdf
County budget-COSA- FY2026 summary.pdf
County budget-COSA- FY2026--with DETAILS.pdf
COSA Memo to County Council FY25-26 funding agreements.pdf

8.AP Approval to amend Opioid Settlement Grant Agreements per the attached list. Subject to Solicitor's approval.

Other Revenue
OTHER FUNDING SOURCE:
Opioid Settlement Wave 1 - 2024 Distribution
- Opioid Settlement Wave 2 - 2024 Distribution Opioid Settlement Requests

8.AQ Approval of Fiscal Year 2025-2026 Department of Human Services Child Welfare Contracts and/or Letters of Agreements per the attached list. Subject to Solicitor's approval.

Other Revenue
Federal Funding Source(s):
Foster Care Title IV-E (93.659) - Per eligibility of child/placement
Chafee FC Independent (93.674) - Per allocation/applicability
Foster Care IV-E CFDA #93:658 - Per eligibility of child/placement
Guardianship Assist (93.090) - Per eligibility of child/placement
Medical Assistance (93.778) - Per eligibility of child/placement
Adoption Assistance (93.659) - Per eligibility of child/placement
TANF (93.558) - Per eligibility of child
Act 148 - 50%
State Funding Source(s):
Independent Living Grant - 77% per placement type and net of federal and other revenue
Act 148 - 80%/60% placement net of federal and other revenue
Other Funding Source(s):
Parental Maintenance - Variable per child
Social Security Payment - Variable per child
Medical Assistance (93.778)
Program Income - Variable per child
Title-IV D Social Security Payments - 100%
County Funding -20%
20%/40% placement net of federal and other revenue 20% after application of federal and other funding sources 100%
Annual Renewal Requests Child Welfare Services Fiscal Year 25_26 Contract List.pdf
Annual Renewal Requests Child Welfare Services Fiscal Year 25_26 Summary Pages and Appendix Zs.pdf

8.AR Approval to renew Agreement #HS-A 295/24 between The Department of Human Services and Computer Aid, Inc. for the 2025/2026 fiscal contracting year in an amount not to exceed $805,700.00 and revises the Agreement number #CW 102/25. Subject to Solicitor's approval.

Other Revenue
Federal Funding Source:
Guardianship Asst. (93.090) - 5%
Foster Care Title IV-E (93.659) - 5%
Adoption Assistance (93.659) - 6%
State Funding Source:
IT Grant - 50%
County Funding:34%

Computer Aid, Inc. #CW 102/2 Summary Page
Computer_Aid_Inc_CW_102_25_Contract.pdf

8.AS Approval of Drug and Alcohol Contracts and Letters of Agreements as outlined on the attached list from July 1, 2025, to December 31, 2025, Subject to Solicitor's approval.
County Revenue
Federal Funding Source:
Block Grants for Prevention and Treatment of Substance Abuse CFDA #93.959 - 87%, 45%, 34%, 49%, 96%, 28%,12%,7%,54%,45%, 14%, 77%, 31%, 81%, 79%, 88%, 90%, 36%, 91%, 58%, 41%, 31%, 61%, 25%

Opioid State Targeted Response Grant CFDA #93.788 - 9%, 51%, 62%,47%, 89%,42%,19%, 15%, 17%, 8%,6%, 60%, 5%, 36%, 35%

State Funding Source:
Human Services Block Grant - 3%,6%,37%, 33%
Department of Drug and Alcohol State General Assistance APP 11-029 - 9%. 10%,72%,25%, 2%, 15%, 5%
Department of Drug and Alcohol State Gaming Fund ACT 2010-01 - 58%, 72%,5%, 61%
County Funding:
1%,10%, 2%

DA Year 2025/2026 Contract List
D&A Summary Pages Appendix Z_Budget.pdf

8.AT Approval to renew the professional services Agreement, #HS-A 5/25 with Susquehanna Software, Inc. for Fiscal Year 2025/2026 for the provision of software tracking, maintenance, enhancement and hosting for the Department's Drug and Alcohol, Mental Health, Early Intervention, and Intellectual Developmental Disabilities programs. Subject to Solicitor's approval.

Other Revenue
State Funding Source:
Human Services Block Grant-97.94%
County Funding:
2.06%Susquehanna_Software _Inc_HS_A_5_25_Summary_Page.pdf Susquehanna Software Inc HS-A 5_25_Agreement.pdf

8.AU Approval of Delaware County Sheriff Department and AFSCME Council 13 Side Agreement effective January 1, 2025. Subject to Solicitor's approval.
County Revenue
General County Fund
Delaware County Sheriff Department and AFSCME Council 13 Side Agreement.pdf

8.AV Approval Administrative Service Agreement between the County of Delaware and Inspira for FSA, HSA and COBRA Administration for a period of three years. Effective 1/1/26 Subject to Solicitor's approval.

County Revenue
General County Fund
CountyofDelaware.Inspira.FSA_Dependent_Health_Limited Purpose Service Exhibit (2).docx

CountyofDelaware.Inspira.BAA (4).docx
CountyofDelaware.Inspira.HSA Service Exhibit (2).docx
County of Delaware.Inspira. Administrative Services Agreement (3).docx

8.AW Approval for contract amendment with Judicial Management Services LLC for payment of electronic monitoring services in the amount of $30,000.00 for service through December 31, 2025. Subject to Solicitor's approval.

County Revenue
General Fund
2025.07.07 Judicial Management Services Amendment (DelCo).pdf

8.AX Approval of Ratification of an agreement with Mercy Catholic Medical Center of Southeastern Pennsylvania dba Mercy Fitzgerald Hospital in the amount of $494,400 to provide support for persons experiencing mental health crises due to Prospect Medical Holdings closure of Crozer Crisis Center. Subject to Solicitor's approval.

8.AY Approval of Central Tax Collection Department's request for refund for the years 2023, 2024, and 2025 County Real Estate Taxes for eleven (11) property owners due to overpayment of the amount of taxes due in the total amount of $6,899.96.

8.AZ Approval of Central Tax Collection Department's request for sixty-three (63) Court Ordered refunds for the years 2021, 2022, 2023,2024 and 2025 for properties in the Boroughs of Collingdale and Newtown and the Townships of Chester, Concord, Nether Providence, Radnor, Ridley, Springfield, and Upper Darby in the total amount of $231,237.94.

8.BA Approval of Request by the Controller's Office for payment of current bills

Motion was seconded by Christine Reuther and CARRIED unanimously.

Appointments

9.A Approval to appoint Kelly Diaz, as Chief Financial Officer.

Motion made by Richard Womack to appoint Kelly Diaz, as Chief Financial Officer. The motion was seconded by Christine Reuther and CARRIED unanimously.
Attached memorandum provided by Joanne Phillips, Controller, in support of appointment for Kelly Diaz as Chief Financial Officer.

9.B Approval to appoint Captain Mitchell Rock as Chief of Police.

Motion made by Richard Womack to appoint Captain Mitchell Rock as Chief of Police. The motion was seconded by Christine Reuther and CARRIED unanimously.

10. Communications from the Executive Director

11. Solicitor

11.A Approval to file three (3) Petitions for the Termination of Parental Rights with the Orphans Court.

Motion made by Richard Womack to approve to file three (3) Petitions for the Termination of Parental Rights with the Orphans Court. Motion was seconded by Kevin Madden and CARRIED unanimously.

12. Council Remarks

13. Adjourn

Motion made by Dr. Taylor to adjourn. The motion was seconded by Kevin Madden and CARRIED unanimously.

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Sharon A. Scattolino, County Clerk

CONTROLLER OF DELAWARE COUNTY
GOVERNMENT CENTER BUILDING
201 W. FRONT STREET
MEDIA, PENNSYLVANIA 19063

PHONE 610-891-4441
FAX NUMBER 610-566-3256

Joanne Phillips, Esq.
CONTROLLER

Winifred M. Branton, Esq.
SOLICITOR

Jeffrey J. Powers, C.P.A.
FIRST DEPUTY CONTROLLER

Judy A. Drake
DEPUTY CONTROLLER PAYROLL

MEMORANDUM

Date: July 16, 2025

To: County Council

From: Joanne Phillips, Controller

Re: Appointment of Ms. Kelly Diaz

Ms. Diaz has been a member of the Controller's Office since 2018, the year that I was sworn into office and embarked on building a team as the County Controller. I was fortunate that she joined the office as an accountant. As she quickly proved, her passion for the work and her professional and academic background made her the perfect fit for this office because we needed to quickly get on top of our governmental policies, processes, finance, and accounting, *and* to effectively communicate our analysis, conclusions and recommendations. While working fulltime, she went on to earn her Masters in Public Administration from Villanova University, leveraging the top scholarship awarded to her by the GFOA – the premier Government finance organization in the U.S. and Canada. Ms. Diaz is a meticulous writer, and a gifted thinker who also possesses intellectual curiosity, especially in public finance and government accounting. These talents combined with a work ethic of the highest degree and solid judgement will make her an excellent CFO.

Ms. Diaz is the ideal selection for the CFO position, precisely because she is committed to serving the public. Like our County Council, I trust and have confidence that Ms. Diaz will represent the public with integrity. Her work ethic translates into a quiet determination that we should all do our best as a government to serve our residents, and to always do the right thing. She has done all this hard work, while also being active in her community, and being dedicated to her family as a spouse and mother of two elementary school aged children-- there is no doubt she is wildly successful at managing time and projects.

I am sincerely proud of Kelly, her work, and her pursuit of this position. My hope for Kelly and the County always has been that she will stay in government service for the public where she can make the greatest positive impact in the future and will be able to help the most people at the same time. My entire office wishes her the best of luck in her new position.

I ask that you include this letter in the minutes for tonight's Council meeting. Thank you.

Cc: County Clerk, Sharon Scattolino

AGENDA ITEM NO. 7.A

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Barbara O'Malley,County Council
ITEM TYPE:	Ordinance
AGENDA SECTION:	Ordinance(s)
SUBJECT:	First Reading, Public Hearing and Consideration of Ordinance 2025-05 Authorizing and Directing the Issuance of General Obligation Debt by the County as Permitted by and Pursuant to the Local Government Unit Debt Act and setting forth related approvals and other matters.
EXPENSE BUDGET LINE ITEM ACCOUNT:	3166
ESTIMATED/ACTUAL COST OF REQUEST:	$93,104,309
FUNDING SOURCE:	Capital
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	

ATTACHMENTS:
Ordinance 2025-05.pdf

ORDINANCE NO. 025-05
OF THE COUNTY COUNCIL
OF THE COUNTY OF DELAWARE,
Commonwealth of Pennsylvania

AN ORDINANCE OF THE COUNTY COUNCIL OF THE COUNTY OF DELAWARE, PENNSYLVANIA (THE "COUNTY") AUTHORIZING AND DIRECTING ISSUANCE OF GENERAL OBLIGATION DEBT IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF $115,000,000, AS PERMITTED BY AND PURSUANT TO THE LOCAL GOVERNMENT UNIT DEBT ACT, 53 PA.C.S. § 8001 ET SEQ., AS AMENDED (THE "DEBT ACT"), CONSTITUTING THE COUNTY'S GENERAL OBLIGATION BONDS, SERIES OF 2025 (THE "BONDS") FOR THE PURPOSE OF PROVIDING FUNDS TO BE APPLIED FOR (A) CERTAIN CAPITAL PROJECTS OF THE COUNTY, AND (B) PAYING THE COSTS RELATED TO THE ISSUANCE OF THE BONDS (TOGETHER, THE "PROJECT"); DETERMINING THAT THE BONDS SHALL BE SOLD AT A PRIVATE SALE BY NEGOTIATION; ACCEPTING A PROPOSAL FOR THE PURCHASE OF THE BONDS, AND AWARDING THE BONDS AND SETTING FORTH RELATED PROVISIONS; PROVIDING FOR MAXIMUM PRINCIPAL AMORTIZATION, MATURITIES AND INTEREST RATES FOR THE BONDS; AUTHORIZING ACCEPTANCE OF AN ADDENDUM TO THE PROPOSAL COMPLETING THE FINAL TERMS FOR THE PURCHASE OF THE BONDS AT OR WITHIN LIMITS HEREBY ESTABLISHED; PROVIDING FOR THE APPOINTMENT OF A PAYING AGENT, REGISTRAR AND SINKING FUND DEPOSITORY; PROVIDING FOR THE TERMS OF THE BONDS INCLUDING DATED DATE, MATURITY DATES AND DENOMINATIONS, AND INTEREST PAYMENT DATES; PROVIDING FOR THE REGISTRATION AND TRANSFER OF THE BONDS; SETTING FORTH REDEMPTION PROVISIONS AND PROCEDURES; PROVIDING THAT THE BONDS, WHEN ISSUED, SHALL BE TAX-EXEMPT GENERAL OBLIGATIONS OF THE COUNTY; AUTHORIZING THE EXECUTION, AUTHENTICATION AND DELIVERY OF THE BONDS; AUTHORIZING ISSUANCE OF THE BONDS IN BOOK-ENTRY ONLY FORM; COVENANTING TO PAY DEBT SERVICE AND PLEDGING THE FULL FAITH, CREDIT AND TAXING POWER FOR THE PAYMENT OF THE BONDS; CREATING A SINKING FUND IN CONNECTION WITH THE ISSUANCE OF THE BONDS AS REQUIRED BY THE DEBT ACT; APPROPRIATING PROCEEDS OF THE BONDS; SPECIFYING THE ESTIMATED USEFUL LIFE OF THE PROJECT; SETTING FORTH CERTAIN COVENANTS RELATING TO THE NON-ARBITRAGE STATUS OF THE BONDS PURSUANT TO THE INTERNAL REVENUE CODE OF 1986, AS AMENDED; RATIFYING PRIOR ADVERTISEMENT AND DIRECTING FURTHER ADVERTISEMENT; AUTHORIZING AND DIRECTING THE PREPARATION AND EXECUTION OF A TRANSCRIPT OF PROCEEDINGS, INCLUDING A DEBT STATEMENT AND BORROWING BASE CERTIFICATE, AND THE FILING THEREOF WITH THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT; AUTHORIZING AND DIRECTING OFFICERS AND OFFICIALS OF THE COUNTY TO EXECUTE AND DELIVER DOCUMENTS AND TO TAKE ACTION AS MAY BE NECESSARY RELATING TO THE ISSUANCE AND DELIVERY OF THE BONDS; AUTHORIZING THE APPROVAL AND DISTRIBUTION OF A PRELIMINARY OFFICIAL STATEMENT AND FINAL OFFICIAL STATEMENT AND THE USE THEREOF IN CONNECTION WITH THE SALE OF THE BONDS; CREATING A CLEARING ACCOUNT FOR THE BONDS AND A

PROJECT ACCOUNT FOR THE PROJECT; AUTHORIZING THE PAYMENT OF EXPENSES; PROVIDING GUIDELINES FOR PERMITTED INVESTMENTS; PROVIDING FOR THE AUTHORIZATION OF OFFICERS; APPROVING THE FORM OF THE BONDS; RATIFYING AND CONFIRMING AUTHORIZATION TO THE FINANCIAL ADVISOR, COUNTY SOLICITOR AND BOND COUNSEL; COVENANTING TO PROVIDE CONTINUING DISCLOSURE; PROVIDING FOR SEVERABILITY OF PROVISIONS AND REPEALING INCONSISTENT ORDINANCES.

WHEREAS, The County of Delaware, Commonwealth of Pennsylvania (the "County"), is a county of the Second Class A established under the laws of the Commonwealth of Pennsylvania (the "Commonwealth") and is a Local Government Unit, as defined in the Local Government Unit Debt Act, 53 Pa.C.S. § 8001 *et seq.*, as amended and supplemented (the "Debt Act"); and

WHEREAS, the County Council of the County, has determined that it was necessary and appropriate for the proper management and administration of County government to undertake certain capital projects, each of which is a "project" as such term is defined in the Debt Act, consisting of, but not limited to the planning, design, purchase, acquisition and construction, as applicable, of various capital projects for governmental use identified as capital budget items in the County's current Capital Improvement Plan (the "CIP"), to the extent of available funds; and

WHEREAS, the CIP sets forth capital projects (collectively, the "Capital Project") including but not limited to: (i) construction of and renovations to buildings, parking garages, and other facilities; (ii) acquisition of equipment, information technology and vehicles; (iii) construction of and renovations to prison and juvenile detention facilities; (iv) construction of and improvements to facilities of the Fair Acres Geriatric Center; (v) funding of projects of the Southeastern Pennsylvania Transportation Authority; (vi) improvements to County parks, (vii) preservation of open space; (viii) 911 Center capital projects including the 911 radio system; and (ix) payment of interest expenses during construction; all of which will benefit the health and welfare of the residents of the County; and

WHEREAS, The County Council of the County has determined to incur nonelectoral, tax-exempt, general obligation debt in the maximum aggregate principal amount of $115,000,000 by the issuance and sale of its General Obligation Bonds, Series of 2025 (the "Bonds") in accordance with provisions of the Debt Act, with proceeds from the sale thereof, together with other available moneys, if any, to be applied for and toward (1) the costs and expenses of the Capital Project, and (2) paying the costs associated with the issuance thereof (collectively, the "Project"); and

WHEREAS, the Capital Project consists of the current portion of the capital budget of the County and involves projects of varying useful lives, and the County therefore in compliance with Section 8142(a)(2)(ii) of the Debt Act hereby fixes the useful life of the Capital Budget Project to be at least thirty (30) years from the date of issuance of the Bonds; and

WHEREAS, The County intends to issue the Bonds in accordance with the terms of this Ordinance and the Debt Act to pay the costs of the Project; and

WHEREAS, The County authorizes Ballard Spahr LLP, of Philadelphia, Pennsylvania, to act as its bond counsel with respect to legal matters associated with the financing of the Project; and

WHEREAS, RBC Capital Markets, LLC, as representative of the underwriters (the "Purchaser") will present to the County a proposal for the purchase of the Bonds (the "Bond Purchase Proposal"); and

WHEREAS, The County desires to approve and authorize the Project, issuance of the Bonds, acceptance of the Bond Purchase Proposal, the form of Bond, and the issuance of the Bonds as tax-exempt obligations, and to authorize such further provisions as are required by law for the issuance of tax-exempt municipal obligations, and further actions by its officers and professional advisors consistent with this Ordinance, the Debt Act, and all other applicable law.

NOW, THEREFORE, BE AND IT HEREBY IS ORDAINED by the County Council of the County of Delaware that:

SECTION 1. The Project.

The County authorizes and approves undertaking the Capital Project as a project defined in and authorized by the Debt Act. The foregoing recitals and all terms defined therein are incorporated herein, and such defined terms may hereafter be used as if set out at length. The County estimates that the Capital Project, or so much thereof as funds are and may be made available therefor, will be completed by June 30, 2027.

SECTION 2. Incurrence of Indebtedness.

For the purpose of providing funds for and toward the payment of costs, as such term is used in the Debt Act, of the Capital Project and for the costs of issuance of the Bonds, the incurring of non-electoral, tax-exempt, general obligation debt by the County in the maximum aggregate principal amount of $115,000,000 is hereby authorized. Such debt shall be evidenced by the issuance by the County of its General Obligation Bonds, Series of 2025, or such other designation as may be deemed appropriate, in the maximum aggregate principal amount of $115,000,000 (the "Bonds").

SECTION 3. Approval of Private Sale By Negotiation.

After considering the advantages and disadvantages of the various methods of sale of the Bonds permitted by the Debt Act and of current market conditions and the structure of the Project, the County Council hereby determines that a private sale by negotiation is in the best financial interest of the County.

SECTION 4. Acceptance of Bond Purchase Proposal, Addendum.

(a) The Purchaser has submitted the Bond Purchase Proposal to the County for the purchase of all, but not less than all, of the Bonds, maturing and bearing interest rates, terms and other provisions not inconsistent with this Ordinance. The Bond Purchase Proposal is hereby approved and accepted and, as approved and accepted is referred to hereinafter as the Bond Purchase Agreement. Proper Officers (as hereinafter defined) are authorized to execute the Bond Purchase Agreement, and the County Clerk to attest and seal, and to deliver an executed counterpart thereof to the Purchaser. It is hereby authorized and directed that the Purchaser shall, subsequent to the enactment of this Ordinance, submit to the County an addendum to the Bond Purchase Agreement that shall set forth the final terms for the sale and purchase of the Bonds, including, but not limited to the underwriting discount, and original issue discount or premium, if any (the "Addendum").

(b) The Addendum to the Bond Purchase Agreement shall be submitted to the Chair, or if he or she is unavailable to the Vice Chair, of the County Council of the County for approval and acceptance, which Addendum shall be consistent with the provisions set forth in the Bond Purchase Agreement and in this Ordinance, and shall contain (i) such insertions as to interest rates, principal amounts, maturity dates and redemption provisions and related matters, and (ii) such deletions and amendments as the Chair or Vice Chair, upon the advice of the County Solicitor and bond counsel shall approve. The execution and delivery of the Addendum by the Chair or Vice Chair of the County Council and the attestation by the County Clerk shall constitute conclusive evidence of such approval.

(c) In order to be accepted by the Chair, or if the Chair is unavailable, the Vice Chair, of the County Council, the Addendum must meet the following requirements:

(i) The aggregate principal amount of the Bonds shall not exceed $115,000,000;

(ii) The principal amount scheduled to mature in each year for the Bonds shall not exceed the principal amounts shown on Schedule A, attached hereto and incorporated herein, and further, the rate of interest, per annum, for each maturity of the Bonds shall not exceed the rates set forth in Schedule A;

(iii) The aggregate purchase price for the Bonds to be purchased pursuant to such Bond Purchase Agreement, shall not be less than 95.0% nor more than 130.0% of the total of (A) the aggregate principal amount thereof, (B) reduced by underwriter's discount, (C) reduced or increased by any net original issue discount or premium, if any, and (D) plus accrued interest, if any;

(iv) The underwriting discount shall not exceed $3.00 per $1,000 of the principal amount of the Bonds; and

(v) The Bonds contemplated by the Addendum must conform to the requirements of the Debt Act.

(d) The execution and delivery of the Bond Purchase Agreement, concurrent with the enactment of this Ordinance, and of the Addendum, subsequent to the enactment of this Ordinance, by the Proper Officers of the County, as specified where appropriate, shall constitute acceptance hereunder of the Bond Purchase Agreement and of the Addendum. Upon acceptance of the Bond Purchase Agreement by enactment of this Ordinance and acceptance of the Addendum, the Bonds shall be and are hereby awarded and sold to the Purchaser in accordance with the requirements set forth in the preceding provisions of this Section 4, in accordance with all the terms of the Bond Purchase Agreement and of the Addendum. The aforementioned Proper Officers are authorized

and directed to accept the Addendum by signing it, to return it to the Purchaser and to file a copy of the same with the records of the County. Upon acceptance and execution of the Addendum, the Bond Purchase Agreement and the Addendum shall constitute one agreement by and between the County and the Purchaser and shall be construed in all respects as one agreement, which hereinafter is referred to, for convenience, as the Bond Purchase Agreement, which Bond Purchase Agreement, together with this Ordinance, shall constitute a contract between the County and the Purchaser.

(e) A Proper Officer of the County is hereby authorized and directed to deliver or cause the delivery of the Bonds to the Purchaser and to receive payment therefor on behalf of the County after sale of the same in the manner required by law and the terms of this Ordinance. Proper Officers of the County are hereby authorized and directed to transfer and invest funds, to pay all necessary, usual and proper costs of issuance of the Bonds, to execute and deliver such documents and to do all such other acts, upon advice of the County Solicitor and bond counsel, as are reasonably necessary to ensure a satisfactory settlement of the sale of the Bonds, and a proper application of the proceeds thereof to the Project.

SECTION 5. Maturity and Interest Rates.

The rate of interest or yield, as applicable, per annum for each maturity of the Bonds shall not exceed the rates set forth in Schedule A attached hereto and incorporated herein. The principal amount of Bonds scheduled to mature or to be subject to mandatory redemption, as the case may be, annually shall not exceed the principal sum in each year set forth in Schedule A attached hereto.

SECTION 6. Selection and Appointment of Paying Agent, Registrar and Sinking Fund Depository.

The Chair is hereby authorized to select and appoint U.S. Bank Trust Company, National Association as Paying Agent ("Paying Agent") and Registrar ("Registrar") for the Bonds and Sinking Fund Depository ("Sinking Fund Depository") for the Sinking Fund hereinafter created hereby. The Chair is hereby authorized and directed to contract with the selected Paying Agent for its services as Sinking Fund Depository, Paying Agent and Registrar at such initial and annual charges as shall be appropriate and reasonable for such services. The County may, by resolution, from time to time appoint a successor Paying Agent, Sinking Fund Depository or Registrar to fill a vacancy or for any other reason. Acceptance of this appointment by the Paying Agent constitutes the Paying Agent's representation to the County that it is authorized to contract with the County for its services and to conduct business, and has an office, in the Commonwealth of Pennsylvania.

SECTION 7. Form of Bond, Interest Payment Dates and Record Dates.

The Bonds shall be issued in fully registered form without coupons and shall be numbered in such manner as may be satisfactory to the County and the Paying Agent. Pursuant to recommendations promulgated by the Committee on Uniform Security Identification Procedures, "CUSIP" numbers may be printed on the Bonds. Each Bond shall be dated as of the dated date (the "Dated Date"), which date shall be on or about the date of delivery as more fully specified in the Bond Purchase Agreement. The Bonds shall be issued in denominations of $5,000 or any whole multiple thereof, and shall bear interest payable initially on a date as shall be specified in the Addendum (the "Initial Interest Payment Date"), and on each February 1 and August 1 (each, an "Interest Payment Date") thereafter, from the Interest Payment Date, as the case may be, next preceding the date of registration and authentication of each Bond, unless: (a) such Bond is

registered and authenticated as of an Interest Payment Date, in which event such Bond shall bear interest from such Interest Payment Date; or (b) such Bond is registered and authenticated after a Record Date (hereinafter defined) and before the succeeding Interest Payment Date, in which event such Bond shall bear interest from such succeeding Interest Payment Date; or (c) such Bond is registered and authenticated prior to the Record Date (hereinafter defined) preceding the Initial Interest Payment Date, in which event such Bond shall bear interest from the Dated Date; or (d) as shown by the records of the Paying Agent, interest on such Bond shall be in default, in which event such Bond shall bear interest from the date on which interest was last paid on such Bond until the principal sum thereof is paid.

If the date for payment of the principal of, premium, if any, or interest on any Bond shall be a Saturday, Sunday, legal holiday or a day on which banking institutions in the Commonwealth are authorized or required by law or executive order to close, then the date of such payment shall be the next succeeding day which is not a Saturday, Sunday, legal holiday or a day on which banking institutions are authorized or required to close, and payment on such subsequent day shall have the same force and effect as if made on the nominal date established for such payment.

The term "Record Date" with respect to any Interest Payment Date shall mean the close of business on the fifteenth (15th) day (whether or not a day on which the Paying Agent is open for business) next preceding each Interest Payment Date. The person in whose name any Bond is registered at the close of business on any Record Date with respect to any Interest Payment Date shall be entitled to receive the interest payable on such Interest Payment Date notwithstanding the cancellation of such Bond upon any transfer or exchange thereof subsequent to such Record Date and prior to such Interest Payment Date, except if and to the extent that the County defaults in the payment of the interest due on such Interest Payment Date, in which case such defaulted interest

shall be paid to the persons in whose names outstanding Bonds are registered at the close of business on a special record date established by the Paying Agent, notice of which shall have been mailed to all registered owners of Bonds not less than ten (10) days prior to such date. Such notice shall be mailed to the persons in whose names the Bonds are registered at the close of business of the fifth (5th) day preceding the date of mailing.

SECTION 8. Bond Register, Registrations and Transfer.

The County shall cause to be kept at the designated corporate trust office of the Paying Agent a register ("Bond Register") in which, subject to such reasonable regulations as it may prescribe, the County shall provide for the registration of Bonds and the registration of transfers and exchanges of Bonds. No transfer or exchange of any Bond shall be valid unless made at such office and registered in the Bond Register.

Upon surrender of any Bond at the designated corporate trust office of the Paying Agent for registration of transfer, the County shall execute and the Paying Agent shall authenticate and deliver in the name of the transferee or transferees, a new Bond or Bonds of any authorized denomination, of the same interest rate and maturity, and in the same aggregate principal amount as the Bond so surrendered.

Any Bond shall be exchangeable for other Bonds of the same maturity and interest rate, in any authorized denomination, in an aggregate principal amount equal to the principal amount of the Bond or Bonds presented for exchange. Upon surrender of any Bond for exchange at the designated corporate trust office of the Paying Agent, the County shall execute and the Paying Agent shall authenticate and deliver in exchange therefor the Bond or Bonds which the owner making the exchange shall be entitled to receive.

All Bonds issued upon any registration of transfer or exchange shall be valid obligations of the County, evidencing the same debt and entitled to the same benefits under this Ordinance as the Bonds surrendered for such registration of transfer or exchange.

Every Bond presented or surrendered for registration of transfer or exchange shall be duly endorsed, or be accompanied by a written instrument of transfer, in form and with guaranty of signature satisfactory to the County and the Registrar, duly executed by the registered owner thereof or his duly authorized agent or legal representative.

No service charge shall be made for any transfer or exchange of any Bond, but the County may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds.

The County shall not be required to: (a) issue, or register the transfer or exchange of, any Bond during a period of fifteen (15) business days before any date of selection of Bonds to be redeemed and ending on the close of business on such date on which the applicable notice of redemption is given; or (b) register the transfer or exchange of any Bond after it has been selected for redemption, in whole or in part, until after the date fixed for redemption.

SECTION 9. Execution and Authentication.

The Bonds shall be executed on behalf of the County by the Chair or, if the Chair is unavailable, the Vice Chair of the County Council (each a "Proper Officer"), and shall have the corporate seal of the County affixed thereto (or a facsimile thereof), duly attested by the County Clerk and said officers are hereby authorized and directed to execute the Bonds. The Bonds shall be authenticated by the manual execution of the Certificate of Authentication by a duly authorized officer of the Paying Agent. No Bond shall be valid until such Certificate of Authentication shall have been duly executed by the Paying Agent and such authentication shall be conclusive and the

only proof that any Bond has been issued pursuant to this Ordinance and is entitled to any benefits conferred thereon under the provisions of this Ordinance. To the extent that any one signature on a Bond (including the signature of an officer of the Paying Agent) is manual, all other signatures may be by facsimile. The Chair of the County Council is hereby authorized and directed to deliver, or cause the delivery of, the Bonds to the Purchaser and receive payment therefor on behalf of the County after sale of the same in the manner required by law and this Ordinance.

SECTION 10. Book-Entry Only Registration.

The County authorizes and approves the sale and purchase of the Bonds as book-entry only obligations with The Depository Trust Company, New York, New York ("DTC"). If required, Proper Officers of the County are authorized and directed to execute DTC's Letter of Representations, in substantially the form submitted to the County for execution, and such other documents as shall be necessary to complete the sale of the Bonds as book-entry obligations.

The Bonds, upon original issuance, are expected to be issued in the form of a single, fully registered bond for each maturity, in denominations equal to the principal amount of Bonds maturing on each such date, and shall be delivered, physically or constructively, to DTC or its nominee, CEDE & CO, pursuant to arrangements between DTC and the Paying Agent. Each such Bond shall be registered on the registration books kept by the Paying Agent, as registrar and transfer agent, in the name of DTC or, at DTC's option, in the name of CEDE & CO, as DTC's nominee, and no beneficial owners thereof will receive certificates representing their respective interest in such Bonds. Purchaser shall initially provide to the Paying Agent a list of the registered owners (beneficial owners under the book-entry only system) which list shall be continuously updated so long as the Bonds are issued under the book-entry only system. For purposes of this Ordinance, so long as the Bonds are issued under the book-entry only system, the registered owners

shall mean the beneficial owners under the book-entry only system, and, where necessary, DTC or its nominee, CEDE & CO.

So long as any of the Bonds are registered in the name of DTC or its nominee, CEDE & CO., to the extent available, the Paying Agent shall transfer, on each Interest Payment Date, the amount of interest and principal, as applicable, due on each such date to DTC, at the addresses set forth in the Letter of Representation, which amounts so transferred, shall be, on the interest and principal payment date, at the principal office of DTC, "good funds next day." All payments made by the Paying Agent to DTC or its nominee shall fully satisfy the County's obligations to pay principal and interest, or maturity amount, as applicable, and any applicable redemption premium, on such Bonds to the extent of such payments, and no beneficial owner of any interest in any Bond registered in the name of DTC or its nominee shall have any recourse against the County hereunder for any failure by DTC or any participant therein to remit such payments to the beneficial owners of such Bonds.

So long as DTC or its nominee, CEDE & CO., is the registered owners of the Bonds, if all or less than all of the Bonds of a particular series and maturity are to be redeemed, the Paying Agent shall notify DTC within the time periods described in the Letter of Representation. If less than all of the Bonds of a particular series and maturity are to be redeemed, the Bonds to be redeemed shall be selected by the County in any order the County may decide and within a maturity by lot selected by DTC. In the event that DTC or its nominee, CEDE & CO., is not the registered owner of the Bonds, then the selection by lot within a maturity of the Bonds to be redeemed shall be made by the Paying Agent. Any such redemption shall be upon payment of the principal amount to be redeemed, together with accrued interest to the date fixed for redemption.

The County or DTC may elect to terminate the book-entry only system with respect to the Bonds by giving notice to the Paying Agent in accordance with DTC's Letter of Representations. Upon termination of the book-entry only system, bond certificates are required to be printed and delivered in accordance with this Ordinance.

Upon termination of the book-entry only system, this Section, as applicable to the book-entry only system, shall become null and void. All other Sections of this Ordinance shall remain in full force and effect with regard to the Bonds.

SECTION 11. General Obligation Covenant.

The Bonds are hereby declared to be general obligations of the County. The County hereby covenants with the registered owners from time to time of the Bonds outstanding pursuant to this Ordinance that it will include the amount of the debt service as specified in this Section or such lesser amount as set forth in the Addendum, subject to appropriate adjustment in the event of the optional redemption of any Bonds prior to maturity, on the Bonds for each fiscal year in which such sums are payable, in its budget for that year, will appropriate such amounts for such payments and will duly and punctually pay or cause to be paid the principal of the Bonds and the interest thereon on the dates, at the places and in the manner stated therein, according to the true intent and meaning thereof, and for such budgeting, appropriation and payment, the County does hereby pledge its full faith, credit and taxing power. The maximum amount of the debt service, which the County hereby covenants to pay on the Bonds in each year, is shown on Schedule A which is attached hereto and incorporated herein by reference as if set out here at length. As provided in the Debt Act, the foregoing covenants are specifically enforceable.

SECTION 12. Redemption.

(a) Optional Redemption. The Bonds shall be subject to redemption at the option of the County prior to their stated maturity dates as a whole or in part from time to time, in any order of maturity (and in any authorized principal amount within a maturity) and by lot within a maturity, on the dates and at the redemption prices provided in the Bond Purchase Agreement.

(b) Mandatory Redemption. The Bonds may be subject to mandatory redemption, if at all, on the dates (each, a "Mandatory Redemption Date") and in the amounts as provided in the Bond Purchase Agreement, which mandatory redemption provisions are incorporated herein by reference as if set out here at length. The County covenants and directs the Paying Agent to redeem the specified aggregate principal amount of Bonds at maturity and on the Mandatory Redemption Dates, if any, as set forth the Bond Purchase Agreement.

(c) Notice. Notice of any redemption shall be given by mailing a notice of redemption by first class mail, postage prepaid, not less than twenty-five (25) nor more than forty-five (45) days prior to the redemption date to the registered owners of the Bonds to be redeemed, as applicable, at the addresses which appear in the Bond Register, provided, however, that neither failure to mail such notice nor any defect in the notice so mailed or in the mailing thereof with respect to any one Bond, as applicable, shall not affect the validity of the proceedings for the redemption of any other Bond. If the County shall have duly given notice of redemption and shall have deposited with the Paying Agent funds for the payment of the redemption price of the Bonds, as applicable, so called for redemption, with accrued interest thereon to the date fixed for redemption, interest on such Bonds shall cease to accrue after such redemption date.

(d) CUSIP Numbers. Notices of redemption shall contain the applicable CUSIP numbers pertaining to the Bonds called for redemption (if then generally in use), and shall also

contain the serial identification numbers printed on the Bonds called for redemption, as applicable. The County, however, makes no representation as to the accuracy of such CUSIP numbers either printed on the Bonds or as contained in any redemption notice.

(e) Selection by Lot. Subject to the provisions of Section 10 with respect to Bonds being registered in the book-entry only format, if less than all of the Bonds, as applicable, maturing on any one date are to be redeemed at any time, the Paying Agent shall select by lot the specific Bonds, as applicable, to be redeemed at such time.

(f) Portions of Bonds. Any portion of any Bond of a denomination larger than $5,000 may be redeemed, but only in the principal amount of $5,000 or any integral multiple thereof. Prior to selecting Bonds, as applicable, for redemption, the Paying Agent shall assign numbers to each $5,000 portion of any Bond, as applicable, of a denomination larger than $5,000 and shall treat each portion as a separate Bond, as applicable, in the denomination of $5,000 for purposes of selection for redemption. Upon surrender of any Bond for redemption of a portion thereof, the Paying Agent shall authenticate and deliver to the registered owner thereof a new Bond, as applicable, of the same maturity and in any authorized denominations requested by the registered owner in an aggregate principal amount equal to the unredeemed portion of the Bond surrendered.

SECTION 13. Sinking Fund.

(a) Deposit. There hereby is established with the Sinking Fund Depository a sinking fund to be known as County of Delaware, General Obligation Bonds, Series of 2025 Sinking Fund (the "Sinking Fund"). The County covenants to deposit, and the Treasurer is hereby authorized and directed to deposit into the Sinking Fund (1) on or before each Interest Payment Date, so long as the Bonds remain outstanding, amounts sufficient to pay the interest due on such dates on the Bonds then outstanding, and (2) on or before August 1 in the year as shall be specified in the

Addendum as the initial principal payment date and on or before each August 1 thereafter to, and including the final maturity date of the Bonds, amounts sufficient to pay the principal of the Bonds due on each such date at maturity or pursuant to the mandatory redemption requirements hereof.

Should the amounts covenanted to be paid into the Sinking Fund be, at any time, in excess of the net amounts required at such time for the payment of interest on and principal of the Bonds, whether by reason of funds already on deposit in the Sinking Fund, or by reason of the purchase or redemption of Bonds, as applicable, or for some similar reason, the amounts covenanted to be paid may be reduced to the extent of the excess.

(b) Credit for Bonds Delivered. The County may satisfy any part of its obligations with respect to clause (a) by delivering to the Paying Agent and Sinking Fund Depository, for cancellation, Bonds, as appropriate, maturing on the date on which such deposit is required. The County shall receive credit against such deposit for the face amount of the Bonds so delivered, provided that such Bonds are delivered to and received by the Paying Agent and Sinking Fund Depository (i) on or before the maturity date of the Bonds, as applicable, for which credit is requested, in the case of a deposit required for the payment of Bonds, at maturity, or (ii) in the case of a deposit required to be made on a Mandatory Redemption Date, no later than forty-five (45) days prior to the Mandatory Redemption Date for which credit is requested.

(c) Application of Funds. All sums in the Sinking Fund shall be applied exclusively to the payment of principal and interest on the Bonds covenanted to be paid by Section 11 hereof as the same from time to time become due and payable and the balance of said moneys over and above the sum so required shall remain in the Sinking Fund, to be applied to the reduction of future required deposits; subject, however, to investment or deposit at interest as authorized by law and as permitted by Section 23 hereof. The Sinking Fund shall be kept as a separate account at the

designated corporate trust office of the Sinking Fund Depository. The Sinking Fund Depository, without further authorization other than as herein contained, shall pay from the moneys in the Sinking Fund, the interest on the Bonds, as and when due to the registered owners on the appropriate Record Date and principal of the Bonds, as and when the same shall become due, to the registered owners thereof.

(d) Optional Deposits. Notwithstanding the foregoing, in the case of optional redemption of all or any portion of the Bonds, as required or permitted by Section 12 hereof, the Treasurer is hereby authorized and directed to deposit from time to time before the appropriate optional redemption date funds which shall be sufficient when they, either alone or together with the interest to be earned thereon, if any, will equal the principal of Bonds so called for redemption and the premium, if any and the interest thereon to the date fixed for redemption.

SECTION 14. Disposition of Proceeds.

(a) All moneys derived from the sale of the Bonds shall be deposited in the Clearing Account authorized pursuant to Section 21 hereof and shall be and hereby are appropriated substantially to payment of the cost of the Project, including but not limited to payment of the costs and expenses of preparing, issuing, insuring, if applicable, and marketing the Bonds, and shall not be used for any other purposes, except as to any insubstantial amounts of money which may remain after fulfilling the purposes set forth herein, which minor amounts of remaining moneys shall promptly upon their determination be deposited in the Sinking Fund and used for the payment of interest on the Bonds. Promptly upon the deposit of the proceeds of the Bonds, the County shall cause to be made the payments and transfers authorized by Section 21 of this Ordinance.

(b) Use of Proceeds. Notwithstanding any other provision of this Section, proceeds of the Bonds may be used for purposes other than those enumerated in this Ordinance; provided that,

the County shall have first complied with the applicable provisions of the Debt Act and the Code (as hereinafter defined), respectively, regarding a change in the use of proceeds.

SECTION 15. Cost and Realistic Useful Life.

(a) Reasonable cost estimates have been obtained for the Project from advisers and professional consultants, each of whom is qualified by education, training and experience to provide such estimates. The estimated realistic useful life for the Capital Budget Project is not less than thirty (30) years from the date of issue of the Bonds. The estimated useful life of each project exceeds the final maturity of the Bonds.

(b) In addition, in accordance with Section 8142(b)(2) of the Debt Act, the maturities of the Bonds will be fixed so that the principal of the Bonds, together with all other outstanding debt, will be amortized on an approximately level annual debt service plan, as more fully set for at Schedule B, attached hereto.

SECTION 16. Internal Revenue Code Covenants.

(a) General. The County hereby covenants with the registered owners, from time to time, of the Bonds that no part of the proceeds thereof will be used, at any time, directly or indirectly, in a manner which, if such use had been reasonably expected on the date of issuance of the Bonds, would have caused the Bonds to be arbitrage bonds within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code") and the Regulations thereunder proposed or in effect at the time of such use and applicable to the Bonds, and that it will comply with the requirements of Section 148 of the Code and the Regulations throughout the term of the Bonds.

(b) Rebate. The County covenants, if it is not eligible for any rebate exception under the Code, that it will rebate to the U.S. Treasury, at the times and in the manner required by the

Code, all investment income derived from investing the proceeds of the Bonds in an amount which exceeds the amount which would have been derived from the investment of the proceeds of the Bonds at a yield not in excess of the yield on the Bonds.

(c) No Qualified Tax-Exempt Obligations Designation. The Bonds are not Qualified Tax-Exempt Obligations as such term is described in and pursuant to Section 265(b)(3) of the Code.

(d) Filing. The County will file IRS Form 8038-G and any other forms or information required by the Code to be filed in order to permit the interest on the Bonds to be excluded from gross income for federal income tax purposes.

SECTION 17. Advertising.

The action of the officers and officials of the County in advertising a summary of this Ordinance, as required by law, is ratified and confirmed. The officers and officials of the County or any of them, are authorized and directed to advertise a notice of enactment of this Ordinance in a newspaper of general circulation in the County within fifteen (15) days after final enactment. The County Clerk is hereby directed to make a copy of this Ordinance available for inspection by any citizen during normal office hours.

SECTION 18. Filing with Department of Community and Economic Development.

The Chair of the County Council and the County Clerk are hereby authorized and directed to prepare, verify and file with the Department of Community and Economic Development (the "Department"), in accordance with the Debt Act, a transcript of the proceedings relating to the issuance of the Bonds including the Debt Statement and Borrowing Base Certificate required by Section 8110 of the Debt Act, and to take other necessary action, and to prepare and file all necessary documents with the Department including, if necessary or desirable, any statements

required to exclude any portion of the debt evidenced by the Bonds from the appropriate debt limit as self-liquidating or subsidized debt.

SECTION 19. General Authorization.

Proper Officers and, as directed by Proper Officers, officials of the County are hereby authorized and directed to execute and deliver such other documents and to take such other action as may be necessary or appropriate in order to effect the execution, issuance, sale and delivery of the Bonds, all in accordance with this Ordinance.

SECTION 20. Official Statement.

The Chair of the County Council is hereby authorized to execute and approve a Preliminary Official Statement and a final Official Statement relating to the Bonds provided that the final Official Statement shall have been approved by the County's Solicitor. The Purchaser is hereby authorized to use and distribute the Preliminary Official Statement and the final Official Statement in connection with the sale of the Bonds.

SECTION 21. Clearing Account; Capital Project Account.

(a) The County hereby creates with the Paying Agent a special fund to be known as the County of Delaware Clearing Account (the "Clearing Account"), which shall be held as trust funds for the benefit of the County until disbursed in accordance with the following provisions hereof.

The County shall deliver the net proceeds (including accrued interest, if any) derived from the sale of the Bonds to the Paying Agent for deposit to the Clearing Account. Upon written direction from the County signed by Proper Officers of the County, the Paying Agent shall, out of the Clearing Account: (1) pay the costs and expenses of issuance and insurance, if applicable, allocable to the Bonds, and (2) deposit the specified amount to the capital project account

hereinafter defined and described as the Project Account in subsection (b) below, the funds therein to be invested as permitted by law until expended.

The written direction from the County shall state the specific amount to be paid from the Clearing Account, the names of the respective payees, the purpose for which the expenditure has been incurred, or the purpose of the transfer, whichever is applicable, and shall contain a certification that each item of expense for which payment has been requested has been properly incurred and is then unpaid, and that each transfer which is requested is in accordance with the provisions of this Ordinance.

(b) Project Account. The County hereby creates a special account to be known as the County of Delaware 2025 Bonds Project Account (the "Project Account"), which shall be established in the name of the County with a bank or financial or investment institution designated from time to time by the County Council, or otherwise as established by law. The Project Account shall consist of the net proceeds from the sale of the Bonds (as provided in paragraph (a) above), all moneys earned from the investment of funds therein and any other moneys which the County shall desire to deposit therein. The Project Account shall be expended first for the payment of all necessary and proper costs of the Capital Project, and then for any other lawful purpose as provided in the County Code, the Debt Act and other applicable laws.

SECTION 22. Payment of Expenses.

All expenses incurred in connection with issuance of the Bonds shall be paid out of the proceeds derived from the issuance of the Bonds and deposited in the Clearing Account. Proper Officers of the County and officials are authorized to sign and deliver requests for payment of such expenses.

SECTION 23. Sinking Fund and Project Account Investment.

(a) Any moneys in the Sinking Fund not required for prompt expenditure, at the direction of the County, may be invested in bonds or obligations which are direct obligations of, or are fully guaranteed as to principal and interest by, the United States of America or may be deposited at interest in time account or certificates of deposit or other interest bearing account of any bank or bank and trust company, savings and loan association or building and loan association. To the extent that the Federal Deposit Insurance Corporation or similar Federal agency insures such deposits, they need not be secured. Otherwise, such deposits shall be secured as public deposits or as trust funds in accordance with the Debt Act. Any such investments or deposits shall mature or be subject to redemption at the option of the holder, or be subject to withdrawal at the option of the depositor, not later than the date upon which such moneys are required to be paid to the registered owners of the Bonds.

(b) Any moneys in the Capital Project Account may be invested or deposited as permitted by applicable law for funds of the County or as permitted under the Debt Act, as applicable. As to the Capital Project Account, Proper Officers or other authorized officers of the County shall designate such investments in such combination as to provide safety of principal, liquidity to any construction draws and maximum investment income.

SECTION 24. Authorization of Officers.

Any authorization granted to, power conferred on, or direction given to the Chair, shall be deemed to run to the Vice Chair in the case of the unavailability of the Chair, as if such latter title had been expressly included in the text hereof which grants such authorization, confers such power or gives such direction, each of whom shall constitute Proper Officers of the County, and each being a Proper Officer of the County.

SECTION 25. Form of Bond.

The Bonds shall be substantially in the form set forth in this Section with such changes thereto as shall hereafter be made upon the advice of the County's solicitor and bond counsel, approval of such changes being evidenced by the execution of the Bonds by Proper Officers of the County and the attestation by the County Clerk.

No.: GOB-___ $_____

Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York corporation ("DTC") to the County or its agent for registration of transfer, exchange or payment, and any certificate issued is registered in the name of Cede & Co. or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest herein.

UNITED STATES OF AMERICA
COMMONWEALTH OF PENNSYLVANIA

COUNTY OF DELAWARE
GENERAL OBLIGATION BOND, SERIES OF 2025

Interest Rate	Maturity Date	Date of Issue	CUSIP
%	_____, 20__	_____, 2025	

REGISTERED OWNER: CEDE & CO.

PRINCIPAL SUM: _____MILLION _____ HUNDRED _____THOUSAND AND 00/100 DOLLARS ($_____,000.00)

COUNTY OF DELAWARE, Commonwealth of Pennsylvania (the "County"), a municipality existing under the laws of the Commonwealth of Pennsylvania and a local government unit, as defined in the Local Government Unit Debt Act, 53 Pa.C.S. § 8001 *et seq.*, as amended and supplemented (the "Debt Act"), for value received, hereby promises to pay to the registered owner of this General Obligation Bond, Series of 2025, on the above stated maturity date, the above stated principal sum unless this Bond shall be redeemable and duly shall have been called for previous redemption and payment of the redemption price shall have been made or provided for, and to pay semiannually on February 1 and August 1 of each year (each, an "Interest Payment Date"), beginning [February 1, 2026], to the registered owner hereof, interest thereon at the above stated annual rate of interest, from the Interest Payment Date next preceding the date of registration and authentication of this Bond, unless: (a) this Bond is registered and authenticated as of an Interest Payment Date, in which event this Bond shall bear interest from such Interest

Payment Date; or (b) this Bond is registered and authenticated after a Record Date (hereinafter defined) and before the succeeding Interest Payment Date, in which event this Bond shall bear interest from such succeeding Interest Payment Date; or (c) this Bond is registered and authenticated prior to the Record Date preceding [_____], 2025, in which event this Bond shall bear interest from the Date of Issue; or (d) as shown by the records of the Paying Agent (hereinafter defined), interest on this Bond shall be in default, in which event this Bond shall bear interest from the date on which interest was last paid on this Bond until the principal sum hereof is paid.

The principal of this Bond is payable to the registered owner hereof in lawful moneys of the United States of America upon presentation hereof at the designated corporate trust office of U.S. Bank Trust Company, National Association (the "Paying Agent"), in Philadelphia, Pennsylvania. The term "Paying Agent", when hereinafter used, also shall include any successor paying agent under the Ordinance, hereinafter defined. Payment of the interest due hereon shall be paid to the registered owner hereof by check drawn on the Paying Agent mailed to the registered owner at his address as it appears on the bond register (the "Bond Register") maintained by the Paying Agent, as bond registrar, on the fifteenth (15th) day (whether or not a business day) next preceding such Interest Payment Date (the "Record Date"), irrespective of any transfer or exchange of this Bond subsequent to the applicable Record Date. The person in whose name this Bond is registered at the close of business on any Record Date with respect to any Interest Payment Date shall be entitled to receive the interest payable on such Interest Payment Date notwithstanding the cancellation of such Bond upon any transfer or exchange thereof subsequent to such Record Date and prior to such Interest Payment Date, except if and to the extent that the County defaults in the payment of the interest due on such Interest Payment Date, in which case such defaulted interest shall be paid to the person in whose name this Bond is registered at the close of business on a Special Record Date established by the Paying Agent, notice of which shall have been mailed to the registered owner of this Bond not less than ten (10) days prior to such proposed payment date. Such notice shall be mailed to the persons in whose names the Bonds are registered at the close of business of the fifth (5th) day preceding the date of mailing.

If the date for payment of the principal of or interest on this Bond shall be a Saturday, Sunday, legal holiday or a day on which banking institutions in the municipality where the designated corporate trust office of the Paying Agent is located are authorized or required by law or executive order to close, then the date of such payment shall be the next succeeding day which is not a Saturday, Sunday, legal holiday or a day on which such banking institutions are authorized or required to close, and payment on such date shall have the same force and effect as if made on the nominal date established for such payment.

This Bond is one of an initially authorized series of $115,000,000 aggregate principal amount of general obligation bonds of the County, known as "General Obligation Bonds, Series of 2025" (the "Bonds"), all of like tenor, except as to denominations, dates of maturity, rates of interest and provisions for redemption, and all issued in accordance with provisions of the Debt Act under and by virtue of a duly enacted Ordinance (the "Ordinance") of the County Council of the County. The Debt Act, as such shall have been in effect when this Bond was authorized, and the Ordinance shall constitute a contract between the County and the registered owner, from time to time, of this Bond.

REDEMPTION PROVISIONS

Optional Redemption. The Bonds stated to mature on or after _____, 20__ are subject to redemption prior to maturity, at the option of the County, in whole or in part, on, _____, 20__, or on any date thereafter, upon payment of the principal amount thereof, together with accrued interest to the date fixed for redemption.

Mandatory Redemption. The Bonds maturing on _____, 20__ are subject to mandatory redemption prior to their stated maturity dates, in part, by lot, or by any other method deemed fair and appropriate by the Paying Agent, on the dates and in the amounts shown below upon payment of the redemption price of 100% of the principal amount, together with interest accrued to the date fixed for redemption.

_____, 20__ Maturity

Year	Amount
20__	$
20__	
20__*	

* At maturity

Notice of any redemption shall be given by mailing a notice of redemption by first class mail, postage prepaid, not less than twenty-five (25) nor more than forty (45) days prior to the redemption date to the registered owners of the Bonds to be redeemed at the addresses which appear in the Bond Register, provided, however, that neither failure to mail such notice nor any defect in the notice so mailed or in the mailing thereof with respect to any one Bond shall affect the validity of the proceedings for the redemption of any other Bond. If the County shall have duly given notice of redemption and shall have deposited with the Paying Agent funds for the payment of the redemption price of the Bonds so called for redemption, with accrued interest thereon to the date fixed for redemption, interest on such Bonds shall cease to accrue after such redemption date.

The County, pursuant to recommendations made by the Committee on Uniform Security Identification Procedures ("CUSIP"), has caused CUSIP numbers to be printed on the Bonds, and has directed the Paying Agent to use such numbers in notices of redemption and other notices, if any, as a convenience to the Registered Owners of the Bonds. No representation is made by the County as to the accuracy of such numbers either as printed on the Bonds or as contained in any notice and reliance may be placed only on the identification number printed hereon.

This Bond shall be transferable upon books of the County kept at the aforesaid corporate trust office of the Paying Agent, by the registered owner hereof in person or by his duly authorized agent or legal representative at such corporate trust office of the Paying Agent, upon surrender hereof, together with a written instrument of transfer, in form and with guaranty of signature satisfactory to the County and the Registrar, duly executed by the registered owner hereof or his duly authorized agent or legal representative, and thereupon the County shall execute and the Paying Agent shall authenticate and deliver in the name of the transferee or transferees, a new Bond or Bonds of any authorized denomination, of the same interest rate and maturity, and in the same aggregate principal amount as the Bond so surrendered. The County and the Paying Agent

may treat and consider the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal of or redemption price hereof and interest due hereon and for all other purposes whatsoever.

The County and the Paying Agent shall not be required to: (a) issue, or register the transfer or exchange of, this Bond during a period beginning at the close of business on the fifteenth (15th) day next preceding any date of selection of Bonds to be redeemed and ending on the close of business on such date on which the applicable notice of redemption is given; or (b) register the transfer or exchange of this Bond after it has been selected for redemption, in whole or in part, until after the date fixed for redemption.

No recourse shall be had for the payment of the principal of and interest on this Bond, or for any claim based hereon or on the Ordinance against any member, officer or employee, past, present or future, of the County or of any successor body, as such, either directly or through the County or any such successor body, under any constitutional provision, statute or rule of law, or by the enforcement of any assessment or by any legal or equitable proceeding or otherwise, and all such liability of such members, officers or employees is released as a condition of and as consideration for the issuance of this Bond.

So long as The Depository Trust Company ("DTC") or its nominee, CEDE & CO., is the registered owner hereof, all payments of principal and interest on this Bond shall be payable in the manner and at the respective time of payment provided for in the Letter of Representations (the "Letter of Representations").

So long as DTC or its nominee, CEDE & CO., is the registered owner of this Bond, if all or less than all of the Bonds of a particular maturity are to be redeemed, the Paying Agent shall notify DTC within the time periods described in the Letter of Representations. If less than all of the Bonds are to be redeemed, the Bonds to be redeemed shall be selected by the County in any order the County may decide and within a maturity by lot selected by DTC. In the event DTC or its nominee, CEDE & CO., is not the registered owner of the Bonds, then the selection by lot within a maturity of the Bonds to be redeemed shall be made by the Paying Agent. Any such redemption shall be upon payment of the principal amount to be redeemed, together with accrued interest to the date fixed for redemption.

It is hereby certified that: (i) all acts, conditions and things required to be done, to happen or to be performed as conditions precedent to and in issuance of this Bond or in creation of the debt of which this Bond is evidence have been done, have happened or have been performed in due and regular form and manner, as required by law; and (ii) the debt represented by this Bond, together with any other indebtedness of the County, if any, is not in excess of any limitation imposed by the Debt Act upon the incurring of debt by the County. The County has covenanted, in the Ordinance, with the registered owners from time to time, of the Bonds which shall be outstanding, from time to time, pursuant to the Ordinance, that the County, as appropriate, shall include the amount of debt service, for each fiscal year of the County in which sums are payable, in its budget for that fiscal year, shall appropriate such amounts to the payment of such debt service and duly and punctually shall pay or shall cause to be paid the principal of this Bond and the interest thereon at the dates and place and in the manner stated herein, according to the true intent and meaning thereof; and, for such budgeting, appropriation and payment, the County has and

does pledge, irrevocably, its full faith, credit and taxing power. The Debt Act provides that the foregoing covenant of the County shall be enforceable specifically.

The County, in the Ordinance, has established a sinking fund with the Paying Agent, as the sinking fund depository, into which funds for the payment of the principal of and the interest on this Bond shall be deposited not later than the date fixed for disbursement thereof. The County has covenanted in the Ordinance to make payments out of such sinking fund or out of any other of its revenues or funds, at such times and in such annual amounts, as shall be sufficient for prompt and full payment of all obligations of this Bond.

This Bond is issuable only in the form of a fully registered bond, without coupons, in the denomination of $5,000 or any whole multiple thereof. This Bond, together with other Bonds, at the option of the registered owner hereof, may be exchanged for an aggregate principal amount of a registered Bond or Bonds of the same series, designation, maturity and interest rate of any authorized denomination.

This Bond shall not be entitled to any benefit under the Ordinance and shall not be valid or obligatory for any purpose until this Bond shall have been authenticated by the Certificate of Authentication endorsed hereon duly signed by or in behalf of the Paying Agent.

The owner of this Bond, by acceptance hereof, shall be deemed to have assented to all terms and conditions of the Ordinance.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the County of Delaware, Pennsylvania, has caused this Bond to be duly executed in its name and on its behalf by the signature of the Chair or Vice Chair of the County Council of the County and a manual or facsimile seal to be imprinted hereon and attested by the signature of its County Clerk.

COUNTY OF DELAWARE

_____

(Vice) Chair, County Council

[SEAL]

ATTEST:

_____

County Clerk

CERTIFICATE OF AUTHENTICATION AND CERTIFICATE AS TO OPINION

It is certified that: (i) this Bond is one of the Bonds designated therein, described in the within mentioned Ordinance; and (ii) the Opinion of Ballard Spahr, LLP, Philadelphia, Pennsylvania, attached hereto, is a true and correct copy of an original Opinion which was signed and dated as of the date of original delivery of the Bonds and is on file at our designated corporate trust office described in the within mentioned Ordinance where the same may be inspected.

U.S. Bank Trust Company, National Association, as Paying Agent

By: _____
Authorized Representative

DATE OF AUTHENTICATION: _____

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, shall be construed as though they were written out in full according to applicable laws or regulations.

TEN COM - as tenants in common	UNIF GIFT MIN ACT- under Uniform Gifts to Minors Act
TEN ENT - as tenants by the entireties	_____(Cust)
JT TEN - as joint tenants with right of survivorship and not as tenants in common	_____(Minor) _____(State)

Additional abbreviations may also be used though not in the list above.

ASSIGNMENT AND TRANSFER

FOR VALUE RECEIVED, the undersigned hereby sells, assigns and transfers unto

_____

Please insert Social Security or other identifying number of assignee

the within Bond and all rights thereunder, and hereby irrevocably constitutes and appoints

_____

(Please print or typewrite name and address including postal zip code of transferee)

as Agent to transfer the within Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed

_____

NOTICE: Signature(s) must be guaranteed by an approved eligible guarantor institution, an institution that is a participant in a Securities Transfer Association recognized signature guarantee program.

_____

NOTICE: The signature to this assignment must correspond with the name as written upon the face of the Bond, in every particular, without alteration or enlargement, or any change whatever.

[END FORM OF BOND]

SECTION 26. Authorization of Professionals.

The County hereby authorizes the County Solicitor, Ballard Spahr LLP as bond counsel to the County, PFM Financial Advisors LLC, as financial advisor, and the Purchaser to undertake the necessary steps or to take necessary action relating to the marketing and issuance of the Bonds, including but not limited to the preparation and distribution of the Preliminary Official Statement. The Purchaser is authorized to prepare such additional schedules and to submit them to the Department as may be required, and such schedules are hereby incorporated by, made a part of, and may be included as a part of, this Ordinance.

SECTION 27. Disclosure Covenants.

In accordance with Rule 15c2-12 (the "Rule") promulgated under the Securities Exchange Act of 1934, as amended, the County hereby covenants, with and for the benefit of the holders and beneficial owners (which shall include any person or entity that has a pecuniary interest in any of the Bonds) from time to time of the Bonds, to provide to the Municipal Securities Rulemaking Board (the "MSRB") in the manner prescribed by the MSRB (currently through the MSRB's Electronic Municipal Market Access System (the "EMMA System"), on an annual basis, certain annual financial information and operating data and notices of certain events as more fully set forth in the County's Continuing Disclosure Certificate, to be dated and executed concurrently with the issuance of the Bonds (the "Certificate").

Such Certificate shall be executed and delivered to satisfy the terms and conditions of the accepted Bond Purchase Agreement for sale of the Bonds and the Rule, and shall be substantially in the form previously utilized by the County, together with any changes therein made and approved by the Proper Officer executing the same, whose execution and delivery thereof shall constitute conclusive evidence of such approval.

The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Certificate. Notwithstanding any other provision of this Ordinance, failure of the County to comply with the Certificate shall not be considered an event of default with respect to the Bonds; however, any registered owner of the Bonds may take such actions as may be necessary and appropriate, including seeking mandamus or specific performance by court order, to cause the County to comply with its obligations under this Section and such Certificate.

SECTION 28. Official Intent.

In accordance with Treasury Reg. § 1.150-2, the County hereby confirms its intentions that a portion of the proceeds of the Bonds authorized by this Ordinance will be used to reimburse itself for qualifying expenditures paid prior to the date of issuance of the Bonds authorized by this Ordinance. All original expenditures to be reimbursed will be capital expenditures (as defined in Treasury Reg. § 1.150-1(b)) and other amounts permitted to be reimbursed pursuant to Treasury Reg. § 1.150-2(d)(3) and (f).

SECTION 29. Severability.

In the event any provision, section, sentence, clause or part of this Ordinance shall be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of this Ordinance, it being the intent of this County that such remainder shall be and shall remain in full force and effect.

SECTION 30. Repealer.

Any resolutions or ordinances, or parts thereof, not in accordance with this Ordinance are hereby repealed insofar as they conflict with this Ordinance.

ENACTED by the County Council of the County of Delaware, in lawful session assembled, this 3rd day of September, 2025.

COUNTY OF DELAWARE

_____
Dr. Monica Taylor, Chair

[SEAL]

_____
Richard R. Womack, Jr., Vice Chair

_____
Kevin M. Madden

_____
Christine A. Reuther

_____
Elaine Paul Schaefer

Attested:

_____
Sharon A. Scattolino
County Clerk

SCHEDULE A
County of Delaware
Commonwealth of Pennsylvania, General Obligation Bonds, Series of 2025
$115,000,000

MAXIMUM DEBT SERVICE

See attached.

COUNTY OF DELAWARE
Series of 2025 — *Settle* 10/15/2025
(New Money - ESTIMATED) — *Dated* 10/15/2025

MAXIMUM PARAMETERS

1	2	3	4	5	6
Date	Principal	Coupon	Interest	Semi-Annual Debt Service	Fiscal Year Debt Service
2/1/2026			2,031,666.67	2,031,666.67	
8/1/2026	5,000	6.000	3,450,000.00	3,455,000.00	5,486,666.67
2/1/2027			3,449,850.00	3,449,850.00	
8/1/2027	25,000	6.000	3,449,850.00	3,474,850.00	6,924,700.00
2/1/2028			3,449,100.00	3,449,100.00	
8/1/2028	25,000	6.000	3,449,100.00	3,474,100.00	6,923,200.00
2/1/2029			3,448,350.00	3,448,350.00	
8/1/2029	25,000	6.000	3,448,350.00	3,473,350.00	6,921,700.00
2/1/2030			3,447,600.00	3,447,600.00	
8/1/2030	120,000	6.000	3,447,600.00	3,567,600.00	7,015,200.00
2/1/2031			3,444,000.00	3,444,000.00	
8/1/2031	120,000	6.000	3,444,000.00	3,564,000.00	7,008,000.00
2/1/2032			3,440,400.00	3,440,400.00	
8/1/2032	120,000	6.000	3,440,400.00	3,560,400.00	7,000,800.00
2/1/2033			3,436,800.00	3,436,800.00	
8/1/2033	370,000	6.000	3,436,800.00	3,806,800.00	7,243,600.00
2/1/2034			3,425,700.00	3,425,700.00	
8/1/2034	2,660,000	6.000	3,425,700.00	6,085,700.00	9,511,400.00
2/1/2035			3,345,900.00	3,345,900.00	
8/1/2035	2,840,000	6.000	3,345,900.00	6,185,900.00	9,531,800.00
2/1/2036			3,260,700.00	3,260,700.00	
8/1/2036	4,045,000	6.000	3,260,700.00	7,305,700.00	10,566,400.00
2/1/2037			3,139,350.00	3,139,350.00	
8/1/2037	4,280,000	6.000	3,139,350.00	7,419,350.00	10,558,700.00
2/1/2038			3,010,950.00	3,010,950.00	
8/1/2038	4,485,000	6.000	3,010,950.00	7,495,950.00	10,506,900.00
2/1/2039			2,876,400.00	2,876,400.00	
8/1/2039	4,690,000	6.000	2,876,400.00	7,566,400.00	10,442,800.00
2/1/2040			2,735,700.00	2,735,700.00	
8/1/2040	5,655,000	6.000	2,735,700.00	8,390,700.00	11,126,400.00
2/1/2041			2,566,050.00	2,566,050.00	
8/1/2041	6,625,000	6.000	2,566,050.00	9,191,050.00	11,757,100.00
2/1/2042			2,367,300.00	2,367,300.00	
8/1/2042	6,885,000	6.000	2,367,300.00	9,252,300.00	11,619,600.00
2/1/2043			2,160,750.00	2,160,750.00	
8/1/2043	7,460,000	6.000	2,160,750.00	9,620,750.00	11,781,500.00
2/1/2044			1,936,950.00	1,936,950.00	
8/1/2044	9,345,000	6.000	1,936,950.00	11,281,950.00	13,218,900.00
2/1/2045			1,656,600.00	1,656,600.00	
8/1/2045	10,115,000	6.000	1,656,600.00	11,771,600.00	13,428,200.00
2/1/2046			1,353,150.00	1,353,150.00	
8/1/2046	10,595,000	6.000	1,353,150.00	11,948,150.00	13,301,300.00
2/1/2047			1,035,300.00	1,035,300.00	
8/1/2047	11,025,000	6.000	1,035,300.00	12,060,300.00	13,095,600.00
2/1/2048			704,550.00	704,550.00	
8/1/2048	11,485,000	6.000	704,550.00	12,189,550.00	12,894,100.00
2/1/2049			360,000.00	360,000.00	
8/1/2049	12,000,000	6.000	360,000.00	12,360,000.00	12,720,000.00
TOTALS	**115,000,000**		**125,584,566.67**	**240,584,566.67**	**240,584,566.67**

PFM Financial Advisors LLC | 8/11/2025

SCHEDULE B

County of Delaware
Commonwealth of Pennsylvania
General Obligation Bonds, Series of 2025

SCHEDULE OF ALL OUTSTANDING DEBT

See attached.

COUNTY OF DELAWARE
SUMMARY OF OUTSTANDING INDEBTEDNESS

MAXIMUM PARAMETERS

Debt Service Requirements

	GENERAL OBLIGATION																DELAWARE COUNTY SOLID WASTE AUTHORITY						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Fiscal Year Ended	G.O. Note Series A of 2007	G.O. Notes Series A of 2010	G.O. Notes Series B of 2010	G.O. Note Series of 2012	G.O. Notes Series of 2013	G.O. Notes Series B of 2014	G.O. Notes Series of 2015	G.O. Notes Series of 2018	G.O. Notes Series of 2019	G.O Notes Series of 2020	G.O Notes Series of 2021	G.O Notes Series of 2022	G.O Notes Series of 2023	G.O Bonds Series of 2024 [1]	G.O Bonds Series of 2025	G.O. Sub-Total Debt Service	Guaranteed Rev. Notes Series A of 2009	Guaranteed Rev. Notes Series B of 2009	Guaranteed Rev. Notes Series C of 2009 [1]	Guaranteed Rev. Notes Series of 2012	Guaranteed Rev. Notes Series of 2024	DCSWA Sub-Total Debt Service	Total Debt Service
12/31/2025	1,180,322	2,748,511	2,593,745	2,164,057	1,747,259	15,443,798	515,188	1,280,803	1,395,651	413,353	121,871	917,335	845,156	4,273,333		**35,640,394**	164,156	148,725	161,974	254,053	3,081,879	**3,810,786**	**39,451,180**
12/31/2026	1,179,342	2,778,675	2,818,329	2,162,804	2,542,335		2,708,347	3,802,251	1,394,605	2,870,475	122,609	2,854,606	2,409,052	3,698,500	5,486,667	**36,828,597**	164,230	148,926	160,868	253,747	3,083,720	**3,811,511**	**40,640,108**
12/31/2027	1,178,125	2,609,393	2,663,567	2,162,013	2,541,734		2,923,688	3,800,672	1,395,091	2,871,816	124,321	2,850,534	2,405,809	3,698,250	6,924,700	**38,369,712**	164,134	149,102	161,665	253,317	3,085,826	**3,814,045**	**42,183,757**
12/31/2028		2,833,693	2,643,525	2,160,689	2,541,472		2,924,168	3,799,517	1,394,098	2,871,885	124,009	2,846,481	2,402,677	3,698,000	6,923,200	**37,163,414**	164,845	149,253	162,293	253,751	3,088,082	**3,818,223**	**40,981,637**
12/31/2029				2,159,822	2,541,533		2,923,605	3,797,696	1,393,626	2,872,680	12,086	2,842,423	2,399,633	4,777,750	6,921,700	**32,642,554**	164,377	149,378	162,770	253,046	3,090,371	**3,819,944**	**36,462,499**
12/31/2030				2,158,406	2,540,905		2,922,968	3,796,139	1,393,655	2,873,196		2,838,339	2,396,652	4,803,500	7,015,200	**32,736,959**		149,477	164,075	253,208	3,092,579	**3,659,339**	**36,396,298**
12/31/2031				2,156,442	2,540,583		2,923,193	3,793,755	1,393,173	2,874,428		2,834,204	2,392,731	4,815,250	7,008,000	**32,731,757**			164,223	253,219	3,094,587	**3,512,029**	**36,243,787**
12/31/2032				2,154,917	2,539,565		2,923,193	3,792,469	1,393,170	2,874,377		2,829,996	2,388,648	4,818,500	7,000,800	**32,715,825**				252,094	3,097,272	**3,349,366**	**36,065,191**
12/31/2033					2,538,815		2,922,908	3,790,165	1,392,636	2,876,035		2,825,693	2,385,961	5,113,500	7,243,600	**31,089,312**					3,099,488	**3,099,488**	**34,188,801**
12/31/2034							2,922,278	3,788,768	1,392,559	2,876,401		2,821,270	2,382,061	5,396,500	9,511,400	**31,090,236**					3,102,110	**3,102,110**	**34,192,346**
12/31/2035							2,923,238	3,786,160	1,391,929	2,877,472		2,816,706	2,378,127	5,384,250	9,531,800	**31,089,682**					3,104,982	**3,104,982**	**34,194,664**
12/31/2036								3,784,267	1,391,735	2,878,244		2,811,978	2,374,136	4,938,500	10,566,400	**28,745,260**					3,107,951	**3,107,951**	**31,853,211**
12/31/2037								3,781,965	1,390,967	2,878,717		2,808,043	2,370,064	4,939,750	10,558,700	**28,728,207**					3,110,862	**3,110,862**	**31,839,069**
12/31/2038								3,779,160	1,390,614	2,878,892		2,802,893	2,365,887	4,936,500	10,506,900	**28,660,845**					3,114,550	**3,114,550**	**31,775,396**
12/31/2039									1,391,644	2,879,761		2,797,511	2,362,559	5,323,750	10,442,800	**25,156,025**					3,117,632	**3,117,632**	**28,315,657**
12/31/2040										2,880,320		2,792,652	2,358,074	6,006,750	11,126,400	**25,164,397**							**25,164,397**
12/31/2041												2,787,892	2,353,411	6,974,500	11,757,100	**23,872,903**							**23,872,903**
12/31/2042												2,783,588	2,349,526	6,960,750	11,619,600	**23,733,464**							**23,733,464**
12/31/2043													2,345,391	7,905,750	11,781,500	**22,032,641**							**22,032,641**
12/31/2044														8,813,000	13,218,900	**22,031,900**							**22,031,900**
12/31/2045														8,600,500	13,428,200	**22,028,700**							**22,028,700**
12/31/2046														8,566,250	13,301,300	**21,867,550**							**21,867,550**
12/31/2047														8,531,000	13,095,600	**21,626,600**							**21,626,600**
12/31/2048														8,484,000	12,894,100	**21,378,100**							**21,378,100**
12/31/2049															12,720,000	**12,720,000**							**12,720,000**
12/31/2050																							
12/31/2051																							
Totals	**3,537,789**	**11,170,273**	**10,739,166**	**17,279,160**	**22,074,191**	**15,443,798**	**29,532,770**	**50,573,787**	**20,895,154**	**43,548,053**	**504,896**	**48,862,345**	**43,665,754**	**141,477,333**	**240,584,567**	**699,889,036**	**821,742**	**894,861**	**1,137,886**	**2,026,438**	**46,472,093**	**51,353,019**	**751,242,055**
Principal*:	2,320,000	8,194,000	7,960,000	14,326,000	20,344,000	15,244,000	24,991,000	39,994,000	16,866,000	39,995,000	493,000	39,997,000	34,998,000	73,875,000	115,000,000	**454,597,000**	620,000	725,000	899,000	1,627,000	35,000,000	**38,871,000**	**493,468,000**
Call Date/ Option:	Make Whole	6/25/2023	Make Whole	3/25/2029	8/25/2029	Make Whole	Make Whole through 11/25/2026	10/25/2028	6/25/2029	Make Whole	Make Whole	Make Whole	Make Whole	8/15/2032	TBD		Make Whole	Make Whole	Make Whole through 3/25/2025	Make Whole	9/25/2034		
Purpose:	Ref 2004 & 2002 Notes	Refund 2008 Note/New Money	Refund 2008 Note/New Money	New Money/SEPTA	New Money/SEPTA	Partially Ref 1997 & 2002 Notes	New Money/SEPTA	New Money/SEPTA	Ref 2009	New Money	Street Light	New Money	New Money	New Money	New Money		New Money	New Money	New Money	New Money	New Money		
Assumed Rate	1.486%	1.830%	1.565%	1.662%	1.722%	1.966%	2.0575%	3.200%	2.127%	1.031%	1.073%	2.291%	2.412%	3.635%	TBD		3.380%	1.280%	3.390%	2.485%	3.865%		
Method/ Mode	Fixed	Fixed	Fixed	Fixed	Fixed	Fixed	Fixed to 11/25/2026	Fixed	Fixed	Fixed	Fixed	Fixed	Fixed	Fixed	Fixed		Fixed	Fixed	Fixed to 3/25/2025	Fixed	Fixed		
Final Maturity	Jul-2027	Jun-2028	Jun-2028	Mar-2032	Aug-2033	Aug-2025	Nov-2035	Oct-2038	Jun-2039	May 2040	Aug-2028	Feb-2042	Feb-2043	Aug-2048	Aug-2049		Mar-2029	Mar-2030	Mar-2031	Jun-2032	Sep-2039		
Type:	DelVal	DelVal	DelVal	DelVal	DelVal	DelVal	DelVal	DelVal	DelVal	DelVal	DelVal	DelVal	DelVal	Bond Issue	Bond Issue		DelVal	DelVal	DelVal	DelVal	DelVal		

** Outstanding as of August 11, 2025*

[1] Does not include capitalized interest in the amount of $2,136,666.67 for calendar year 2025.

COUNTY OF DELAWARE,
COMMONWEALTH OF PENNSYLVANIA
ORDINANCE CERTIFICATION

I, the Undersigned, County Clerk of the COUNTY OF DELAWARE, Commonwealth of Pennsylvania (the "County"), hereby certify that I am an official keeper of the Seal and records of the said County and that attached hereto is a true, correct and complete copy of the Ordinance of said County, which Ordinance was duly enacted by the County Council at a public meeting held on September 3, 2025, and is entitled:

ORDINANCE NO. 025-05
OF THE COUNTY COUNCIL
OF THE COUNTY OF DELAWARE,
Commonwealth of Pennsylvania

AN ORDINANCE OF THE COUNTY COUNCIL OF THE COUNTY OF DELAWARE, PENNSYLVANIA (THE "COUNTY") AUTHORIZING AND DIRECTING ISSUANCE OF GENERAL OBLIGATION DEBT IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF $115,000,000, AS PERMITTED BY AND PURSUANT TO THE LOCAL GOVERNMENT UNIT DEBT ACT, 53 PA.C.S. § 8001 ET SEQ., AS AMENDED (THE "DEBT ACT"), CONSTITUTING THE COUNTY'S GENERAL OBLIGATION BONDS, SERIES OF 2025 (THE "BONDS") FOR THE PURPOSE OF PROVIDING FUNDS TO BE APPLIED FOR (A) CERTAIN CAPITAL PROJECTS OF THE COUNTY, AND (B) PAYING THE COSTS RELATED TO THE ISSUANCE OF THE BONDS (TOGETHER, THE "PROJECT"); DETERMINING THAT THE BONDS SHALL BE SOLD AT A PRIVATE SALE BY NEGOTIATION; ACCEPTING A PROPOSAL FOR THE PURCHASE OF THE BONDS, AND AWARDING THE BONDS AND SETTING FORTH RELATED PROVISIONS; PROVIDING FOR MAXIMUM PRINCIPAL AMORTIZATION, MATURITIES AND INTEREST RATES FOR THE BONDS; AUTHORIZING ACCEPTANCE OF AN ADDENDUM TO THE PROPOSAL COMPLETING THE FINAL TERMS FOR THE PURCHASE OF THE BONDS AT OR WITHIN LIMITS HEREBY ESTABLISHED; PROVIDING FOR THE APPOINTMENT OF A PAYING AGENT, REGISTRAR AND SINKING FUND DEPOSITORY; PROVIDING FOR THE TERMS OF THE BONDS INCLUDING DATED DATE, MATURITY DATES AND DENOMINATIONS, AND INTEREST PAYMENT DATES; PROVIDING FOR THE REGISTRATION AND TRANSFER OF THE BONDS; SETTING FORTH REDEMPTION PROVISIONS AND PROCEDURES; PROVIDING THAT THE BONDS, WHEN ISSUED, SHALL BE TAX-EXEMPT GENERAL OBLIGATIONS OF THE COUNTY; AUTHORIZING THE EXECUTION, AUTHENTICATION AND DELIVERY OF THE BONDS; AUTHORIZING ISSUANCE OF THE BONDS IN BOOK-ENTRY ONLY FORM; COVENANTING TO PAY DEBT SERVICE AND PLEDGING THE FULL FAITH, CREDIT AND TAXING POWER FOR THE PAYMENT OF THE BONDS; CREATING A SINKING FUND IN CONNECTION WITH THE ISSUANCE OF THE BONDS AS REQUIRED BY THE DEBT ACT; APPROPRIATING PROCEEDS OF THE BONDS; SPECIFYING THE

ESTIMATED USEFUL LIFE OF THE PROJECT; SETTING FORTH CERTAIN COVENANTS RELATING TO THE NON-ARBITRAGE STATUS OF THE BONDS PURSUANT TO THE INTERNAL REVENUE CODE OF 1986, AS AMENDED; RATIFYING PRIOR ADVERTISEMENT AND DIRECTING FURTHER ADVERTISEMENT; AUTHORIZING AND DIRECTING THE PREPARATION AND EXECUTION OF A TRANSCRIPT OF PROCEEDINGS, INCLUDING A DEBT STATEMENT AND BORROWING BASE CERTIFICATE, AND THE FILING THEREOF WITH THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT; AUTHORIZING AND DIRECTING OFFICERS AND OFFICIALS OF THE COUNTY TO EXECUTE AND DELIVER DOCUMENTS AND TO TAKE ACTION AS MAY BE NECESSARY RELATING TO THE ISSUANCE AND DELIVERY OF THE BONDS; AUTHORIZING THE APPROVAL AND DISTRIBUTION OF A PRELIMINARY OFFICIAL STATEMENT AND FINAL OFFICIAL STATEMENT AND THE USE THEREOF IN CONNECTION WITH THE SALE OF THE BONDS; CREATING A CLEARING ACCOUNT FOR THE BONDS AND A PROJECT ACCOUNT FOR THE PROJECT; AUTHORIZING THE PAYMENT OF EXPENSES; PROVIDING GUIDELINES FOR PERMITTED INVESTMENTS; PROVIDING FOR THE AUTHORIZATION OF OFFICERS; APPROVING THE FORM OF THE BONDS; RATIFYING AND CONFIRMING AUTHORIZATION TO THE FINANCIAL ADVISOR, COUNTY SOLICITOR AND BOND COUNSEL; COVENANTING TO PROVIDE CONTINUING DISCLOSURE; PROVIDING FOR SEVERABILITY OF PROVISIONS AND REPEALING INCONSISTENT ORDINANCES.

I hereby certify that proper notice of said meeting was duly given to each member of the County Council; that proper public notice of said meeting was duly given by publication in a paper of general circulation published or circulated within said County in accordance with the *Local Government Unit Debt Act*, as amended and restated (the "*Debt Act*"); that said meeting was open to the public at all times and was not adjourned, begun, recessed or interrupted in any way except for the purpose of an executive session; that a quorum was present at said meeting and acted throughout; that said Ordinance was duly enacted by the affirmative vote of a majority of the members of the County Council then holding office and of a majority of all of the members of the County Council; that said Ordinance, and the vote of each member thereon, have each been duly recorded in the minutes of said meeting of said County Council; that proper public notice of the proposed enactment of said Ordinance was duly published not less than three nor more than thirty days prior to enactment, in accordance with the *Debt Act*, in a newspaper of general circulation in the area of the County; that proper public notice of the final enactment of said Ordinance was or

will be duly given not later than fifteen days after final enactment, by similar publication, in accordance with the *Debt Act*; and that said Ordinance has not been amended or repealed as of the date hereof.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, I have hereunto set my signature as such officer and affixed hereto the Seal of the COUNTY OF DELAWARE, Commonwealth of Pennsylvania.

[SEAL]

Dated: September 3, 2025

_____

Sharon A. Scattolino
County Clerk

AGENDA ITEM NO. 7.B

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Barbara O'Malley,Executive Director
ITEM TYPE:	Ordinance
AGENDA SECTION:	Ordinance(s)
SUBJECT:	First Reading, Public Hearing and Consideration of Ordinance 2025-06 Authorizing the Creation of a Delaware County Human Relations Commission.
EXPENSE BUDGET LINE ITEM ACCOUNT:	171.669000
ESTIMATED/ACTUAL COST OF REQUEST:	500.00
FUNDING SOURCE:	County Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Minimal funding needed for start up. May include advertising and other costs. Added to miscellaneous at this point and may need to transfer funds within the budget to accommodate.

ATTACHMENTS:
Ordinance 2025-06.pdf

COUNTY OF DELAWARE PENNSYLVANIA

ORDINANCE No. 2025-06

AN ORDINANCE OF THE COUNTY OF DELAWARE, COMMONWEALTH OF PENNSYLVANIA AMENDING ARTICLE XI (COUNCILMANIC SERVICE) OF THE DELAWARE COUNTY CODE AND ESTABLISHING A COUNTY HUMAN RELATIONS COMMISSION.

WHEREAS, pursuant to § 1-10 of the Code (the "Code") of the County of Delaware, Commonwealth of Pennsylvania (the "County"), the Code may be amended by ordinances of the County Council when passed and adopted in such form as to indicate the intention of the County Council to be a part of the Code; and

WHEREAS, pursuant to Section 12.1 of the Pennsylvania Human Relations Act, 43 P.S. § 962.1, the County is permitted to establish a Local Human Relations Commission, as well as its home rule police powers; and

WHEREAS, the County is opposed to the evils of discrimination in all of its forms, and especially in the areas of employment, housing, and education;

IT IS HEREBY ENACTED AND ORDAINED BY the County Council of Delaware County, Commonwealth of Pennsylvania as follows:

SECTION 1. Article XI (Councilmanic Service) of the Code is hereby amended to add a new Section 6-89 to read as set forth in Exhibit A attached hereto.

SECTION 2. Repealer. All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

SECTION 3. Severability. If any action, paragraph, subsection, clause, or provision of this Ordinance shall be declared invalid or unconstitutional by a court of competent jurisdiction, including any part of Exhibit A attached hereto, such decision shall not affect the validity of this Ordinance as a whole or any part thereof, including Exhibit A, other than that portion specifically declared invalid.

SECTION 4. Effective Date. This Ordinance shall take effect on January 1, 2026.

ENACTED AND ORDAINED by County Council of the County of Delaware, Pennsylvania, this _____day of __2025.

COUNTY OF DELAWARE

_____
Dr. Monica Taylor, Chair

_____
Richard R. Womack, Vice Chair

_____
Kevin M. Madden

_____
Elaine Paul Schaefer

_____
Christine A. Reuther

Attested:

_____
Sharon Scattolino County Clerk

"EXHIBIT A"

§ 6-89 Local Human Relations Commission.

A. **Establishment of Commission.** Pursuant to Section 12.1 of the Pennsylvania Human Relations Act, 43 P.S. § 962.1, there is hereby established a Human Relations Commission (the **"Commission"**) in and for the County of Delaware (the **"County"**).

B. **Definitions.** As used herein, the following terms shall be given the following meanings. Terms used herein that are defined in the Pennsylvania Human Relations Act, 43 P.S. § 951, *et seq.,* (the **"Act"**) shall have the meanings defined by the Act.

Accessible. An accommodation, building, real property, device, or other place or thing shall be 'accessible' where it is in compliance with all applicable provisions of (i) The Fair Housing Act, 42 U.S.C. § 3601, *et seq.*; (ii) the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101, *et seq.*; and (iii) the Pennsylvania Construction Code Act, 35 P.S. §7210.101, *et seq.*

Advertiser. Any person who places, publishes, broadcasts or similarly causes to be disseminated by any other means an advertisement or advertising as defined herein.

Age. Includes any person over the age of thirty-five (35) years and shall also include any other person so protected by further amendment to the Federal Age Discrimination in Employment Act.

AIDS. Acquired Immunodeficiency Syndrome.

National origin or citizenship status. Individuals protected by Section 1324b of the Immigration and Nationality Act, 8 U.S.C. §1324b.

Commercial Property. Any building, structure or facility, or portion thereof, which is used, occupied or is intended, arranged or designed to be used or occupied for the purpose of operating a business, an office, a manufactory or any public accommodation; and any vacant land offered for sale, lease or held for the purpose of constructing or locating thereon any such building, structure, facility, business concern or public accommodation.

Commercial Housing. Housing accommodations held or offered for sale or rent: (i) by a real estate broker, salesperson or agent or by any person pursuant

to authorization of the owner; or (ii) by the owner themself, or their legal representative, but shall not include either the rental of a room or rooms in a personal residence where the rental includes shared space in the personal residence.

Common Carrier. Any person holding themselves out to the general public to provide transportation for compensation.

Disability. As defined by the Americans with Disabilities Act, 42 U.S.C. § 12101, *et seq.*, but such term does not include the current, illegal use of or addiction to a controlled substance, as defined in section 102 of the Controlled Substances Act, 21 U.S.C. §802.

Educational Institution. Any public or private education provider, charter school, college, university, trade or training school, pre-school, daycare provider, or other educational entity.

Employee An employee is an individual who works under the supervision or control of an employer

Employer Any person or organization who employs one or more employees, exclusive of parents, spouse, or children.

Gender Expression. Any observable behaviors or physical characteristics of a person's hair, body, clothing, accessories, or otherwise, that signal or are associated with gender.

Gender Identity. A person's perceived gender, whether self-perceived or as perceived by others.

Genetic Information. That information which is defined as genetic information in the Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff, *et seq.*

Health Care Provider. As defined by the Pennsylvania MCARE Act, 40 P.S. § 1303.101, *et seq.*

HIV. Human Immunodeficiency Virus, also referred to as HIV Disease. The spectrum of disease clinically associated with HIV infection, encompassing both the symptomatic and asymptomatic forms of the infection.

Lending Institution. Any bank, insurance company, savings and loan association, credit union, or any other person or organization regularly engaged in the business of lending money or guaranteeing loans.

Licensed Common Carrier. Includes transportation provided by buses, trolleys, taxis, limousines, and shuttles.

Marital Status. The status of being single, married, separated, divorced, widowed or a life partner.

Ordinance. This Ordinance.

Owner. Includes a lessee, sublessee, assignee, manager, agent, or any other person or organization having the right of ownership or possession or the authority to sell, rent or lease any housing accommodation, including political subdivisions and the County and its authorities, boards and commissions.

Person or Organization. Includes one or more individuals, a general or limited partnership, association, organization, for profit and not-for-profit corporation, sole proprietorship, limited liability company, legal representative, trustee in bankruptcy or receiver. It also includes, but is not limited to, any owner, lessor, assignor, builder, manager, broker, salesperson, agent, employee, independent contractor, volunteer, lending institution, political subdivision, and the County and its authorities, boards and commissions.

Political Subdivision. Any city, borough, incorporated town or township located within Delaware County.

Protected Class. The actual or perceived race, ethnicity, color, religion, creed, national origin or citizenship status, ancestry, sex (including pregnancy, childbirth, and related medical conditions), gender identity, gender expression, sexual orientation, genetic information, marital status, familial status, GED rather than high school diploma, physical or mental disability, relationship or association with a disabled person, source of income, age, height, weight, veteran status, use of guide or support animals and/or mechanical aids, or domestic or sexual violence victim status.

Religion. All aspects of religious observance and practice, as well as belief.

Sex. As used herein, the term "sex" shall be interpreted in its broadest sense, to include a person's sex genes, physical characteristics, gender, gender identity, gender expression, sexual orientation, pregnancy, breastfeeding status, or the perception of any of the foregoing.

Sexual Orientation. A person's emotional, romantic, or sexual attraction to others as limited, by others' sex.

Source of Income. Any lawful source of income, including but not limited to, earned income, child support, alimony, insurance and pension proceeds, unemployment insurance, social security, and all forms of public assistance, including social security disability insurance and supplemental security income, Temporary Assistance for Needy Families (TANF) and any successor legislation, and housing assistance programs.

C. **Unlawful Practices.** Discrimination against any person on the basis of their protected class is prohibited in the areas of employment, housing, public accommodation, access to educational institutions, and provision of healthcare.

D. **Employment Discrimination Protections.** The following actions are prohibited with regard to any employee or independent contractor who is a member of a protected class as defined herein:

1. An employer may not refuse, based on protected class, to hire or employ or contract with, or to bar or discharge from employment, or to otherwise discriminate against employees or independent contractors with respect to compensation, hiring, volunteering, tenure, terms, conditions or privileges of employment or contract.

2. An employment agency, employment service, labor organization, training school, or training center, or any other employee-referring source may not confine or limit recruitment or hiring of employees with intent to circumvent the spirit and purpose of this Ordinance.

3. An employer may not elicit any information or make or keep a record of, or use any form of application or application blank, containing questions or entries concerning the protected class of any applicant for employment. Nothing in this subsection shall preclude an employer from collecting demographic data after hiring so long as such information is voluntarily provided by the employee and its provision is not made a condition of employment.

4. A labor organization may not deny full and equal membership rights to any individual or group of individuals, or discriminate against such individuals with respect to hiring, tenure, terms, conditions or privileges of employment, participation in apprenticeship programs, or any other matter, directly or indirectly related to employment, because of protected class.

5. An employer may not exclude or otherwise deny an employee or applicant for employment equal jobs or benefits because of the disability of an individual with whom an employee or applicant is known to have a relationship or association.

6. An employer or labor organization, may not discriminate against any individual because that individual has made a charge, testified, or assisted in any manner in any discrimination investigation, proceeding or hearing under this Ordinance, or any other non-discrimination laws or regulations.

7. An employer may not, directly or indirectly, prohibit, coerce or prevent any person from complying with the provisions of this Ordinance.

8. An employment agency may not refuse to refer for employment, or otherwise discriminate against any individual because of protected class.

9. An employer, employment agency, labor organization, or advertiser may not print or publish or cause to be printed or published any notice or advertisement relating to employment or membership, indicating any preference, limitation, specification or discrimination based upon protected class.

10. An employer may not ask, on an employment application, whether the applicant has ever been convicted of a crime. An employer may include in its job requirements that an applicant have a clean driving record or be able to pass a child abuse clearance check. Notwithstanding the foregoing, the provisions of this Section shall not apply to any position which, by law, includes a requirement that employees must be free from conviction of any crime or specific crimes, but in such circumstances an employer shall inquire only into the limited set of crimes which are disqualifying for employment by law.

11. An employer may not require a job applicant to disclose prior criminal convictions until after an initial interview. Notwithstanding the foregoing, the provisions of this Section shall not apply to any position which, by law, includes a requirement that employees must be free from conviction of any crime or specific crimes, but in such circumstances an employer shall inquire only into the limited set of crimes which are disqualifying for employment by law.

12. Employers are prohibited from considering conviction records which do not relate to an applicant's suitability for employment. After a first interview, employers may use background checks and prior history to determine suitability for employment. Notwithstanding the foregoing, the provisions of this Section shall not apply to any position which, by law, includes a requirement

that employees must be free from conviction of any crime or specific crimes, but in such circumstances an employer shall inquire only into the limited set of crimes which are disqualifying for employment by law.

13. An employer may not require, as a condition of employment, any employee to disclose their salary at another place of employment.

14. Nothing in this Ordinance shall prohibit any institution or organization for persons with disabilities from limiting or giving preference in employment or membership to disabled persons.

15. Nothing in this Ordinance shall require an employer to hire, promote or retain an employee who is not qualified or not able to perform the job for which they are applying or were hired to do.

E. Housing Discrimination Protections. A person or organization may not:

1. Because of protected class refuse to sell, lease, finance, or otherwise to deny or withhold any housing accommodation or commercial property, or to refuse to furnish facilities, services, or privileges in connection with the ownership, occupancy, or use of any housing accommodation or commercial property, from any tenant, owner, prospective owner, occupant or user of such housing accommodation or commercial property.

2. Evict or attempt to evict an occupant of any housing accommodation before the end of the term of a lease because of pregnancy or the birth of a child.

3. Refuse to lend money, whether or not secured by mortgage or otherwise, for the acquisition, construction, rehabilitation, repair or maintenance of any housing accommodation or commercial property or otherwise withhold financing of any housing accommodation or commercial property from any person because of protected class.

4. Refuse to permit, at the expense of a tenant, owner, renter, or legal occupant with a disability, reasonable modifications of existing premises occupied or to be occupied by such person if such modification may be necessary to afford such person full enjoyment of the premises, except that, in the case of a rental, the landlord may, where it is reasonable to do so, grant permission for a modification if the renter agrees to, at their expense, restore the premises to the condition that existed before the modification, with reasonable wear and tear excepted.

5. Refuse to make reasonable accommodations in rules, policies, practices, or

services when such accommodations may be necessary to afford a tenant, owner, renter, or legal occupant equal opportunity to use and enjoy a housing accommodation.

6. Print, publish, circulate or cause to be made any statement or advertisement relating to the sale, lease or acquisition of any housing accommodation or commercial property or the loan of money, whether or not secured by mortgage, or otherwise for the acquisition, construction, rehabilitation, repair or maintenance of any housing accommodation or commercial property, which indicates any preference, limitation, specification, or discrimination based upon protected class.

7. Require as a condition of the sale or lease of any housing accommodation or commercial property or loan of any money for the purpose of housing, the disclosure of information related to an applicant's protected class.

8. Deny any person access to or membership or participation in any multiple-listing service, real estate brokers' organization or other service, organization, or facility relating to the business of selling or renting dwellings or commercial property, or to discriminate against that person in the terms or condition of such access, membership, or participation, because of protected class.

9. For any person or organization whose business includes engaging in real estate-related transactions to discriminate against any person in making available such a transaction, or in the terms or conditions of such a transaction, because of protected class.

10. Induce, solicit, or attempt to induce or solicit for commercial profit, any listing, sale, or transaction involving any housing accommodation or commercial property by representing that such housing accommodation or commercial property is within any neighborhood, community or area adjacent to any other area in which there reside, or do not reside, persons of any particular protected class.

11. Discourage, or attempt to discourage, the purchase or lease of any housing accommodation or commercial property by representing that such housing accommodation or commercial property is within any neighborhood, community or area adjacent to any other area in which there reside, or may in the future reside, in increased or decreased numbers, persons of any protected class.

12. For any person to harass, threaten, intimidate, harm, damage or otherwise

penalize any person, group, or business because they exercised or encouraged others to exercise their rights under this section, or because they have complied with the provisions of this section, or enjoyed the benefits of this section, or because they have made a charge, testified, or assisted in any manner in any investigation, proceeding or hearing hereunder.

13. For any person to aid, abet, incite, induce, compel or coerce the doing of an unlawful practice prohibited by this section or to obstruct or prevent any person from complying with the provisions of this section or any order issued hereunder.

14. For any person who, with intent to mislead in any proceeding under this section to destroy or mutilate, falsify, alter or refuse to supply records and documents produced pursuant to subpoena or other lawful order under this section.

15. Nothing in this section shall be construed to apply with respect to housing for older persons to the extent such language refers to age or familial status.

16. Nothing in this section limits the applicability of any reasonable local, state or federal restrictions regarding the maximum number of occupants permitted to occupy a dwelling.

17. Nothing in this section shall prohibit a mission-driven private club not in fact open to the public, which as an incident to its primary mission provides lodgings which it owns or operates for other than a commercial purpose, from limiting the rental or occupancy of such lodgings to its bona fide members or from giving preference to its members.

18. Nothing in this section shall require a landlord to participate in any government housing programs, such as Section 8 housing.

19. The rental or leasing of a room or rooms in a personal residence in which the owner currently resides, when the renter or lessee will be sharing some or all of the space with the owner, shall be exempt from this Ordinance.

F. Unlawful Public Accommodations Practices. A person or an organization may not:

1. Refuse, withhold from or deny to any person because of protected class, either directly or indirectly, any of the accommodations, advantages, facilities, services or privileges of such place of public accommodation, resort or

amusement.

2. Publish, circulate, issue, display, post or mail, either directly or indirectly, any written or printed communication notice or advertisement to the effect that any of the accommodations, advantages, facilities and privileges of any such place shall be refused, withheld or denied to any person on account of protected class.

3. Prohibit a breastfeeding mother from, or segregate a breastfeeding mother within, any public accommodation where she would otherwise be authorized to be.

4. When providing licensed common carrier service, discriminate against individuals with disabilities by actions including, but not limited to, refusing to provide service to individuals with disabilities who can use such vehicles, refusing to accommodate such individuals in the use of a service animal due to blindness or deafness, or refusing to assist with the stowing of mobility devices, or charging higher fares or fees for carrying individuals with disabilities and their service animals and/or equipment which are not charged to other persons.

5. Exclude or otherwise deny services because of the disability of an individual with whom a patron, client, or customer is known to have a relationship or association.

6. Nothing in this Section shall be applied or interpreted to require an individual to create speech or artistic expression which is contrary to their sincerely held religious beliefs.

G. Unlawful Education Practices.

1. An educational institution may not refuse, based on a protected class, access to enrollment, equal treatment, participation in programs, or to otherwise discriminate against students, families, faculty, staff, administrators, or others legitimately involved with the function of the educational institution and including faculty, staff, and administrators with respect to compensation, hiring, volunteering, tenure, conditions or privileges of employment or contract based on protected classes.

2. An educational institution may not exclude or otherwise deny access to enrollment, equal treatment or participation in programs because of the disability of an individual with whom a student is known to have a relationship or association.

3. Notwithstanding the foregoing, nothing contained herein shall require an educational institution to hire an educator that lacks a bona fide educational credential that is either required by law or customarily required by similarly situated educational institutions for similarly situated educators and employees.

H. Unlawful Healthcare Practices. It is unlawful for a healthcare provider to refuse or limit, based on a protected class, access to treatment, surgery, medication, healthcare insurance benefits, participation in health programs, or access to other healthcare services.

I. Retaliation. Filing a complaint under this Ordinance is a protected activity. It is unlawful for any person to retaliate against an individual who files a complaint under this Ordinance, regardless of the merits of the complaint. Unlawful retaliation occurs when a person takes an adverse action against an individual either in response to the exercise of rights under this Ordinance or to deter or prevent such protected activity in the future. To establish retaliation the protected individual shall demonstrate:

1. The individual or someone on behalf of the individual has been, is, or is believed to be engaged in a protected activity under this Ordinance;

2. The individual experienced an adverse action caused by the person retaliating; and

3. There is a causal connection between the protected activity and the adverse action.

J. Procedure. Proceedings before the Commission shall be initiated by Complaint.

1. Any person(s) who are aggrieved by an unlawful practice within the scope of this Ordinance may make, sign, and file a complaint, verified in accordance with PA Rule of Civil Procedure 1024, alleging violations of this Ordinance. The Commission, upon its own initiative, may in like manner sign, verify and file a complaint. The complaint shall include the following information:

   a. The name and address of the aggrieved person(s) (Complainant(s));

   b. The name and address of the person(s) alleged to have committed the prohibited practice (Respondent(s));

   c. A concise statement of the facts, including pertinent dates, constituting

the alleged discriminatory practice;

d. If applicable, the address and a description of the place of employment, or dwelling unit, or public accommodation which is involved; and

e. Such other information as may be required by the Commission.

2. The Commission or the Complainant shall have the power reasonably and fairly to amend any complaint, or withdraw it, and the Respondent shall have like power to amend their answer.

3. The Commission shall:

a. Promulgate a form of verified Complaint which shall be made available to the public on the County's website. Failure to use the Commission's form of verified Complaint, however, shall not act as waiver where a Complainant makes an alternative written submission in which the substance of the Complainant's claims are clear;

b. Set forth instructions for how and where Complaints shall be filed and conspicuously post its filing procedure so as to be easily available and understandable to the public.

4. All complaints must be filed within one hundred eighty (180) days of the most recent alleged act(s) of discrimination.

5. The Commission shall cause all Complaints received by it to be reviewed and, if appropriate, investigated, conciliated, and heard as set forth below.

6. Prior to undertaking an investigation, the Commission, or such persons as it may designate, shall review the Complaint to determine whether it alleges facts which, taken as true, set forth claims for which relief may be granted under this Ordinance. In undertaking such review, the Commission shall apply the standards set forth in *Bell Atlantic Corp. v. Twombly,* 550 U.S. 544 (2007) and *Ashcroft v. Iqbal,* 556 U.S. 662 (2009). Complaints which fail to meet this standard shall be deemed outside the jurisdiction of the Commission, and the Commission shall (i) provide written notice to the Complainant of its decision; and (ii) take no further action with respect to the Complaint. If the Complaint is found to be within the jurisdiction of the Commission, the Commission will send notice of such determination, along with a copy of the Complaint, to both the Complainant and Respondent.

7. The Respondent(s) may file a written, signed and verified Answer to the complaint within sixty (60) days of service of the Complaint. The Answer to a Complaint shall be filed in the such manner as the Commission shall direct, and the Commission shall make copies available to the Complainant.

8. The Commission, or such persons as it may designate, shall review the Complaint and the Answer and gather such additional information as deemed necessary to conciliate or otherwise resolve the dispute. The Commission may, in the conduct of such investigation, issue subpoenas to any person charged with an unlawful practice, to furnish information, records or other documents, or to give sworn testimony, as necessary to assist in its investigation. The Commission may seek enforcement of its subpoena by Petition to the Court of Common Pleas of Delaware County if needed.

9. Following investigation, the Commission shall provide notice of its determination to all parties. In the event the Commission concludes there is probable cause to believe a violation of this Ordinance occurred, it shall make conciliation services reasonably available to the Parties. In the event conciliation fails or is rejected by the Parties, the Commission shall schedule the matter for adjudication.

10. Matters that state claims for which relief may be granted under this Ordinance, which are supported by probable cause, and which are unresolved by conciliation shall be scheduled for public hearing.

    a. If, upon consideration of all the evidence presented at the hearing, the Commission finds that the Respondent has engaged in or is engaging in any unlawful discriminatory practice as defined in this Ordinance, the Commission shall state its findings of fact in writing and shall issue and cause to be served on the Parties an Order requiring the Respondent to cease and desist from such unlawful discriminatory practice and to take such additional action as the Commission deems appropriate. The Commission shall have the authority to order any remedies available under the Pennsylvania Human Relations Act, or the Commission may act directly to ensure there is a remedy to the discrimination by requiring the respondent to change practices, make restitution, and, in egregious instances, pay a fine of no more than $500.00.

    b. If, upon consideration of all the evidence presented at the hearing, the Commission finds that the Respondent has not engaged in any unlawful discriminatory practice, the Commission shall state its findings of fact and shall issue and cause to be served on the parties an Order dismissing the Complaint as to the Respondent.

11. Any person who shall willfully resist, prevent, impede or interfere with the Commission, its members, agents or agencies in the performance of duties pursuant to this Ordinance, or shall willfully violate an order of the Commission, shall be guilty of a summary offense and, upon conviction thereof, shall be sentenced to pay a fine of not less than one hundred dollars ($100.00) nor more than five hundred dollars ($500.00), in the discretion of the Court, but procedure for the review of an order shall not be deemed to be such willful conduct.

12. Except as otherwise provided, any order of the Commission may be reviewed under the provisions of 2 Pa.C.S. § 751, *et seq.*

K. Private Right of Action. Any person(s) aggrieved by a violation of this Ordinance shall have a right of action in any Court of competent jurisdiction and may recover for each violation any remedies provided under the Pennsylvania Human Relations Act or Federal law, including reasonable attorney's fees. No such private right of action, however, may be brought: (i) arising out of a Complaint filed more than one hundred eighty (180) days after the last discriminatory act alleged therein; (ii) prior to a final determination by the Commission dismissing the Complaint or finding violations of this Ordinance; (iv) following a successful conciliation between the Parties resolving the Complaint; or (v) more than one (1) year after a final determination by the Commission dismissing the Complaint or finding violations of this Ordinance. Nothing in this Ordinance shall limit the right of an aggrieved person to recover under any other applicable law or legal theory.

L. Exemptions. The following organizations shall be deemed exempt from the provisions of this Ordinance:

1. A not-for-profit mission-driven religious, educational, fraternal, or charitable organization or association that (i) requires an employee's adherence to said organization's or association's mission as part of their job, or wherein membership is a bona fide occupational qualification; or (ii) offers rooms or housing to members of the organization, or within the organization's mission; and

2. Nothing contained in this Ordinance shall be interpreted to require an individual or Religious entity to engage in conduct which constitutes a substantial burden on the free exercise of religion without compelling justification under the act of December 9, 2002 (P.L.1701, No.214), known as the "Religious Freedom Protection Act."

M. Conflict of Laws. Where a provision of this Ordinance is found to be in conflict

with a provision of any other ordinance of the County, or any regulation issued under the authority of such Ordinance, the provisions which establish the higher standard for the protection of health, safety and welfare shall prevail. The Commission shall make the determination on all ordinance conflicts related to this Ordinance.

N. Human Relations Commission. A Human Relations Commission is established as set forth herein.

1. The Commission shall be composed of volunteers and shall consist of no fewer than seven (7) and no more than thirteen (13) members. The members shall serve terms of three (3) years each, with the initial terms for one third of the members being one (1) year, one third being two (2) years and the remainder being three (3) years. At all times there shall be an odd number of members. Members shall be appointed by the County Executive and confirmed by the County Council. Members of the Commission shall be residents of the County, individuals working in the County, or business owners who operate within the County. Members of the Commission may not be elected officers in any political party.

2. Members of the Commission shall serve without salary but may be paid expenses incurred in the performance of their duties, as approved by the Commission.

3. The Commission is hereby vested with the authority to administer and enforce this Ordinance.

4. Any Commission member missing three (3) meetings in a row or missing more than three (3) meetings in a twelve (12) month period will be deemed as having resigned their position as Human Relations Commissioner, and the remainder of their term will be filled by appointment in accordance with this section.

5. If the number of Human Relations Commissioners serving on the Commission drops below seven (7) because of resignation or lack of attendance, additional Human Relations Commission members shall be appointed by the County Executive and confirmed by the County Council. If the necessary number of Commissioners are not appointed and confirmed within sixty (60) days of the Commission dropping below seven (7) members, the Board of Commissioners shall appoint sufficient Commissioners, pro tem, to ensure the Human Relations Commission has seven (7) members.

6. The Commission may select up to three (3) additional non-voting, ex officio members to broaden the diversity that serves and advises the Commission.

Such ex-officio members will not be counted toward the seven (7) member Commission minimum, will not count toward establishing a quorum and shall serve for no more than three (3) years.

7. The Commission shall select one (1) of its members as the Chair of the Commission, one (1) as Vice Chair, and one (1) as Secretary.

8. The Chair of the Commission shall be responsible for setting Commission meetings, coordinating with the Office of Human Resources regarding received complaints and answers, and generally ensuring that the duties of the Commission are fulfilled. The Chair may delegate responsibility for Commission duties to specific Commissioners. The Vice Chair will serve as Chair when the Chair is otherwise unavailable in emergency situations. The Commission Secretary shall coordinate minute-taking at meetings which may be done by paid staff or a Commissioner. Meetings may be recorded to assist with the preparation of the minutes.

9. A voting quorum of the Commission will be no less than half of the currently serving Commission members and may be no less than four (4) Commissioners.

10. Meetings of the Commission shall be duly advertised and conducted in accordance with the Pennsylvania Open Meetings Law.

11. The Commission shall:

    a. Meet monthly in-person or virtually on-line.

    b. Promote mutual understanding and work to improve relationships among all parts of the County community, inclusive but not limited to those representing the protected classes covered by the Human Relations Ordinance.

    c. Make studies into the status of human relations in the County.

    d. At its discretion, cooperate with and assist other organizations, public or private, to improve relationships among the citizens of the County.

    e. Provide educational information to community members and to organizations to promote a full understanding of the purpose and scope of the Human Relations Ordinance.

f. Receive and consider complaints of discrimination and administer and enforce the Human Relations Ordinance.

g. When appropriate, the Commission may, in its discretion, refer complainants to other social, civic, or government agencies for further action.

h. From time to time, but not less than once a year, provide a written report to the Board of Commissioners, describing in detail the investigations, proceedings, hearings and studies it has conducted and their outcome, the decisions it has rendered and the other work performed by it and make recommendations for such further legislation concerning abuses and discrimination because of protected class.

i. Maintain official copies of the minutes of Commission meetings, records of investigations and proceedings, recordings of hearings, studies conducted and their outcomes, the decisions rendered by the Commission and records of any other work performed by the Commission.

j. Promulgate and, from time-to-time amend, rules consistent with this Ordinance respecting the filing of Complaints and Answers, the process for Jurisdictional Review and investigations, the conduct of mediations and hearings, and the delegation of its duties.

k. The Commission may hire staff and make other expenditures to the extent such expenses are budgeted by County Council and approved by the County Executive and Controller. The Commission may make use of County personnel to the extent approved by the County Executive and the respective Department Head.

AGENDA ITEM NO. 8.A

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Barbara O'Malley,Executive Director
ITEM TYPE:	Grant
AGENDA SECTION:	Grants
SUBJECT:	Approval of a Grant Agreement to Delaware County Historical Society (DCHS) in the amount of $50,000.00 to provide support for the preservation and access to DCHS collection. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	8990.635007
ESTIMATED/ACTUAL COST OF REQUEST:	50,000.00
FUNDING SOURCE:	County Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	

ATTACHMENTS:
Request for Funding Delaware County Historical Society 5.15.25 (003).docx

Delaware County Historical Society

May 15, 2025

Ms. Barbara O'Malley
Executive Director of Delaware County
200 W. Front Street
Media, PA 19063

Ms. O'Malley,

I am respectfully requesting funding from the Delaware County Council for Delaware County Historical Society (DCHS) in the amount of seventy-five thousand dollars ($75,000) to continue serving the community as the premier stewards of Delaware County history and culture. It is the mission of DCHS to provide accessible research tools on local history, as well as engaging programming for the people of Delaware County. DCHS works with other local non-profit and historic groups, acting as a beacon to provide accessible humanities, insight into historic preservation, knowledge of the past to contextualize the present, and to provide a place that fosters dialogue and learning. With the upcoming America 250 celebrations in 2026, DCHS will serve as a partner with groups such as Visit Delco to promote heritage tourism through promotion of historic narratives and stories. DCHS will work with sister historical societies to inspire our Delaware County residents to not only celebrate the national aspect of America 250 but highlight the significance of local narratives and their role in shaping American history.

Last year, DCHS respectfully requested funding from Delaware County Council in the amount of eighty-five thousand dollars and was granted in September of 2024. In that time, DCHS nearly matched the total funded through a mixture of grants, individual giving, and fundraisers. DCHS opened our new location in Media in the same month and have accomplished the following:

- Opened the DCHS Research Center and Library to the public in a more central location, with improved storage to ensure the collections longevity and created better avenues for accessibility.
- Worked with groups such as the YES Center of Chester and the Sports Legends of Delaware County in hosting and curating open house displays for the public.
- Hosted and coordinated the first annual Delco Historical Conference, bringing together local historic groups and historians from Delaware County and the Delaware Valley area, in order to create dialogue on historic preservation efforts and how we plan to celebrate America 250 in 2026.
- Began a new lecture series at our location in Media, featuring historians and speakers from Delaware County Community College, Bryn Mawr College, Campbell's AME Church, the Philip Jaisohn House, and more.

I respectfully request the consideration for funding from Delaware County Council to help DCHS continue our work for the community of Delaware County.

Respectfully submitted,

Paul J. Hewes Jr.- Director, DCHS

Funding History for Delaware County Historical Society (DCHS)

Funding from Delaware County (2019-2024):

FY 2024-$85,000.00 received September of 2024.

FY 2023- No funding received.

FY 2022- No funding received.

FY 2021- $85,000.00 received on 8/6/2021.

FY 2020-$50,000.00 received on 12/10/2020.

FY 2019- $50,000.00 received on 6/12/2019.

Foundation Funding Received in 2024: $34,051.00

PACR Grant- $10,671.00

Delco Gives! $1,880.00

Exelon/PECO- $3,500.00

PHMC Cultural Support Grant: $8,000.00

Delaware County Gaming Authority Arts and Culture Grant: $10,000.00

Fundraising in 2024: $10,290.75

Flag Day Auction: $8,190.75

DCHS Grand Re-Opening Celebration: $1,110.00

Holiday Fundraiser: $990.00

Individual Donations in 2024: $33,686.95

General: $3,211.00

Memberships: $3,900.00

Individual donors: $26,575.95

Total Raised in 2024: $163,028.70

AGENDA ITEM NO. 9.A

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Thavy Sim,Human Services
ITEM TYPE:	Award of Contract
AGENDA SECTION:	Agreements / Contracts / Amendments / Purchases
SUBJECT:	Approval to renew Contract #MH 13/25 with Child Guidance Resource Centers for Fiscal Year 2025/2026. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	1026-4715-631000, 1026-4732-631000
ESTIMATED/ACTUAL COST OF REQUEST:	$2,466,211.00
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Please see the attached supporting documents.

ATTACHMENTS:
CGRC MH 13_25 Contract List
CGRC MH 13/25 Summary Page and Z page

MENTAL HEALTH
CONTRACTS/LETTERS OF AGREEMENT
OVER 2025/2026

FINAL

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
MH 13/25	Child Guidance Resource Centers	Residential (Burmont – Community Residential Rehabilitation, Hallman Court Specialized Community Residential Rehabiliation, Supportive Housing Aging In Place), Certified Peer Specialist	7/1/25-6/30/26	$2,472,368	$2,466,211	Overall contract value decreased by $6,157 based on provider's submitted budget

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: Child Guidance Resource Centers

Contract Number: MH 13/25

Proposed Contract Amount: $2,466,211

Estimate Expenditures for Current Fiscal Year: $2,472,368

Proposed Contract Effective Dates: 7/1/2025 to 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $2,415,407
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% = $50,804

Services included in the Contract:

Residential (Burmont – CRR, Hallman Court SCRR, SHAIP)
- Community Residential Services -Personal Care, Full & Moderate Care, Community Residential Rehabilitation, Long Term Structured Residence.

Certified Peer Specialist -peer support to work with individuals to create a recovery-oriented environment that focuses on desires, strengths, and ambitions.

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

For residential programs, these locations are homes to individuals and therefore Mental Health will not issue a request for proposal for this service. For services that are not HealthChoices eligible services a request for proposal will be issued per the departments policy. HealthChoices programs eligible services are contracted by the County to support individuals who are not eligible for HealthChoices. This is to mirror the contract held by the Behavioral Health Managed Care Organization. The rates are set by the managed care organization in consultation with the County.

Specific data points which will be utilized to evaluate provider:

For Residential programs Mental Health audit tool used bi-annually to evaluate adherence to licensed regulations and recovery practices. Census is collected monthly to reconcile funding.

For the Residential Housing Assistance, this is a new program that is funded through the block grant funds. We have not yet had widespread usage of these funds. Mental Health will assess if the individuals having rental assistance have had the time to obtain their disability payments, or secure employment within the timeframe provided.

The Incredible Years® is a series of interlocking, evidence-based programs for parents, children, and teachers, supported by over 30 years of research. The goal is to prevent and treat young children's behavior problems and promote their social, emotional, and academic competence. The programs are used worldwide in schools and mental health centers and have been shown to work across cultures and socioeconomic groups. It is considered group therapy therefore it is funded by HealthChoices and follows the reviews and metrics of the HealthChoices program.

For programs funded through HealthChoices, (Adolescent Outpatient, Certified Peer Specialist, Family Based Supports, Family Based Team) the Behavioral Health Managed Care Organization reviews programs. Mental Health Quality Improvement receives all assessments and reviews for any issues, or need for additional information

1. Customer satisfaction
2. Appropriate billing per Medical Assistance regulations
3. Clinically appropriate provision of services
4. Medical necessity established for the service provided
5. Adherence to regulations for the service
6. Staff are trained to provide services outlined
7. Adherence to the Program Standards and Requirements for HealthChoices.

Metrics utilized to assess data points and acceptable thresholds:

For Residential programs the metrics are as follows.

1. A homelike, non-institutional environment providing maximum opportunity to learn the skills necessary for more independent living. Met (X) Not Met ()
2. A residential setting providing each client with maximum possible autonomy, independence, and self-determination. Met (X) Not Met ()
3. A program which constantly strives to enable clients to move to less restrictive living settings. Met(X) Not Met ()
4. Responsible staff to support and assist the client as needed in his movement to independence. Met (X) Not Met ()
5. Well-developed cooperative efforts with other agencies in the service delivery system to ensure coordinated, continuous, and effective services for the rehabilitation of clients. Met (X) Not Met ()

For programs funded through HealthChoices, Mental Health, and the Behavioral Health Managed Care organization periodically assesses the programs for the following metrics. Mental Health Quality Improvement receives the outcomes of those reviews

1. Voice and Vision – consumer satisfaction is evaluated by the third-party vendor that contracts with Mental Health. Individuals are chosen by random within a particular service and are then surveyed by staff and feedback is reported to the behavioral health managed care organization as well as Mental Health. Issues are then resolved with the provider.

2. Chart reviews - The behavioral health managed care organization periodically reviews charts to determine that the Medical Assistance requirements, state and federal requirements are being met. Chart reviews also allow for the review of appropriate and justifiable billing supported by documentation, medical necessity and adherence to HealthChoices program standards and requirements.
3. Billing instruments – The behavioral health managed care organization uses review of billing instruments to assess appropriate billing procedures, and adherence to the requirements set forth in regulations, including Centers for Medicaid and Medicare Services
4. Provider Staff interviews – the behavioral health managed care organization will also interview staff to access their knowledge of the regulations, fraud waste and abuse, and appropriate care and treatment of individuals in their care.

Results of last assessment of provider:

Child Guidance Resource Center as a provider continues to meet both state licensure requirements. They have no billing concerns, adverse incidents or provider complaints reported from the Behavioral Health Mangement Care Organizations.

BCM services has a membership of 108 youth, services they have been connected to primarily focuses on education resources and Social Determinant of Health needs such as food and socializations.

There were 459 unduplicated youth who received outpatient services with family therapy and medication management being the highest used services.

Family based services served 175 unduplicated youth.
Peer Support services averaged 9 individuals with 7 individuals receiving county funds and 2 induvial being HealthChoice's.

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	Child Guidance Resource Centers, Inc.	Total Contract:	2,466,211
Fiscal Year Ending:	June 30 2026		
County Program Office:	Mental Health		

Agency Programs:	Provider Type:	Specialty Code:	Procedure Code:	Price Modifier:	Info Modifier:	Location Code:	Unit Value:	N/A Contract?	Total Cost:	Approved Cost:	Rate:
Burmont - CRR	52	456	T2048	0	0	69	per diem	No	1,030,904		$ 195.47
Meson - CRR	52	456	T2048	0	0	69	per diem	No	-		
Hallman Court SCRR	52	456	T2048	0	0	69	per diem	No	757,745		$ 406.95
Blended Case Management	21	222	T1017	UB	UC	118	15 min	No	-		
SHAIP	52	456	T2048	0	HW	69	per diem	No	666,690		$ 268.61
Certified Peer Specialist	11	76	H0038	0	0	35	15 min	No	10,872		
Family Based MH Services	11	115	H0004	UB	HE	35	15 min	No	-		

AGENDA ITEM NO. 10.A

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Mareile Watson,Public Works
ITEM TYPE:	Advertisement
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to advertise the Accessibility Upgrades for Government Center Restrooms capital project. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	01-0428-623000
ESTIMATED/ACTUAL COST OF REQUEST:	$200
FUNDING SOURCE:	County Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	

ATTACHMENTS:
BIDDING TIMELINE Government Center Ground Floor Restrooms.pdf

COUNTY OF DELAWARE
CONSTRUCTION BIDS
GOVERNMENT CENTER GROUND FLOOR RESTROOMS

DEPT NAME: PUBLIC WORKS
CONTRACT #: eDPW-101525

DATE POSTED TO PENNBID:
21 August 2025

BID TIMELINE

DESCRIPTION	DAYS	WEEKDAY	DATE	TIME
GRANICUS DEADLINE	4	TUESDAY	12 August 2025	10:00 AM
FINAL CONST DOCS TO CENTRAL PURCHASING (CP)	2	THURSDAY	14 August 2025	
AGENDA MEETING	7	TUESDAY	19 August 2025	1:00 PM
COUNCIL MEETING	1	WEDNESDAY	20 August 2025	6:00 PM
POSTED ON PENNBID	1	THURSDAY	21 August 2025	4:30 PM
ADVERTISEMENT REQUEST TO NEWSPAPER(S)				
ADVERTISEMENT PUBLICATION IN NEWSPAPER(S)	5	TUESDAY	26 August 2025	4:30 PM
PRE-BID MEETING	14	TUESDAY	9 September 2025	11:00 AM
FINAL DAY FOR BIDDER'S QUESTION	8	WEDNESDAY	17 September 2025	2:00 PM
FINAL DAY FOR ADDENDUM ANSWERS TO PENNBID	14	WEDNESDAY	1 October 2025	2:00 PM
BID OPENING/RFP SUBMISSION DEADLINE	14	WEDNESDAY	15 October 2025	11:00 AM
CENTRAL PURCHASING EVALUATION	2	FRIDAY	17 October 2025	1:30 PM
PROPOSALS TO PUBLIC WORKS				
BID REVIEW BY PW & CP	7	FRIDAY	24 October 2025	1:00 PM
DESCOPE MEETING W/LOWEST BIDDER [2]	5	WEDNESDAY	29 October 2025	TBD
DEPARTMENT AWARDEE RECOMMENDATION	1	THURSDAY	30 October 2025	2:30 PM
COUNCIL COMMITTEE REVIEW	1	FRIDAY	31 October 2025	4:00 PM
GRANICUS DEADLINE	4	MONDAY	3 November 2025	10:00 AM
CONTRACT TO BE PREPARED & SENT TO AWARDEE	2	WEDNESDAY	5 November 2025	4:30 PM
AGENDA MEETING	5	MONDAY	10 November 2025	1:00 PM
COUNCIL MEETING	1	TUESDAY	11 November 2025	6:00 PM
CLERK'S APPROVAL NOTICE/RESOLUTION	3	FRIDAY	14 November 2025	4:30 PM
FULLY EXECUTED CONTRACT (ANTICIPATED)	3	MONDAY	17 November 2025	
ANTICIPATED COMMENCEMENT OF WORK				
SUBTOTAL	119			
ANTICIPATED TIME FOR COMPLETION		FRIDAY		
TOTAL	119			

AGENDA ITEM NO. 10.B

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Mareile Watson,Public Works
ITEM TYPE:	Advertisement
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to advertise the 1724 Chester Courthouse Rehabilitation. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	01-0428-623000
ESTIMATED/ACTUAL COST OF REQUEST:	$200
FUNDING SOURCE:	County Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	This project needs to be rebid because the initial bids received were too high.

ATTACHMENTS:
Chester Courthouse Bidding Timeline R4.pdf
Rejection of Bids, May 21, 2025.pdf

CHESTER COURTHOUSE REBID
BIDDING TIMELINE R4
Updated 8/5/25

DEPT NAME: Public Works **ANTICIPATED BID/RFP ISSUE DATE: 8/21/25**

CONTRACT #: eDPW-040225

BID TIMELINE

DESCRIPTION	WEEKDAY	MIN DAYS 'TIL NEXT EVENT	DATE	TIME
GRANICUS DEADLINE	**TUESDAY**		**12 August 2025**	10:00 AM
FINAL BID/RFP DOCUMENTS TO CP	**THURSDAY**	**2**	**14 August 2025**	
AGENDA MEETING	**TUESDAY**	**5**	**19 August 2025**	1:00 PM
COUNCIL MEETING	**WEDNESDAY**	**1**	**20 August 2025**	6:00 PM
POSTING ON PENNBID	**THURSDAY**	**1**	**21 August 2025**	
ADVERTISEMENT REQUEST TO NEWSPAPER(S)				
ADVERTISEMENT PUBLICATION IN NEWSPAPER(S)	**TUESDAY**	**5**	**26 August 2025**	
WALKTHROUGH/PRE-BID/PROPOSAL CONFERENCE	**THURSDAY**	**16**	**11 September 2025**	11:00 AM
FINAL DAY FOR BIDDER'S QUESTIONS	**THURSDAY**	**7**	**18 September 2025**	2:00 PM
FINAL DAY FOR ADDENDUM ANSWERS	**WEDNESDAY**	**13**	**1 October 2025**	2:00 PM
BID OPENING/RFP SUBMISSION DEADLINE	**WEDNESDAY**	**14**	**15 October 2025**	11:00 AM
PURCHASING EVALUATION/RECOMMENDATION	**FRIDAY**	**2**	**17 October 2025**	1:30 PM
DE-SCOPE/PRE-AWARD/INTERVIEW	**WEDNESDAY**	**12**	**29 October 2025**	TBD
TABULATION & RECOMMENDATION	**THURSDAY**	**1**	**30 October 2025**	4:30 PM
DEPARTMENT AWARDEE RECOMMENDATION	**FRIDAY**	**1**	**31 October 2025**	2:30 PM
GRANICUS DEADLINE	**MONDAY**	**3**	**3 November 2025**	3:00 PM
CONTRACT TO BE PREPARED & SENT TO AWARDEE	**WEDNESDAY**	**2**	**5 November 2025**	4:30 PM
AGENDA MEETING	**MONDAY**	**5**	**10 November 2025**	10:00 AM
COUNCIL MEETING	**WEDNESDAY**	**2**	**12 November 2025**	6:00 PM
CLERK'S APPROVAL NOTICE/RESOLUTION	**FRIDAY**	**2**	**14 November 2025**	
FULLY EXECUTED CONTRACT (ANTICIPATED)	**TUESDAY**	**4**	**18 November 2025**	
ANTICIPATED COMMENCEMENT OF WORK				
ANTICIPATED TIME FOR COMPLETION				

OFFICE OF THE COUNTY CLERK
GOVERNMENT CENTER BUILDING
201 W. FRONT STREET
MEDIA, PENNSYLVANIA 19063
(610) 891-4260

COUNCIL
DR. MONICA TAYLOR, CHAIR
RICHARD R. WOMACK, VICE CHAIR
KEVIN M. MADDEN
ELAINE PAUL SCHAEFER
CHRISTINE A. REUTHER

SHARON A. SCATTOLINO
COUNTY CLERK

INTEROFFICE MEMO

TO: Danielle Floyd – Public Works

FROM: Sharon A. Scattolino, County Clerk Sha. Scattolino

DATE: May 21, 2025

County Council approved, at their regular meeting held May 21, 2025, to reject the bids received for the 1724 Chester Courthouse Rehabilitation.

If you have any questions, please do not hesitate to contact me.

cc: File

AGENDA ITEM NO. 10.C

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Patti Pinizzotto,Facilities Management
ITEM TYPE:	Advertisement
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to advertise for masonry repairs to the Fronefield Building Exterior and the Government Center Courtyard Fountain. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	01-0428-623000
ESTIMATED/ACTUAL COST OF REQUEST:	200.00
FUNDING SOURCE:	County Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Palmer Masonry Restoration quotes & Bid Timeline attached
ATTACHMENTS:	

AGENDA ITEM NO. 10.D

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Patti Pinizzotto,Facilities Management
ITEM TYPE:	Advertisement
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to advertise for the removal and replacement of various sidewalk areas around the Courthouse Complex. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	01-0428-623000
ESTIMATED/ACTUAL COST OF REQUEST:	200.00
FUNDING SOURCE:	County Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Drumheller Construction estimate attached (Costars Contract #029-E22-079) Bid Timeline attached
ATTACHMENTS:	

AGENDA ITEM NO. 10.E

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Maria Cerino,CID
ITEM TYPE:	Grant
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to utilize the Insurance Fraud Grant to purchase a 2025 Chevrolet Equinox for $35,991.21. This new vehicle is for the new detective on the Insurance Fraud Grant. The grant will reimburse to the Capital in the amount of $2,000.00 per quarter. The 2626 grant was approved by Council which included a new detective position with a new vehicle. This request is not in the 2025 CIP and not in the amended 2025 CIP that was just approved by Council. This new vehicle is not a replacement. Subject to Solicitors' approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	2626-1946-706001
ESTIMATED/ACTUAL COST OF REQUEST:	$35,991.21
FUNDING SOURCE:	Grant
REVENUE TYPE:	
PURCHASING:	
GRANTS:	Approval to Accept Grant
ADDITIONAL COMMENTS:	

ATTACHMENTS:
Prior Approvals for this Grant
Ins Fraud vehicle Equinox.pdf

OFFICE OF THE COUNTY CLERK
GOVERNMENT CENTER BUILDING
201 W. FRONT STREET
MEDIA, PENNSYLVANIA 19063
(610) 891-4260

COUNCIL
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RICHARD R. WOMACK, VICE CHAIR
KEVIN M. MADDEN
ELAINE PAUL SCHAEFER
CHRISTINE A. REUTHER

SHARON A. SCATTOLINO
COUNTY CLERK

INTEROFFICE MEMO

TO: Jack Stollsteimer – District Attorney

FROM: Sharon A. Scattolino, County Clerk Sha. Scatt

DATE: April 3, 2025

County Council approved, at their regular meeting held April 2, 2025, apply for the Insurance Fraud Prevention Authority grant from July 1, 2025 to June 30, 2026 in the amount of $823,049.00.

If you have any questions, please do not hesitate to contact me.

cc: File

AGENDA ITEM NO. 9.E

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	April 2, 2025
SUBMITTED BY:	Lori Swierczek,CID
ITEM TYPE:	Grant
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to apply for the Insurance Fraud Prevention Authority grant from July 1, 2025 to June 30, 2026 in the amount of $823,049.00. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	2625-1946
ESTIMATED/ACTUAL COST OF REQUEST:	$823,049.00
FUNDING SOURCE:	Grant
REVENUE TYPE:	
PURCHASING:	
GRANTS:	Approval to Submit Grant
ADDITIONAL COMMENTS:	

ATTACHMENTS:
IFPA Grant Renewal Application.pdf

DELAWARE COUNTY DISTRICT ATTORNEY

INSURANCE FRAUD PREVENTION AUTHORITY

GRANT RENEWAL APPLICATION FY 25-26

Insurance Fraud Prevention Authority Grant, 2025-2026

Approval to Apply.

Grant funding since 2000.

TERM: One year – FY 25-26 / July 1, 2025 – June 30, 2026

From: Pennsylvania Insurance Fraud Prevention Authority

Yearly Amount: $823, 049.00

Funding covers:

- 100% of 3 Detectives (Salaries/Benefits)
- 50% of the Deputy District Attorney and Analyst Salaries/Benefits
- All investigation expenses.

No county monies required.

IFPA Grant Renewal Application

Grantee Name: Delaware DA

Address: 201 W. Front Street

City: Media State: PA Zip: 19063

EIN Tax ID#: 23-6003046 Program Start Date: 7/1/25 Program End Date: 6/30/26

Enter Amounts as numbers with 2 digit decimal, i.e. 345567.12

Year 1 Grant $$ Amount: $823,049.00

Year 2 Grant $$ Amount:

Total $$ Requested: $823,049.00

Certification

I certify that I have been provided a copy of the IFPA's Grantee Procedures Manual and that any and all grant monies awarded in connection with this Application for Grant Renewal will be used solely to effectuate the purposes of the Insurance Fraud Prevention Act (Act 166 of 1994, as re-stated by Act 147 of 2002 at Article XI of the Insurance Department Act of 1921) as per Sections 1102 and 1123(b) of said Act.

Name & Title of Authorized Official: Jack Stollsteimer

Phone Number 610-891-4168 Email: stollsteimerj@co.delaware.pa.us

Signature of Authorized Official (required if this form is printed, signed and returned the IFPA by US Mail. No signature is required if submitted by email, as date of emailing will be the date of application)

3/11/25

Date

Reset Form

OFFICE OF THE DISTRICT ATTORNEY

CRIMINAL INVESTIGATION DIVISION

DELAWARE COUNTY COURTHOUSE

MEDIA, PENNSYLVANIA 19063

610.891.4700

INSURANCE FRAUD PREVENTION AUTHORITY GRANT, 2025-2026

Increases to Budget

PERSONNEL

The requested personnel budget reflects increases in Salary and Benefits for grant funded employees. The Detective's salary (100% funded by the grant) increase is per FOP contract, including education, clothing allowance and longevity. The Analyst and Assistant District Attorney (both funded 50% by the grant) salary increase reflects the 3.75% increase that the County gives to non-bargaining employees. The benefit amount is based on the percentage provided by the County of Delaware. There are currently two detectives on the Insurance Fraud Grant. Due to rising Insurance Fraud referrals our agency is requesting additional funding for a third detective. This request is for the Detective's salary and insurance benefits. The salary for the third detective is $119,203.00 and the detective benefits are $62,832.00. Referrals are received by NICB, Insurance companies and the Attorney General's Office. In 2024 there was a 14.6% increase in referrals and a 6.45% increase in arrests from 2023. To date in 2025 there is a 150% increase in referrals from 2024. During 2024 Delaware County Detectives have taken the initiative of talking and negotiating with tow companies on behalf of insured residents in regard to inflated fees. This has deemed to be successful since we lack legislation and tow companies have reimbursed money to insurance companies. The referrals in Delaware County have also increased due to a collaborative effort with the Philadelphia Police Tow Task Force investigating the abundance reports of illegal or unethical methods for tow companies to maximize their profits in the city of Philadelphia.

A significant case in the Insurance Fraud Unit:

In October 2023, CID Detectives Steven Cortese and Timothy Deery were contacted by Independence Blue Cross about alleged Insurance Fraud being committed by Dr. Thomas Graziano at Advanced Chiropractic Center located at 580 Reed Road, Unit 8A, Broomall, Pennsylvania, 19008. The alleged fraud centered around the billing practices of Dr. Graziano as it pertained to massages given in the office by a massage therapist. According to Blue Cross, any massage or therapeutic procedure being billed by Dr. Graziano was to be conducted by Dr. Graziano only. During a five-year period between January 1, 2018 to September 8, 2023 Dr. Graziano billed Independence Blue Cross, Aetna, and Highmark Insurance companies $7,172,273.49 and he was paid $718,066.47, which is the restitution amount.

Detectives were supplied Insurance Cards from Independence Blue Cross in fictitious names and went to Dr. Graziano's office in an undercover capacity to be treated and billed for chiropractic services including

massages. Dr. Graziano conducted the chiropractic treatment but a massage therapist gave the massages. Detectives learned Dr. Graziano was out of the office from February 14, 2023 until May 1, 2023 but continued to bill Independence Blue Cross, Aetna and Highmark Insurance for massages he allegedly gave patients. Dr. Graziano was paid a total of $34,655.96 during the time he was out of the office.

On September 18, 2024 CID Detectives executed a search warrant at Advanced Chiropractic Center. Dr. Graziano was present at the time the warrant was executed. Dr. Graziano provided detectives with a statement and explained his billing procedures. Files and electronic records were seized and confirmed that Independence Blue Cross, Aetna, and Highmark Insurance companies were the primary victims of Dr. Graziano's insurance fraud and theft. Detectives interviewed a large number of Dr. Graziano's patients. None were given a massage by Dr. Graziano as required. Dr. Graziano was arrested on December 12, 2024, and his case is in the court system.

LINE ITEMS

The increase in **Vehicle** is to cover the cost of maintaining three vehicles, one for each detective. A third detective has been requested. This budget increase will allow an increase in the monthly lease payment for a third vehicle.

The increase in **Gas/Maintenance** to cover the cost of high fuel prices and maintenance to three vehicles. A third detective has been requested and a third vehicle would be added.

The increase in **Miscellaneous Supplies** is to cover the high cost of office supplies and materials needed for the Insurance Fraud grant. Office Supplies consist of paper products, postage, desk supplies, computer products and all other office supplies.

The increase in **Contracted Services** is to cover the cost of increase in software subscriptions.

The increase in **Overtime** is to cover the increase in detective salary and to cover overtime for the requested third detective.

Delaware District Attorney

Budget Request

(2025-2026)

	Current Budget (2 detectives)	Requested Budget (2 detectives)	Requested Budget (3 detectives,3 vehicles)
ADA	$41,200.00	$39,300.00	$39,300.00
Analyst	$25,498.00	$26,455.00	$26,455.00
Detective (2)	$238,676.00	$246,993.00	$366,196.00
Vehicle (2)	$16,000.00	$16,000.00	$24,000.00
Overtime	$35,000.00	$40,000.00	$45,000.00
Gas/Maintenance	$11,000.00	$12,000.00	$13,000.00
Misc. Supplies	$3,750.00	$4,000.00	$4,000.00
FICA	$30,000.00	$22,916.00	$31,859.00
Travel	$35,000.00	$35,000.00	$35,000.00
Contracted Services	$4,200.00	$4,400.00	$4,400.00
Equipment	$10,000.00	$10,000.00	$10,000.00
Benefits	$156,768.00	$161,000.00	$223,839.00
TOTAL:	**$606,169.00**	**$618,064.00**	**$823,049.00**

2025-2026 IFPA FUNDED PERSONNEL

Detective, Vincent Port (100%)

610.891.5337

portv@co.delaware.pa.us

Detective, Christopher Karr (100%)

610.891.4506

karrc@co.delaware.pa.us

Assistant District Attorney, Nicholas McGuire (50%)

610.891.8475

mcguiren@co.delaware.pa.us

Analyst, Lori Swierczek (50%)

610.891.4685

swierczekl@co.delaware.pa.us

OFFICE OF THE COUNTY CLERK
GOVERNMENT CENTER BUILDING
201 W. FRONT STREET
MEDIA, PENNSYLVANIA 19063
(610) 891-4260

COUNCIL
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ELAINE PAUL SCHAEFER
CHRISTINE A. REUTHER

SHARON A. SCATTOLINO
COUNTY CLERK

TO: Jack Stollsteimer – District Attorney

FROM: Sharon A. Scattolino, County Clerk

DATE: June 20, 2025

County Council approved, at their regular meeting held June 18, 2025, to accept the Insurance Fraud Prevention Authority grant for a one-year (1) term from July 1, 2025, to June 30, 2026, in the amount not to exceed $823,049.00.

If you have any questions, please do not hesitate to contact me.

cc: File

AGENDA ITEM NO. 8.C

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	June 18, 2025
SUBMITTED BY:	Lori Swierczek,CID
ITEM TYPE:	Grant
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to accept the Insurance Fraud Prevention Authority grant for a one-year (1) term from July 1, 2025, to June 30, 2026, in the amount not to exceed $823,049.00. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	2625-1946
ESTIMATED/ACTUAL COST OF REQUEST:	$823,049.00
FUNDING SOURCE:	Grant
REVENUE TYPE:	
PURCHASING:	
GRANTS:	Approval to Accept Grant
ADDITIONAL COMMENTS:	

ATTACHMENTS:
PA Insurance Fraud Prevention Auth. Contract for Leg. Grant Program.pdf

Insurance Fraud Prevention Authority Grant, 2025-2026

Approval to Accept

Grant funding since 2000

Term: One Year – FY25-26 / July 1, 2025 – June 30, 2026

From: Pennsylvania Insurance Fraud Prevention Authority

Yearly Amount: $823,049.00

Quarterly Amount: $205,762.25

Funding Covers:

- 100% of 3 Detectives (Salaries/Benefits) *1 new position
- .50% of the Assistant District Attorney and Analyst Salaries/Benefits. Salaries and benefits shared with Auto Theft grant.
- All investigation expenses including an additional vehicle.

No county monies required

**The Insurance Fraud Prevention Authority approved funding for a third detective on the grant due to rising Insurance Fraud referrals. In 2024 there was a 14.6% increase in referrals and 6.45% increase in arrests in Delaware County from 2023. To date in 2025 there is a 150% increase in referrals in Delaware County from 2024. During 2024 Delaware County Detectives have taken the initiative of talking and negotiating with tow companies on behalf of insured residents in regard to inflated fees. This has deemed to be successful since we lack legislation and tow companies have reimbursed money to insurance companies. The referrals in Delaware County have also increased due to a collaborative effort with the Philadelphia Police Tow Task Force investigating the abundance of reports of illegal or unethical methods for tow companies to maximize their profits in the city of Philadelphia.

Chapman Fleet & Government
Jerry Dowling | 215-353-2066 | gdowling@chapmanautogroup.com

Delaware County Office of the District Attorney

Prepared For: Ed Silberstein

610-891-3974

silbersteine@co.delaware.pa.is

Vehicle: [Fleet] 2025 Chevrolet Equinox (1PT26) AWD 4dr LT w/2LT



Chapman Fleet & Government
Jerry Dowling | 215-353-2066 | gdowling@chapmanautogroup.com

Vehicle: [Fleet] 2025 Chevrolet Equinox (1PT26) AWD 4dr LT w/2LT (✔ Complete)

Quote: Delaware County District Attorney 2025 Equinox

Quote Worksheet

	MSRP
Base Price	$30,600.00
Dest Charge	$1,395.00
Total Options	$1,045.00
Subtotal	**$33,040.00**
CoStars 013-E22-232	($1,062.00)
Upfit - Elite Estimate: N12190 (Attached)	$4,013.21
Subtotal Pre-Tax Adjustments	**$2,951.21**
Less Customer Discount	$0.00
Subtotal Discount	**$0.00**
Trade-In	$0.00
Subtotal Trade-In	**$0.00**
Taxable Price	**$35,991.21**
Sales Tax	$0.00
Subtotal Taxes	**$0.00**
Subtotal Post-Tax Adjustments	**$0.00**
Total Sales Price	**$35,991.21**

Comments:

Every attempt will be made by to schedule the production of this vehicle. However, due to unforeseen circumstances such as plant downtime or commodity issues, this may not be possible in certain instances. Acceptance of an order by General Motors, Ford Motor Company or Stellantis Automobile Corporation and the Chapman Auto Group does not constitute a commitment to build or a guaranteed delivery date. Furthermore, General Motors, Ford Motor Company or Stellantis Automobile Corporation no longer offers model year price protection should the order not get built and needs to be re-ordered in the next model year.

Due to increased floor plan costs because of high interest rates, payment for the truck/chassis will need to be paid within 30 days of the truck/chassis landing at the dealership. The balance for the upfit, can be paid 30 days after the completed truck is delivered to the customer. This will ensure that you get the complete benefits of the factory warranty from date of delivery.

Dealer Signature / Date

Customer Signature / Date

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 25864, Data updated Jul 1, 2025 6:52:00 PM PDT

Vehicle: [Fleet] 2025 Chevrolet Equinox (1PT26) AWD 4dr LT w/2LT (Complete)

Quote: Delaware County District Attorney 2025 Equinox

Selected Model and Options

MODEL

CODE	MODEL	MSRP
1PT26	2025 Chevrolet Equinox AWD 4dr LT w/2LT	$30,600.00

COLORS

CODE	DESCRIPTION
	Summit White

EMISSIONS

DESCRIPTION	MSRP
Emissions, Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont, Virginia and Washington state requirements	$0.00

ENGINE

DESCRIPTION	MSRP
Engine, 1.5L Turbo DOHC 4-cylinder, SIDI, VVT	$0.00

TRANSMISSION

DESCRIPTION	MSRP
Transmission, 8-speed automatic	$0.00

AXLE

DESCRIPTION	MSRP
Axle, 3.47 final drive ratio	$0.00

PREFERRED EQUIPMENT GROUP

DESCRIPTION	MSRP
LT Preferred Equipment Group	$0.00

WHEELS

DESCRIPTION	MSRP
Wheels, 19" (48.3 cm) Black painted aluminum	Inc.

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 25864, Data updated Jul 1, 2025 6:52:00 PM PDT

Chapman Fleet & Government
Jerry Dowling | 215-353-2066 | gdowling@chapmanautogroup.com

Vehicle: [Fleet] 2025 Chevrolet Equinox (1PT26) AWD 4dr LT w/2LT (✓ Complete)

Quote: Delaware County District Attorney 2025 Equinox

TIRES		
	DESCRIPTION	**MSRP**
	Tires, 235/55R19, all-season blackwall	Inc.

PAINT		
	DESCRIPTION	**MSRP**
	Summit White	$0.00

SEAT TYPE		
	DESCRIPTION	**MSRP**
	Seats, front bucket	$0.00

SEAT TRIM		
	DESCRIPTION	**MSRP**
	Black, Cloth seat trim	$0.00

ADDITIONAL EQUIPMENT - PACKAGE		
	DESCRIPTION	**MSRP**
	Midnight Edition	$1,045.00

ADDITIONAL EQUIPMENT - EXTERIOR		
	DESCRIPTION	**MSRP**
	Roof rails	Inc.
	Mirror caps, high gloss Black	Inc.
	License plate front mounting package	$0.00
	Options Total	**$1,045.00**

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 25864, Data updated Jul 1, 2025 6:52:00 PM PDT

Vehicle: [Fleet] 2025 Chevrolet Equinox (1PT26) AWD 4dr LT w/2LT (✔ Complete)

Quote: Delaware County District Attorney 2025 Equinox

Standard Equipment

Package	
	Convenience Package I includes (BTV) Remote Start, (DAE) illuminated visor vanity mirrors, (KA1) driver and front passenger heated seats, (KI3) heated steering wheel and (WLM) remote express-up/-down driver and express-down all passengers
	Chevy Safety Assist includes Automatic Emergency Braking, Front Pedestrian Braking, Lane Keep Assist with Lane Departure Warning, Following Distance Indicator, (UEU) Forward Collision Alert and IntelliBeam (Automatic Emergency Braking replaced by (UGN) Enhanced Automatic Emergency Braking. Lane Keep Assist with Lane Departure Warning replaced by (UKM) Enhanced Lane Keep Assist with Lane Departure Warning. Front Pedestrian Braking replaced by standard Front Pedestrian and Bicyclist Braking.)
Mechanical	
	Engine, 1.5L Turbo DOHC 4-cylinder, SIDI, VVT (STD)
	Transmission, 8-speed automatic (STD)
	Axle, 3.47 final drive ratio (AWD only.)
	Fuel, gasoline, E15
	Automatic Stop/Start
	All-wheel drive
	Suspension, front MacPherson strut
	Suspension, rear 4-link
	Battery, 70AH, 12V, 760 cold-cranking amps
	Alternator, 130 amps
	GVWR, 4850 lbs. (2200 kg) (AWD only.)
	Brake, automatic vehicle hold
	Brakes, 16" front sliding caliper disc, 16" rear sliding caliper disc
	Brake lining wear indicator
	Brake rotor, FNC
	Exhaust, turned down, hidden
	Mechanical jack with tools
Exterior	
	Wheels, 17" (43.2 cm) Grazen Metallic machined-face aluminum (STD)
	Tires, 235/65R17, all-season blackwall (STD)
	Wheel, compact spare 17" (43.2 cm) steel
	Tire, compact spare, T125/70R17, blackwall
	Shutters, front upper and lower grille, active

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Vehicle: [Fleet] 2025 Chevrolet Equinox (1PT26) AWD 4dr LT w/2LT (Complete)

Quote: Delaware County District Attorney 2025 Equinox

Exterior	
	Headlamps, LED
	IntelliBeam, automatic high beam on/off
	Tail lamps, LED
	Glass, deep-tinted, rear
	Window, rear side, solar absorbing, privacy tinting
	Mirror caps, body-color
	Mirrors, outside heated power-adjustable, manual-folding
	Liftgate, rear manual
Entertainment	
	Audio system feature, standard speaker system
	Infotainment, High
	SiriusXM Trial Subscription (IMPORTANT: The SiriusXM trial subscription is not provided on vehicles that are ordered for Fleet Daily Rental ("FDR") use. Trial subscription is subject to the SiriusXM Customer Agreement and privacy policy, visit www.siriusxm.com which includes full terms and how to cancel. All fees, content, features, and availability are subject to change.)
	5G vehicle connectivity (Terms and limitations apply. See onstar.com or dealer for details.)
	Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)
	Wireless Apple CarPlay/Wireless Android Auto
	Google Automotive Services capable
	Noise control system, active noise cancellation
	USB Ports, 2 type-C located on back of center console, charge only
	USB Ports, 2, one type-A and one type-C data/charge, located in the front area of the center console
Interior	
	Seats, front bucket (STD)
	Seat trim, Cloth
	Seats, heated driver and front passenger
	Seat adjuster, driver 6-way manual
	Seat adjuster, front passenger 4-way manual
	Headrest, rear center
	Armrest, rear center, fold-down with 2 cupholders
	Floor mats, carpeted rear
	Steering wheel, 3-spoke

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Vehicle: [Fleet] 2025 Chevrolet Equinox (1PT26) AWD 4dr LT w/2LT (✔ Complete)

Quote: Delaware County District Attorney 2025 Equinox

Interior	
	Steering wheel, heated, automatic
	Steering column, tilt and telescoping
	Speedometer, miles/kilometers
	Driver Information Center 11" diagonal Driver Information Center
	Display, AOS occupant sensing
	11.3" diagonal advanced color LCD display with Google Built-In compatibility including navigation capability, connected apps, Natural Voice Recognition and Phone Integration for Wireless Apple CarPlay/Wireless Android Auto for compatible phones
	Vehicle health management
	Windows, remote express-up/-down driver and express-down all passengers
	Keyless Open and Start
	Remote Start
	Adaptive Cruise Control
	Remote panic alarm
	Air conditioning, single-zone
	Defogger, rear-window electric
	Air filter, pollutant
	Mirror, inside rearview manual day/night
	Visors, driver and front passenger illuminated vanity mirrors, covered
	Map pocket, driver seatback
	Map pocket, front passenger seatback
	Cargo mat, load floor
	Power outlet, cargo area auxiliary, 12-volt
Safety-Mechanical	
	Enhanced Automatic Emergency Braking
	Intersection Automatic Emergency Braking intersection alert, braking
Safety-Interior	
	Airbags, Dual-stage frontal airbags for driver and front passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal passenger airbag
	Airbag, Passenger Sensing System sensor indicator inflatable restraint, front passenger/child presence detector (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

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Vehicle: [Fleet] 2025 Chevrolet Equinox (1PT26) AWD 4dr LT w/2LT (✓ Complete)

Quote: Delaware County District Attorney 2025 Equinox

Safety-Interior	
	OnStar Services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)
	OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (OnStar Basics includes remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. For MY25 vehicles, OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)
	Rear Park Assist
	HD Rear Vision Camera
	Forward Collision Alert
	Following distance indicator
	Front Pedestrian and Bicyclist Braking
	Rear Cross Traffic Braking
	Reverse Automatic Braking
	Blind Zone Steering Assist
	Lane Keep Assist with Lane Departure Warning, enhanced
	Side Bicyclist Alert
	Occupant Presence Detection, front and rear
	Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use
	Safety Alert Seat
	Seat Belt Adjustable Guide Loops
	Rear Seat Reminder

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Chapman Fleet & Government
Jerry Dowling | 215-353-2066 | gdowling@chapmanautogroup.com

Vehicle: [Fleet] 2025 Chevrolet Equinox (1PT26) AWD 4dr LT w/2LT (✓ Complete)

Quote: Delaware County District Attorney 2025 Equinox

WARRANTY

Warranty Note: <<< Preliminary 2025 Warranty >>>
Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Drivetrain Note: Certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Corrosion Years (Rust-Through): 6
Corrosion Years: 3
Corrosion Miles/km (Rust-Through): 100,000
Corrosion Miles/km: 36,000
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000
Roadside Assistance Note: Certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Maintenance Note: First Visit: 12 Months/12,000 Miles

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AGENDA ITEM NO. 10.F

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Maria Cerino,CID
ITEM TYPE:	Grant
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to apply for a grant to obtain a K9 dog for ICAC through Our Rescue. Expensive will be paid through the Non-profit for the K9. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	TBD
ESTIMATED/ACTUAL COST OF REQUEST:	TBD
FUNDING SOURCE:	Grant
REVENUE TYPE:	
PURCHASING:	
GRANTS:	Approval to Submit Grant
ADDITIONAL COMMENTS:	

ATTACHMENTS:
Application for K9 assistance 2025.docx

APPLICATION FOR K9 ASSISTANCE

Most have found it's easiest to copy and paste the list of questions into a word document or email and write their corresponding responses in red font. These questions do not need to be answered in formal paragraph format.

1. What is the name of your Agency? Delaware County District Attorney's Office Criminal Investigation Division (CID)
2. Will you be my main point of contact? If so, what is your full name and rank (if applicable)
   James E. Nolan, IV – Chief of Detectives (Nolanj@co.delaware.pa.us)
   Maria Cerino – Intelligence Analyst (cerinom@co.delaware.pa.us)
3. How many sworn Officers does your agency have? 43
4. What cities/region are within your agency's jurisdiction? What is the resident population of the area you serve? Delaware County; approximately 576,830
5. What equipment is being requested, and what is the cost? K9 Dog
6. Can your agency entertain a cost share scenario for this request? If so, how much is your agency willing to contribute? No
7. Will the new equipment be made available to any neighboring agencies to use? If so, how many other agencies rely on you for digital forensics? Yes, we assist all 43 boroughs/townships within Delaware County and are the Central repository for PA ICAC
8. How many phones/electronic devices have been processed by your agency in the past 12 months using the equipment available to you at other agencies? (If you already have your own equipment but have reached out to us in hopes of finding funding for upgraded or new equipment, please state how many electronic extractions you've performed at your department using the equipment you already have.) Since 2023 to current, CID has worked on approximately 600 cases considered to be cybercrimes (not including other PA ICAC cases). The forensic lab in CID has gone through 1,632 pieces of evidence. We have assisted other agencies within Delaware County for about 90 cases of cybercrimes. CID has also examined 79 TB of evidence. There are approximately 85 sexual assault, 3 indecent assaults, and 11 human trafficking cases for computer/device extractions.
9. How many search warrants related to human trafficking/exploitation or ICAC operations have been served by your agency or unit within the past 12 months?
   CID has conducted approximately 57 related to human trafficking/exploitation or ICAC operations within the last 12 months.
10. Any ICAC or similar affiliations? The Delaware County DA Office CID is the Central repository for PA ICAC
11. How many CyberTips has your agency investigated within the past 12 months? In 2024 Delaware County CID investigated 298 Cybertips, and in 2025 CID investigated 126 Cybertips so far;

However, CID is the PA ICAC central repository and assigns Cybertips out to all of PA agencies and affiliates if ICAC. PA ICAC has processed approximately 22,758 Cybertips within the 12 months.

12. Are you confident your agency will be able to prove the relevance and necessity of this new equipment to the proper personnel to sustain funding for future years? How does your agency plan to do this? Yes. Equipment and assignments are at the discretion of the Chief, and I am committed to this venture.
13. Will your agency share your successes with OUR through quarterly reporting? Yes
14. Is your agency in the middle of any bad publicity, or has it recently recovered from negative press? No
15. How is your department's relationship with the city or county stakeholders? (Council, Mayor, etc.) Great relationship with all stakeholders
16. Please include the name/s and email address of all individuals your agency will require to approve and sign the final O.U.R MOU document, if this request is to be awarded to your agency. (i.e. Chief, Sheriff, Mayor, City/County Attorney, etc.) Jack Stollsteimer, stollsteimerj@co.delaware.pa.us; James E. Nolan, nolanj@co.delaware.pa.us
17. Is there anything else that you want us to know about your agency? We are the Central repository for PA ICAC as such lead the ICAC mission for PA
18. How did you hear of OUR Rescue? National ICAC Commanders Meeting

K9 candidates please see page 2 for additional questions specific to the K9 program

Specific to potential K9 candidates:

These questions only need to be answered by those applying for assistance with the Jordan Detection ESD K9 program.

1. Tell me about their strategy and plans with the dog.
   Delaware County CID plans to utilize the dog to help locate electronics while on search warrants for ICAC cases. This will be beneficial for detectives to ensure they collect all electronic evidence. We also plan to utilize the dog as an emotional support animal for those investigating the cases as well as victims.
2. Is the handler a dedicated fit or is it a part time assignment?
   The handler is a dedicated fit

3. PR components. Will you plan to use the dog for education and community events, victim/witness support, etc.?
   Yes
4. Will the handler be in assignment for 5+ years barring any unforeseen events?
   Yes
5. Will the agency allow the dog to be deployed throughout the region?
   Yes
6. Please provide the selected handler's name, email and contact number for future correspondences.
   - Name: Lisa DeMartini

- Title: Detective
- Contact number: 610-891-4136
- Email: Demartinil@co.delaware.pa.us

AGENDA ITEM NO. 10.G

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Maria Cerino,CID
ITEM TYPE:	Grant
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to apply for a grant for additional funding for the forensic labs in CID. The nonprofit "Our Rescue" will be supplying the funding. Requesting approximately $325,000.00 for various forensic equipment. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	TBD
ESTIMATED/ACTUAL COST OF REQUEST:	TBD
FUNDING SOURCE:	Grant
REVENUE TYPE:	
PURCHASING:	
GRANTS:	Approval to Submit Grant
ADDITIONAL COMMENTS:	

ATTACHMENTS:
Application for Assistance 2025 (1).docx

Application for Assistance

This opportunity is open for all Law Enforcement working to combat human trafficking and child exploitation. Please fill out the requested details below for us to learn more about your agency.

1. Agency name and Location.
   Delaware County District Attorney Office Criminal Investigation Division (CID)
2. Name and Title of the Agency point of contact.
   Maria Cerino – Intelligence Analyst (cerinom@co.delware.pa.us)
   James E. Nolan, IV – Chief of Detectives (Nolanj@co.delaware.pa.us
3. How many sworn officers does your agency have?
   43
4. What is the resident population of the jurisdiction your agency serves? If your lab serves a broader region, what is the total population of that region?
   Delaware County; approximately 576,830
5. Does your agency have its own digital forensic equipment, or do you rely on outsourcing to another lab? If outsourcing, what is the typical turnaround time for processing devices?
   Yes, CID has some of their own forensic equipment. Outsource when necessary to RCFL (FBITF) as needed approximately 20 to 30 day turn around is common dependent upon intricacy.
6. Approximately how many phones or electronic devices has your agency processed in the past 12 months?
   The forensic lab in CID has gone through 1,632 pieces of evidence. CID has also examined 79 TB of evidence.
   a. Of the total number of phones or devices processed by your agency, approximately how many were related to CSAM or human trafficking cases?

      Since 2023 to current, CID has assisted other agencies within Delaware County for about 90 cases of cybercrimes. There are approximately 85 sexual assault, 3 indecent assaults, and 11 human trafficking cases for computer/device extractions.

7. How many search warrants related to human trafficking/exploitation or ICAC operations have been served by your agency or unit within the past 12 months?
   Delco CID has conducted approximately 57 related to human trafficking/exploitation or ICAC operations within the last 12 months.
8. Is your agency ICAC affiliated or similar?
   Yes, Delaware County CID is the central repository for PA ICAC
9. How is your department's relationship with the city or county stakeholders? (Council, Mayor, etc.)
   Great relationship with the stakeholders
10. Is there anything else that you want us to know about your agency? We are the central repository for PA ICAC

Assistance request -

If you are not sure what you would like to apply for yet, you may leave the second section of this form blank and one of our relationship managers will contact you to discuss what options may be available.

1. What equipment is being requested, and what is the cost?
   GrayKey Subscriptions - $90,000
   Cellebrite Renewal - $90,000
   Magnet Forensics Atlas - $55,000
   Magnet Forensics Review - $5,000
   X-Way Forensics - $6,500
   Forensics Explorer - $1,700
   Berla Vehicle Forensics - $2,500
   MOBILedit Forensics Pro - $15,000
   MOBILedit Smartwatch Forensics - $4,500
   Boxer Kit for JTAG/ISP - $2,000
   UP828P Chip Off Kit - $5,500
   USB Stabilizer - $5,200
   Amped FIVE - $3,000
   OSINT Software - $5,000
   FortGate FG-19G-BDL-950-36 - $5,000
   Digital Forensics Laptops - $4,000
   Forensics Processing Computer - $10,000
   Faraday Box with Camera - $10,000
2. Can your agency entertain a cost share scenario for this request? If so, how much is your agency willing to contribute?
   No
3. Will the new equipment be made available to any neighboring agencies to use? If so, how many other agencies rely on you for digital forensics?
   Yes, all agencies in Delaware County as well any neighboring counties. Assistance also provided to PA ICAC affiliates as requested.
4. Are you confident your agency will be able to prove the relevance and necessity of this new equipment to the proper personnel to sustain funding for future years? How does your agency plan to do this?
   Yes. Equipment and assignments are at the discretion of the Chief, and I am committed to this venture. Digital forensic investigations needs are outpacing what is readily available to law enforcement through normal budgetary acquisition.
5. Will your agency share your successes through quarterly reporting (for one year after receiving the donation)?
   Yes
6. If a grant is awarded, who would sign the MOU on DocuSign on behalf of your agency? (Rank, Name, and Email).
   Jack Stollsteimer, District Attorney, stollsteimerj@co.delaware.pa.us; James E. Nolan, IV, Chief of Detectives, nolanj@co.delaware.pa.us

AGENDA ITEM NO. 10.H

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Sharon Scattolino,County Clerk
ITEM TYPE:	Grant
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval of Grants by the Delaware County Interactive Gaming Revenue Authority in the aggregate amount of $147,356.00 as shown on the attached list. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	N/A
ESTIMATED/ACTUAL COST OF REQUEST:	N/A
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	Approval to Accept Grant
ADDITIONAL COMMENTS:	

ATTACHMENTS:
DCIGRA Update Request 07172025.pdf

Delaware County Interactive Gaming Revenue Authority
Summary of DCIGRA approved grants on July 17, 2025
(subject to County Council approval)

Listed below is a total of 20 DCIGRA grants for a total of $147,356

The following are for 2025 Special grants totaling $85,000 to 6 organizations with muliti-municipality or county-wide scope (subject to County Council approval)

- Approve one-time special grant of $25,000 to ChesPenn Health Services for Delaware County residents (subject to County Council approval)
- Approve one-time special grant of $12,500 to Delaware County Conservation District (subject to County Council approval)
- Approve one-time special grant of $12,500 to Darby Creek Valley Association (subject to County Council approval)
- Approve one-time special grant of $12,500 to Delco Sustainability Office (c/o The Foundation for Delaware County) (subject to County Council approval)
- Approve one-time special grant of $12,500 to Solarize Delco for outreach and/or solar installation through Solar Affordability Grants or non-profit property owners primarily serving low-income residents
- Approve one-time special grant of $10,000 to Safe Corridors (subject to County Council approval)

The following are for 2025 Emergency Services grants totaling $62,356 to 14 deparments/organizations (subject to County Council approval)

- Approve grant of $7,500 to Eddystone Police Department
- Approve grant of $5,000 to Yeadon Borough Police Department
- Approve grant of $7,500 to Upper Chichester Township Police Department
- Approve grant of $1,689.00 to Prospect Park Police Department
- Approve grant of $2,500 to Lower Chichester Township Police Department
- Approve grant of $5,000 to East Lansdowne Police Department
- Approve grant of $2,523 to City of Chester Bureau of Fire
- Approve grant of $2,500 to Eddystone Fire Company No. 1
- Approve grant of $7,500 to Newtown Township Police Department
- Approve grant of $4,835 to Lansdowne Police Department
- Approve grant of $7,500 to Upper Darby Township Police Department
- Approve grant of $5,000 to Township of Darby Police Department
- Approve grant of $2,500 to Lower Chichester Fire Company
- Approve grant of $809 to Media Fire & Hook & Ladder Co. No. 1

AGENDA ITEM NO. 10.I

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Danielle DiMatteo,Juvenile Court
ITEM TYPE:	Grant
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to submit and accept the grant continuation from the Pennsylvania Commission on Crime and Delinquency (PCCD) to support mandatory responsibilities assigned to Juvenile Probation (Prosecution) under the Crime Victims Act (Act 85 of 2002), the Juvenile Act, and Pennsylvania's Rules of Juvenile Court Procedure. The grant amount is for or $153,051.00. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	32-2366
ESTIMATED/ACTUAL COST OF REQUEST:	153,051.00
FUNDING SOURCE:	Grant
REVENUE TYPE:	
PURCHASING:	
GRANTS:	Approval to Accept Grant
ADDITIONAL COMMENTS:	No County Match; Year 2 Continuation

ATTACHMENTS:
ContractPage_44715-2.pdf

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Applicant Hereby Applies to the PCCD for Financial Support for the Within-Described Project:

PCCD USE ONLY

Reciept Date	Award Date	Grant Number(s)
		-- 44715-2

Type of Funds for which you are applying	Crime Victim Services and Compensation Fund (State CVSCP), Victims of Crime Act (Federal 16.575 VOCA), Victims of Juvenile Offenders (State VOJO)			
Applicant	**Name Of Applicant:** Delaware County Executive Director			
	Federal I.D: 23-6003046		**County:** Delaware	
	Street Address Line 1: 201 West Front Street			
	Address Line 2: County Government Center Building		**Address Line 3:**	
	City: Media		**State:** PA	**Zip:** 19063-2708
Recipient Agency	Delaware County Executive Director-JVC-Rasa , Delaware County Executive Director-JVC-VoJo			
Project Director	**Name:** Mrs. Ingrid Burd		**Title:** Supervisor Victim Services **Agency:** Delaware County Executive Director	
	Street Address Line 1: 201 West Front Street			
	Address Line 2: County Government Center Building		**Address Line 3:**	
	City: Media		**State:** PA	**Zip:** 19063-2708
	Phone: 610-891-4643	**Fax:** 610-566-2425 x566	**Email:** burdi@co.delaware.pa.us	
Financial Officer	**Name:** Supervisor Rich A Gevin, Jr.		**Title:** Supervisor **Agency:**	
	Street Address Line 1: 201 W. Front Street			
	Address Line 2:		**Address Line 3:**	
	City: Media		**State:** PA	**Zip:** 19063
	Phone: 484-846-0263	**Fax:**	**Email:** gevinr@co.delaware.pa.us	
Contact	**Name:** Ms. Danielle DiMatteo		**Title:** Director, Juvenile Court and Probation Services **Agency:** Delaware County	
	Street Address Line 1: 201 West Front Street			
	Address Line 2: Fronefield Buillding		**Address Line 3:**	
	City: Media		**State:** PA	**Zip:** 19063
	Phone: 610-891-4729	**Fax:** 610-891-4965	**Email:** dimatteod@co.delaware.pa.us	
Brief Summary of Project (Do Not Exceed Space Provided)	**Short Title** (May not exceed 50 characters) DCJCPS-VSP 2025-2026			
	Delaware County Juvenile Court & Probation Services Victim Services Program (DCJCPS-VSP) educates & provides all victims of county juvenile offenders of their rights as stated in the PA Victim Bill of Rights. Such as initial outreach, hearing/outcome notifications, restitution recovery, and referral for direct services			

Grant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	77,642.00
EMPLOYEE BENEFITS	47,455.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	695.00
CONSULTANTS	27,259.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	**153,051.00**

TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	153,051.00	100%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	0.00	
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	**153,051.00**	**100%**

Project Start Date: 1/1/2026 **Project End Date:** 12/31/2026

BUDGET DETAILS

A. AGENCY BUDGETS

BY RECIPIENT AGENCY	YEAR 2	TOTAL
Delaware County Executive Director-JVC-Rasa	20,265.00	**20,265.00**
Delaware County Executive Director-JVC-VoJo	132,786.00	**132,786.00**
Total:	**153,051.00**	**153,051.00**

Recipient Agency: Delaware County Executive Director-JVC-Rasa

BY CATEGORY	YEAR 2	TOTAL
PERSONNEL	0.00	**0.00**
EMPLOYEE BENEFITS	0.00	**0.00**
TRAVEL (INCLUDING TRAINING)	0.00	**0.00**
EQUIPMENT	0.00	**0.00**
SUPPLIES & OPERATING EXPENSES	686.00	**686.00**
CONSULTANTS	19,579.00	**19,579.00**
CONSTRUCTION	0.00	**0.00**
OTHER	0.00	**0.00**
Total:	**20,265.00**	**20,265.00**

Recipient Agency: Delaware County Executive Director-JVC-VoJo

BY CATEGORY	YEAR 2	TOTAL
PERSONNEL	77,642.00	**77,642.00**
EMPLOYEE BENEFITS	47,455.00	**47,455.00**
TRAVEL (INCLUDING TRAINING)	0.00	**0.00**
EQUIPMENT	0.00	**0.00**
SUPPLIES & OPERATING EXPENSES	9.00	**9.00**
CONSULTANTS	7,680.00	**7,680.00**
CONSTRUCTION	0.00	**0.00**
OTHER	0.00	**0.00**
Total:	**132,786.00**	**132,786.00**

Applicant Agency: Delaware County Executive Director

BY SOURCE	YEAR 2	TOTAL
FEDERAL	153,051.00	**153,051.00**
STATE	0.00	**0.00**
PROJECT INCOME	0.00	**0.00**
INTEREST	0.00	**0.00**
STATE MATCH	0.00	**0.00**
CASH MATCH (NEW APPROP.)	0.00	**0.00**
IN-KIND MATCH	0.00	**0.00**
PROJECT INCOME MATCH	0.00	**0.00**
Total:	**153,051.00**	**153,051.00**

BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director-JVC-Rasa

YEAR 2

SUPPLIES & OPERATING EXPENSES

Justification: Printing costs for forms and Victim Brochure provide in our initial outreach. The brochure contains a copy of the Victims Bill of Rights, Court term definitions, procedural timelines, important phone numbers, and local resources.

COST

Supply Item: Printing

Unit Cost Per Item	Quantity	% Applied To Grant	
2.00	343.00	100.00	686.00

Supplies & Operating Expenses - Year 2 Total: 686.00

CONSULTANTS - CONSULTANT

Justification: This budget item will continue to support 1.0 administrative support person (consultants) over the full term of the project. The individual (consultant) will be utilized to prepare and send initial notifications and case terminations, along with other routine notifications via mail. He/She will also be responsible for all filing, file reviews and archiving/purging files when cases are satisfied/closed based on standard protocols. Administrative support is needed to ensure timely notices. Work assignments are completed in the office situated within the Court house complex. Yes we competitively bid. The County competitively bids out for services and selected Monarch as the provider for all County Departments.

COST

Name / Position: Monarch - Administrative Services

Service Provided: Administrative Services

Cost per	Duration	
26.21 per Hour	x 747 Hour(s)	19,579.00

Consultants - Consultant - Year 2 Total: 19,579.00

YEAR 2 TOTAL: 20,265.00

BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director-JVC-VoJo

YEAR 2

PERSONNEL

Justification: This budget item supports two (2) full-time Victim Services Liaison positions and an overtime allowance to allow for better service to victims and offer administrative support over the full term of the project. The Victim Service Liaisons assume responsibility for answering most incoming victim calls, answering questions, and providing direction. Victim Service Liaisons will also engage in telephone outreach, when necessary to ensure victim notification in those situations when time is lacking to provide notice by mail. Victim Service Liaisons are responsible for accompanying victims and their significant others for court hearings and assisting and processing claims related to victim compensation. Administrative support is needed to ensure timely notices. Work assignments are completed by the Victim Liaisons in the office situated within the Courthouse complex. Most tasks are direct to victims, both face to face such as accompaniments and written correspondence. However, there is also indirect communication with other legal and social professionals. Approximately 1400 victims are served each year, with a minimum of 4 pieces of correspondence via notification and outcomes. Court hearings and work demands, such as phone calls and data entry, do not always lend itself to the traditional 8:30 -4:30 time frame, therefore OT is sometime necessary. All direct and indirect contact must be recorded in the Court's computer system. It will also support the estimated overtime expense related to matters that require attention or continued attention past regular business hours or victim availability.

				COST
Position:	VW Liaison			
Name:	Shelia Whitehead - Overtime			
	# Budgeted Hours / Week	**# Weeks**	**Hourly Pay Rate**	
	0.50	x 52	x 20.09	522.00
	Standard working hours per week: 35.000 hrs.		**% Budgeted Hours:** 1.429	
Position:	VW Liaision			
Name:	Mary Ponte			
	# Budgeted Hours / Week	**# Weeks**	**Hourly Pay Rate**	
	35	x 52	x 21.97	39,985.00
	Standard working hours per week: 35.000 hrs.		**% Budgeted Hours:** 100	
Position:	VW Liaision			
Name:	Sheila Whitehead			
	# Budgeted Hours / Week	**# Weeks**	**Hourly Pay Rate**	
	35	x 52	x 20.09	36,564.00
	Standard working hours per week: 35.000 hrs.		**% Budgeted Hours:** 100	
Position:	VW Liasision			
Name:	Mary Ponte- Over time			
	# Budgeted Hours / Week	**# Weeks**	**Hourly Pay Rate**	
	0.50	x 52	x 21.97	571.00
	Standard working hours per week: 35.000 hrs.		**% Budgeted Hours:** 1.429	

Personnel - Year 2 Total: **77,642.00**

BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director-JVC-VoJo

EMPLOYEE BENEFITS

Justification: This will cover expenses related to benefits for the two (2) full-time Victim Service Liaison positions for the entire term of the project. Rates are calculated based on the certified audit (Maximus) rate formula.

COST

Position: VW Liaision

Name: Mary Ponte

% Budgeted Hours: 100.00

Benefit	Other Benefit Name	Total Benefit Cost	Cost of Benefit paid by Grant	% Budgeted Cost
FICA	N/A	3,141.00	3,141.00	100.00
Worker's Compensation	N/A	218.00	218.00	100.00
Retirement	N/A	2,624.00	2,624.00	100.00
Unemployment Compensation	N/A	62.00	62.00	100.00
Other	Hospitalization	18,521.00	18,521.00	100.00
Other	Life Insurance	209.00	209.00	100.00
	Totals:	**24,775.00**	**24,775.00**	

Position: VW Liaision

Name: Sheila Whitehead

% Budgeted Hours: 100.00

Benefit	Other Benefit Name	Total Benefit Cost	Cost of Benefit paid by Grant	% Budgeted Cost
FICA	N/A	2,875.00	2,875.00	100.00
Retirement	N/A	2,402.00	2,402.00	100.00
Unemployment Compensation	N/A	56.00	56.00	100.00
Worker's Compensation	N/A	199.00	199.00	100.00
Other	Hospitalization	16,956.00	16,956.00	100.00
Other	Life Insurance	192.00	192.00	100.00
	Totals:	**22,680.00**	**22,680.00**	

Employee Benefits - Year 2 Total: **47,455.00**

SUPPLIES & OPERATING EXPENSES

Justification: DCJPS-VSP will utilize funds for printing and postage of envelopes for victim outreach and notifications.

COST

Supply Item: Printing - Forms

Unit Cost Per Item	Quantity	% Applied To Grant	
0.02	450.00	100.00	9.00

Supplies & Operating Expenses - Year 2 Total: **9.00**

BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director-JVC-VoJo

CONSULTANTS - CONSULTANT

Justification: This budget item will continue to support 1.0 administrative support person (consultants) over the full term of the project. The individual (consultant) will be utilized to prepare and send initial notifications and case terminations, along with other routine notifications via mail. He/She will also be responsible for all filing, file reviews and archiving/purging files when cases are satisfied/closed based on standard protocols. He/She will be expected to organize case files and prepare them for the liaison who handles the in court accompaniment. Administrative support is needed to ensure timely notices. Work assignments are completed in the office situated within the Court house complex. Yes we competitively bid. The County competitively bids out for services and selected Monarch as the provider for all County Departments.

			COST
Name / Position:	Monarch - Administrative Services		
Service Provided:	Administrative Services		
	Cost per	**Duration**	
	26.21 per Hour	x 293 Hour(s)	7,680.00

Consultants - Consultant - Year 2 Total: **7,680.00**

YEAR 2 TOTAL: 132,786.00

SECTIONS:

A. Executive Summary

Executive Summary - (length is limited to 5,000 characters; approximately one printed page)

1.

All applicants should fill out the following script and paste into the Executive Summary section:

The *[name of applicant]* is requesting $_____ to [*provide a single sentence or two describing what you are seeking to implement with your grant funding*].

These funds will be used for the following: [*provide bullet points of what the funds will be used for*].

Please note that responses in this section will be used in grant summaries and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

The Delaware County Juvenile Court and Probation Services - Victim Services Program (DCJCPS-VSP) is requesting $20,258 in Rights and Services Act Funding and $132,786 in Victims of Juvenile Offenders Funding to continue advocating for over fourteen hundred victims annually. Services commence as soon as the District Attorney's Office has accepted a police referral and continue until a case is closed, and sometimes thereafter, which could be as little as seven (7) months to as long as eleven (11) years. These funds will be used for the following services:

*Notification of Rights
*Education of available services
*Written and/or verbal notice of all Court dates
*Accompaniment to Court
*Court presence and verbal advocacy in victim's absence
*Presentation of Victim Impact Statements
*Liaison services with the District Attorney’s Office
*Written and/or verbal notice of all Court outcomes
*Assistance with restitution claims, both at the county and state (Victim Compensation Assistance Program) level
*Aggressive monitoring of restitution payments and Court ordered payment compliance
*Referral to local counseling services
*Property return
*Assistance with Protection From Abuse (PFA) applications

SECTIONS:

B. Funding Allocation (RASA VOJO VOCA)

1. Select the agency's fiscal year period from the list below.

Jan.-Dec.

1.1. If "Other," please define.

2. Total budgeted amount for all victimization program(s) and/or service(s) within the applicant agency.

153,050

3. List annual funding amounts, by source type, allocated to the applicant agency's victim assistance projects for the current fiscal year.

3.1. STATE ALLOCATION AMOUNT:

20,258

3.2. LOCAL ALLOCATION AMOUNT:

0

3.3. OTHER FEDERAL ALLOCATION AMOUNT (NON-VOCA):

132,786

3.4. OTHER NON-FEDERAL ALLOCATION AMOUNT:

0

3.5. Total Allocation

153,044.00

4. Funds Allocated by Category: Provide the percentage of the total amount of grant funds that will be allocated to each type of crime victim identified in the grid below. The category of underserved victims includes DUI/DWI crash victims, survivors of homicide victims, assault victims, adults molested as children, elder abuse victims, robbery victims, victims of other violent crimes and victims of other non-violent crimes. The total percentage is auto-calculated and must equal 100.

ID	Type of Victim	Percent of Funds Allocated
4.1	Child Physical Abuse/Neglect	15
4.2	Child Sexual Abuse/Assault	10
4.3	Domestic and Family Violence	5
4.4	Adult Sexual Assault	5
4.5	Underserved (DUI/DWI crashes)	5
4.6	Underserved (assault)	10
4.7	Underserved (adults molested as children)	0
4.8	Underserved (elder abuse)	5
4.9	Underserved (robbery)	15
4.10	Underserved (survivors of homicide victims)	5
4.11	Other Underserved (other violent crimes)	10
4.12	Other Underserved (non-violent crimes)	15
Total: Σ		100

SECTIONS:

C. Project Narrative-RASA

1.

Provide a detailed summary of the RASA project that includes a full description and explanation of the activities and services being supported through RASA funding. **Please list each service selected in the 'Program Services - RASA section' of this application AND beside each service listed, provide a detailed explanation of how this service is provided by your program (see examples below).** Applicants may also utilize this section to highlight accomplishments, new initiatives and/or changes within the program.

If you are an applicant providing services to multiple counties, please include in this section:

- For each county, list each service selected in the 'Program Services - RASA section' of this application AND beside each service listed, provide a detailed explanation of how this service is provided by your program (see examples below).
- Amount of RASA funding that will be provided to each county.

Examples of Service Descriptions (use your program's specific procedures):

Accompaniment – Our program provides accompaniment to victims during all criminal court proceedings including preliminary hearings, trials, and sentencing hearings. The program will contact the victim and advise them they have the right to be accompanied by a victim advocate to any criminal court hearing. If they wish to have an advocate accompany them to a preliminary hearing, we will meet them at the MDJ Office and ensure they are kept in a safe area until the time of the hearing. We will also accompany victims to trial and will stay with them in the courtroom and also take them to the V/W Waiting Room during breaks, so they are kept safe and comfortable.

Post-Sentencing Notifications – All victims receive a post-sentencing letter to notify them of the outcome of the case. Victims whose offender is sentenced to a state correctional facility are automatically enrolled with OVA and provided with a SAVIN brochure. Victims whose offender is sentenced to the county jail system receive a SAVIN pamphlet with their post-sentencing letter. When our office receives any correspondence from the county jail system regarding a change in the offender's status, we mail that correspondence to the victim. When we receive correspondence regarding a change in the custody status of an offender in a state correctional facility, we check to see if the victim was automatically enrolled with OVA. If they weren't, we forward the correspondence to the victim. For standard appeal hearings, we mail a notification letter to the victim. For any appeal decisions that change the defendant's sentence, we contact the victim via telephone to explain the decision.

Restitution – Restitution information and forms are provided to the victim at the preliminary hearing. If a victim does not attend the preliminary hearing, we will mail them the information and forms. Our office contacts victims and/or insurance companies to ensure we are ordering the proper amount of restitution and that we have received all the appropriate paperwork. We advocate to the attorneys for the victims to receive full restitution. When restitution is ordered, we provide the Clerk of Courts Office with the appropriate distribution of restitution. The amount of restitution ordered is included on the post-sentencing letter that is mailed to the victim. We inform victims of their obligation to reimburse VCAP when necessary. We contact the probation office when victims complain that restitution is not being made. We advocate for timely and reasonable payment plans. We also advocate that the restitution be paid in full prior to the expiration of the sentence.

The Delaware County Juvenile Court, Victims' Unit provides services to approximately 400 victims (new and continuing) per month, specifically written correspondence regarding their case. Upon referral, via the police allegation, all alleged victims receive a brochure detailing their rights and responsibilities, as well as a detailed description of the Juvenile Court proceedings and terms. As required, we provide notification of all pending hearings, in addition to written outcomes of the proceedings. All cases are reviewed a minimum of two times per year, and in some instance reviews can happen every 10 to 20 days.

The RASA funding is used to sustain timely delivery of Victims' Rights Notifications, Pre and Post-Disposition Court Notifications. Such funding supports all related administrative details and the printing of Victim Services brochures and forms.

SECTIONS:

D. Program Services - RASA

Please indicate if your program will be providing the services listed below using RASA funding.

1. Accompaniment (Criminal Case)- Accompaniment is the in-person support provided to a victim. The Victims' Services Program provides accompaniment during activities related to the victimization. The Victims' Services Program shall provide accompaniment and the necessary services for all individuals regardless of abilities or English proficiency.

No

1.1. If no, what program or agency do you refer victims to for these services?

Victim Services within the District Attorney's Office

2. Accompaniment (Juvenile Case)-Accompaniment is the in-person support provided to a victim. The Victims' Services Program provides accompaniment during activities related to the victimization. The Victims' Services Program shall provide accompaniment and the necessary services for all individuals regardless of abilities or English proficiency.

No

2.1. If no, what program or agency do you refer victims to for these services?

Accompaniment is provided by VOJO staff

3. Pre-Sentencing Notifications-The Victims' Services Program funded to provide procedural services under the Rights and Services Act (RASA), shall ensure that victims receive, in formats accessible to them, all notifications and services available to them throughout all appropriate pre-sentencing proceedings in the criminal justice system. Examples of pre-sentencing notifications include: information on available victim services, court hearings and trial.

No

3.1. If no, what program or agency do you refer victims to for these services?

Victim Services within the District Attorney's Office

4. Post-Sentencing Notifications-The Victims' Services Program funded to provide procedural services under the Rights and Services Act (RASA), shall ensure that victims receive, in formats accessible to them, all notifications and services available to them throughout all appropriate post-sentencing proceedings in the criminal justice system. Examples of post-sentencing notifications include: County Release; State Correctional Release (Info on PA SAVIN and OVA); and Victims as Witnesses to Execution.

No

4.1. If no, what program or agency do you refer victims to for these services?

Victim Services within the District Attorney's Office

5. Pre-Disposition Notifications-The Victims' Services Program funded to provide procedural services under the Rights and Services Act (RASA), shall ensure that victims receive, in formats accessible to them, all notifications and services available to them throughout all appropriate pre-disposition proceedings in the juvenile justice system. Examples of pre-disposition notifications include: information on available victim services; Allegation Filed; Intake Conference; Informal Adjustment; Juvenile Petition Filed; Consent Decree and if Adjudication Hearing Date is Set.

Yes

5.1. If no, what program or agency do you refer victims to for these services?

SECTIONS:

6. Post-Disposition Notifications-The Victims' Services Program funded to provide procedural services under the Rights and Services Act (RASA), shall ensure that victims receive, in formats accessible to them, all notifications and services available to them throughout all appropriate post-disposition proceedings in the juvenile justice system. Examples of post-disposition notifications include: Dispositional Hearing; Dispositional Outcome; Transfer to Another County; Transfer to Adult System; Commitment Review, Dispositional Review and Probation Revocation Hearing; Dispositional Review Hearing; Detention Hearing; Home Passes; Release from Placement; Termination of Probation; Escape from Detention Facility and Re-Apprehension.

Yes

6.1. If no, what program or agency do you refer victims to for these services?

7. Prior Comment (Criminal Case)-Providing information and assistance to victims on how to submit prior comment on all adult criminal matters concerning, but not limited to, the potential reduction or dropping of a charge, plea agreements, or case diversions including referrals to restorative practices, specialty courts, Accelerated Rehabilitative Disposition (ARD), informal adjustment, or consent decree.

No

7.1. If no, what program or agency do you refer victims to for these services?

Victim Services within the District Attorney's Office

8. Prior Comment (Juvenile Case)-Providing information and assistance to victims on how to submit prior comment on all juvenile criminal case matters concerning, but not limited to, the potential reduction or dropping of a charge, plea agreements, or case diversions including referrals to restorative practices, specialty courts, Accelerated Rehabilitative Disposition (ARD), informal adjustment, or consent decree.

No

8.1. If no, what program or agency do you refer victims to for these services?

Prior Comment is facilitated by VOJO staff

9. Property Return (Criminal Case)-Inform, advocate and coordinate the expeditious return of property taken as evidence to the victim.

No

9.1. If no, what program or agency do you refer victims to for these services?

Victim Services within the District Attorney's Office

10. Property Return (Juvenile Case)-Inform, advocate and coordinate the expeditious return of property taken as evidence to the victim.

No

10.1. If no, what program or agency do you refer victims to for these services?

Property Return is handled by VOJO staff

11. Restitution (Criminal Case)-The Victims' Service Program shall inform and advocate, on behalf of victims, regarding their right to restitution under Pennsylvania law and advocate on behalf of the victim(s) for the necessity and collection of restitution.

No

11.1. If no, what program or agency do you refer victims to for these services?

Victim Services within the District Attorney's Office

SECTIONS:

12. Restitution (Juvenile Case)-The Victims' Service Program shall inform and advocate, on behalf of victims, regarding their right to restitution under Pennsylvania law and advocate on behalf of the victim(s) for the necessity and collection of restitution.

No

12.1. If no, what program or agency do you refer victims to for these services?

VOJO staff collect and advocate for restitution

13. Victims Compensation Assistance (Criminal Case)-The Victims' Service Program shall provide information to the victim about Victims Compensation Assistance and assist, directly or indirectly, in preparation, filing and follow-up of any claim for Victims Compensation Assistance.

No

13.1. If no, what program or agency do you refer victims to for these services?

Victim Services within the District Attorney's Office

14. Victims Compensation Assistance (Juvenile Case)-The Victims' Service Program shall provide information to the victim about Victims Compensation Assistance and assist, directly or indirectly, in preparation, filing and follow-up of any claim for Victims Compensation Assistance.

No

14.1. If no, what program or agency do you refer victims to for these services?

Victim Compensation applications and case management is provided by VOJO staff

15. Victim Impact Statement (Criminal Case)-Prior to sentencing, the Victims' Service Program shall provide assistance to crime victims to exercise their right, under the Crime Victims Act, to offer a written and/or oral victim impact statement.

No

15.1. If no, what program or agency do you refer victims to for these services?

Victim Services within the District Attorney's Office

16. Victim Impact Statement (Juvenile Case)-Prior to disposition, the Victims' Service Program shall provide assistance to crime victims to exercise their right, under the Crime Victims Act, to offer a written and/or oral victim impact statement.

No

16.1. If no, what program or agency do you refer victims to for these services?

Victim Impact Statements are collected, distributed and presented by VOJO staff

17. Victims' Rights Notification (Criminal Case)-The Victims' Services Program shall provide all victims with timely information of their rights under the Crime Victims Act and other relevant victims' rights laws, those rights automatically granted under the law and those related to victim requests for services.

No

17.1. If no, what program or agency do you refer victims to for these services?

Victim Services within the District Attorney's Office

SECTIONS:

18. Victims' Rights Notification (Juvenile Case)-The Victims' Services Program shall provide all victims with timely information of their rights under the Crime Victims Act and other relevant victims' rights laws, those rights automatically granted under the law and those related to victim requests for services.

Yes

18.1. If no, what program or agency do you refer victims to for these services?

SECTIONS:

E. FTE RASA

1. What is the number of **Paid** Full Time Equivalents (FTE's) funded by RASA? (If your agency does not have paid FTE's, you must still enter 1 in the "**Full Time Work Schedule"** box.)

ID	Paid FTE's	Total RASA funded hours per week.	Full Time Work Schedule	RASA FTE's
1.1	Paid FTE's	70.00	35.00	2.00

2. What is the number of RASA **Volunteer** Full Time Equivalents (FTE's)? If your agency does not utilize volunteers, **enter 0** in the "**Total RASA funded hours per week" box**. If your agency does not have volunteers, you must still enter 1 in the "**Full Time Work Schedule"** box.

ID	Volunteer FTE's	Total RASA funded hours per week.	Full Time Work Schedule	RASA FTE's
2.1	Volunteer FTE's	0.00	1.00	0.00

3. What is the agency's total number of Paid Full Time Equivalents (FTE's) providing victim services (regardless of the funding source; must include both RASA and Non-RASA funded staff)? If your agency does not have paid FTE's, you must still enter 1 in the **"Full Time Work Schedule"** box.

ID	PAID FTE's	Total paid hours per week.	Full Time Work Schedule	Agency FTE
3.1	Paid FTE's	126	35	4

4. Provide the agency's total number of paid victim service staff? (Please count each victim service staff once and do not prorate based on FTE.)

4

5. Provide the agency's total number of volunteers supporting the work of this RASA grant. (Please count each volunteer once and do not prorate based on FTE.) If your agency does not utilize volunteers, enter 0.

0

SECTIONS:

F. Required Attachments - RASA

Required Attachments:

Please attach the following documents to this section.

1. Job Descriptions: Job descriptions for all RASA-funded staff listed in the grant must be attached in this section. Job titles listed on the attached job descriptions must match the job titles listed under the "Personnel" line item of the budget.

2. RASA Funding Certification Form: This form is to be completed by the District Attorney of the county. All programs who are approved by the District Attorney to receive RASA funding should be sent an electronic version of this signed form to attach to the Attachments Section of their RASA/VOJO Funding Application in Egrants. The original form should be retained by the District Attorney.

3. Transition Plan (only if applicable): A Transition Plan detailing how services to victims/significant others will continue to be provided effective January 1, 2017 in accordance with the Crime Victims Act, Juvenile Act, and the Pennsylvania Rules of Juvenile Court Procedure. Please refer to the 2017-2018 RASA/VOJO Funding Announcement in Egrants.

4. Personal Services Contract(s) (only if applicable): This information must be submitted if the applicant contracts with another agency or individual to provide specific services under the grant and may not be applicable for all applications. For further information regarding the use of personal service contracts, please see the Applicant's Manual. Utilize the attachment titled "Personal Service Contract" to complete this section and then scan and attach a signed copy to this section. Please note a signed copy must be submitted in order to process the application.

REQUIRED ATTACHMENTS - RASA related attachments:

File Name:	File Description:
Temp Victim Job Description.pdf	Temp Victim Job Description
Monarch Agreement Delaware County for grant 2022-2027.pdf	Monarch Contract for Temp position
RASA 2026 Funding Recommendation Form (3).pdf	fund rec

SECTIONS:

G. Project Narrative-VOJO

1.

Provide a detailed summary of the VOJO project that includes a full description and explanation of the activities and services being supported through VOJO funding. **Please list each service selected in the 'Program Services - VOJO section' of this application AND beside each service listed, provide a detailed explanation of how this service is provided by your program (see examples below).** Applicants may also utilize this section to highlight accomplishments, new initiatives and/or changes within the program.

If you are an applicant providing services to multiple counties, please include in this section:

- For each county, list each service selected in the 'Program Services - VOJO section' of this application AND beside each service listed, provide a detailed explanation of how this service is provided by your program (see examples below).
- Amount of VOJO funding that will be provided to each county.

Examples of Service Descriptions (use your program's specific procedures):

Accompaniment – This service is provided to victims during all juvenile court proceedings including adjudication hearings, disposition hearings and detention hearings. The program will contact the victim and advise them they have the right to be accompanied by a victim advocate from our office to any juvenile court hearing. If they wish to have an advocate accompany them, we ask them to meet us in our office prior to the hearing and we will take them to a separate waiting area until the time of the hearing where they can be safe and comfortable. We will also provide them with support during the hearing and afterwards answering any questions they may have.

Post-Disposition Notifications – All victims of juvenile offenders receive written notification regarding the dates/times of any post-disposition juvenile hearing such as Dispositional Review, Detention Hearing and Release from Placement. If possible, we will also contact the victim by telephone to speak with them personally, and then follow-up by sending the notification letter to them.

Restitution – Restitution information and forms are provided to the victim in the initial packet of information that is mailed to them notifying them of their rights. We will let victims know we are available to assist them with completing the Restitution Form. When they submit the completed Restitution Form and required documentation, receipts, etc., we will place it in their file and provide copies to JPO. We will advocate on the victim's behalf with JPO if restitution payments are not being made to the victim. We also inform victims of their obligation to reimburse VCAP when necessary.

The Victim Services Unit of the Delaware County Juvenile Court and Probation Department provides comprehensive, timely and personal service to over 1400 victims per year. All victims identified via police referrals receive our initial contact packet which includes a brochure detailing their rights and responsibilities, a thorough description of the Juvenile Court proceedings and terms, a restitution claim form with instructions, a victim impact template, explanation of limited liability and notification forms. Follow-up phone calls are often conducted upon receipt of information and/or outreach calls are conducted when there is no response to the written correspondence. Communication is maintained with the victim or designee by the Victim Liaisons until the case is formally closed in Juvenile Court.

The staff also bridges services to outside agencies, via referrals to community-based services for mental health counseling. We routinely participate in the National Crime Victims' Rights Week, supporting and attending events sponsored by our county.

Specific VOJO duties are described

Accompaniment: All victims who attend proceedings are greeted and escorted by a member of the Victims unit. Each victim is assigned to a specific advocate, so there is familiarity and consistency. Pre-hearing time is spent in a designate Victim/Witness Lounge away from the offender. The lounge is equipped with activities for children, in addition to a TV and video player for adults and kids alike. Victims are permitted to attend all hearings in person or via audio connection to the Courtroom. If a victim cannot be present, the victim liaison will attend/participate in their absence to relay concerns to the Court.

SECTIONS:

Pre-Disposition Notifications: All victims are notified, preferably in writing but sometimes via telephone, of all hearings.

Post-Disposition Notifications: Written hearings outcomes, in addition to phone calls (if requested) are provided for all Court proceedings. The date of the next hearing is also included with these results.

Prior Comment: All victims are given the opportunity to share their position as to how they would like to see their case resolved. Specifically if they agree with the juvenile being placed in a diversion program. Multiple attempts in writing and via phone calls are made by the victim advocates to ensure the victim can participate in the process. Victims are also solicited for their input into the terms of an Adjudication and Disposition. All feedback is shared with the both the District Attorney and/or the assigned probation officer.

Property Return: If property is seized and can be returned to the rightful owner, the victim liaison will work with the District Attorney's Office and the referring police department to ensure the timely return of possessions

Restitution: Out of pocket loss information is gathered via restitution forms distributed in our initial package. When it is received in the office, the victim liaison will review and then confirm with the victim for accuracy. It is shared with the District Attorney, and if there are questions or other potential items available for reimbursement, the victim liaison provides additional feedback to the victim. Once the restitution is officially ordered, the victim staff monitors the payment record and acts as a liaison between the victim and the Probation Officer, if payment schedules are not maintained.

Victim Compensation Assistance: Victims who incur out of pocket losses that meet the Victim Compensation Assistance Program's criteria, are provided with program information, an application and a consent form. By providing our department with consent to communicate, we can effectively assist with the application and ongoing communication with VCAP on their behalf. The Victim Staff has been trained on the DAVE program.

Victim Impact Statements: Impact Statement forms are included in the initial paperwork that is mailed to the victim. Furthermore, additional copies are always available to victims and their family members for updating. Victims are encouraged if they so wish to read their statements in court, make an abbreviated statement, have a family member or victim liaison present on their behalf, or submit the document to Judge for a silent review in Court. Whether presented or not, the personal narrative is kept in the file and shared with the District Attorney.

Victims' Rights Notification: All victims are provided with a Copy of the Victims' Bill or Rights; in the initial correspondence they receive from our unit. They are also asked how frequently and their preferred method (mail, email, phone) of Court communication. In return we honor their requests to ensure they are not re-victimized by too much communication or too little by feeling left out of the process.

SECTIONS:

H. Program Services-VOJO

Please indicate if your program will be providing the services listed below using VOJO funding.

1. Accompaniment (Juvenile Case)-Accompaniment is the in-person support provided to a victim. The Victims' Services Program provides accompaniment during activities related to the victimization. The Victims' Services Program shall provide accompaniment and the necessary services for all individuals regardless of abilities or English proficiency.

Yes

1.1. If no, what program or agency do you refer victims to for these services?

2. Pre-Disposition Notifications-The Victims' Services Program funded to provide procedural services under the Rights and Services Act (RASA), shall ensure that victims receive, in formats accessible to them, all notifications and services available to them throughout all appropriate pre-disposition proceedings in the juvenile justice system. Examples of pre-disposition notifications include: information on available victim services; Allegation Filed; Intake Conference; Informal Adjustment; Juvenile Petition Filed; Consent Decree and if Adjudication Hearing Date is Set.

Yes

2.1. If no, what program or agency do you refer victims to for these services?

3. Post-Disposition Notifications-The Victims' Services Program funded to provide procedural services under the Rights and Services Act (RASA), shall ensure that victims receive, in formats accessible to them, all notifications and services available to them throughout all appropriate post-disposition proceedings in the juvenile justice system. Examples of post-disposition notifications include: Dispositional Hearing; Dispositional Outcome; Transfer to Another County; Transfer to Adult System; Commitment Review, Dispositional Review and Probation Revocation Hearing; Dispositional Review Hearing; Detention Hearing; Home Passes; Release from Placement; Termination of Probation; Escape from Detention Facility and Re-Apprehension.

Yes

3.1. If no, what program or agency do you refer victims to for these services?

4. Prior Comment (Juvenile Case)-Providing information and assistance to victims on how to submit prior comment on all juvenile criminal case matters concerning, but not limited to, the potential reduction or dropping of a charge, plea agreements, or case diversions including referrals to restorative practices, specialty courts, Accelerated Rehabilitative Disposition (ARD), informal adjustment, or consent decree.

Yes

4.1. If no, what program or agency do you refer victims to for these services?

5. Property Return (Juvenile Case)-Inform, advocate and coordinate the expeditious return of property taken as evidence to the victim.

Yes

5.1. If no, what program or agency do you refer victims to for these services?

6. Restitution (Juvenile Case)-The Victims' Service Program shall inform and advocate, on behalf of victims, regarding their right to restitution under Pennsylvania law and advocate on behalf of the victim(s) for the necessity and collection of restitution.

Yes

SECTIONS:

6.1. If no, what program or agency do you refer victims to for these services?

7. Victims Compensation Assistance (Juvenile Case)-The Victims' Service Program shall provide information to the victim about Victims Compensation Assistance and assist, directly or indirectly, in preparation, filing and follow-up of any claim for Victims Compensation Assistance.

Yes

7.1. If no, what program or agency do you refer victims to for these services?

8. Victim Impact Statement (Juvenile Case)-Prior to disposition, the Victims' Service Program shall provide assistance to crime victims to exercise their right, under the Crime Victims Act, to offer a written and/or oral victim impact statement.

Yes

8.1. If no, what program or agency do you refer victims to for these services?

9. Victims' Rights Notification (Juvenile Case)-The Victims' Services Program shall provide all victims with timely information of their rights under the Crime Victims Act and other relevant victims' rights laws, those rights automatically granted under the law and those related to victim requests for services.

Yes

9.1. If no, what program or agency do you refer victims to for these services?

SECTIONS:

I. FTE VOJO

1. What is the number of **Paid** Full Time Equivalents (FTE's) funded by VOJO? (If your agency does not have paid FTE's, you must still enter 1 in the **"Full Time Work Schedule" box.)**

ID	Paid FTE's	Total VOJO funded hours per week.	Full Time Work Schedule	VOJO FTE's
1.1	Paid FTE's	70.00	35.00	2.00

2. What is the number of VOJO **Volunteer** Full Time Equivalents (FTE's)? If your agency does not utilize volunteers, **enter 0** in the **"Total RASA funded hours per week" box.** If your agency does not have volunteers, you must still enter 1 in the **"Full Time Work Schedule"** box.

ID	Volunteer FTE's	Total VOJO funded hours per week.	Full Time Work Schedule	VOJO FTE's
2.1	Volunteer FTE's	0.00	1.00	0.00

3. What is the agency's total number of Paid Full Time Equivalents (FTE's) providing victim services (regardless of the funding source; must include both VOJO and Non-VOJO funded staff)? If your agency does not have paid FTE's, you must still enter 1 in the **"Full Time Work Schedule"** box.

ID	PAID FTE's	Total paid hours per week.	Full Time Work Schedule	Agency FTE
3.1	Paid FTE's	126	35	4

4. Provide the agency's total number of paid victim service staff, (Please count each victim service staff once and do not prorate based on FTE.)

4

5. Provide the agency's total number of volunteers supporting the work of this VOJO grant. (Please count each volunteer once and do not prorate based on FTE.) If your agency does not utilize volunteers, enter 0.

0

SECTIONS:

J. Required Attachments - VOJO

Required Attachments:

Please attach the following documents to this section.

1. Job Descriptions: Job descriptions for all VOJO-funded staff listed in the grant must be attached in this section. Job titles listed on the attached job descriptions must match the job titles listed under the "Personnel" line item of the budget.

2. VOJO Funding Certification Form: This form is to be completed by the District Attorney and Chief Juvenile Probation Officer (JPO) of the county. All programs who are approved by the District Attorney and the Chief JPO to receive VOJO funding should be sent an electronic version of this signed form to attach to the Attachments Section of their RASA/VOJO Funding Application in Egrants. The original form should be retained by the District Attorney and/or Chief JPO.

3. Transition Plan (only if applicable): A Transition Plan detailing how services to victims/significant others will continue to be provided effective January 1, 2017 in accordance with the Crime Victims Act, Juvenile Act, and the Pennsylvania Rules of Juvenile Court Procedure. Please refer to the 2017-2018 RASA/VOJO Funding Announcement in Egrants.

4. Personal Services Contract(s) (only if applicable): This information must be submitted if the applicant contracts with another agency or individual to provide specific services under the grant and may not be applicable for all applications. For further information regarding the use of personal service contracts, please see the Applicant's Manual. Utilize the attachment titled "Personal Service Contract" to complete this section and then scan and attach a signed copy to this section. Please note a signed copy must be submitted in order to process the application.

REQUIRED ATTACHMENTS - VOJO related attachments:

File Name:	File Description:
Victim Liaison Job Description.pdf	Job Description - Victim Liaison
VOJO 2026 Funding Recommendation Form (3).pdf	Fund Rec
Monarch_County_of_Delaware_Updated_Pricing_3.17.2025.pdf	Mon Fee Sche

SECTIONS:

K. RASA/VOJO Eligibility Verification

1. Does the agency provide free services to crime victims through this funded project?

Yes

2. Does the agency derive at least 25% of funding from non-federal sources?

Yes

3. Does the agency promote, within the community, coordinated public and private efforts to aid crime victims?

Yes

4. Does the agency provide services to victims of federal crimes on the same basis as victims of state crimes?

Yes

5. Does the agency assist victims in seeking available crime victims' compensation benefits?

Yes

6. Is the agency a religiously affiliated organization?

No

6.1. If ***Yes***, does the agency ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event?

A response to this question is optional and no answer was provided.

7. Does the agency prohibit discrimination against victims who disagree with prosecution?

Yes

8. Agencies **must** maintain confidentiality of client-counselor information and confidentiality of research information.

Agencies must also adhere to **confidentiality standards** contained in at ***least one*** of the following:

- PCCD Consolidated Victim Service Program Standards
- PCADV Program Standards for Domestic Violence Agencies
- PCAR Program Standards for Sexual Violence Agencies
- National Children's Alliance Standards

8.1. Which of the following **Program Standards** does the agency adhere to?
(Please select all that apply.)

PCCD's Consolidated Victim Service Program Standards

SECTIONS:

L. Procurement Details

1.

Subgrantees shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable federal law and the standards identified in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200.320).

At minimum, PCCD grant recipients and subrecipients must follow the procurement standards as written in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - 2CFR 200.318 through 200.326.

Methods of Procurement

Subgrantee must have and use documented procurement procedures, consistent with the standards of 2 CFR 200.320; §200.317, §200.318, and §200.319 for any of the following methods of procurement used for the acquisition of property or services under a federal award.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67Micro-purchase). To the maximum extent practicable, the subgrantee must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the subgrantee considers the price to be reasonable, based on research, experience, purchase history or other information and documents it files accordingly.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that the aggregate dollar amount, which is higher than the micro-purchase threshold, but does not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

SECTIONS:

(3) The subgrantee must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The subgrantee may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) PCCD expressly authorizes noncompetitive proposals in response to a written request from the applicant;

(4) After solicitation of a number of sources, competition is determined to be inadequate

(5) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

Micro-purchase (2 CFR 200.67) means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-Federal entity's small purchase procedures. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1(Definitions). It is $10,000 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Simplified acquisition threshold (2 CFR200.88) means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this manual, the simplified acquisition threshold is $250,000, but this threshold is periodically adjusted for inflation.

Formal Procurement methods. When the value of the procurement for property or services under a federal financial assistance award exceeds the SAT, or a lower threshhold established by a non-federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures,. Formal procurement methods also require public advertising, unless a non-competitive procurement can be used in accordance with §200.319.

A proposed formal advertised or competitive negotiated procurement for which only one bid or proposal is received is deemed to be a noncompetitive procurement.

Does this application include any procurements by noncompetitive proposal?

No

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2. If you answered "No" to question 1 above, the applicant agency must keep documentation on file to support and verify the competitive method of procurement. The applicant must also keep documentation on file which justifies the selection of the successful vendor. Does the applicant agree to keep supporting documentation as described?

Yes

SECTIONS:

3. If you answered 'Yes' to Question 1 above, please fill in the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products or services, use the 'Add Row' link to allow entry into a new row of the grid.

ID	Description of Product or Service	Egrants Budget Category	$ Value of Product or Service	Procurement Method	Vendor Name If Known

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4. Please respond to the following questions for each vendor or contractor identified as being procured using Sole Source: For additional vendors or contractors. select the 'Add New' link.

Proposed Sole Source Vendor #1

4.1. Provide a brief description including the name of the vendor of the product or service being procured and the expected procurement amount.

4.2. Explanation of why it is necessary to contract non-competitively, including at least one of the four circumstances listed below: 1. The item is available only from a single source; 2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; 3. PCCD expressly authorizes noncompetitive proposals in response to a written request from the applicant; or 4. After solicitation of a number of sources, competition is determined to be inadequate. The justification may also include the following contractor qualities: a. Organizational expertise b. Management c. Knowledge of the program d. Responsiveness e. Expertise of personnel

4.3. Provide a statement of when contractual coverage is required and, if dates are not met, what impact it will have on the program (for example, how long it would take another contractor to reach the same level of competence). Make sure to include the financial impact in dollars.

4.4. Provide an outline of the unique qualities of the contractor.

4.5. Identify any other sources considered and cite the specific reason(s) the other sources lacked the capability to satisfy the procurement requirement.

4.6. Conflict of interest review: The applicant must disclose any possible conflicts of interest or declare that there are no known conflicts of interest as a result of the procurement.

SECTIONS:

M. PCCD Standard Terms and Conditions 7/22/2024

1. Commonwealth Standard Terms and Conditions

Grant Version

(Revised - 10/1/2023)

1. DEFINITIONS

Capitalized terms used in these Commonwealth standard terms and conditions that are not otherwise defined in these provisions have the meanings specified in the agreement to which they are attached.

2. INDEMNIFICATION

The Grantee shall indemnify and defend the Commonwealth against all third-party claims, suits, demands, losses, damages, costs, and expenses, including without limitation, litigation expenses, attorneys' fees, and liabilities, arising out of or in connection with any activities performed by the Grantee or its employees and agents pursuant to this agreement, as determined by the Commonwealth in its sole discretion.

3. NONDISCRIMINATION/SEXUAL HARASSMENT

a. Representations. The Grantee represents that it is presently in compliance with and will remain in compliance with all applicable federal, state, and local laws, regulations, and policies relating to nondiscrimination and sexual harassment for the term of the agreement. The Grantee shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to its books, records, and accounts by the Commonwealth for the purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.

b. Nondiscrimination/Sexual Harassment Obligations. The Grantee shall not:

i. in any manner discriminate in the hiring of any employee(s) for the performance of the activities required under this agreement or any subgrant agreement, contract, or subcontract, by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act ("PHRA") and applicable federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.

ii. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.

iii. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under this agreement or any subgrant agreement, contract, or subcontract.

iv. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor, or supplier who is qualified to perform the work to which this agreement relates.

v. in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the Public Employee Relations Act, Pennsylvania Labor Relations Act, or National Labor Relations Act, as applicable, and to the extent determined by entities charged with the Acts' enforcement and shall comply with any provision of law establishing organizations as employees' exclusive representatives.

c. Establishment of Grantee Policy. The Grantee shall establish and maintain a written nondiscrimination and sexual harassment policy that complies with the applicable law and these Nondiscrimination/Sexual Harassment provisions and shall inform its employees in writing of the policy. The policy must contain a provision that states that sexual harassment will not be tolerated and employees who practice it will be disciplined. For the entire period of this agreement, the Grantee shall: (1) post its written nondiscrimination and sexual harassment policy or these Nondiscrimination/Sexual Harassment provisions conspicuously in easily accessible and well-lighted places customarily frequented by employees at or near where the grant activities are performed; or (2) provide electronic notice of the policy or this clause to its employees not less than annually.

SECTIONS:

d. Notification of Violations. The Grantee's obligations pursuant to these provisions are ongoing from the effective date and through the termination date of the agreement. Accordingly, the Grantee shall notify the Commonwealth if, at any time during the term of this agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.

e. Cancellation or Termination of Agreement. The Commonwealth may cancel or terminate this agreement and all money due or to become due under this agreement may be forfeited for a violation of the terms and conditions of these Nondiscrimination/Sexual Harassment provisions. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee in the Contractor Responsibility File.

f. Subgrant Agreements, Contracts, and Subcontracts. The Grantee shall include these Nondiscrimination/Sexual Harassment provisions in its subgrant agreements, contracts, and subcontracts with all subgrantees, contractors, and subcontractors providing goods or services under this agreement. The incorporation of these provisions in the Grantor's subgrants, contracts, or subcontracts does not create privity of contract between the Commonwealth and any subgrantee, contractor, or subcontractor, and no third-party beneficiaries are created by those provisions. If the Grantee becomes aware of a subgrantee's, contractor's, or subcontractor's violation of these provisions, the Grantee shall use its best efforts to ensure the subgrantee's, contractor's, or subcontractor's compliance with these provisions.

4. GRANTEE INTEGRITY

a. Definitions. For purposes of these Grantee Integrity Provisions, the following definitions apply:

i. "Affiliate" means two or more entities where (a) a parent entity owns more than 50% of the voting stock of each of the entities; (b) a common shareholder or group of shareholders owns more than 50% of the voting stock of each of the entities; or (c) the entities have a common proprietor or general partner.

ii. "Grantee" means the individual or entity, that has entered into this agreement with the Commonwealth.

iii. "Grantee Related Parties" means any Affiliates of the Grantee and the Grantee's executive officers, Pennsylvania officers and directors, or owners of five percent or more interest in the Grantee.

iv. "Financial Interest" means ownership of more than a five percent interest in any business or holding a position as an officer, director, trustee, partner, employee, or holding any position of management.

v. "Gratuity" means tendering, giving, or providing anything of more than nominal monetary value including, but not limited to, cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. The exceptions set forth in the Governor's Code of Conduct, Executive Order 1980-18, as may be amended, 4 Pa. Code §7.153(b), apply.

vi. "Non-Solicitation Award Process" means a method of awarding grants based on predetermined criteria, without the solicitation of grant applications.

b. Representations and Warranties.

i. Grantee Representation and Warranties. The Grantee represents, to the best of its knowledge and belief, and warrants that within the last five years neither the Grantee nor Grantee Related Parties have:

1. been indicted or convicted of a crime involving moral turpitude or business honesty or integrity in any jurisdiction;
2. been suspended, debarred, or otherwise disqualified from entering into any contract with any governmental agency;
3. had any business license or professional license suspended or revoked;
4. had any sanction or finding of fact imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust; and
5. been, and are not currently, the subject of a criminal investigation by any federal, state, or local prosecuting or investigative agency or civil anti¬trust investigation by any federal, state, or local prosecuting or investigative agency.

SECTIONS:

ii. Grantee Explanation. If the Grantee cannot make the representations and warranties set forth above at the time of its submission of its grant application or if the agreement is awarded pursuant to a Non-Solicitation Award Process at the time of the execution of the agreement, the Grantee shall submit a written explanation outlining the reasons why it cannot make those representations and warranties. The Commonwealth may, based on its evaluation of the explanation provided, determine whether it is in the Commonwealth's best interest to execute the agreement.

iii. Further Representations. By submitting any bills, invoices, or requests for payment pursuant to the agreement, the Grantee further represents that it has not violated any of these Grantee Integrity Provisions during the term of the agreement.

iv. Notice. The Grantee shall immediately notify the Commonwealth, in writing, if at any time during the term of the agreement it becomes aware of any event that would cause the Grantee's certification or explanation to change. The Grantee acknowledges that the Commonwealth may, in its sole discretion, terminate the agreement for cause if it learns that any of the certifications made in these Grantee Integrity Provisions are currently false or misleading due to intervening factual circumstances or were false or misleading or should have been known to be false or misleading when entering into the agreement.

c. Grantee Responsibilities. During the term of this agreement, the Grantee shall:
i. maintain the highest standards of honesty and integrity.

ii. take no action in violation of any applicable laws, regulations, or other requirements applicable to the Grantee that govern Commonwealth contracting or grant administration.

iii. establish and implement a written business integrity policy that includes, at a minimum, the requirements of these Grantee Integrity Provisions as they relate to the Grantee's activity with the Commonwealth and Commonwealth employees and ensure that its employees comply with the policy.

iv. not accept, agree to give, offer, confer, agree to confer, or promise to confer, directly or indirectly, any gratuity or pecuniary benefit to any person, or to influence or attempt to influence any person in violation of any federal or state law, regulation, executive order, statement of policy, management directive, or bulletin applicable to the award of grants or the administration of this agreement.

v. not have a financial interest in any other subgrantee, contractor, subcontractor, or supplier providing services, labor, or material under this agreement, unless the financial interest is disclosed to the Commonwealth in writing and the Commonwealth consents to Grantee's financial interest. The Grantee must disclose the financial interest to the Commonwealth at the time of submission of its grant application, or if a Non-Solicitation Award Process is used, no later than the date the Grantee signs the agreement. The Commonwealth shall be deemed to have consented if the required disclosure is received and all of the required Commonwealth signatures are affixed.comply with the requirements of the Lobbying Disclosure Act (65 Pa.C.S. § 13A01 et seq.) regardless of the method of award.

vi. comply with the requirements of Section 1641 of the Pennsylvania Election Code (25 P.S. § 3260a) if this agreement was awarded pursuant to a Non-Solicitation Award Process.

vii. immediately notify the Commonwealth or the Office of the State Inspector General, in writing, when the Grantee has reason to believe that any breach of ethical standards as set forth in law, the Governor's Code of Conduct, or these Grantee Integrity Provisions has occurred or may occur, including, but not limited to, contact by a Commonwealth officer or employee, which, if acted upon, would violate the ethical standards.

d. Investigations. If a State Inspector General investigation is initiated, the Grantee shall:
i. reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of the State Inspector General for investigations of the Grantee's compliance with the terms of this or any other agreement between the Grantee and the Commonwealth that results in the suspension or debarment of the Grantee. The Grantee shall not be responsible for investigative costs for investigations that do not result in the Grantee's suspension or debarment.

ii. cooperate with the Office of the State Inspector General in its investigation of any alleged Commonwealth agency or employee breach of ethical standards and

SECTIONS:

any alleged Grantee non-compliance with these Grantee Integrity Provisions and make identified Grantee employees and volunteers available for interviews at reasonable times and places.

iii. upon the inquiry or request of an Inspector General, provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Office of the State Inspector General to Grantee's integrity and compliance with these provisions. This information may include, but is not be limited to, the Grantee's business or financial records, documents or files of any type or form that refer to or concern this agreement.

e. Termination. For violation of any of these Grantee Integrity Provisions, the Commonwealth may terminate this agreement and any other contract with the Grantee, claim liquidated damages in an amount equal to the value of anything received in breach of these Grantee Integrity provisions, claim damages for all additional costs and expenses incurred in obtaining another grantee to complete performance under this agreement, and debar and suspend the Grantee from doing business with the Commonwealth. These rights and remedies are cumulative, and the use or non-use of any one does not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth may have under law, statute, regulation, or otherwise.

f. Subcontracts. The Grantee shall include these Grantee Integrity Provisions in its subgrant agreements, contracts, and subcontracts with all subgrantees, contractors, and subcontractors providing goods or services under this agreement. The incorporation of this provision in the Grantee's subgrant agreements, contracts, and subcontracts shall not create privity of contract between the Commonwealth and any subgrantee, contractor, or subcontractor, and no third-party beneficiaries are created by the inclusion of these provisions. If the Grantee becomes aware of a subgrantee's, contractor's, or subcontractor's violation of these provision, the Grantee shall use its best efforts to ensure their compliance with these provisions.

5. CONTRACTOR RESPONSIBILITY

a. Definition. For the purpose of these provisions, the term "Contractor" means as any person, including, but not limited to, a bidder, offeror, loan recipient, grantee or lessor, who has furnished or performed or seeks to furnish or perform, goods, supplies, services, leased space, construction or other activity, under a contract, grant, lease, purchase order or reimbursement agreement with the Commonwealth. The term also includes a permittee, licensee, or any agency, political subdivision, instrumentality, public authority, or other public entity in the Commonwealth.

b. Contractor Representations.

i. The Contractor represents for itself and its subgrantees, contractors, and subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this agreement, that neither the Contractor, nor any of its subgrantees, contractors, and subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot make this representation, the Contractor shall submit, along with the agreement, a written explanation of why the certification cannot be made.

ii. The Contractor represents that, as of the date of its execution of this agreement, it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal, if any liabilities or obligations exist, or is subject to a duly approved deferred payment plan if any liabilities exist.

c. Notification. The Contractor shall notify the Commonwealth if, at any time during the term of the agreement, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best of its knowledge, any of its subgrantees, contractors, or subcontractors are suspended or debarred by the Commonwealth, the federal government, or any other state or governmental entity. The Contractor shall provide this notification within 15 days of the date of suspension or debarment.

d. Default. The Contractor's failure to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the federal government constitutes an event of default of the agreement with the Commonwealth.

e. Reimbursement. The Contractor shall reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the Contractor's compliance with the terms of this agreement or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. These costs include, but are not limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for investigative costs for investigations that do not result in

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the Contractor's suspension or debarment.

f. Suspension and Debarment List. The Contractor may obtain a current list of suspended and debarred Commonwealth contractors by visiting the eMarketplace website at http://www.emarketplace.state.pa.us and clicking the Debarment list tab.

6. AMERICANS WITH DISABILITIES ACT

a. No Exclusion. Pursuant to the Americans with Disabilities Act, 42 U.S. Code § 12101, et seq., no qualified individual with a disability may, on the basis of the disability, be excluded from participation in this agreement or from activities provided for under this agreement.

b. Compliance. For all goods and services provided pursuant to this agreement, the Grantee shall comply with Title II of the Americans with Disabilities Act, the "General Prohibitions Against Discrimination" set forth in 28 C. F. R. § 35.130, and all other regulations promulgated under Title II of the Americans with Disabilities Act that apply to state and local governments.

c. Indemnification. The Grantee shall indemnify the Commonwealth against all third-party claims, suits, demands, losses, damages, costs, and expenses, including without limitation, litigation expenses, attorneys' fees, and liabilities, arising out of or in connection with the Grantee's failure or its employee's or agent's failure to comply with the provisions of paragraph a, as determined by the Commonwealth in its sole discretion.

7. APPLICABLE LAW AND FORUM

This agreement is governed by and must be interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of laws provisions) and the decisions of the Pennsylvania courts. The Grantee consents to the jurisdiction of any court of the Commonwealth of Pennsylvania and any federal courts in Pennsylvania and waives any claim or defense that such forum is not convenient or proper. Any Pennsylvania court or tribunal has in personam jurisdiction over the Grantee, and the Grantee consents to service of process in any manner authorized by Pennsylvania law. This provision may not be interpreted as a waiver or limitation of the Commonwealth's rights or defenses.

8. RIGHT TO KNOW LAW

a. Applicability. The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, ("RTKL") applies to this agreement.

b. Grantee Assistance. If the Commonwealth needs the Grantee's assistance in any matter arising out of the RTKL related to this agreement, the Commonwealth shall notify the Grantee that it requires the Grantee's assistance, and the Grantee shall provide to the Commonwealth:

i. access to, and copies of, any document or information in the Grantee's possession (Requested Information) arising out of this agreement that the Commonwealth reasonably believes is a public record under the RTKL, within ten calendar days after receipt of written notification; and

ii. any other assistance as the Commonwealth may reasonably request, in order to comply with the RTKL with respect to this agreement.

c. Trade Secret or Confidential Proprietary Information. If the Grantee considers the Requested Information to include a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, or other information that the Grantee considers exempt from production under the RTKL, the Grantee shall notify the Commonwealth and provide, within seven calendar days of receipt of the written notice a written statement, signed by a representative of the Grantee, that explains why the requested material is exempt from public disclosure under the RTKL. If the Commonwealth determines that the Requested Information is clearly not exempt from disclosure, the Grantee shall provide the Requested Information to the Commonwealth within five business days of receipt of written notice of the Commonwealth's determination.

d. Reimbursement

i. Commonwealth Reimbursement. If the Grantee fails to provide the Requested Information and the Commonwealth is ordered to produce the Requested Information, the Grantee shall reimburse the Commonwealth for any damages, penalties, or costs that the Commonwealth may incur as a result of the Grantee's failure, including any statutory damages assessed against the Commonwealth.

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ii. Grantor Reimbursement. The Commonwealth will reimburse the Grantee for any costs that the Grantee incurs as a direct result of complying with these provisions only to the extent allowed under the fee schedule established by the Office of Open Records or as otherwise provided by the RTKL.

e. Challenges of Commonwealth Release. The Grantee may file a legal challenge to any Commonwealth decision to release a record to the public with the Office of Open Records, or in the Pennsylvania Courts, however, the Grantee shall reimburse the Commonwealth for any legal expenses incurred by the Commonwealth as a result of the challenge, including any damages, penalties or costs that the Commonwealth may incur as a result of the Grantee's legal challenge, regardless of the outcome.

f. Waiver. As between the parties, the Grantee waives all rights or remedies that may be available to it as a result of the Commonwealth's disclosure of Requested Information pursuant to the RTKL.

g. Survival. The Grantee's obligations contained in this Section survive the termination or expiration of this agreement.

9. OFFSET

The Commonwealth may set off the amount of any state tax liability or other obligation of the Grantee, or its subsidiaries, owed to the Commonwealth against any payments due the Grantee under any contract between the Commonwealth and Grantee.

10. AUTOMATED CLEARING HOUSE (ACH) PAYMENTS

a. Payment Method. The Commonwealth shall make payments to the Grantee through the Automated Clearing House (ACH). Within 10 days of the grant award, the Grantee must submit or must have submitted its ACH information within its user profile in the Commonwealth's Master Database. The Grantee may enroll to receive remittance information via electronic addenda and email (e-Remittance). ACH and e-Remittance information is available at the following: https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx

b. Unique Identifier. The Grantee must submit a unique invoice number with each invoice submitted. The Commonwealth shall list the Grantee's unique invoice number on its ACH remittance advice to enable the Grantee to properly apply the state agency's payment to the respective invoice or program.

c. ACH Information in the Commonwealth's Master Database. The Grantee shall ensure that the ACH information contained in Commonwealth's Master Database is accurate and complete. The Grantee's failure to maintain accurate and complete information may result in delays in payments.

11. WORKER PROTECTION AND INVESTMENT

The Grantee shall comply with all applicable Pennsylvania state labor laws and worker safety laws including, but not limited to, the following:

a. Construction Workplace Misclassification Act;
b. Employment of Minors Child Labor Act;
c. Minimum Wage Act;
d. Prevailing Wage Act;
e. Equal Pay Law;
f. Employer to Pay Employment Medical Examination Fee Act;
g. Seasonal Farm Labor Act;
h. Wage Payment and Collection Law;
i. Industrial Homework Law;
j. Construction Industry Employee Verification Act;
k. Act 102: Prohibition on Excessive Overtime in Healthcare;
l. Apprenticeship and Training Act; and
m. Inspection of Employment Records Law.

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ADDITIONAL PCCD TERMS FOR ALL PROJECTS

1. Subgrant Project - Applicant is requesting that the Pennsylvania Commission on Crime and Delinquency ("PCCD") provide a specific grant of funds for Applicant to perform a project as described in this application (the "Subgrant Project").

2. Status of Applicant - Except for an Applicant that is a Commonwealth agency, it is agreed that Applicant, its officers, agents and employees act in an independent capacity with respect to the Subgrant Project and shall not be deemed to be officers, agents or employees of the Commonwealth or PCCD.

3. Subgrant Agreement - An application that is executed by all required Commonwealth of Pennsylvania (“Commonwealth”) officials and to which Applicant signifies its agreement as set forth below shall constitute the agreement governing the Subgrant Project (the "Subgrant Agreement"). It is understood that PCCD may modify the content of the application subsequent to the Applicant's initial application, but prior to disbursement of funds, to reflect programmatic and/or fiscal concerns. Applicant will signify its agreement to the final version of the application when it does one or both of the following: (1) accepts all or part of the funds it requested in connection with the Subgrant Project; or (2) fails to give notice of objection to PCCD within 10 business days after PCCD delivers to Applicant a final version of the application.

4. Entire Agreement - No modifications, alterations, changes, or waivers to the Subgrant Agreement or any of its terms shall be valid or binding unless accomplished by a written amendment executed in accordance with PCCD procedures.

5. Applicant's Manual - Applicant agrees that the Subgrant Agreement shall incorporate by reference PCCD's "Applicant's Manual-Financial and Administrative Guide for Grants" (the "PCCD Applicant's Manual"). To the extent these Standard Subgrant Conditions are inconsistent with any portion of the PCCD Applicant's Manual, these Standard Subgrant Conditions shall govern.

6. Project Expenditures/Duration of Subgrant Project - PCCD may not disburse Subgrant Project funds to Applicant until all required Commonwealth officials have executed the application. PCCD will not reimburse costs incurred prior to a starting date specified in the Subgrant Agreement (the "Effective Date"). Substantial program implementation is required within 60 days of the Effective Date. Obligations outstanding at the termination date must be liquidated within 60 days. Any funds remaining unexpended at the close of the 60-day period must be returned to PCCD. Applicant's obligations to PCCD under the Subgrant Agreement survive despite termination of the Subgrant Project.

7. Utilization of Funds - Subgrant Project funds shall be expended only for goods and services covering activities in the approved application within the Subgrant Project period. Applicant shall obtain prior written approval from PCCD for project changes between budget categories which exceed 10% of total project cost (total project cost is the sum of PCCD funds, project income and Applicant's match funds) and for a change(s) to purchase additional items or other items that were not included in the approved project budget.

8. Project Income - Applicant shall account for all project income earned or realized by the Applicant through the use of subgrant funds or as a result of conducting the Subgrant Project. Such project income must be used to reduce total project costs or, with prior approval of PCCD, may be used to expand the project.

9. Subcontracts - Any subcontract, pass-through agreement or similar agreement entered into by Applicant for execution of project activities or provision of services to a Subgrant Project shall provide that Applicant shall retain ultimate responsibility for the Subgrant Project and that the subcontractor shall be bound by these Standard Subgrant Conditions and any other requirements applicable to Applicant in the conduct of the project, including non-discrimination requirements described in Paragraph 7. By appropriate language incorporated in each subcontract or other document under which funds are to be disbursed, Applicant shall ensure that these Standard Subgrant Conditions and, where applicable, special subgrant conditions apply to all recipients of subgrant funds. Upon request by PCCD, Applicant shall provide PCCD with a copy of any document relating to a subcontract or similar agreement.

10. Monitoring and Evaluation - PCCD, in its sole discretion, may undertake a programmatic monitoring of the Subgrant Project. Applicant shall cooperate with any monitoring and provide any documents or information requested by PCCD. Applicant agrees that PCCD may require an external evaluation of this project,

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such evaluation to be funded from the project budget. PCCD reserves the right to approve the selection of the individual or organization to conduct such evaluation.

11. Confidentiality Privilege - To the extent that any funds under this Subgrant Agreement are used to employ the services of a sexual assault counselor as defined by 42 Pa.C.S. § 5945.1, Applicant shall ensure that the counselor: has undergone a minimum of 40 hours of training; provides services under the control of a direct services supervisor of a rape crisis center; and is employed with the primary purpose to render advice, counseling or assistance to victims of sexual assault, as defined in the statute. This requirement is necessary to sustain the confidentiality of information transmitted between the victim and a sexual assault counselor, as provided by 42 Pa.C.S. § 5945.1.

To the extent that any funds under this Subgrant Agreement are used to employ the services of a domestic violence counselor/advocate as defined by 23 Pa.C.S. § 6102, Applicant shall ensure that the counselor/advocate is engaged in a domestic violence program, the primary purpose of which is the rendering of counseling or assistance to victims of domestic violence, and has undergone a minimum of 40 hours of training as defined in 23 Pa.C.S. § 6102. This requirement is necessary to sustain the confidentiality of information transmitted between the victim and a domestic violence counselor/advocate, as provided by law.

12. Reports - Applicant shall submit, at such time and in such form as may be prescribed
truthful and accurate information that PCCD may require.

13. Fiscal Regulations - The fiscal administration of Subgrants shall be subject to such rules, regulations and policies concerning accounting, records, payment of funds, allowance of costs and submission of financial reports as may be prescribed by PCCD or any other governmental entity. Applicant understands that it is required to file an annual information statement (IRS Form 1099) with the Internal Revenue Service for each contracted consultant or other supplier of personal services (other than employees subject to tax withholding) receiving payments under this Subgrant Project. Accounting procedures must provide for accurate and timely recording of receipt of funds by source, expenditures made from such funds, and unexpended balances. Controls must be established that are adequate to ensure that expenditures charged to subgrant activities are for allowable purposes and that documentation is readily available to verify that the charges are accurate.

14. Purchases - Applicant agrees to obtain all supplies, equipment and services for use in the Subgrant Project at the lowest practicable cost. Applicant shall comply with procurement standards as set forth in the PCCD Applicant's Manual.

15. Intellectual Property:
a. If Applicant produces or purchases patentable items, processes, inventions, or similar matter, patent rights, or copyrightable works relating to the Subgrant Project, Applicant shall promptly and fully inform PCCD of that fact.

b. Unless there is a prior agreement between Applicant and PCCD on disposition of intellectual property rights, PCCD shall determine whether protection for such rights shall be sought. PCCD shall also determine how rights (including rights under any copyrights, patents, or trademarks issued thereon) shall be allocated and administered in order to protect the public interest.

c. Upon completion or termination of the Subgrant Project, Applicant shall, upon request, give PCCD all papers, files, and other documents or material related to intellectual property interests created through the Subgrant Project.

d. In the event of alleged or actual infringement of another's intellectual property rights by Applicant or a designee/subcontractor engaged in subgrant-related activities:
i. Applicant shall defend and indemnify PCCD and the Commonwealth.

ii. The Commonwealth may choose to defend itself or otherwise participate in such litigation, at Applicant's expense.

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iii. Applicant shall compensate the Commonwealth for related infringements on right holder's products.

16. Required Coverages - Applicant shall maintain insurance coverage(s) as required by law and as may be set forth in the PCCD Applicant's Manual.

17. Title to Subgrant-Funded Property:
a. Title to Personal Property - Title to non-expendable personal property acquired in whole or in part with subgrant funds shall vest in the Applicant. Applicant shall have possession and use of such property so long as it is being used for purposes of the Subgrant Project by Applicant.

b. Title to Real Property - Title to real estate acquired in whole or in part with subgrant funds shall vest in Applicant, and the deed shall designate PCCD as first lien holder.

18. Inspection and Audit - PCCD, in its sole discretion, may undertake an inspection and/or audit of the financial records of the Applicant relating to the Subgrant Project. The Applicant shall provide PCCD with full and complete access to all records relating to the performance of the Subgrant Project and to all persons who were involved in the Subgrant Project. PCCD may also require, as a condition of award, that an independent financial audit be completed.

19. Record Retention - Regardless of any other applicable requirement, Applicant shall retain all records pertinent to the Subgrant Agreement, including financial, statistical, property and participant, and supporting documentation for a period of at least three (3) years from the date of submission of the final fiscal report or three (3) years after completion of the audit, whichever is later. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues that arise from it.

20. Termination:

a. PCCD shall have the right to terminate the Subgrant Agreement for its convenience if PCCD determines termination to be in its best interest. The Applicant shall be paid for work satisfactorily completed prior to the effective date of the termination, but in no event shall the Applicant be entitled to recover lost profits.

b. PCCD's obligation to make payments during any Commonwealth fiscal year succeeding the current fiscal year shall be subject to availability and appropriation of funds. When funds (state and/or federal) are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year period, PCCD shall have the right to terminate the Subgrant Agreement.

c. PCCD shall have the right, upon written notice to Applicant, to terminate the Subgrant Agreement prior to the expiration of the Subgrant Project period, or to suspend payments, on account of Applicant's failure to carry out the project goals, plans or methodology as set forth in the Subgrant Agreement, or for Applicant's failure to comply with any of its obligations under the Subgrant Agreement. If it is later determined that PCCD erred in terminating the Subgrant Agreement for cause, then, at PCCD's discretion, the Subgrant Agreement shall be deemed to have been terminated for convenience under Subparagraph 23(1).

d. Upon termination for any reason, Applicant shall stop expending funds disbursed through the Subgrant Agreement and shall return immediately any such funds remaining unexpended.

21. Publication - Applicant agrees that any publication (written, visual, or sound, but excluding press releases, newsletters, and issue analyses) issued by the Applicant or by any subcontractor describing any portion of the Subgrant Project shall contain the following statement:

"This project was supported by PCCD Subgrant # _____ [refer to page 1 of application for number], awarded by the Pennsylvania Commission on Crime and Delinquency (PCCD). [Add if federal funding is involved: The awarded funds originate with the Office of Justice Programs, U.S. Department of Justice or U.S. Department of Education or U.S. Department of Health and Human Services, as the case might be.] The opinions, findings and conclusions

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expressed within this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of PCCD [or the applicable federal agency]."

Applicant also agrees that two copies of any such publication will be submitted to PCCD to be placed on file and distributed as appropriate to other potential grantees or interested parties.

22. Paid Media Advertising – Applicant agrees to comply with Act 90 of 2015, also known as the Taxpayer-Funded Advertising Transparency Act. Act 90 of 2015 requires that paid media advertising include a statement that it is funded, in whole or in part, by the Commonwealth of Pennsylvania General Fund and include the following specific statement: “Paid for with Pennsylvania taxpayer dollars.” In the case of print advertising, the statement shall be included so that it is easily seen and read. In the case of broadcast advertising, the statement shall be included as an audio tagline so that it is easily heard. The term "media advertising" includes broadcast advertising and print advertising. The term "broadcast advertising" includes television, radio and other audiovisual advertising. The term "print advertising" includes print and electronic newspaper advertising, print and electronic magazine advertising and billboard advertising. Print advertising does not include advertising in the classified section of a newspaper. This condition only applies to state-funded projects.

23. Recovery of Restitution and Penalties - If Applicant is a governmental entity, it represents that it is, and will remain, in compliance with the requirements of 42 Pa.C.S. § 9728, as amended by Act 84 of 1998 (relating to restitution collection and allocation to victims), and with obligations under the Crime Victims Act, as set forth at 18 P.S. § 11.1302 (relating to use of restitution to reimburse the Bureau of Victims' Services for its award of compensation) and at 18 P.S. § 11.1101 (relating to collection of costs to be paid into the Crime Victim's Compensation Fund and the Victim Witness Services Fund).

24. Other Laws and Regulations -Applicant shall comply with the current requirements of all applicable federal, state, or local laws and regulations.

ADDITIONAL TERMS FOR PROJECTS USING FEDERAL FUNDS

1. Information Systems - With regard to programs related to criminal justice information systems, Applicant agrees to make adequate provisions for system security, the protection of individual privacy and the integrity and accuracy of data collection. Applicant further agrees that:

a. It shall make all computer software produced under this subgrant available to PCCD and the federal/state government for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. Systems will be documented in sufficient detail to enable a competent data processing staff to adapt the system, or portions thereof, to usage on a computer of similar size and configuration made by any manufacturer.

b. It shall provide a complete copy of system documentation to PCCD. Documentation will include, but not be limited to, system description, operating instructions, user instructions, program maintenance instructions, input forms, file descriptions, report formats, program listings and flow charts for the system and programs.

c. It shall avail itself, to the maximum extent practicable, of computer software already produced and available without charge.

2. Conflict of Interest - Applicant covenants that neither it, members of its board of directors, its officers or employees will engage in conduct that constitutes a conflict of interest relating to the Subgrant Project. Such conduct shall include using the Subgrant Project for private gain or creating the appearance of such use, or otherwise undermining the confidence of the public in the integrity of PCCD or the federal funding entity. Requests for proposals (RFPs) for bids issued by the Applicant to implement the project shall provide notice to prospective vendors that the federal Organizational Conflict of Interest Guidelines is applicable and that contractors that develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such contract.

3. Other Federal Laws and Regulations - In conducting activities under this subgrant, Applicant
certifies and assures that it will comply with any federal statutes, regulations, guidelines and documents, if applicable, including but not limited to the following:

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a. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR Part 200, Ex. Order 12372 (intergovernmental review of federal programs) and any applicable regulations such as 28 C.F.R. Parts 18, 22, 23, 30, 35, 38, 42, 54, 61 and 63.

b. Hatch Political Activity Act, 5 U.S.C. 1501-1508.

c. Davis-Bacon Act, 40 U.S.C. §§ 276a to 276a-7, as supplemented by U.S. Department of Labor regulations, 29 C.F.R. Part 5.

d. Executive Order 11246 of September 24, 1965 (Equal Employment Opportunity), as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations, 41 C.F.R. chapter 60.

e. Copeland "Anti-Kickback" Act, 18 U.S.C. § 874 as supplemented in U.S. Department of Labor regulations, 29 C.F.R. Part 3.

f. Sections 103 and 107 of the Contract Work Hours and Safety Standards Act, 40 U.S.C. § 327, as supplemented by U.S. Department of Labor regulations, 29 C.F.R. Part 5.

g. ALL applicable standards, orders, or requirements issued under section 306 of the Clean Air Act, 42 U.S.C. § 1857(h); Section 508 of the Clean Water Act, 33 U.S.C. § 1368; Executive Order 11738; and Environmental Protection Agency regulations, 40 C.F.R. part 15.

h. Mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act 42 U.S.C. §§ 632 1-6327.

i. Minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, 29 U.S.C. Chapter 8.

j. Uniform Relocation Assistance and Real Property Acquisition Act of 1970, 42 U.S.C. Chapter 61 (for subgrants to programs that will result in the displacement of persons).

k. Regulations concerning the confidentiality of identifiable research and statistical information set forth in 28 C.F.R. Part 22 (for subgrants of funds originating from the U.S. Department of Justice).

l. Criminal Intelligence Systems Operating Policies set forth in 28 C.F.R. Part 23 (for subgrants funded under the Omnibus Crime Control and Safe Streets Act of 1968/Drug Control and System Improvement).

m. Office of Justice Programs (OJP) Financial Guide pertaining to financial and administrative requirements (for subgrants of funds originating from the U.S. Department of Justice).

n. U.S. Department of Health and Human Services regulations pertaining to grant administration (for subgrants of funds originating from the U.S. Department of Health and Human Services).

o. U. S. Education Department General Administrative Regulations (EDGAR) pertaining to financial and administrative requirements (for subgrants of funds originating from the U.S. Department of Education).

4. National Environmental Policy Act Compliance:

a. Applicant assures that it will assist PCCD and the sponsoring federal agency in complying with the National Environmental Policy Act (NEPA) and related federal requirements for environmental-impact analyses. Accordingly, prior to obligating subgrant funds, Applicant agrees to first determine if any of the following activities will be related to the use of the subgrant funds. Applicant understands that this special condition applies to its following new activities whether or not they are being specifically funded with the subgrant funds. That is, as long as the following activity is being conducted by Applicant or any third party and the

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activity needs to be undertaken in order to use the subgrant funds, this condition must first be met. The activities covered by this condition are one or more of the following:

i. New construction;

ii. Minor renovation or remodeling of a property either (i) listed on the National Register of Historic Places or (ii) located within a 100-year flood plain;

iii. A renovation, lease, or any proposed use of a building or facility that will either (i) result in a change in its basic prior use or (ii) significantly change its size; or

iv. Implementation of a new program involving the use of chemicals other than chemicals that are (i) purchased as an incidental component of a funded activity and (ii) traditionally used, for example, in office, household, recreational, or education environments.

b. Application of this condition to Applicant's existing programs or activities: for any of Applicant's existing programs or activities that will be funded by the Subgrant Project funds, the Applicant, upon specific request of the U.S. Department of Justice (DOJ), agrees to cooperate with DOJ in any preparation by DOJ of a national or program environmental assessment of that funded program or activity.

c. Applicant will comply with all requirements established to avoid or mitigate adverse environmental effects upon its properties.

5. Mitigation of Health, Safety and Environmental Risks:

a. General Requirement: Applicant agrees to comply with Federal, State, and local environmental, health, and safety laws and regulations applicable to the investigation and closure of clandestine methamphetamine laboratories and the removal and the disposal of the chemicals, equipment, and wastes used in or resulting from the operations of these laboratories.

b. Specific Requirements: Applicant understands and agrees that any program or initiative involving either the identification, seizure, or closure of clandestine methamphetamine laboratories, can result in adverse health, safety, and environmental impacts to:

i. the law enforcement and other governmental personnel involved;

ii. any residents, occupants, users, and neighbors of the site of a seized clandestine laboratory;

iii. the seized laboratory site's immediate and surrounding environment; and

iv. the immediate and surrounding environment of the site(s) where any remaining chemicals, equipment, and wastes from a seized laboratory's operations are placed or come to rest.

6. Historic Places - Applicant assures that it will assist PCCD and the sponsoring federal agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. § 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1996 (16 U.S.C. § 469a-1) by:

a. Consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects by the activity and notifying PCCD of the existence of any such properties; and

b. Complying with all requirements established to avoid or mitigate the adverse effects upon such properties.

7. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

a. Applicant certifies by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a State or Federal court, or voluntarily excluded from participation in this transaction by any federal

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department or agency.

b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 45 (2) below.

d. Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

e. If Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this proposal.

8. Certification Regarding Lobbying - Applicant, if requesting or receiving federal funds exceeding $100,000, certifies that:
a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S. Code § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

9. Certification Regarding Drug-Free Workplace (for Applicant that is a state agency) - Applicant certifies that it will or will continue to provide a drug-free workplace by:
a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an ongoing drug-free awareness program to inform employees about:
i. the dangers of drug abuse in the workplace;
ii. the Applicant's policy of maintaining a drug-free workplace;
iii. any available drug counseling, rehabilitation, and employee assistance programs; and
iv. the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the Subgrant Agreement be given a copy of the statement required by subparagraph (1).

SECTIONS:

d. Notifying the employee in the statement required by subparagraph (1) that, as a condition of employment under the grant, the employee will:

i. Abide by the terms of the statement; and
ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

e. Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected Subgrant Agreement.

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:

i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (1) through (6).

10. Certification of Non-Supplantation - By submitting an application to PCCD and accepting funds disbursed pursuant to the Subgrant Agreement, the Applicant certifies that the requested federal funds:
a. Will not be used to supplant or replace state or local funds already allocated.
b. Will be used to fund new projects or expand or enhance existing projects.

1.1. Has the applicant agency read and does the applicant agency agree to be bound by all terms and conditions listed above in this section?

Yes

SECTIONS:

N. Federal Guidelines and Program Service Standards

All VOCA grant recipients must agree to comply with federal Office of Justice Programs and PCCD Financial Guidelines, VOCA and Final Program Guidelines. These documents can be accessed on-line at the following addresses:

U.S. Department of Justice Grants Financial Guide – https://www.ojp.gov/funding/financialguidedoj/overview
VOCA Final Program Guidelines –https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program
PCCD Applicant's Manual – Applicants Manual - Current Version.pdf (pa.gov)

Additionally, all programs receiving VOCA funding must meet standards established by the relevant oversight organization, i.e., Pennsylvania Commission on Crime and Delinquency (PCCD), Pennsylvania Coalition Against Rape (PCAR), Pennsylvania Coalition Against Domestic Violence (PCADV), and National Children's Alliance (NCA). Therefore, sexual assault programs, domestic violence programs, Children's Advocacy Centers and centers providing comprehensive services that are seeking VOCA funding must be able to demonstrate that they meet the standards established by PCCD, and/or these statewide or national organizations in order to be eligible for VOCA support. Programs that are unsure which standards apply to their services are responsible for contacting PCCD for clarification.

1. Does applicant accept these terms?

Yes

SECTIONS:

O. Fiscal Accountability

1.

Subgrantee Accountability

The following procedures have been implemented across all of PCCD's funding streams to ensure fiscal accountability of PCCD grant funds.

Financial Back-up: PCCD will periodically verify that grantee expenditures are consistent with approved budget categories, are eligible for reimbursement and that grantees are maintaining supporting documentation. PCCD has implemented a process where grantees are notified that they are required to submit the financial documentation to support the expenditures reported for some or all of the categories that are included in their Egrants fiscal report. Grantees are only required to submit this documentation when they are specifically notified by PCCD. Egrants users have the ability to attach documents to fiscal reports.

Accounting System Documentation: PCCD requires that all grantees maintain an accounting system which can identify all PCCD revenue and expenditures for each PCCD grant separately from all other revenue and expenditure sources. All financial transactions should be able to provide a clear audit trail.

Programmatic Back-up: PCCD will periodically verify that data submitted by grantees in their program reports is accurate. PCCD will select one or more performance measures/data categories each reporting period and require grantees to submit documentation to support what was reported on their Egrants program report or other reporting tool.

Subgrantee Payment: All subgrantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. If an agency is experiencing cash flow problems, they may submit fiscal reports monthly and PCCD will reimburse reported expenditures.

Line Item Detail: PCCD's fiscal report allows grantees to include line item expenditure detail instead of just the overall budget category expenditures. Grantees are required to provide line item expenditure detail consistent with the line items included in their approved budget.

On-site monitoring: PCCD completes on-site monitoring of grants across all funding streams (state and federally funded projects).

Grantee risk classification: PCCD utilizes a risk classification system to identify and focus the use of agency resources on those agencies that may be most in need of additional assistance.

1.1. Does the applicant acknowledge that they have read, understand and will abide by PCCD's fiscal accountability procedures?

Yes

2.

Employee Time and Effort Reporting (Timesheets)

Time and effort reports (timesheets) are required for all personnel funded with PCCD grant dollars regardless of the funding stream. Below are the minimum standards and recommended best practices for time and effort reporting. We realize that there are a number of different systems that can be used to satisfy these requirements and we encourage you to email PCCD's Grants Management with any questions you may have regarding time and effort reporting requirements.

Minimum standards for employees working on multiple activities or cost objectives:

SECTIONS:

- Must be an after-the-fact determination of the employees actual effort. Using a budget estimate instead of reporting the actual time the employee spent working on the project does not qualify as support for charges to awards.
- Must account for total activity (grant and non-grant) for which employees are compensated and which is required in fulfillment of their obligations to the organization
- Must be signed by the employee and a supervisor with first-hand knowledge of the activities performed by the employee. Signature on the timesheets is affirmation that the report is an accurate accounting of the actual time the employee spent on the project.
- Must be prepared at least monthly to correspond to one or more pay periods
- Volunteer time and personnel costs being used as match must be accounted for in the same manner as personnel being charged to the grant

Minimum standard for employees working solely on a single activity or cost objective:

- Must be an after-the-fact certification that the employee worked 100 percent of their time on activities eligible for reimbursement under the grant project
- Must be prepared no less frequently than every six months
- Must be signed by the employee and supervisory official having first-hand knowledge of the work performed
- Applies to full-time and part-time employee

Recommended Best practices:

- Employees record time on a daily basis
- Project codes/names are provided to the employee in advance

* The above standards are based on the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) and the Office of Justice Programs Financial Guide.

** Institutions of Higher Education (IHE) may follow their own established policies for documenting personnel expenses provided that the IHE's policies are in compliance with the Standards for Documentation of Personnel Expenses referred to at 2 CFR 200.430.

The following sample forms are available on the Grant Procedures and Forms page of our website:

- Example of a completed timesheet
- An Excel timesheet template that you may modify to suit your needs
- A sample time certification for employees working 100% of their time on a grant-funded project.

2.1.

Does the applicant acknowledge that they have read, understand and will abide by PCCD's employee time and effort reporting standards?

Yes

SECTIONS:

3. Individual consultants funded with PCCD grant funds must maintain time and effort reports to support all charges billed to PCCD grant funds. Does the applicant acknowledge that they understand the requirement for individual consultants to maintain time and effort reports as support for charges against PCCD grant funds?

Yes

4.

Payment Terms

Payments will not be released until all applicable special conditions on the grant award have been satisfied. All grantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. An agency experiencing cash flow problems may submit fiscal reports monthly and PCCD will reimburse reported expenditures.

All payments of federal funds will comply with the federal Cash Management Improvement Act, 31 U.S.C. 6503.

All funds (Federal, State, match and project income) must be obligated by the end of the project period and expended within 60 days from that date.

4.1. Does the applicant acknowledge that they have read, understand and will abide by PCCD's payment terms?

Yes

SECTIONS:

P. Federal Transparency Act Certification 2017 -FFATA

The implementation of the Federal Funding Accountability and Transparency Act of 2006 requires a single searchable website, accessible by the public without cost, for each federal award of $30,000 or more over the life of any subaward. In order to satisfy this requirement, applicants and subrecipients are required to have a Unique Entity Identifier (UEI).

The applicant must also provide the primary place of performance of the subaward and the names and annual salaries of the five most highly compensated officers in their agency if the agency meets certain criteria as described below.

Additional information relating to the Act can be at https://www.fsrs.gov/

Additional information on the new UEI requirement effective April 2022 can be found here: https://sam.gov/content/duns-uei

1. The following questions pertain to the applicant agency's Unique Entity Identifier (UEI).

1.1.

Enter the applicant agency's Unique Entity Identifier (UEI).

The applicant agency's UEI can be found by accessing the applicant agency's information in the federal System for Award Management (SAM) at https://sam.gov/content/home.

Important Note: By April 2022, every organization doing business with federal agencies will have a new, 12-character identifier, known as the Unique Entity Identifier (UEI) as the government moves away from the proprietary DUNS number. More information on UEI can be found here: https://sam.gov/content/duns-uei

TL8GNEUJJ1K4

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2. Primary Place of Performance: The Office of Management and Budget (OMB) defines the place of performance as 'The location where a majority of the effort required to satisfactorily fulfill the intended purpose of the award will be completed.' Provide the following information to identify the Place of Performance for this grant award.

2.1. City (i.e. Harrisburg). Max 35 characters -

NOTE:
City is required for Federal Grants.

For State grants, the value "STATEWIDE" is possible in the 'County' field and if selected, the field 'City' can be left blank.

If the money is expended in multiple locations with the majority spent in a single address, agencies can list that city location as the Primary Place of Performance.

Media

SECTIONS:

2.2. State - Choose from the list of valid states

A value for State is always required.

PA

2.3.

Zip + 4 (i.e. 171091244) Exlude hyphen

NOTE: Zip+4 is required for Federal Grants. For State grants, the value "STATEWIDE" is possible in the 'County' field and if selected, the Zip+4 field should represent the Zip+4 of the Primary Place of Performance

However, if the money is expended in multiple locations with the majority spent in a single address, agencies can list that location as the Primary Place of Performance

19063-2708

2.4. County - Choose the grant's primary county of performance (where the highest value of the grant is to be applied). if the grant is Statewide, please select 'STATEWIDE'

023 - Delaware

3.

The applicant must provide to the Commonwealth the names and total compensation of the five most highly compensated officers of the entity if--

(i) the entity in the preceding fiscal year received—

(I) 80 percent or more of its annual gross revenues in Federal awards; and

(II) $25,000,000 or more in annual gross revenues from Federal awards: and

(ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchanges Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

If the Grantee does not meet the conditions listed above, then it must specifically affirm to the Commonwealth that the requirements of this clause are inapplicable to the Grantee.

Are the conditions specified above applicable to the grantee?

No

SECTIONS:

4. If you answered "Yes" to the previous question, you must enter the names and annual salaries of the five most highly compensated officers of the applicant agency.

Response #1

4.1. Officer Name:

4.2. Annual Salary:

SECTIONS:

Q. Non-Profit Agency Checklist

Non-Profit Agency Checklist:

The following items must be attached in Egrants in conjunction with the submission of an application for direct funding of non-profit agencies (refer to PCCD's Applicant's Manual page 13). This information does not have to be submitted to PCCD for governmental applicants proposing to pass through some or all of the funds to a non-profit agency.

*A copy of the most recent audited financial report, which must not be more than one year old; or a letter stating that the most recent report is on file with PCCD;

* A copy of the most recently submitted Form 990, Return of Organization Exempt from Income Tax (This requirement is applicable only if the applicant organization has not received funding from PCCD in the last five years);

*A list of the members of the Board of Directors, stating each member's board position, profession or employment, community activity and other pertinent information;

*A copy of the articles of incorporation;

*A copy of the by-laws of the organization, clearly defining the line of authority and responsibility moving between the Board and staff, outlining the hiring practices of the organization, and demonstrating the management and controls maintained by the Board; or for continuation subgrants a letter from the Board Secretary certifying that the by-laws previously submitted are still in effect

*Internal Revenue Service determination of the tax-exempt status of the organization;

*A copy of the minutes of the three Board meetings immediately preceding the date of the submission of the subgrant application;

*Evidence that the Project Director, Financial Officer and Board Officers and any employee that is responsible for the receipt and expenditure of funds are included in an employee dishonesty insurance policy for 30% of the funds requested or 10% of the organization's budget, whichever is greater.

1. Has the above information been submitted to PCCD within the last year? (Governmental applicants should respond "*Not Applicable*.")

Not Applicable

1.1. If the above information has been submitted to PCCD within the last year, please indicate the **grant number** that the information is on file with. Otherwise, attach all required information to this Egrants section. If you need to mail some or all of the information, indicate the date that the information was or will be mailed to PCCD.

PERFORMANCE INDICATORS:

1. Established by PCCD
2. Established by Subgrantee

APPROVAL CHECKLIST:

A. Does the applicant agency have any type of audit done regularly?

☑ Yes ☐ No

If yes, when was the last one completed?

12/31/2023

B. Is the applicant agency required to have an audit performed in accordance with the Single Audit Act?

☑ Yes ☐ No

If yes, when was the last one completed?

09/28/2023

C. For non-profits only, do the by-laws of the applicant agency require an annual audit?

☐ Yes ☐ No ☑ N/A

D. Does the applicant agency's Board of Directors regularly review the applicant agency's financial reports?

☐ Yes ☐ No ☑ N/A

If yes, please provide the date of the last review.

E. Does the Financial Officer listed in the Main Summary section have more than three years of experience?

☐ Yes ☑ No

F. Does the Project Director listed in the Main Summary section have more than three years of experience?

☑ Yes ☐ No

G. Does the applicant agency have a segregation of duties policy?

☑ Yes ☐ No

RECIPIENT AGENCY TOTAL BUDGET FOR CURRENT FISCAL YEAR:

Agency:
Agency Year:

A. REVENUE	**Amount**
Federal Funds	
State Funds	
Local Funds	
OTHER FUNDING SOURCES: (Per Diem, United Way, PCAR, PCADV, etc.) Please identify each source:	
TOTAL REVENUE	

B. EXPENDITURES	**Amount**
General Fund	
Capital Budget	
Community Development	
Other	
TOTAL BUDGETED EXPENDITURES	

C. QUESTIONS

1. Are any of these fund sources to be used in the implementation of this project? *

   ☐ Yes ☐ No

   If so, name the source and the intended use. If not, identify the source of the matching contributions.

2. Are you presently receiving or have you applied or do you intend to apply for funds from any other source with which to finance this project? *

   ☐ Yes ☐ No

   If so, describe the source and state the amount.

3. Do you intend to apply for continuation funding for this project? *

   ☐ Yes ☐ No

ATTACHMENTS:

List of Attachments required for submission of this Application for funding:

Section: Required Attachments - RASA

File Name	File Description
Monarch Agreement Delaware County for grant 2022-2027.pdf	Monarch Contract for Temp position

Section: Required Attachments - VOJO

File Name	File Description
Monarch_County_of_Delaware_Updated_Pricing_3.17.2025.pdf	Mon Fee Sche

Section: Required Attachments - RASA

File Name	File Description
RASA 2026 Funding Recommendation Form (3).pdf	fund rec
Temp Victim Job Description.pdf	Temp Victim Job Description

Section: Required Attachments - VOJO

File Name	File Description
Victim Liaison Job Description.pdf	Job Description - Victim Liaison
VOJO 2026 Funding Recommendation Form (3).pdf	Fund Rec

The applicant has caused this subgrant application to be executed and attested to by its proper officials, pursuant to legal action authorizing the same.

Delaware County Executive Director
NAME OF APPLICANT AGENCY

By: _____

Title: _____

Date: _____

FOR PCCD USE ONLY

We certify that this application is approved and that funding has been received to support this subgrant award.

_____ _____
PCCD Executive Director or designee DATE

_____ _____
COMPTROLLER OPERATIONS DATE

Approved as to form and legality:

_____ _____
COUNSEL TO PCCD DATE

_____
OFFICE OF GENERAL COUNSEL

_____
DEPUTY ATTORNEY GENERAL

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AGENDA ITEM NO. 10.J

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Nichole DePompeo,Court Financial
ITEM TYPE:	Grant
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to submit and accept the grant continuation from the Pennsylvania Commission on Crime and Delinquency (PCCD) for the Rights and Services Act (RASA) in the amount of $43,894.00 and will run from January 1, 2026 to December 31, 2026. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	32-1949
ESTIMATED/ACTUAL COST OF REQUEST:	43,,894.00
FUNDING SOURCE:	Grant
REVENUE TYPE:	
PURCHASING:	
GRANTS:	Approval to Accept Grant
ADDITIONAL COMMENTS:	

ATTACHMENTS:
2026 continuation.pdf

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Applicant Hereby Applies to the PCCD for Financial Support for the Within-Described Project:

PCCD USE ONLY

Reciept Date	Award Date	Grant Number(s)
		-- 44772-2

Type of Funds for which you are applying	Crime Victim Services and Compensation Fund (State CVSCP), Victims of Crime Act (Federal 16.575 VOCA), Victims of Juvenile Offenders (State VOJO)		
Applicant	**Name Of Applicant:** Delaware County Executive Director		
	Federal I.D: 23-6003046	**County:** Delaware	
	Street Address Line 1: 201 West Front Street		
	Address Line 2: County Government Center Building	**Address Line 3:**	
	City: Media	**State:** PA	**Zip:** 19063-2708
Recipient Agency	Delaware County Court Financial Services		
Project Director	**Name:** Ms. Nichole DePompeo	**Title:** Office Manager **Agency:** Delaware County Executive Director	
	Street Address Line 1: 201 West Front Street		
	Address Line 2: County Government Center Building	**Address Line 3:**	
	City: Media	**State:** PA	**Zip:** 19063-2708
	Phone: 610-891-5197 **Fax:**	**Email:** depompeon@co.delaware.pa.us	
Financial Officer	**Name:** Hon Joanne Phillips, Esq.	**Title:** Controller **Agency:** Delaware County Executive Director	
	Street Address Line 1: 201 West Front Street		
	Address Line 2: County Government Center Building	**Address Line 3:**	
	City: Media	**State:** PA	**Zip:** 19063-2708
	Phone: 610-891-4441 **Fax:**	**Email:** Phillipsj@co.delaware.pa.us	
Contact	**Name:** Ms. Nichole DePompeo	**Title:** Office Manager **Agency:** Delaware County Executive Director	
	Street Address Line 1: 201 West Front Street		
	Address Line 2: County Government Center Building	**Address Line 3:**	
	City: Media	**State:** PA	**Zip:** 19063-2708
	Phone: 610-891-5197 **Fax:**	**Email:** depompeon@co.delaware.pa.us	
Brief Summary of Project	**Short Title** (May not exceed 50 characters) RASA/Victim Services - Court Financial Services		
(Do Not Exceed Space Provided)	This grant supports the position of Restitution Liaison. The Restitution Liaison will provide procedural services for victims of crime throughout Delaware County post sentencing.		

Grant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	37,929.00
EMPLOYEE BENEFITS	2,845.00
TRAVEL (INCLUDING TRAINING)	127.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	2,993.00
CONSULTANTS	0.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	**43,894.00**

TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	0.00	
STATE	43,894.00	100%
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	0.00	
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	**43,894.00**	**100%**

Project Start Date: 1/1/2026 **Project End Date:** 12/31/2026

BUDGET DETAILS

A. AGENCY BUDGETS

BY RECIPIENT AGENCY	YEAR 2	TOTAL
Delaware County Court Financial Services	43,894.00	**43,894.00**
Total:	**43,894.00**	**43,894.00**

Recipient Agency: Delaware County Court Financial Services

BY CATEGORY	YEAR 2	TOTAL
PERSONNEL	37,929.00	**37,929.00**
EMPLOYEE BENEFITS	2,845.00	**2,845.00**
TRAVEL (INCLUDING TRAINING)	127.00	**127.00**
EQUIPMENT	0.00	**0.00**
SUPPLIES & OPERATING EXPENSES	2,993.00	**2,993.00**
CONSULTANTS	0.00	**0.00**
CONSTRUCTION	0.00	**0.00**
OTHER	0.00	**0.00**
Total:	**43,894.00**	**43,894.00**

Applicant Agency: Delaware County Executive Director

BY SOURCE	YEAR 2	TOTAL
FEDERAL	0.00	**0.00**
STATE	43,894.00	**43,894.00**
PROJECT INCOME	0.00	**0.00**
INTEREST	0.00	**0.00**
STATE MATCH	0.00	**0.00**
CASH MATCH (NEW APPROP.)	0.00	**0.00**
IN-KIND MATCH	0.00	**0.00**
PROJECT INCOME MATCH	0.00	**0.00**
Total:	**43,894.00**	**43,894.00**

The applicant has caused this subgrant application to be executed and attested to by its proper officials, pursuant to legal action authorizing the same.

Delaware County Executive Director
NAME OF APPLICANT AGENCY

By: _____

Title: _____

Date: _____

FOR PCCD USE ONLY

We certify that this application is approved and that funding has been received to support this subgrant award.

_____ _____
PCCD Executive Director or designee DATE

_____ _____
COMPTROLLER OPERATIONS DATE

Approved as to form and legality:

_____ _____
COUNSEL TO PCCD DATE

_____
OFFICE OF GENERAL COUNSEL

_____
DEPUTY ATTORNEY GENERAL

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AGENDA ITEM NO. 10.K

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Thavy Sim,Human Services
ITEM TYPE:	Grant
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to accept Grant Number: Multiple Projects with the Department of Housing and Urban Development, Office of Community Planning and Development for Continuum of Care funding in the amount of $404,225.00. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	XXXX-XXXX-XXXXXX
ESTIMATED/ACTUAL COST OF REQUEST:	$404,225.00
FUNDING SOURCE:	Grant
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Please see the attached supporting documents.

ATTACHMENTS:
Continuum of Care Program Grant Summary Page
Continuum of Care Program Grant Agreement

Social Services and Community Programs Request to Accept Funding/Grant

Program Office: Adult and Family Services

Grant/Funding Title: Continuum of Care Program (Assistance Listing #14.267) Grant Agreement
Grant Number: Multiple Projects

Funding Entity: United States Department of Housing and Urban Development

Amount of Funding/Grant: $404,225

Effective Dates of Funding/Grant: various

Funding Type:

Federal Funding Source(s):	U.S. Department of Housing and Urban Development Continuum of Care Planning Grant CFDA #14.267	Amount:	$404,225
State Funding Source(s):		Amount:	
Other Funding Source(s):		Amount:	
County Funding:		Amount:	$101,056.25

Statement Summarizing Funding/Grant Acceptance:

Human Services, Adult and Family Services requests Council's approval to accept Grant Number: Multiple Projects with the Department of Housing and Urban Development, Office of Community Planning and Development for Continuum of Care funding in the amount of $404,225. Subject to Solicitor's approval.

Specifics of Funding/Grant:

This Continuum of Care funded Multiple Projects Grant in the amount of $404,225 received by Delaware County funds three homeless projects. All three of these programs are renewal grants and all three grants require a 25% match which can be in-kind or cash. These programs undergo a performance-based evaluation each year and are ranked based on their performance. Department of Human Services, Adult and Family Services will be under agreement with Housing and Urban Development for the three programs.

Date Council Approved Request to Apply for Funding: July 24, 2025

Program Need for Services:

The Multiple Projects Grant provides funding for the management of the Homeless Management Information System, an Adult and Family Services Data Technician to ensure data quality and also for a coordinated entry position at a community shelter.

Date Request Discussed with Human Services Director: July 24, 2025

Program Approval: _____ *Date:* _____

Fiscal Approval: _____ *Date:* _____

CFO Approval: _____ *Date:* _____

Human Services Director: Angela Hiers *Date:* 7/24/2025

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
The Strawbridge's Building
801 Market Street
Philadelphia, PA 19107-3380

Grant Number: Multiple Projects
Recipient's Name: County of Delaware
Tax ID Number: 23-6003046
Unique Entity Identifier [SAM]: HBWCWN9U72H8
Federal Award Date: 6/5/2025

CONTINUUM OF CARE PROGRAM (Assistance Listing# 14.267)
GRANT AGREEMENT

This Grant Agreement ("this Agreement") is made by and between the United States Department of Housing and Urban Development ("HUD") and County of Delaware (the "Recipient").

This Agreement, the Recipient's use of funds provided under this Agreement (the "Grant" or "Grant Funds"), and the Recipient's operation of projects assisted with Grant Funds are governed by

1. The Consolidated Appropriations Act, 2024 (Public Law 118-42, approved March 9, 2024);

2. title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 et seq. (the "Act");

3. the Continuum of Care Program rule at 24 CFR part 578 (the "Rule"), as amended from time to time;

4. the Notice of Funding Opportunity for FY 2024 and FY 2025 Continuum of Care Competition and Renewal or Replacement of Youth Homeless Demonstration Program (NOFO) except for references in the NOFO to Executive Orders that have since been repealed;

5. all current Executive Orders; and

6. the Recipient's application submissions on the basis of which these Grant Funds were approved by HUD, including the certifications, assurances, technical submission documents, and any information or documentation required to meet any grant award condition (collectively, the "Application").

The Application is incorporated herein as part of this Agreement, except that only the project (those projects) listed below are funded by this Agreement. In the event of any conflict between any application provision and any provision contained in this Agreement, this Agreement shall control. Capitalized terms that are not defined in this agreement shall have the meanings given in the Rule.

HUD's total funding obligation authorized by this grant agreement is $404,225, allocated between the project(s) listed below (each identified by a separate grant number) and, within those projects, between budget line items, as shown below. The Grant Funds an individual project will receive are as shown in the Application on the final HUD-approved Summary Budget for the project. Recipient shall use the Grant Funds provided for the projects listed below, during the budget period(s) period stated below.

Grant No. (FAIN)	Grant Term	Performance Period	Budget Period	Total Amount
PA0100L3T022417	12 months	07-01-2025 - 06-30-2026	07-01-2025 - 06-30-2026	$211,412

allocated between budget line items as follows:

a. Continuum of Care Planning Activities	$0
b. Acquisition	$0
c. Rehabilitation	$0
d. New construction	$0
e. Leasing	$0
f. Rental assistance	$0
g. Supportive services	$0
h. Operating costs	$0
i. Homeless Management Information System	$201,612
j. Administrative costs	$7,800
k. Relocation costs	$0
l. VAWA Costs	$2,000
m. Rural Costs	$0
n. HPC homelessness prevention activities:	
Housing relocation and stabilization services	$0
Short-term and medium-term rental assistance	$0

Grant No. (FAIN)	Grant Term	Performance Period	Budget Period	Total Amount
PA0761L3T022409	12 months	09-01-2025 - 08-31-2026	09-01-2025 - 08-31-2026	$60,730

allocated between budget line items as follows:

a. Continuum of Care Planning Activities	$0
b. Acquisition	$0
c. Rehabilitation	$0
d. New construction	$0
e. Leasing	$0
f. Rental assistance	$0
g. Supportive services	$60,730
h. Operating costs	$0
i. Homeless Management Information System	$0
j. Administrative costs	$0
k. Relocation costs	$0
l. VAWA Costs	$0
m. Rural Costs	$0
n. HPC homelessness prevention activities:	
Housing relocation and stabilization services	$0
Short-term and medium-term rental assistance	$0

Grant No. (FAIN)	Grant Term	Performance Period	Budget Period	Total Amount
PA1074L3T022402	12 months	04-01-2025 - 03-31-2026	04-01-2025 - 03-31-2026	$132,083

allocated between budget line items as follows:

a. Continuum of Care Planning Activities	$0
b. Acquisition	$0
c. Rehabilitation	$0
d. New construction	$0
e. Leasing	$0
f. Rental assistance	$0
g. Supportive services	$0
h. Operating costs	$0
i. Homeless Management Information System	$132,082
j. Administrative costs	$0
k. Relocation costs	$0
l. VAWA Costs	$1
m. Rural Costs	$0
n. HPC homelessness prevention activities:	
Housing relocation and stabilization services	$0
Short-term and medium-term rental assistance	$0

Pre-award Costs for Continuum of Care Planning

The Recipient may, at its own risk, incur pre-award costs for continuum of care planning awards, after the date of the HUD selection notice and prior to the effective date of this Agreement, if such costs: a) are consistent with 2 CFR 200.458; and b) would be allowable as a post-award cost; and c) do not exceed 10 percent of the total funds obligated to this award. The incurrence of pre-award costs in anticipation of an award imposes no obligation on HUD either to make the award, or to increase the amount of the approved budget, if the award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred.

These provisions apply to all Recipients:

The Recipient:

(1) shall not use grant funds to promote "gender ideology," as defined in E.O. 14168, Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government;

(2) agrees that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the U.S. Government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code;

(3) certifies that it does not operate any programs that violate any applicable Federal anti-discrimination laws, including Title VI of the Civil Rights Act of 1964;

(4) shall not use any Grant Funds to fund or promote elective abortions, as required by E.O. 14182, Enforcing the Hyde Amendment; and

(5) Notwithstanding anything in the NOFO or Application, this Grant shall not be governed by Executive Orders revoked by E.O. 14154, including E.O. 14008, or NOFO requirements implementing Executive Orders that have been revoked.

The recipient must administer its grant in accordance with all applicable immigration restrictions and requirements, including the eligibility and verification requirements that apply under title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, as amended (8 U.S.C. 1601-1646) (PRWORA) and any applicable requirements that HUD, the Attorney General, or the U.S. Center for Immigration Services may establish from time to time to comply with PRWORA, Executive Order 14218, or other Executive Orders or immigration laws.

No state or unit of general local government that receives funding under this grant may use that funding in a manner that by design or effect facilitates the subsidization or promotion of illegal immigration or abets policies that seek to shield illegal aliens from deportation.

Subject to the exceptions provided by PRWORA, the recipient must use SAVE, or an equivalent verification system approved by the Federal government, to prevent any Federal public benefit from being provided to an ineligible alien who entered the United States illegally or is otherwise unlawfully present in the United States.

HUD will not enforce provisions of the Grant Agreement to the extent that they require the project to use a housing first program model.

As stated in Section III.A.2 of the NOFO, Faith-based organizations may be recipients or subrecipients for funds under this agreement on the same basis as any other organization. Recipients may not, in the selection of subrecipients, discriminate against an organization based on the organization's religious character, affiliation, or exercise.

If any new projects funded under this Agreement are for project-based rental assistance for a term of fifteen (15) years, the funding provided under this Agreement is for the performance period stated herein only. Additional funding is subject to the availability of annual appropriations.

The budget period and performance period of renewal projects funded by this Agreement will begin immediately at the end of the budget period and performance period of the grant being renewed. Eligible costs incurred between the end of Recipient's budget period and performance period under the grant being renewed and the date this Agreement is executed by both parties may be reimbursed with Grants Funds from this Agreement. No Grant Funds for renewal projects may be drawn down by Recipient before the end date of the project's budget period and performance period under the grant that has been renewed.

For any transition project funded under this Agreement the budget period and performance period of the transition project(s) will begin immediately at the end of the Recipient's final operating year under the grant being transitioned. Eligible costs, as defined by the Act and the Rule, incurred between the end of Recipient's final operating year under the grant being transitioned and the execution of this Agreement may be paid with funds from the first operating year of this Agreement.

HUD designations of Continuums of Care as High-performing Communities (HPCS) are published on HUD.gov in the appropriate Fiscal Years' CoC Program Competition Funding Availability page. Notwithstanding anything to the contrary in the Application or this Agreement, Recipient may only use grant funds for HPC Homelessness Prevention Activities if the Continuum that designated the Recipient to apply for the grant was designated an HPC for the applicable fiscal year.

The Recipient must use the Grant Funds only for costs (including indirect costs) that meet the applicable requirements in 2 CFR part 200 (including appendices), as may be amended from time to time. The Recipient's indirect cost rate information is as provided in Addendum #1 to this Agreement. The Recipient must immediately notify HUD upon any change in the Recipient's indirect cost rate, so that HUD can amend the Agreement to reflect the change if necessary.

HUD notifications to the Recipient shall be to the address of the Recipient as stated in the Recipient's applicant profile in e-snaps. Recipient notifications to HUD shall be to the HUD Field Office executing the Agreement. No right, benefit, or advantage of the Recipient hereunder may be assigned without prior written approval of HUD.

The Recipient must comply with the applicable requirements in 2 CFR part 200, as may be amended from time to time.

Build America, Buy America Act. The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

Waste, Fraud, Abuse, and Whistleblower Protections. Any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form. You must comply with 41 U.S.C. § 4712, which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a government contractor, subcontractor, grantee, and subgrantee—as well as a personal services contractor—who make a protected disclosure about a Federal grant or contract cannot be discharged, demoted, or otherwise discriminated against as long as they reasonably believe the information they disclose is evidence of:

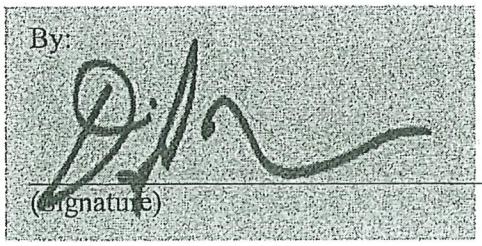
1. Gross mismanagement of a Federal contract or grant;
2. Waste of Federal funds;
3. Abuse of authority relating to a Federal contract or grant;
4. Substantial and specific danger to public health and safety; or
5. Violations of law, rule, or regulation related to a Federal contract or grant.

HUD may terminate all or a portion of the Grant in accordance with the Act, the Rule and 2 CFR 200.340. The Agreement constitutes the entire agreement between the parties and may be amended only in writing executed by HUD and the Recipient.

By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).

This agreement is hereby executed on behalf of the parties as follows:

UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development

By: 

(Signature)

David Noguera, Director
(Typed Name and Title)

June 5, 2025
(Date)

RECIPIENT

County of Delaware
(Name of Organization)

By:

(Signature of Authorized Official)

Dr. Monica Taylor, County Council Chair
(Typed Name and Title of Authorized Official)

(Date)

Addendum #1

OMB Number. 2501-0044
Expiration Date: 2/28/2027

Indirect Cost Information for Award Applicant/Recipient

1. Federal Program/Assistance Listing Program Title:
CONTINUUM OF CARE PROGRAM/Assistance Listing# 14.267

2. Legal Name of Applicant/Recipient: County of Delaware

3. Indirect Cost Rate Information for the Applicant/Recipient:
Please check the box that applies to the Applicant/Recipient and complete the table only as provided by the instructions accompanying this form.

☐ The Applicant/Recipient will not charge indirect costs using an indirect cost rate.

☐ The Applicant/Recipient will calculate and charge indirect costs under the award by applying a de minimis rate as provided by 2 CFR 200.414(f), as may be amended from time to time.

☐ The Applicant/Recipient will calculate and charge indirect costs under the award using the indirect cost rate(s) in the table below, and each rate in this table is included in an indirect cost rate proposal developed in accordance with the applicable appendix to 2 CFR part 200 and, if required, has been approved by the cognizant agency for indirect costs.

Agency/department/ major function	Indirect cost rate	Type of Direct Cost Base	Type of Rate

4. Submission Type (check only one):
☒ Initial submission ☐ Update

5. Effective date(s):

6. Certification of Authorized Representative for the Applicant/Recipient:
**Under penalty of perjury, I certify on behalf of the Applicant/Recipient that
(1) all information provided on this form is true, complete, and accurate, and
(2) the Applicant/Recipient will provide HUD with an update to this form immediately upon learning of any change in the information provided on this form, and
(3) I am authorized to speak for the Applicant/Recipient regarding all information provided on this form.

Signature: _____

Date: _____

Name: Dr. Monica Taylor

Title: County Council Chair

**Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties (18 U.S.C §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. § 3729, 3802; 24 CFR § 28.10(b)(iii)).

Public Reporting Burden Statement: This collection of information is estimated to average 0.25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of the requested information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. This agency is authorized to collect this information under Section 102 of the Department of Housing and Urban Development Reform Act of 1989. The information you provide will enable HUD to carry out its responsibilities under this Act and ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. This information is required to obtain the benefit sought in the grant program. Failure to provide any required information may delay the processing of your application and may result in sanctions and penalties including of the administrative and civil money penalties specified under 24 CFR §4.38. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552). The information contained on the form is not retrieved by a personal identifier, therefore it does not meet the threshold for a Privacy Act Statement.

OMB Number. 2501-0044
Expiration Date: 2/28/2027

Instructions for Completing the Indirect Cost Information for the Award Applicant/Recipient

Number	Item	Instructions
1	Federal Program/ Assistance Listing Program Title	Enter the title of the program as listed in the applicable funding announcement or notice of funding availability.
2	Legal Name of Applicant/ Recipient	Enter the legal name of the entity that will serve as the recipient of the award from HUD.
3	Indirect Cost Rate Information for the Applicant/ Recipient	Mark the one (and only one) checkbox that best reflects how the indirect costs of the Applicant/Recipient will be calculated and charged under the award. Do not include indirect cost rate information for subrecipients. The table following the third checkbox must be completed only if that checkbox is checked. When listing a rate in the table, enter the percentage amount (for example, "15%"), the type of direct cost base to be used (for example, "MTDC"), and the type of rate ("predetermined," "final," "fixed," or "provisional"). If using the Simplified Allocation Method for indirect costs, enter the applicable indirect cost rate and type of direct cost base in the first row of the table. If using the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the award, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied. If the Applicant/Recipient is a government and more than one agency or department will carry out activities under the award, enter each agency or department that will carry out activities under the award, the indirect cost rate(s) for that agency or department, and the type of direct cost base to which each rate will be applied.
4	Submission Type	Check the appropriate box to identify whether this is the first submission of this form for the award or an update to a previous submission of this form for the award.
5	Effective date(s)	Enter the date(s) for which the information on this form applies.
6	Certification of Authorized Representative for the Applicant/ Recipient	An employee or officer of the Applicant/Recipient with the capacity and authority to make this certification for the Applicant/Recipient must make the certification by signing as provided. They must also provide the date of their signature, full name, and position title.

AGENDA ITEM NO. 10.L

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Caitlyn Brown,Human Services
ITEM TYPE:	Grant
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to submit the Department of Human Services Block Grant Annual Plan for the fiscal year ending June 30, 2026, to the Pennsylvania Department of Human Services. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	N/A
ESTIMATED/ACTUAL COST OF REQUEST:	$50,033,065
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Please see attached supporting documentation.

ATTACHMENTS:
Human Services Block Grant Summary Page.pdf
HSBG_2526_Summary.pdf
AppA_Assurance Of Compliance_FY_2526_HSBG.pdf

Social Services and Community Programs Request to Apply for Funding

Program Office: Adminstration

Grant/Funding Title: Human Services Block Grant

Funding Entity: Pennsylvania Department of Human Services

Amount of Request: $50,033,065

Effective Dates of Funding/Grant: 7/1/2025 to 6/30/2026

Funding Type:

Federal Funding Source(s):	Social Services Block Grant – Intellectual Disabilities #93.667	Amount:	$396,194
	Social Services Block Grant – Mental Health #93.667		$293,886
	Block Grant for Community Mental Health #93.958		$1,009,453
State Funding Source(s):	Drug and Alcohol Treatment Prevention	Amount:	$231,914
	Behavioral Health Services Initiative – Opioid Use Disorder		$210,000
	Behavioral Health Services Initiative - Prevention and Treatment		$1,142,779
	Human Services Development Fund		$510,596
	Homeless Assistance Program		$1,065,404
	Intellectual Disabilities State Base		$7,908,263
	Mental Health State Base		$36,786,273
	Behavioral Health Services Initiative – Mental Health		$362,182
	Mental Health Special Residence		$116,121
Other Funding Source(s):		Amount:	
County Funding:		Amount:	$995,671

Statement Summarizing Funding/Grant Request:

The Department of Human Services, Mental Health seeks permission to submit the Human Services Block Grant Annual Plan for the Fiscal Year ending June 30, 2026, to the Pennsylvania Department of Human Services in order to receive the State/Federal Allocation of $50,033,065, which requires a county contribution of 2.06% on State monies, equating to $995,671. Subject to Solicitor's approval.

Specifics of Funding/Grant Application:

Act 80 of 2012 established a Human Services Block Grant pilot program for the purpose of allocating funds to county governments to provide locally identified county-based human services that will meet the needs of county residents.

Counties, in their leadership role, are required to identify local needs, develop goals, create strategies, and identify and track outcomes that support the implementation of quality, cost-effective, and efficient services. Counties are responsible for completing the planning process and submitting the required Plan which describes how services are delivered in the areas of mental health, intellectual disabilities, homeless assistance, substance use disorder, and other human services. The Plan should also describe coordination and cooperation with other critical services not directly administered by the county government.
Each county should develop a county planning process that includes the establishment of a county planning team to receive input and create a plan for the delivery of human services in the county. The county planning team should be comprised of individuals in the areas of mental health, intellectual disabilities, homeless assistance, substance use disorder, and other human services.

Program Need for Services:

The Human Services Block Grant funds are designated funds utilized to provide services to residents in Delaware County who are not covered by Behavioral HealthChoices, or do not have alternate funding through other state and federally funded programs. The flexibility of the Human Services Block Grant program allows the County to fund traditional categorical services, Mental Health, Intellectual and Developmental Disabilities, Drug and Alcohol and Adult and Family Services as well as innovative cross-system services to meet locally identified needs. These cross-system services provide the opportunity to address unique service needs by combining services previously provided by individual categorical services.

Priorities for the 2025/2026 Fiscal Year include:

Human Services Administration

- Finalize the transition from Civil Service.
- Further extend outreach to key community partners such as the YMCA and local food pantries to maximize impact.
- Develop a community-focused DHS Impact Report that highlights past accomplishments and future objectives.
- Enhance program monitoring and performance metrics for external contracted agencies, ensuring accountability and effectiveness.
- Explore new partnerships with stakeholders to drive innovation in affordable housing and behavioral health solutions

Adult and Family Services

- Establish standardized training requirements for all Continuum of Care and contact providers.
- Establish standardized shelter expectations for enrollment, case management practice and length of stay.
- Continue to engage and secure people with lived experience and expertise.
- Create a monthly Homeless Services Coalition overview training course to help acclimate all new staff to homeless services in Delaware County.

Drug and Alcohol Services

- Release a Request for Proposal for Recovery House services to remain in line with county policy for issuing RFP's for services, in addition to offering the opportunity to contract with newly licensed recovery house providers. The RFP will focus on resident safety, providing

quality and efficient services to residents, and meeting county and state licensing regulations and standards for providing recovery house services.

- The Single County Authority, through coordination and partnership with the Delaware County Recovery Community Committee, will plan and host the second annual recovery event in September 2025. The event is held in honor of the National Recovery Month to celebrate and recognize individuals living in recovery.
- Utilize the Prevention Needs and Resource Assessment data, collected in Fiscal Year 2425, regarding behavior, attitudes and knowledge concerning alcohol, tobacco, other drugs, mental health, and violence, to focus on as priorities for our youth in the County and continue to inform the strategic drug and alcohol prevention plan.
- Onboard two case management specialists to increase the oversight of the authorization process and provider network.
- The Delaware County Single County Authority will outreach to their partnering Single County Authority's and their Behavioral Health-Managed Care Organizations to gather all contracted Certified Recovery Specialist providers and encourage to reinstate the Regional Warm Hand Off Certified Recovery Specialist quarterly meeting. Partnering Counties include, but are not limited to, Montgomery County, Bucks County, Philadelphia County, Berks County, and Chester County, Delaware being the initial lead County. This could mitigate the barrier that we face by being unable to assist with clients from outside of Delaware County and vice versa.
- Continue to maintain the operations of the STAR program (Stabilization, Triage, and Referral) as a county resource, especially with closure of Crozer Hospital. Continue to advocate for and research various funding options to continue to ensure funding of the programming, as well as continue to provide oversight of the services and coordination efforts with the provider, managed care, and county and state partners regarding the services.
- Expand Warm Handoff opportunities through collaboration with the new Delaware County Overdose Response Team (DCORT) program (EMS ride along service) delivered by Main Line Health. An additional expansion plan within the County's warm hand off services is linked to primary care offices and other non-traditional milieu where those with substance use may present.

Intellectual and Developmental Disabilities Services

- Share and provide opportunities for individuals to live in the community utilizing Life Sharing and Supported Living.
- To enhance opportunities for family facilitators and coordinators to support teams in supporting children with medically complex needs in order to have a meaningful life while living in the community.
- Increase cross-system collaboration in order to support individuals with disabilities to have their needs identified and met, as a part of the transition process, and when significant life changes occur.
- Provide education to families and providers in implementing the multi-year growth strategies plan in order to increase capacity for individuals needing waiver support.
- Continue to Support individuals to have an Everyday Life by utilizing the tools from the Lifecourse and addressing behavioral support needs by enhancing the Dual Diagnosed Treatment Team.
- To increase enrollment of participants in the Housing Voucher Program through the Office of Development Programs while addressing housing needs for individuals identified from support coordination agencies that are on the emergency PUNS list, forensic needs, moving

from ICFs, or homelessness prevention, or opportunities to live independently in the community.
- Strengthen partnerships, communication, and provider networks to address systemic barriers.
- To review and enhance the intake unit and quality management unit to ensure timely program enrollment for services, and all incidents of health and safety are investigated timely.

Mental Health Services

- Continue to provide trauma training to ensure all employees at the Delaware County Department of Human Services have basic trauma training.
- Strengthen partnerships with remaining residential treatment, local inpatient, and partial hospitalization programs regarding warm hand offs and discharge planning
- Formalize the members and goals for Early Childhood Mental Health Advisory Board
- Update the training for all Emergency Behavioral Health volunteer team members and register all members in the Commonwealth's database
- Develop at least one walk in crisis unit, along with a licensed county telephone crisis line to integrate with the SAMHSA toolkit's requirements of "Someone to talk to, someone to come to you, and a place to go"
- Successfully site and open a new Long Term Structured Residence Program to provide services for Delaware County residents who need a maximum level of residential support and services while living in the community
- Finalize successful transition of our Merion Trace Community Residential Rehabilitation program into their new location
- Certified staff will provide six Mental Health First Aid training courses
- Appointed staff will continue to serve on the Commonwealth's Mental Health Planning Council's Advisory Boards
- Facilitate a second one day accelerated CIT course for First Responders in FY 25/26
- Open a Long-Term Structured Forensic Residence
- Explore the possibility of re-opening transitional housing for women in Delco
- MH Program staff are working with Chester County Outreach Workers from the Veterans Administration, working from Montgomery County focused on training Veteran-CIT trained officers to use their military and social service expertise to support other Veterans in crisis over the 2025/26-year. Training will be provided in the Fall of 2025.

Date Request Discussed with Human Services Director: July 29, 2025

Program Approval: Angelique Hines *Date:* 7-30-2025

Fiscal Approval: _____ *Date:* _____

CFO Approval: _____ *Date:* _____

Human Services Director: _____ *Date:* _____

DELAWARE COUNTY
FISCAL YEAR 2025/2026
HUMAN SERVICES BLOCK GRANT
SUMMARY

DELAWARE COUNTY HUMAN SERVICES BLOCK GRANT SUMMARY
FISCAL YEAR 2024/2025

HUMAN SERVICES BLOCK GRANT PROCESS

Public Hearing Notice

Delaware County Human Services has scheduled two hybrid Public Hearings to gain input from the community and stakeholders regarding the plan for the upcoming fiscal year.

- Tuesday July 15, 2025, at 6pm
- Wednesday July 23rd, 2025, at 6:00 pm

The July 15th event will be held at Welcome House. The July 23rd event will be held in Media in the County Council Meeting Room and can be will also be live streamed. Comments may be emailed to HS_BlockGrant@co.delaware.pa.us until the conclusion of the second hearing.

Notification of the Public Hearings will be published in the Delaware County Daily Times per the requirements in the Sunshine Act. Additionally, advisory councils, providers, stakeholders, and committees will be notified of the hearings via email and the notice will be on the Human Services Website and Delaware County Website.

Planning Process

Delaware County Human Services collaborates with the internal and external stakeholders in the development of the Block Grant Plan and on an ongoing basis to ensure the mental health needs of our community are being met in an equitable, fair, and inclusive manner. Human Services Administrators currently meet on a regular basis to discuss pertinent issues within the Department. Program and Fiscal leads for the categoricals within the Human Services Block Grant routinely meet throughout the year to discuss current year needs, utilization of retained earnings, and planning for the upcoming fiscal year.

The Human Services Block Grant Plan is distributed to the Mental Health/Intellectual and Developmental Disabilities Advisory Board, Drug and Alcohol Planning Council, and Children and Youth Citizens Advisory Council prior to submission for feedback and comments. Furthermore, the plan summary is posted on the Human Services Website and distributed to an array of providers, County partners, and stakeholders. The full plan is available for review once completed.

Throughout the year, Human Services leaders assess the community and needs of our residents to best strategize for continued programming.

Human Services Overview

Delaware County Department of Human Services was established in 1976 under the Home Rule Charter as an umbrella department responsible for the administration and delivery of coordinated human services. The Department of Human Services is comprised of the following program offices Mental Health-including Healthchoice's, Data Statistics and Quality Improvement, Intellectual and Developmental Disabilities, Drug and Alcohol, Early Intervention, Administration-including fiscal, contracting, information technology, and information systems and Court and Community Connections, Adult and Family Services-including Medical Assistance Transportation Program, and Children and Youth Services.

In conjunction with internal collaboration between the various categoricals within the Department, Human Services has developed partnerships with an array of County and Court Offices, including the County Office of Services for the Aging, Office of Housing and Community Development, District Attorney's Office, Public Defender's Office, Workforce Development, Adult Probation and Parole, Juvenile Probation, and Juvenile Detention Services. Beginning in 2022, Human Services became a department under the Chief of Human Services and Community Supports. This change in the overall structure of services to residents in Delaware County allows for a more seamless collaboration between departments.

The Human Services Block Grant has been paramount in implementing a cross-system approach to serving the County's most vulnerable citizens. By allowing flexibility with funding, Delaware County has enhanced our holistic approach to address the needs of our residents.

Human Services Block Grant – Looking Back

Delaware County Human Services has been a Block Grant County since its inception with Act 80 of 2012. Structured with a Human Services Model, Delaware County was in an optimal position to transition to a Block Grant County. Although there have been countless benefits to Delaware County with the Human Services Block Grant's ability to move funds, three categoricals are most prominent: Drug and Alcohol, Intellectual and Developmental Disabilities, and Homeless Services.

The flexibility of the funding has allowed our County to provide more comprehensive services to our residents. When the Block Grant was established, Delaware County frequently had substance use needs which exceeded the available funding, resulting, at times, in some residents being unable to access treatment. Not only has Human Services been able to maintain consistent substance use programming with the Block Grant, but we have also expanded our provider network, increased funded length of stays, and incorporated multiple recovery houses and Medication Assisted Treatment Programming in our funded services.

More recently, Delaware County has been able to provide services to the intellectual and developmental disability population due to the ability to transfer the monies to the categorical with the most pressing needs. Although the allotted Medicaid Waiver slots has increased there has also been a steadily growing need. Delaware County would have struggled to provide services in this regard if not for the flexibility of the Human Services Block Grant.

Delaware County utilized the Human Services Development Fund to support an array of programming for residents close to or experiencing homelessness. The drastic cuts of this funding stream over several years limited the available resources to assist this population. Human Services has been able to continue programming as a result of the ability to move funding between categorical allocations.

In addition to the benefit of transferring funding between programs within the fiscal year, Delaware County Human Services has been able to create initiatives and meet future needs through the permissible retained earnings. Programs, such as homeless case management, mental health on-site crisis, rental assistance, and homeless shelters have benefited.

HUMAN SERVICES ACCOMPLISHMENTS FOR FISCAL YEAR 2024/2025

Delaware County Department of Human Services engaged in an assessment and review of all available Crisis Services during Fiscal Year 24/25. Additionally, we created a strategic plan to help guide us in meeting the needs and filling gaps in Crisis Services. Unfortunately, also during the 24/25 fiscal year, Delaware County was dealt a particularly difficult blow to services with the closure of our largest provider of physical and mental health

services, Prospect Crozer. This provider has been decreasing available services over the last 3 years, including the closure of two of the four hospitals, and in January of 2025 filed for bankruptcy. They closed all services in May of 2025 including the two remaining hospitals in its network. This closure included our Crisis Walk in center, along with several other service to individuals with mental health needs. We are fortunate in Delaware County that our other providers of Mental Health services have stepped up and, in many cases, expanded their capacity to meet the need. Some providers hired staff and who were providing case management, or outpatient services, who could then continue to work with the same caseload, providing some consistency and stability to a number of individuals involved. Delaware County has provided support to emergency rooms to provide crisis supports; however, the two remaining emergency rooms have been challenged with the increase in the physical health needs. We have also increased the availability of mobile crisis services to assist with meeting the need. Delaware County continues to work closely with providers and is anticipating choosing a provider for Crisis Stabilization/Walk in services withing the 1st quarter of 2025/2026.

There continued to be a spotlight on racial disparities, increased focus on Criminal Justice Reform and drastically increasing human services' needs; the effect of all being significantly felt in Delaware County. The Delaware County Community continued to work on licensing and contracting with new providers to increase choice and diversify funds to a variety of providers. County has continued to work to diversify the service providers available to residents to avoid loss of service, anticipating the potential loss as Prospect Crozer eliminated services.

Delaware County has spent time thoroughly examining the array of services and enhancing our provider network. Furthermore, the experience solidified the resiliency of the County and underscored the commitment of not only our County Government, but the providers and community at large.

Delaware County Department of Human Services has made numerous other accomplishments during Fiscal Year 2024/2025, the most significant of which are highlighted below:

Human Services Administration

- Established a Management Exit Conference process
- Designed and launched an internal DHS auditing framework to enhance system compliance and operational integrity.
- Expanded the Drug & Alcohol Quality Management Program by integrating provider technical assistance and advancing data analysis capabilities.

- Revamped the Healthy Kids/Healthy Schools Initiative in collaboration with the District Attorney's Office, rebranding it as ConnectED for broader community engagement.
- Relocated to a new office, optimizing efficiency and service delivery.
- Extended outreach hours at select libraries and County Health Department vaccine clinics, ensuring residents have immediate access to Human Services programs and support.
- Strengthened workforce stability by increasing staff retention and successfully filling key vacancies.
- Expanded outreach locations to County Offices, libraries, and community providers, enhancing accessibility to Human Services programs.

Adult and Family Services

- The established PA-502 Homeless Services Coalition Training Committee has established a training schedule for six to nine training events for our providers and community partners. Training topics include

accession Drug and Alcohol treatment, Mental Health treatment and services and Veteran Services; Domestic Violence services, Victim's Assistance Center resources, Trafficking community education, Motivational Interviewing, Educational Rights of Homeless Children and Employment Services. All community partners are welcome to attend.

- The additional funding secured for Rent Assistance assisted 312 households.
- Our Housing Navigator has assisted 50 homeless households locate affordable housing.
- Through a new HUD grant, a HMIS Data Technician was added to our staff to assist in the review of HMIS data and ensure compliance with HUD requirements, as well as provide training to new and existing staff to improve data quality and ultimately increase funding.
- Adult and Family Service staff provided case management to shelter staff until a provider could be under contract.
- Secured additional funding through Home For Good to provide pack and play units, diapers and wipes, rent, furniture and transportation assistance, incentives for landlords outside the traditional rental hot spots and funding for essential documents.

Drug and Alcohol Services

- Expanded and enhanced coordination and outreach with the Certified Recovery Specialist Warm Hand-off Program to increase access to services and supports for individuals presenting to Delaware County hospitals with substance use disorders. Enhanced coordination amongst the teams when Prospect Medical Holdings closed two hospital locations.
- With coordination and oversight from the Single County Authority, funding from the PA Department of Drug and Alcohol Programs, and facilitation by MVP Recovery, established and implemented a Drug and Alcohol Crisis Stabilization center/program which became fully functional in FY 2024-2025. The Program, STAR (Stabilization, Triage, and Referral), aims to centralize a pathway to treatment and resources while removing all barriers and operating 24/7.
- Expanded monitoring efforts and oversight of providers and services by adding new and enhanced monitoring tools, updating the Single County Authority oversight and monitoring policy, and updating Single County Authority metrics tools. Through direct supervision provided by the Data, Statistics, and Quality Administrator, the Single County Authority onboarded a new Data Program Analyst who is responsible for reviewing, collecting, analyzing, overseeing, and sharing drug and alcohol data and reporting such as outcomes, metrics, and various other data collection methods.
- Developed a targeted case management referral form, required to be completed at all anchor provider level of care assessments, to ensure that individuals seeking treatment services are also offered intensive case management to offer an opportunity to work on goals surrounding non-treatment related needed and social determinants of health.
- Developed a harm reduction policy guiding providers to adopt and apply practices that use person-centered, evidence-based public health strategies to assist people who use substances in minimizing the negative consequences associated with substance use through Outreach Activities, Interim Services, Overdose prevention education, STD/STI education, and Resource and navigation Lists.
- Coordinated and funded three social wellness events through partnership with our contracted recovery house providers to enhance avenues to sober activities and events to further foster and promote a recovery lifestyle. The events included softball tournament community day, a family fun night holiday movie, treats, and crafts treats, and lastly, the office hosted an 8-week yoga class course.
- Funded transportation services within all contracted outpatient providers to remove barriers to accessing treatment and recovery support services.

- The Delaware County Department of Human Services, Office of Drug and Alcohol, in partnership with the Delaware County Recovery Committee, hosted the First Annual Delaware County Recovery month event: Delco Hope - Recovering Together 2024. Held at Delaware County Community College, the event celebrated the strength and courage of individuals in recovery while offering support to families and friends in the recovery community. Over 250 attendees joined in for a day of connection, learning, and hope.
- Continued efforts for the Prevention Needs and Resource Assessment in which includes a virtual survey, small group youth conversations, and adult small group conversations that will cover topics such as gambling, marijuana use, and alcohol use and will help to better serve our community with alcohol, tobacco, and other drug prevention efforts.
- Provided technical assistance and support to contracted recovery house providers to increase coordination of care and enhance professionalism across these services to meet Single County Authority standards and procedures. This was achieved by the SCA coordinated recovery house manager training, facilitated by the Pennsylvania Recovery Organization - Achieving Community Together (PROACT) Regional Recovery Hub 1 & 4. A total of 22 recovery house owners, house leads, and recovery house staff attended the mandatory training.

Intellectual and Developmental Disabilities Services

- Continue to work with the cross-system collaborative team to support individuals who were involved in multiple systems and successfully provide services that met the ongoing needs of the individuals we support.
- Identified and provided support and services for 2025 graduates, RTF, and EPSDT age-outs transitioning from the Education System to Adult Services.
- Supported medically complex children within a hospital setting opportunities to be supported in the community, utilizing family facilitators and Coordinators.
- We have increased the number of individuals with disabilities working competitively in the community.
- Provide opportunities for individuals to connect with community partners in order to engage in meaningful day activities, supported and competitive employment, and community participant support.
- Independent Monitoring for Quality review of individuals with disabilities reported no immediate health and safety/priority concerns.
- Hosted a community provider fair to provide individuals and families with the opportunity to meet and connect with provider agencies for services.
- Successfully enrolling 10 participants in the housing voucher pilot program during the 24/25 fiscal year.

Mental Health Services

Children's Mental Health FY 24/25 Accomplishments

- Trained 141 county staff, partners, and residents in Trauma
- Trained 12 county staff and partners in Cultural and Linguistic Competency
- Trained 10 caregivers and 12 teen parents in Trauma
- System of Care Grant funded Delco Contact – Family Peer Navigator program served 52 families
- Early Childhood Mental Health Advisory Board has reconvened and is recruiting new members
- Supported Youth Mental Health Train the Trainer training for Upper Darby School District, Marple Newtown School District, and YMCA staff

- Provided Mental Health training to 60 Delaware County School Guidance Counselors and Social Workers
- Strengthened partnerships with 4 Residential Treatment providers to provide youth and families with more effective discharge planning
- 20 youths assisted in accessing psychiatric residential treatment services
- Supported the opening of the Elwyn Transitional Age Residential Treatment program.

Adult Mental Health FY 24/25 Accomplishments

- Adult Mental Health First Aid - Two staff were certified in March 2025 to teach the skills needed to recognize and respond to signs and symptoms of mental health and substance use challenges, as well as how to provide someone with initial support until they relate to appropriate professional help. Staff will continue to provide training for Delaware County mental health providers as well as the shelter system. We will continue to provide this training course as needed to educate provider staff and when identified as a corrective action
- Two members of the adult mental health team were appointed as 3-year term members of the Commonwealth's Mental Health Planning Council (MHPC) Adult and Older Adult Committee via the Office of Mental Health and Substance Abuse Services (OMHSAS.) These are two of several committees that come together to form the MHPC whose purpose is to advise on a broad behavioral mandate to include — but not be limited to — mental health, substance abuse, behavioral health disorders, and cross-system disability.
- Two Adult Mental Health and one Delaware County CIT Trained Officer attended the CIT International Conference in Indianapolis
- An accelerated one-day course in CIT for First Responders was facilitated in September 2024
- Additionally, a 40-hour course for CIT for Delco Police Officers was facilitated in May 2025
- Attended and successfully completed the Criminal Justice Advisory Board/CJAB conference at the Penn Stater Conference Center Hotel, State College, PA
- Mental Health Forensic team members also participated in the Pennsylvania Judicial Summitt on Behavioral Health
- Coordinated 9 monthly ZOOM agenda development meetings, as well as 9 DELCO Community Support Program (CSP) hybrid community meetings, designed/updated multiple program graphics and created marketing materials, websites, Facebook Page Management, and coordinated multiple community outreach events. These efforts also include coordination/oversight of holiday celebrations/talent shows, Mental Health Awareness Month, Fall Family Festival Keynote and Speaker/Vendor Table Operator
- The Mental Health Office's Certified Peer Specialist facilitated 45+ Alternative Perceptions in-person support group meetings, as well as created and supported Alternative Perceptions marketing and graphic design development, which will continue throughout 2025/26-year
- Community Residential Services staff successfully transitioned 16 residents from a LTSR which closed in May 2025

- Community Residential Services staff facilitated a graduation ceremony for individuals who successfully graduated to a less restrictive level of residential services while moving forward in their recovery
- Contracted with additional out of County acute inpatient providers to provide treatment for individuals in need of inpatient care
- Worked with our community physical and behavioral health providers to enhance their crisis response services due to the closure of our site-based walk-in crisis center.
- During the International Mental Health Awareness month of May, the Delaware County- Department of Human Services, Office of Mental Health had a purpose to highlight the importance of open discussions about mental health and to raise awareness about the impact mental health has on individuals. Each week, we listed various events on a calendar relating to the 2025 international theme "Turn Awareness into Action"! to make meaningful changes in our community. In addition, the Mental Health Awareness Month Steering Committee was a collaboration between Delaware County- Department of Human Services, Office of Mental Health, families and community partners to feature activities that provide resources to members of all ages, including under severed communities. We constructed a series of events based on topics we highlighted during the Month of May such as the following:
    - Mental Health Education
    - Mental Health Service and Supports
    - Dealing with Trauma
    - Social Opportunities/Connections
    - Selfcare
    - Mental Health Stories/Sharing

DEPARTMENT OF HUMAN SERVICES GOALS AND PRIORITIES FOR FISCAL YEAR 2026/2026

As Delaware County Human Services looks towards Fiscal Year 2025/2026, there are many exciting programs and partnerships being formed within the County, is the development of the Human Services and Community Support Department. Additionally, Human Services will fully partner with the relatively new Delaware County Health Department to ensure a comprehensive and holistic approach to services is developed. Human Services will continue to collaborate with the County Diversity, Equity and Inclusion department and incorporate the Racial Equity Statement into all aspects of our department. To improve accessibility to all categorical services within our department, consideration is being given to restructuring the office to allow representation across the County.

Delaware County Human Services has additional initiatives and goals for the upcoming Fiscal Year, the most salient of which are as follows:

Human Services Administration

- Finalize the transition from Civil Service.
- Further extend outreach to key community partners such as the YMCA and local food pantries to maximize impact.
- Develop a community-focused DHS Impact Report that highlights past accomplishments and future objectives.

- Enhance program monitoring and performance metrics for external contracted agencies, ensuring accountability and effectiveness.
- Explore new partnerships with stakeholders to drive innovation in affordable housing and behavioral health solutions

Adult and Family Services

- Establish standardized training requirements for all Continuum of Care and contacted providers.
- Establish standardized shelter expectations for enrollment, case management practice and length of stay.
- Continue to engage and secure persons with lived experience and expertise.
- Create a monthly Homeless Services Coalition overview training to help acclimate all new staff to homeless services in Delaware County.

Drug and Alcohol Services

- Release a Request for Proposal for Recovery House services to remain in line with county policy for issuing RFP's for services, in addition to offering the opportunity to contract with newly licensed recovery house providers. The RFP will focus on resident safety, providing quality and efficient services to residents, and meeting county and state licensing regulations and standards for providing recovery house services.
- The Single County Authority, through coordination and partnership with the Delaware County Recovery Community Committee, will plan and host the second annual recovery event in September 2025. The event is held in honor of National Recovery Month to celebrate and recognize individuals living in recovery.
- Utilize the Prevention Needs and Resource Assessment data, collected in Fiscal Year 2425, regarding behavior, attitudes and knowledge concerning alcohol, tobacco, other drugs, mental health, and violence, to focus on as priorities for our youth in the County and continue to inform the strategic drug and alcohol prevention plan.
- Onboard two case management specialists to increase the oversight of the authorization process and provider network.
- The Delaware County Single County Authority will outreach to their partnering Single County Authority's and their Behavioral Health-Managed Care Organizations to gather all contracted Certified Recovery Specialist providers and encourage to reinstate the Regional Warm Hand Off Certified Recovery Specialist quarterly meeting. Partnering Counties include, but are not limited to, Montgomery County, Bucks County, Philadelphia County, Berks County, and Chester County, Delaware being the initial lead County. This could mitigate the barrier that we face by being unable to assist with clients from outside of Delaware County and vice versa.
- Continue to maintain the operations of the STAR program (Stabilization, Triage, and Referral) as a county resource, especially with closure of Crozer Hospital. Continue to advocate for and research various funding options to continue to ensure funding of the programming, as well as continue to provide oversight of the services and coordination efforts with the provider, managed care, and county and state partners regarding the services.

- Expand Warm Handoff opportunities through collaboration with the new Delaware County Overdose Response Team (DCORT) program (EMS ride along service) delivered by Main Line Health. An additional expansion plan within the County's warm hand off services are linking to primary care offices and other non-traditional milieu where those with substance use may present.

Intellectual and Developmental Disabilities Services

- Share and provide opportunities for individuals to live in the community utilizing Life Sharing and Supported Living.
- To enhance opportunities for family facilitators and coordinators to support teams in supporting children with medically complex needs in order to have a meaningful life while living in the community.
- Increase cross-system collaboration in order to support individuals with disabilities to have their needs identified and met, as a part of the transition process, and when significant life changes occur.
- Provide education to families and providers in implementing the multi-year growth strategies plan in order to increase capacity for individuals needing waiver supports.
- Continue to Support individuals to have an Everyday Life by utilizing the tools from the Lifecourse and address behavioral support needs by enhancing the Dual Diagnosed Treatment Team.
- To increase enrollment of participants in the Housing Voucher Program through the Office of Development Programs while addressing housing needs for individuals identified from support coordination agencies that are on the emergency PUNS list, forensic needs, moving from ICFs, or homelessness prevention, or opportunities to live independently in the community.
- Strengthen partnerships, communication, and provider networks to address systemic barriers.
- To review and enhance the intake unit and quality management unit to ensure timely program enrollment for services, and all incidents of health and safety are investigated timely.

Mental Health Services

- Continue to provide trauma training to ensure all employees at the Delaware County Department of Human Services have basic trauma training.
- Strengthen partnerships with remaining residential treatment, local inpatient, and partial hospitalization programs regarding warm hand offs and discharge planning
- Formalize the members and goals for Early Childhood Mental Health Advisory Board
- Update the training for all Emergency Behavioral Health volunteer team members and register all members in the Commonwealth's database
- Develop at least one walk in crisis unit, along with a licensed county telephone crisis line to integrate with the SAMHSA toolkit's requirements of "Someone to talk to, someone to come to you, and a place to go"
- Successfully site and open a new Long Term Structured Residence Program to provide services for Delaware County residents who need a maximum level of residential support and services while living in the community
- Finalize successful transition of our Merion Trace Community Residential Rehabilitation program into their new location
- Certified staff will provide six Mental Health First Aid training courses
- Appointed staff will continue to serve on the Commonwealth's Mental Health Planning Council's Advisory Boards
- Facilitate a second one day accelerated CIT course for First Responders in FY 25/26
- Open a Long-Term Structured Forensic Residence

- Explore the possibility of re-opening transitional housing for women in Delco
- MH Program staff are working with Chester County Outreach Workers from the Veterans Administration, working from Montgomery County focused on training Veteran-CIT trained officers to use their military and social service expertise to support other Veterans in crisis over the 2025/26-year. Training will be provided in the Fall of 2025.

Appendix A

Fiscal Year 2025-2026

COUNTY HUMAN SERVICES PLAN

ASSURANCE OF COMPLIANCE

COUNTY OF: DELAWARE

A. The County assures that services will be managed and delivered in accordance with the County Human Services Plan submitted herewith.

B. The County assures, in compliance with Act 153 of 2016, that the County Human Services Plan submitted herewith has been developed based upon the County officials' determination of County need, formulated after an opportunity for public comment in the County.

C. The County assures that it and its providers will maintain the eligibility records and other records necessary to support the expenditure records submitted to the Department of Human Services.

D. The County hereby expressly, and as a condition precedent to the receipt of state and federal funds, assures that in compliance with Title VI of the Civil Rights Act of 1964; Section 504 of the Federal Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and the Pennsylvania Human Relations Act of 1955, as amended; and 16 PA Code, Chapter 49 (relating to contract compliance):

1. The County does not and will not discriminate against any person because of race, color, religious creed, ancestry, origin, age, sex, gender identity, sexual orientation, or disability in providing services or employment; or in its relationship with other providers; or in providing access to services and employment for individuals with disabilities.

2. The County will comply with all regulations promulgated to enforce the statutory provisions against discrimination.

COUNTY COMMISSIONERS/COUNTY EXECUTIVE

Signature(s)	*Please Print Name(s)*	
	Dr. Monica Taylor	Date:
	Richard R. Womack	Date:
	Kevin M. Madden	Date:
	Elaine Paul Schaefer	Date:
	Christine A. Reuther	Date:

AGENDA ITEM NO. 10.M

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Thavy Sim,Human Services
ITEM TYPE:	Grant
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to accept funds allocated through the Community Mental Health Services Block Grant Renewal Application for the First Episode Psychosis Program sites for State Fiscal Year 25/26. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	XXXX-XXXX-XXXXXX
ESTIMATED/ACTUAL COST OF REQUEST:	$120,000.00
FUNDING SOURCE:	Grant
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Please see the attached supporting documents.

ATTACHMENTS:
CMHSBG Funding Acceptance Agenda Action
CMHSBG Award Notification FEP
CMHSBG Award Attestation

Delaware County Human Services Request to Accept Funding/Grant

Program Office: Mental Health

Grant/Funding Title: Community Mental Health Services Block Grant

Funding Entity: Office of Mental Health and Substance Abuse Services

Amount of Funding/Grant: $120,000

Effective Dates of Funding/Grant:

Funding Type:

Federal Funding Source(s):	Block Grant for Community Mental Health Services CFDA #93.958	Amount:	$120,000
State Funding Source(s):		Amount:	
Other Funding Source(s):		Amount:	
County Funding:		Amount:	

Statement Summarizing Funding/Grant Acceptance:

Department of Human Services, Mental Health requests permission to accept the funds allocated through the Community Mental Health Services Block Grant Renewal Application for First Episode Psychosis Program sites for State Fiscal Year 25/26. Subject to Solicitor's approval.

Specifics of Funding/Grant:

The Pennsylvania Department of Human Services, Office of Mental Health and Substance Abuse Services has released a request for interest application for First Episode Psychosis Program Sites. The First Episode Psychosis Program is funded through a set aside allocation in the Community Mental Health Services Block Grant. The purposes of this Request for Information are to:

- Select eligible new programs who meet, or strongly demonstrate the ability to meet, the state and federal requirements for First Episode Psychosis providers as outlined in this guidance.
- To renew funding for existing First Episode Psychosis programs who received Stat Fiscal Year 25/26 Community Mental Health Services Block Grant Funding.

Date Council Approved Request to Apply for Funding: 5/1/2024

Program Need for Services:

National and international studies have demonstrated that early intervention and coordination of services for First Episode Psychosis can prevent the long-term effects of psychosis and avoid the disruption of developmental progress in youth and young adults experiencing early psychosis. Currently, using First Episode Psychosis "set-aside" funds from the Federal Community Mental Health Services Block Grant, Pennsylvania is implementing the Coordinated Specialty Care model at several program sites. Community Mental Health Services Block Grant funding was increased in FY 2015-2016 to allow a 10 percent First Episode Psychosis Program "set aside" and funding is currently continuing at that level.

Coordinated Specialty Care is a recovery-oriented treatment program for people with first episode psychosis. Coordinated Specialty Care promotes shared decision making and uses a team of specialists who work with the client to create a personal treatment plan. The specialists offer psychotherapy, medication management geared to individuals with First Episode Psychosis, family education and support, case management, and work or education support, depending on the individual's needs and preferences. The client and the team work together to make treatment decisions, involving family members as much as possible. The goal is to link the individual with a Coordinated Specialty Care team as soon as possible after psychotic symptoms begin.

Delaware County Department of Human Services, Office of Mental Health and Child & Family Focus have partnered since 2016 to provide a Coordinated Specialty Care model, First Episode Psychosis program and Stepped Care Model. This program is evidence-based and targets young people (ages 15-30) who have experienced their first psychotic episode in the past year and have a diagnosis on the Schizophrenia Spectrum or Bipolar with psychotic features. Delaware County's First Episode Psychosis Team offers young people an array of services, including low-dose medication management, individual and group therapy, family education, case management, supported education and employment, and Peer Support Services. Service coordination is guided by the young person's voice and choice. "On My Way" seeks to improve the quality of life of young people by providing hope through empowerment to guide their own recovery, educating them about their psychosis, re-establishing and strengthening relationships, and re-integrating them back into the community whether it's attending school or working.

Through a statewide program evaluation, Pennsylvania had developed a solid evidence base that First Episode Psychosis services are both highly effective and cost saving within the Pennsylvania behavioral health system. First Episode Psychosis Programs in Pennsylvania have demonstrated positive outcomes in many areas including:

- Decreased hospitalizations and number of hospital nights
- Decreased suicidal ideation and attempt
- Decreased adverse behaviors and legal issues
- Increased competitive employment
- Increased school enrollment
- Increased self-reported recovery by program participants.

Date Request Discussed with Human Services Director: July 29, 2025

Program Approval: _____ *Date:* _____

Fiscal Approval: _____ *Date:* _____

CFO Approval: _____ *Date:* _____

Human Services Director: Angie Hiser *Date:* 7/30/2025

pennsylvania
DEPARTMENT OF HUMAN SERVICES

Dear Phillip Morrison:

The Office of Mental Health and Substance Abuse Services (OMHSAS) is pleased to inform you that the Delaware County application for the of the Community Mental Health Services Block Grant (CMHSBG) funded *First Episode Psychosis* (FEP) Program has been approved. This decision was made based on the review of the renewal packet submitted for SFY25-26, which will continue the agreement with this program site to provide FEP services through the Coordinated Specialty Care (CSC) model in accordance with the FEP Program Site Guidance and all CMHSBG requirements.

Delaware has been allocated 120,000 total in FEP funding for SFY25-26. These funds will be utilized to serve at least 30 clients for urban/suburban teams and 20 clients for rural teams using the CSC model. These funds must be utilized for the purposes identified in the final approved FEP proposals and budgets, including all addendums. The county must obtain written approval from OMHSAS for any changes to the FEP program or budget. No FEP funds shall be expended on activities or services considered ineligible under the CMHSBG/FEP requirements, including funding services that are billable to Medicaid fee-for-service/HealthChoices or other insurance. OMHSAS will provide assistance to all CMHSBG-funded FEP program sites and counties as they develop FEP services through on-site visits, phone consultations, program evaluation training, and other trainings, as available.

FEP Renewal Funding	FEP Stepped Care Model Pilot	Large Program Funding	Total FEP Funding
120,000			120,000

Thank you for your commitment to the development of high-quality services for individuals with serious mental illness and serious emotional disturbance experiencing early psychosis. If you have any questions or concerns regarding this letter or throughout the development of your FEP services, please feel free to contact OMHSAS FEP Staff at ra-pwfep@pa.gov with any questions.

Sincerely,

JM Stemple

Jill Stemple

Director

Bureau of Policy, Planning & Program Development

Office of Mental Health and Substance Abuse Services
Bureau of Policy, Planning, and Program Development
Commonwealth Towers 11th Floor| PO Box 2675 | Harrisburg PA 17105
T: 717.772.7900 | F: 717.772-7964
www.dhs.state.pa.us

Award Receipt Attestation Letter

I hereby certify that Delaware County(ies) has received the First Episode Psychosis (FEP) award notification for the state fiscal year 2025- 2026 from the Office of Mental Health and Substance Abuse Services.

Signature of County Council Chair _____

Date_____

Signature of County MH/ID Administrator(if applicable)_____

Date 7/31/25

AGENDA ITEM NO. 10.N

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Thavy Sim,Human Services
ITEM TYPE:	Grant
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to apply to the Pennsylvania Department of Human Services, Office of Mental Health and Substance Abuse Services to extend the Forensic Long Term Structured Residential Start-up grant's term date through 12/31/2028. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	N/A
ESTIMATED/ACTUAL COST OF REQUEST:	N/A
FUNDING SOURCE:	Grant
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Please see the attached additional documents.

ATTACHMENTS:
FLTSR GrantAmdApprovalReq
FLTSR STARTUP Reinvest Plan

Social Services and Community Programs Request to Amend Funding/Grant

Program Office: HealthChoices

Grant/Funding Title: Forensic Long Term Structured Residential Facility

Funding Entity: The Office of Mental Health and Substance Abuse Services

Amended Amount of Funding/Grant: $1,658,333.00

Effective Dates of Amendment: January 1, 2026 to December 31, 2028

Funding Type:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	HealthChoices Reinvestment	Amount:	$ 1,658,333.00
Other Funding Source(s):		Amount:	
County Funding:		Amount:	

Statement Summarizing Funding/Grant Amendment:

Human Services, HealthChoices requests permission to apply to the Pennsylvania Department of Human Services, Office of Mental Health and Substance Abuse Services to extend the Forensic Long Term Structured Residential Start-up grant's term date through 12/31/2028. Subject to Solicitor's approval.

Specifics of Funding/Grant and Amendment:

Approval to submit a request to amend the Forensic Long Term Structured Residential grant for an additional three years through December 31, 2028, to allow the Department of Human Services, Mental Health program additional time to find a provider and implement the plan.

Date Council Approved Acceptance of Grant: December 14, 2021

Program Need for Services:

The Forensic Long Term Structured Residential will house 16 individuals in need of a placement that will not only enable continued criminogenic treatment and intervention with the criminal justice population, but it will resume specialized treatment for this populaton that will reduce recidivism and provide skills that can be used when individuals are ready to move into a less restrictive community setting.

Data to be collected will include:

1. Length of Stay
2. Discharge Disposition
3. Incidence of inpatient admission
4. Incidence of Aggression
5. Incidence of diversion from incarceration
6. Medication adherence
7. Individual satisfaction surveys
8. Staff Training and collaboration efforts

Date Request Discussed with Human Services Director: August 7, 2025

Program Approval: _____ *Date:* _____

Fiscal Approval: _____ *Date:* _____

CFO Approval: _____ *Date:* _____

Human Services Director: _____ *Date:* _____

July 2019

Appendix N
Attachment 3

HEALTHCHOICES REINVESTMENT PLAN PRIORITY

County: Delaware

Reinvestment Plan from contract year: 2020 Date of Submission September 3, 2021

Name of Service: Forensic LTSR Startup

New Plan: X Continuation Plan: _____ Amended Plan: _____

Reinvestment Service or Program – (check all categories that apply)

In-Plan Start-up X TOTAL Reinvestment $ Requested: **$1,658,333**	**Non-Medical Only** _____ **TOTAL Reinvestment $ Requested:** _____
Supplemental – In Lieu of _____ Approved ____ Procedure Code_____ Newly Proposed_____ Budget a. Clinical/Operating $_____ Budget b. One-time costs $_____ TOTAL Reinvestment $ Requested:	**Supplemental – In Addition to** _____ Budget a. Clinical/Operating $ _____ Budget b. One-time costs_____ TOTAL Reinvestment $ Requested: **$1,658,333**

Priority 2 of 7 submitted **Year(s) in which funds are to be spent 1/1/2022 to 12/21/2023**

Target Population: (MA eligible target population, population characteristics, number people served annually)

The target population to be served by the proposed Forensic LTSR is a cross-section of Delaware County residents with Serious Mental Illness (SMI) and justice-involvement. These individuals can be identified at any point of contact in the Sequential Intercept model, and can be authorized, referred, and, considered for Forensic LTSR placement as long as they meet Medical Necessity Criteria for the licensed service. Broadly, these individuals will have a DSM V diagnosis of a major mental illness and will be Delaware County residents under the jurisdiction of the Delaware County Court. Once the decision to refer an individual is jointly approved by Mental Health and Criminal Justice System personnel, and the individual is determined to have met Medical Necessity and financial

eligibility criteria, the final decision for admission to the program will be made in consultation with the LTSR service provider.

Individuals identified for Forensic LTSR referral are anticipated to come from a variety of sources, most of which are likely to be forensic institutional step-downs or diversions. Some will come from the Norristown State Hospital Regional Treatment Forensic Center as Jackson/Step-Down Unit discharges. Others will come from Delaware County Prison as diversion from Norristown State Hospital Regional Treatment Forensic Center inpatient treatment. Some may come from the Department of Corrections, State Correctional Institutions as individuals who max-out and are in need of a secure release plan. Still others will be admitted directly from local county jails and/ or other community settings when determined to need a civil involuntary commitment to a secure setting to mitigate the risk of incarceration or institutionalization.

Description of Program or Service: (Describe program, for: In-Plan start up- under one year. Indicate service is to be licensed; Supplemental In-Lieu of- why service is a cost-effective alternative, staffing FTEs/qualifications; Children's Supplemental requires BHRS program exception application; Supplemental- In Addition to – why expected to be cost effective or appropriate but not cost effective, staffing FTEs/qualifications; and Non-Medical Only- used when all costs are non-medical)

The PA Department of Human Services, in conjunction with the PA Department of General Services, has developed a process for conveying a portion of the Norristown State Hospital (NSH) grounds to the Norristown Municipality following the announcement of the closure of the NSH Civil Section in 2018. Guidance for the conveyance process was outlined in a Land Study contracted by the state and prepared by Baker, Int'l. After incorporating input from a multitude of affected stakeholders, the Land Study crafted four options for conveyance of the NSH grounds situated in the Municipality of Norristown: all, none, 78 acres or 69 acres. Baker then recommended, and the State accepted, the option for best use of the land to be conveyed as Alternative 2. Alternative 2 designated conveyance of 78 acres of NSH grounds to the Municipality of Norristown and included several requirements for those entities occupying NSH buildings directly impacted by the conveyance decision, including Building #9.

The primary requirement for affected stakeholders was to develop an Exit Plan for relocating individuals and services from all affected buildings by 2020. This Exit Plan needed to contain a strategy to accomplish relocation of individuals and services to the community by 2022. In time, other parameters also evolved to include: relocation of at least 32 beds, the number of beds supported by New Beginnings and Natale North RTF-A's operating since their inception in Building #9; but with the caveat that they could be different levels of care in differing configurations, as long as they did not adversely impact the length of wait for admission to the NSH Regional Forensic Treatment Center (RFTC) for inmates coming from local county jails.

The four SE Suburban Counties: Bucks, Chester, Delaware, and Montgomery agreed to work with the SE Regional Mental Health Services Coordination Office (Region) to develop a strategic action relocation plan for the residents and services in the two Building

#9 RTF-A programs. The decision was made to develop a regional 20 bed Extended Acute Care facility. Additionally, given that Delaware County holds 12 beds (or 75% stake) at Natale North, the county agreed to pursue alternative options to the Natale North Forensic RTF-A program.

Delaware County will develop a 16-person Forensic Long Term Structured Facility. In considering the placement needs of the forensic population, there were several advantages of selecting the LTSR model in lieu of the existing RTF-A. First, the county had the experience of developing the Upland Woods LTSR in 2000 as part of the closure of Haverford State Hospital (HSH). Upland Woods was developed as a secure facility targeted to 16 HSH discharges in need of step-down to a secure facility. From the inception, the county utilized Upland Woods as a primary placement only as long as the individual residents required or continued to benefit from treatment in a secure, intensive setting.

As a dedicated forensic resource, the new LTSR will not only enable continued criminogenic treatment and intervention with the criminal justice population, but it will also enable Upland Woods to resume specialized treatment of the non-Forensic population, thus enhancing the clinical expertise and specialized competencies of both programs.

Renewed efforts at inter-system collaboration will be bolstered by commitment to joint training initiatives. New CJS personnel, including a new Mental Health Court Judge will be offered best-practice training by experts in MH/CJS inter-system collaboration including enhanced Mental Health Court, Forensic Assertive Community Treatment Team (F-ACT), and, Forensic LTSR operation and coordination.

Description of Fund Expenditures: (Narrative identifying major budgeted items for clinical and operating expenses and total costs. Identify on-going funding source for program/services. Provide Attachment 5 information as applicable).

Clinical Costs* – Narrative and major budgeted items, includes personnel and benefits
N/A

Operating Costs** – Narrative and major budgeted items, includes operating incurred during the course of normal business, rent, travel, telephone, office supplies, etc.
N/A

Facility or land Purchase or Renovation**:** Summarize what is being purchased/ renovated and ownership arrangement including who owns title. Indicate agreement for disposal of assets upon sale.)

Delaware County proposes to provide start-up funding for a 16 bed LTSR to be developed. The county has issued an RFP for the service and has received 3 responses. The county is in the process of reviewing the proposals to identify a provider. Additionally, Delaware County has applied for and is awaiting approval for CMHSBG funds that were available to the county for this purpose.

Appendix N
Attachment 3

Description	New LTRS	ELWYN (RTF-A Forensic) Natale	Total	DE County Reinvestment
Building Renovations	$ 670,000		$ 670,000	$ 670,000
Nurses Station	$ 47,475		$ 47,475	$ 47,475
Architechural Design	$ 42,000		$ 42,000	$ 42,000
Engineering Design	$ 25,800		$ 25,800	$ 25,800
Permits	$ 21,100		$ 21,100	$ 21,100
Equipment	$ 528,675		$ 528,675	$ 528,675
Contingency	$ 164,950		$ 164,950	$ 164,950
				$ 1,500,000
Member Moving Costs (75% DE Allocation)		$ 48,000	$ 48,000	$ 36,000
Transition Costs (75% DE Allocation)		$ 163,110	$ 163,110	$ 122,333
				$ 158,333
Total				**$ 1,658,333**

Fixed Assets: (Identify fixed assets to be purchased - vehicles, computers, furniture, equipment, etc. Indicate County Code for purchasing will be followed for items requiring competitive bid. See Attachment 5, if applicable.)
N/A

The total cost of this reinvestment plan is **$1,658,333.**

Data Analysis and Expected Outcomes: (Identify number of HC members in target population, describe unmet or under-met needs, what is expected to be achieved by the service and data to be collected to measure outcomes. For In Lieu Of services, identify the service from which cost offsets will be achieved.)

Delaware County has worked closely with our Criminal Justice Partners struggle to find alternatives to incarceration for individuals who are seriously mentally ill and forensically involved, or in need of diversion from the Criminal Justice system. In many cases, individuals are not appropriate for referral to community residential options due to the nature of their forensic involvement coupled with the level of acuity of their SMI. In these cases, individuals may be referred to Norristown State Hospital. There are limited options within Delaware County or the Southeast Region for residential supports that will meet the needs of these individuals. Development of this Long-Term Structured Residence will provide an alternative to individuals who are not ready for placement in the less structured residential options, while offering opportunities for mental health services and support that are focused on recovery. With the closure of the two RTF-A programs on the grounds of Norristown State Hospital, there are few if any options for individuals in need of this level of care.

Outcomes for this Forensic Long Term Structured Residence include the following:

- To provide a secure alternative to Norristown State Hospital and/or incarceration for individuals who are seriously mentally ill and forensically involved and/or are in need of diversion from the Criminal Justice System
- To provide a community-based alternative to individuals with serious mental illness who are involved in or in need of diversion from the Criminal Justice System
- To promote learning of independent living skills to provide for better outcomes for individuals with serious mental illness to be placed in community living opportunities and sustain long term community living.

- To provide more concrete opportunities for collaboration between the Mental Health System and the Criminal Justice System in providing alternatives for individuals with serious mental illness.
- To create a state of the art program to support recovery, resiiancy and self determination for individuals with serious mental illness who are involved with, or require diversion from the Criminal Justice System.

Data to be collected will include:

1. Length of Stay
2. Discharge Disposition
3. Incidence of inpatient admission
4. Incidence of Aggression
5. Incidence of diversion from incarceration
6. Medication adherence
7. Individual satisfaction surveys
8. Staff Training and collaboration efforts

Data collected will allow the program and the county to determine the success of the program

Stakeholder Involvement in Decision Making: (Stakeholder participation summarized and demonstrated support)

The plan to develop a Forensic LTSR has included the direct involvement of various CJS officials, including the President Judge, MH Court Judge, and representatives from the offices of the District Attorney, Public Defender, and Adult Probation/Parole. CJS officials have been and will continue to be offered opportunities to participate in: establishment of program parameters that assure public safety; development of the treatment model; identification of alternative sanctions that address problematic behaviors while continuing to support individualized recovery plans; implementation of a targeted length of stay with joint step-down readiness criteria; and development of discharge planning procedures with joint placement approval. The process of bringing the CJS partners on board from the beginning will assure mutual understanding of the role of the Forensic LTSR in ongoing inter-system collaboration and joint program initiatives. Provision of expert, best-practice training will assure ongoing commitment of both systems to provision of collaborative services that produce effective outcomes for the mutually shared Forensic population.

AGENDA ITEM NO. 10.O

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Regina Rodia,Emergency Services
ITEM TYPE:	Purchase
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval of an annual service, support and licensing agreement for "Hexagon" computer aided dispatch software between Intergraph Corporation and the County of Delaware's Department of Emergency Services for a period of 1 year (9/1/2025-8/31/2026), in an amount not to exceed $640,355.52. Subject to Solicitors approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	2918-641000
ESTIMATED/ACTUAL COST OF REQUEST:	$640,335.52
FUNDING SOURCE:	County Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Hexagon Software provides for the operation of the computer aided dispatch system at 911. The software includes licensing and elements essential and required to operate both 911 dispatch equipment and the mobile computers used by first responders. Hexagon System remains the best value for the County and includes cyber security features required for law enforcement sensitive information.

ATTACHMENTS:
Delaware County 2025-84298 Main.pdf

Customer:	Delaware County
Quote Number:	2025-84298
Quote Date:	06/02/2025
Expiration Date:	08/31/2025

This quotation has been prepared for:

Delaware County
Anthony Mignogna
Chief of Operations
360 N Middletown Rd
Media PA 19063
United States

End User:

Delaware County
Anthony Mignogna
Chief of Operations
Fair Acres Materials Management
Building 13
340 North Middletown Road
Media Pennsylvania 19063-5505
United States

Bill To:

Delaware County
Regina Rodia
Office Manager /911 Center
201 West Front Street
Media Pennsylvania 19063
United States

This Quotation is issued by:

Intergraph Corporation
305 Intergraph Way
Madison, Alabama 35758 USA
Tel: (256) 730-2000

HEXAGON

Customer:	Delaware County
Quote Number:	2025-84298
Quote Date:	06/02/2025
Expiration Date:	08/31/2025

Renewal Quotation

Renewal Configuration Listing

USD

Line	Base Part	Description	Begin	End	Service Level	Months	Qty	Monthly Price	Extended Net Price
1	IPS0004	I/Informer CC	09/01/2025	08/31/2026	PRM	12	1	$680.82	$8,169.84
2	IPS3042DEV	Xalt - Integration Developer Engine NL	09/01/2025	08/31/2026	PRM	12	1	$461.13	$5,533.56
3	IPS0053	I/Fire Station Printing CC	09/01/2025	08/31/2026	PRM	12	1	$310.02	$3,720.24
4	IPS0042I	I/NetViewer CC	09/01/2025	08/31/2026	PRM	12	25	$49.36	$14,808.00
5	IPS2305TST	HxGN OnCall Analytics - Dispatch Advantage 4 Core TST Lic	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
6	IPS2305C	Exchange BI Prem CAD for OnCall Analytics Dispatch Advantage	09/01/2025	08/31/2026	PRM	12	1	$1,300.08	$15,600.96
7	GSPX5007	GeoMedia Professional CC	09/01/2025	08/31/2026	SND	12	1	$288.81	$3,465.72
8	IPS0001HAC	I/Executive for High Availability - Component	09/01/2025	08/31/2026	PRM	12	1	$2,321.17	$27,854.04
9	IPS0002	I/Dispatcher CC	09/01/2025	08/31/2026	PRM	12	33	$509.09	$201,599.64
10	IPS0002BCK	I/Dispatcher CC - Backup License	09/01/2025	08/31/2026	PRM	12	8	$0.00	$0.00
11	IPS0009	I/Mobile Data Terminal NL	09/01/2025	08/31/2026	PRM	12	1	$1,360.10	$16,321.20
12	IPS0012	I/Page NL	09/01/2025	08/31/2026	PRM	12	2	$616.99	$14,807.76
13	IPS0035	I/Backup NL	09/01/2025	08/31/2026	PRM	12	1	$768.95	$9,227.40
14	IPS0051	I/CADLink CC	09/01/2025	08/31/2026	PRM	12	1	$310.02	$3,720.24
15	IPS0052	I/Fire Station Alerting CC	09/01/2025	08/31/2026	PRM	12	1	$310.02	$3,720.24
16	IPS0082	Map Administration Utility CC	09/01/2025	08/31/2026	PRM	12	1	$293.60	$3,523.20
17	IPS1163	I/Map Editor CC	09/01/2025	08/31/2026	PRM	12	1	$119.68	$1,436.16

This Quotation is issued by:

Intergraph Corporation
305 Intergraph Way
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18	IPS3042	Xalt - Integration Runtime Engine NL	09/01/2025	08/31/2026	PRM	12	1	$461.13	$5,533.56
19	ESCROW	Annual Software Escrow Fee	09/01/2025	08/31/2026	PRM	12	1	$53.58	$642.96
20	IPSCUSTOM03	I/Informer CLEAN message switch Modification	09/01/2025	08/31/2026	PRM	12	1	$159.57	$1,914.84
21	IPSCUSTOM03	I/Informer Form Modifications for CLEAN	09/01/2025	08/31/2026	PRM	12	1	$212.75	$2,553.00
22	IPSCUSTOM03	PECO Interface	09/01/2025	08/31/2026	PRM	12	1	$425.51	$5,106.12
23	IPSCUSTOM09	I/FSP CUSTOM INTERFACE-CLEAR REPORTS	09/01/2025	08/31/2026	PRM	12	1	$528.06	$6,336.72
24	IPS3042-RDT	Xalt - Integration Runtime Engine NL - Redundant License	09/01/2025	08/31/2026	PRM	12	1	$406.02	$4,872.24
25	IPS3042-BCK	Xalt - Integration Runtime Engine NL - Backup License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
26	IPS1183	Intergraph Remote Content Management CC	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
27	IPS1183BCK	Intergraph Remote Content Management CC - Backup License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
28	IPS1183TST	Intergraph Remote Content Management CC - Test License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
29	IPS0009BCK	I/Mobile Data Terminal NL - Backup License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
30	IPS0015BCK	I/Tracker - I/CAD NL - Backup License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
31	IPS0080	Mobile for Public Safety CC	09/01/2025	08/31/2026	PRM	12	250	$36.47	$109,410.00
32	IPS0080BCK	Mobile for Public Safety CC - Backup License	09/01/2025	08/31/2026	PRM	12	250	$0.00	$0.00
33	IPS0080TST	Mobile for Public Safety CC - Test License	09/01/2025	08/31/2026	PRM	12	250	$0.00	$0.00
34	IPS3204	Intergraph Mobile Responder Client CC - I/CAD	09/01/2025	08/31/2026	PRM	12	450	$11.91	$64,314.00
35	IPS3204BCK	Intergraph Mobile Responder Client CC - I/CAD - Backup	09/01/2025	08/31/2026	PRM	12	450	$0.00	$0.00
36	IPS3204TST	Intergraph Mobile Responder Client CC - I/CAD - Test	09/01/2025	08/31/2026	PRM	12	450	$0.00	$0.00
37	IPS3206	Intergraph Mobile Responder Server CC - I/CAD	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00

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38	IPS3206BCK	Intergraph Mobile Responder Server CC - I/CAD - Backup	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
39	IPS3206TST	Intergraph Mobile Responder Server - I/CAD CC - Test	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
40	IPS0001HATRN	I/Executive for High Availability - Training License	09/01/2025	08/31/2026	PRM	12	1	$2,092.06	$25,104.72
41	IPS0002TRN	I/Dispatcher CC - Training License	09/01/2025	08/31/2026	PRM	12	10	$472.71	$56,725.20
42	IPS0001HABCK	I/Executive for High Availability - Backup License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
43	IPS0001HATST	I/Executive for High Availability - Test License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
44	IPS0004BCK	I/Informer CC - Backup License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
45	IPS0004TST	I/Informer CC - Test License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
46	IPS0042IBCK	I/NetViewer CC - Backup License	09/01/2025	08/31/2026	PRM	12	25	$0.00	$0.00
47	IPS0042ITST	I/NetViewer CC - Test License	09/01/2025	08/31/2026	PRM	12	25	$0.00	$0.00
48	IPS0012BCK	I/Page NL - Backup License	09/01/2025	08/31/2026	PRM	12	2	$0.00	$0.00
49	IPS0012TST	I/Page NL - Test License	09/01/2025	08/31/2026	PRM	12	2	$0.00	$0.00
50	IPS0051BCK	I/CADLink CC - Backup License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
51	IPS0051TST	I/CADLink CC - Test License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
52	IPS0052BCK	I/Fire Station Alerting CC - Backup License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
53	IPS0052TST	I/Fire Station Alerting CC - Test License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
54	IPS0053BCK	I/Fire Station Printing CC - Backup License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
55	IPS0053TST	I/Fire Station Printing CC - Test License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
56	IPS3042-BCK	Xalt - Integration Runtime Engine NL - Backup License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
57	IPS3042-TST	Xalt - Integration Runtime Engine NL - Test License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
58	IPS0002BCK	I/Dispatcher CC - Backup License	09/01/2025	08/31/2026	PRM	12	25	$0.00	$0.00

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59	IPS0002TST	I/Dispatcher CC - Test License	09/01/2025	08/31/2026	PRM	12	33	$0.00	$0.00
60	PSA1031	APCO IntelliComm I/CAD Interface	09/01/2025	08/31/2026	PRM	12	33	$14.29	$5,658.84
61	PSA1031BCK	APCO IntelliComm I/CAD Interface - Backup	09/01/2025	08/31/2026	PRM	12	33	$0.00	$0.00
62	PSA1031TST	APCO IntelliComm I/CAD Interface - Test	09/01/2025	08/31/2026	PRM	12	33	$0.00	$0.00
63	IPS0028A	RapidSOS for I/CAD - Essentials	09/01/2025	08/31/2026	PRM	12	1	$138.12	$1,657.44
64	IPS3042-TST	Xalt - Integration Runtime Engine NL - Test License	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
65	IPS0015	I/Tracker - I/CAD NL	09/01/2025	08/31/2026	PRM	12	1	$770.39	$9,244.68
66	IPS0028ATST	RapidSOS for I/CAD - Essentials - Test	09/01/2025	08/31/2026	PRM	12	1	$0.00	$0.00
67	IPS3042	Xalt - Integration Runtime Engine NL	09/01/2025	08/31/2026	PRM	12	1	$647.75	$7,773.00
									$640,355.52

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Customer:	Delaware County
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Expiration Date:	08/31/2025

Summary

	USD
Maintenance Total	$640,355.52
Total Price*:	**$640,355.52**

*Excluding taxes. Final tax billed will reflect the applicable tax rates at time of sale as required by law.

Notes:

This Quote is an Order made pursuant to that certain Master Agreement dated April 14, 2025 by and between Delaware County, PA ("Customer") and Intergraph Corporation, through its Hexagon Safety, Infrastructure & Geospatial division ("Hexagon")

This Quotation is issued by:

Intergraph Corporation
305 Intergraph Way
Madison, Alabama 35758 USA
Tel: (256) 730-2000

Customer:	Delaware County
Quote Number:	2025-84298
Quote Date:	06/02/2025
Expiration Date:	08/31/2025

This quote is provided pursuant to separately agreed upon Terms and Conditions which are expressly identified in this Quote; but in absence of such express identification, this Quote is governed by https://legaldocs.hexagon.com/sig/Sales/US-MT06-2021b.pdf.

If maintenance is not purchased at the same time as you purchase products listed in this quotation, you may purchase the maintenance for the products at a later date; however reinstatement or upgrade fees shall apply.

Any commercial Off-the-shelf product information Hexagon has shared with its audience during the proposal / contract activities to date, were to provide an understanding of Hexagon's current expected direction, roadmap or vision and is subject to change at any time at Hexagon's sole discretion. Hexagon does not commit to develop the future features, functions and products discussed in this material beyond that which is specifically committed to be provided by Hexagon as part of the intended contract. The audience of this material should not factor any future features, functions or products into its current buying decision since there is no assurance that such future features, functions or products will be developed. When and if these future features, functions or products are developed, they will generally be available for licensing by Hexagon.

To place an order against this quotation, prior to the expiration date, please either fill in the required information below and have an authorized representative of your company sign this quotation, have your company issue a purchase order with the required information below and reference this quotation number, or have your company remit payment via one of the methods described in the billing and payment instructions that follow, making sure to include a reference to this quotation number. Please submit the signed quotation, your purchase order, or payment to your Account Manager. This agreement shall only become binding and effective upon the written acceptance by Hexagon or the first delivery of the products/services within this quotation. The terms and conditions of this quotation cannot be superseded, altered, modified, or amended by subsequent Purchase Order or writing received from customer without the express written consent of Hexagon.

This Quotation is issued by:

Intergraph Corporation
305 Intergraph Way
Madison, Alabama 35758 USA
Tel: (256) 730-2000

Customer:	Delaware County
Quote Number:	2025-84298
Quote Date:	06/02/2025
Expiration Date:	08/31/2025

Signature & Reference

Delaware County

Signature: _____

Printed Name: _____

Phone: _____

Date: _____

PO reference(if required for invoicing): _____

Tax Exemption ID (if applicable) _____

This Quotation is issued by:

Intergraph Corporation
305 Intergraph Way
Madison, Alabama 35758 USA
Tel: (256) 730-2000

Billing & Payment Information

Please check to indicate payment and billing instructions:

☐ My PURCHASE ORDER (PO) is attached. (Your order will be processed upon written acceptance by Hexagon. Terms and conditions printed on a customer PO shall not supersede the applicable terms and conditions attached to this quotation.)

PO Number: _____ PO Amount: _____

☐ I wish to pay by CREDIT CARD. Hexagon will email you a secure credit card link for you to process payment. Please provide the name and email address of the credit card holder below. (Your order will be processed upon written acceptance by Hexagon and upon authorization/approval of your credit card.)

Name as it appears on Credit Card: _____

Email address of Cardholder: _____

Signature of Cardholder: _____

☐ INVOICE ME based on my returning this signed acceptance sheet. No PO will be Issued. (Your order will be processed upon written acceptance by Hexagon and upon credit approval.)

☐ My CHECK payable to ***Intergraph Corporation*** has been sent to the following address

Intergraph Corporation
7104 Solution Center
Chicago, IL 60677-7001

(Your order will be processed upon written acceptance by Hexagon and after your check clears - approximately 5 days after receipt by our lockbox.)

Check Number: _____ Check Amount _____

☐ My DOMESTIC WIRE PAYMENT has been wired to :

ABA Number: 021000018
Bank Name: Bank of New York Mellon, New York
Favor of: Bank: SEB(Skandinaviska Enskilda Banken)
Account Number: 890 043 9688
For further credit to Beneficiary: Intergraph Corporation, Account #00007583

☐ My ACH PAYMENT has been sent to:

Account Number: 1030429611
Company Name: Intergraph Corporation SGI
Routing Number: 043000096
Beneficiary Bank Name: PNC Bank N.A.
Address: Pittsburgh, PA 15222
Phone# 1-877-824-5001, Opt 1 and Opt 3
Contact: Lockbox Group, Product Client Services

(Your order will be processed upon written acceptance by Hexagon.)

AGENDA ITEM NO. 10.P

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Kate McGeever,Workforce Development
ITEM TYPE:	Award of Contract
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval of a modification of contract between Workforce Development and Educational Data Systems, Inc, for the administration of the PA CareerLink(r) Chester City. Increase the $273.983.60 contract by $25, 243.35 to cover the cost of computers and phone services. Total contract is $299,226.95. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	3325-4458-630333
ESTIMATED/ACTUAL COST OF REQUEST:	25,243.35
FUNDING SOURCE:	Grant
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	

ATTACHMENTS:
EDSI CareerLink.pdf

MODIFICATION

Contract # CareerLink (WIOA) Adult, Dislocated Worker & Youth

CFDA# 17.258, 17.259, 17.278

CONTRACT AUTHORIZATION

Provider of Services: Educational Data Systems, Inc.
15300 Commerce Drive, North
Dearborn, MI 481220

Agreement Period: July 1, 2024 thru June 30, 2025

Agreement Amount $ 273,983.60 + $ 25,243.35 = $ 299,226.95

Services: Pa CareerLink® Admiistration

If this Contract is executed after the date of commencement, the Contract shall be retroactive to commencement date.

CONTRACT SIGNATURES: IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their officials who are duly authorized.

_____
Signature/Title

Date: _____

_____
Kate McGeever, Director
Delaware County
Workforce Development Board

Date: _____

_____
Delaware County Council Chair

Date: _____

_____
Attest: County Clerk

Date: _____

SERVICE AGREEMENT

This Agreement by and between the

DELAWARE COUNTY WORKFORCE DEVELOPMENT BOARD

(hereinafter referred to as ("DCWDB"), and having its principal office at

1570 GARRETT ROAD, SUITE A, BARCLAY SQUARE SHOPPING CENTER

UPPER DARBY, PA 19082 and

EDUCATIONAL DATA SYSTEMS Inc.

(hereafter referred to as (" CONTRACTOR"), and having its office at

15300 Commerce Drive, North, Dearborn, MI 481220

is effective July 1, 2024 thru June 30, 2025

In consideration of all covenants, obligations, and attachments contained herein, the parties hereto do mutually agree as follows:

A. DCWDB is the entity designated jointly by the Delaware County Workforce Development Board ("DCWDB") and the County Council of Delaware County ("County") to perform each of the following functions within the County: (i) grant recipient and administrative entity for Employment Assistance and Retention Network ("EARN") funds and programs; (ii) grant recipient and single point of contact for Temporary Assistance to Needy Families ("TANF") funds and programs; and (iii) fiscal agent and contracting agent for the DCWDB under the Federal Workforce Innovation and Opportunity Act ("WIOA"). As such, DCWDB is responsible to (1) carry out DCWDB and County policies; (2) comply with the provisions of EARN, TANF and WIOA statutes, regulations and policies, including those of the Commonwealth of Pennsylvania ("State") enacted in compliance with any of these federal statutes; (3) coordinate services provided to individuals who meet the criteria of the funding guidelines (collectively, "Participants"); and (4) enter into contracts with providers of such services as DCWDB deems appropriate. This Agreement is entered into by the DCWDB pursuant to the program(s) indicated with an "X" below:

__X__ EARN (See Appendix A-1)

__X__ TANF (See Appendix A-2)

__X__ WIOA (See Appendix A-3)

B. Contractor hereby represents to DCWDB that Contractor (i) has received and reviewed, and fully understands, DCWDB's "Request for Proposal" to which Contractor responded, including without limitation the descriptive program information contained therein;

(ii) is familiar with its obligations under applicable Federal and State laws and regulations, and under County and DCWDB ordinances and policies, and is solely responsible for full compliance therewith; and (iii) is fully qualified to provide to Participants the services per funding guidelines, which services are also described in Contractor's Statement of Work attached hereto as **Exhibit "A"**, which is fully incorporated herein by this reference (collectively, the "Contracted Services").

C. DCWDB and Contractor intend by this Contract to cooperate in support of Contractor's provision of the Contracted Services to Participants who are recruited directly by Contractor or may be referred by DCWDB to Contractor, as provided in Contractor's Statement of Work, in compliance with policies and procedures established by the Federal, State, and local laws regarding mandated documentation. Contractor is required to attend meetings relative to the implementation of the terms of this contract, which are conducted by DCWDB

NOW, THEREFORE, in express reliance upon the above facts and representations, DCWDB and Contractor agree as follows:

1. Participant Selection. Only Participants determined to be eligible shall receive Contracted Services supported by this Contract. Applicants for enrollment shall be recruited by the Contractor and/or referred by DCWDB from the general public of potentially eligible persons, the Contractor shall have primary responsibility for all such recruitment.

Contractor shall offer to each applicant an equal opportunity for enrollment, and shall not discriminate against any applicant in violation of any Federal or State law related to equal opportunity, provided that Contractor shall comply with all of the following criteria in its enrollment of Participants:

(a) each Participant shall be enrolled as permitted under funding guidelines;

(b) each Participant's enrollment shall comply with applicable State rules and regulations and with DCWDB and County requirements;

(d) DCWDB reserves the right to disqualify any participant certified as eligible and enrolled by the Contractor in Contractor's training program that is based on incorrect information submitted by the Contractor to DCWDB; and

(e) cumulative Participant enrollments shall at the end of each calendar quarter comply with the requirements of Contractor's Statement of Work.

In its recruitment, eligibility determination and enrollment of Participants, Contractor shall at all times comply with DCWDB policies and procedures, including without limitation the use and timely submittal of reports, documents and/or forms issued by DCWDB. Documentation of Contractor's Participant recruitment, issuance and receipt of applications, and compliance with these enrollment criteria shall be maintained by Contractor in the manner specified by DCWDB from time to time.

2. Participant Services. Contracted Services may be provided only to Participants who have been enrolled as such in compliance with this Contract, and DCWDB shall have no obligation to reimburse Contractor for Contracted Services provided to any individual before (s)he is properly enrolled. Contractor's provision of Contracted Services shall comply in all material respects with Contractor's Statement of Work. Contractor shall utilize facilities that are compliant with the Americans with Disabilities Act. Participants shall be adequately supervised during their participation in Contracted Services.

3. Participant Outcomes. Contractor shall achieve at least the minimum quarterly performance outcomes specified in the Scope of Work, as such outcomes are defined by applicable Federal, State, DCWDB, County and DCWDB rules and regulations.

4. Participant Exits and Carryovers, Contractor will Exit or Carryover all participants at the expiration of the Term. As used herein, "Exit" means (a) a participant completes all primary program services, or (b) a participant remains out of contact without good cause for more than 90 days. Contractor will cease to provide Contract Services to a participant once the participant completes program services. All participants must be "Exited" by the expiration of the Term. When a Participant is exited from the program, the Contractor must submit all relevant documents to DCWDB for review and approval. If Contractor desires to continue to provide a participant primary services beyond the contract end date ("Carryover"), Contractor must submit a request in writing to DCWDB prior to the expiration of the Term. DCWDB will determine the steps necessary to properly evaluate the request. Payment Schedules will not be amended as a result of any participant Carryovers.

5. Financial Provisions.

5.1. Contract Amount. For full and timely performance of Contractor's Statement of Work and other obligations specified herein, DCWDB shall reimburse Contractor up to a maximum of **$299,226.95** subject to adjustment from time to time in writing upon agreement of the parties or unilaterally by DCWDB only as otherwise provided herein. The Contract Amount as it may be adjusted shall be payable to Contractor as provided in Contractor's Budget, **Exhibit "A"**, attached hereto and incorporated herein by this reference; provided that DCWDB's payment obligation is expressly conditioned upon (a) Contractor's timely submittal of "Invoices" as defined herein, and of other reports and information reasonably required by DCWDB in the form at specified from time to time by DCWDB; (b) Contractor's maintenance of its financial records at all times in accordance with Generally Accepted Accounting Principles, as may be verified by DCWDB from time to time; (c) the allowability under applicable Federal and State rules and regulations of all of Contractor's costs included in an Invoice, and (d) the continued availability to DCWDB of funds payable for services described herein, and (e) Participant payment amounts for wages and all required statutory deductions, incentives, stipends, etc. shall be payable directly by Contractor to participant as provided in Contractor's budget.

5.2 Contract Amount Adjustments. If at any time during the "Term" as defined herein, sufficient funding is not available to DCWDB for purposes of paying to Contractor the full Contract Amount and Participant Payments Amount, including without limitation due to lack of funds received from the State, DCWDB shall promptly notify Contractor in writing of such unavailability, whereupon (a) Contractor shall immediately suspend the Contracted Services, and (b) DCWDB's payment obligations hereunder to Contractor shall cease. DCWDB also may from time to time review Contractor's actual expenditures versus the Budget, and Contractor's actual Participant outcomes versus the Statement of Work, and upon making a written finding that Contractor's spending or performance is substantially below standard, DCWDB may adjust the Contract Amount accordingly by giving written notice thereof to Contractor.

6. Invoicing and Payment. Periodic payments by DCWDB to Contractor shall be made as provided by Contractor's Budget, only upon timely receipt by DCWDB of an Invoice from Contractor and subject to Contractor's timely submittal of information required under Section 8 hereof and otherwise reasonably required by DCWDB. As used herein, "Invoice" means a properly completed written request for payment in the form specified from time to time by DCWDB, and submitted no later than ten (10) days following the month during which the costs were incurred. Each Invoice shall be signed by a representative of Contractor who is authorized to contractually bind Contractor, certifying that all costs included in the Invoice (a) were incurred for delivery of Contracted Services, and (b) were included in the Budget, and (c) complied with Federal and State allowability requirements applicable to WIOA funding (i.e., were reasonable in amount, necessary in purpose, allocable to a cost category and net of applicable credits). Upon receipt of any Invoice, DCWDB shall have ___ 45 days to evaluate Contractor's compliance with these standards and issue the appropriate payment to Contractor. Contractor shall also comply with all Contract closeout requirements of DCWDB, including without limitation the requirement that Contractor's final Invoice be submitted no later than thirty (30) days after expiration of the Term, as an express condition to DCWDB's obligation to pay amounts owing to Contractor under its final Invoice submitted to DCWDB hereunder. Any payments made to Contractor which are later determined to have been unallowable under applicable Federal or State rules and regulations or this Contract shall be repaid by Contractor to DCWDB within fifteen (15) days after DCWDB's written request therefore to Contractor. DCWDB will neither honor nor be liable for invoices not submitted in compliance with the time requirements in this paragraph unless DCWDB agrees otherwise in writing. Contractor shall be paid only for services acceptable to DCWDB.

7 Property Management.

7.1. Lease and Use of Property. Contractor agrees to lease, rather than purchase, any personal or real property to be used in implementation of DCWDB programs funded by this agreement or any amendment hereto. Such property will be used solely for implementing this agreement.

7.2. Contractor Procurement Requirements. Contractor agrees to adhere to the following procurement procedures when obtaining any and all commodities and contractual services including, but not limited to, office supplies, training supplies, equipment, rental agreements, insurance, construction, maintenance, professional and consultant services, and all other goods and services needed to carry out the terms of this agreement.

7.2.a For procurement with a "per increment" cost of five thousand ($5,000.00) dollars or less, Contractor shall secure three (3) written quotes, and shall lease the items based upon the lowest responsive quote received. Contractor shall submit such documentation when seeking reimbursement for this expenditure and shall maintain a record of the procurement and the receipt of payment of the goods or service.

7.2.b For procurement with a "per increment" cost in excess of five thousand ($5,000.00) dollars, Contractor shall publicly advertise and secure three (3) written bids, and shall purchase the item(s) based upon the lowest responsive bid received. Contractor shall submit such documentation when seeking reimbursement for this expenditure and shall maintain a record of the procurement and the receipt of payment of the goods or services.

Property management standards of the Workforce Investment Act require adherence to the U.S. Department of Labor regulations contained in OMB circulars A-102 and 29 CFR. All property at "per increment cost of $2500.00 shall be tagged and identified as property purchased under Workforce Investment Act regulations. Supplies no longer needed for supported programs shall be retained by the fiscal agent, DCWDB. DCWDB may retain all property upon termination of the existing program year contract. The DCWDB property manager or a designated person of the local Workforce Development Board staff may conduct an annual inventory of property purchased with federal/state funds.

8. Indemnity and Insurance. Contractor covenants and agrees to assume, and does hereby assume, all liability for and shall and does agree to indemnify, save harmless and defend DCWDB, the County, and their officials, officers, agents and employees against any and all loss, costs, suits, claims, charges, or damages of any kind and nature by any party arising from negligent acts or omissions of Contractor or its employees, agents or subcontractors, including, in each case, costs, counsel fees and all expenses of a defense, and shall defend any and all actions based upon any such claims or demands. Contractor shall purchase and maintain in effect all commercially reasonable or legally required forms and amounts of insurance coverage applicable to its activities hereunder, including without limitation worker's compensation insurance for its employees and contractors engaged in providing services described herein; premises liability insurance for facilities supporting those services; and general liability insurance covering all associated activities of Contractor and its directors, employees, agents, contractors and other representatives. Each such policy of insurance shall be deemed primary with respect to any similar insurance carried by DCWDB, and shall provide that it may not be amended or cancelled except upon thirty (30) days advance notice from the insurer directly to DCWDB. Upon

request from DCWDB from time to time, Contractor shall provide to DCWDB a written certificate of insurance evidencing coverage of Contractor as required hereby; and Contractor shall comply with any reasonable request by DCWDB to increase its coverage. The certificate of insurance shall show insurance in favor of DCWDB and the named insured. Contractor shall also require of any subcontractor providing services related to this Contract the same accessibility, safety, indemnity, and insurance requirements required of Contractor herein.

9. Reporting; Access to Records.

9.1. Participant Records. Contractor shall submit to DCWDB on a regular basis, according to DCWDB's reporting process, reports in the format specified from time to time by DCWDB which include information on registration, assessment, goals established, services provided, participant progress, outcomes achieved, and projected and actual expenditures. Contractor is required to protect Participants' Personally Identifiable Information (PII) and will be responsible for the timely reporting of any breach of security. Contractor will be responsible for any financial damages resulting from failure to protect Participants' PII. Contractors must use DCWDB's system of record to report and store Participants' intake, assessments, goals, services provided, participant progress, and outcomes achieve. Contractor may use a secondary database only for career services, not PII, after approval from DCWDB.

9.1.a. All contractor staff who have b-user access is required to participate in the mandatory Commonwealth Workforce Development System (CWDS) training and complete all required pre-work. DCWDB includes this CWDS Foundation Training as a requirement in the local monitoring tool to ensure compliance with this condition.

9.2. Financial Records. Contractor shall maintain an auditable system in accordance with recognized accounting principles in one location all original supplier invoices, employee and Participant timesheets, mileage logs, and other financial records related to every item of cost incurred by Contractor and submitted to DCWDB in an Invoice for reimbursement.

For Contractor costs allocated among two or more fund sources, Contractor shall have prepared, and shall fully implement, a cost allocation plan which complies with applicable Federal and State requirements, which plan shall be maintained in the same location as Contractor's other financial records. Contractor shall comply with all applicable Federal, State and County procurement standards in obtaining from any supplier such goods or services as may be required by Contractor to fulfill its duties hereunder, and shall maintain complete records of such procurement procedures in the same location as Contractor's other financial records.

9.3. Maintenance of Records. Contractor shall maintain all Participant and financial records related to this Contract including an official copy of this Contract and any modifications to it in a secure location at Contractor's sole cost and expense, for no less than seven (7) years after expiration of the Term of this Contract, which period shall be extended if

Contractor is notified by DCWDB in a timely manner that there exists any issue as to which such records are relevant, in which case Contractor shall maintain the records until resolution of the issue.

9.4 Monitoring. From commencement of the Term throughout such period of records maintenance, DCWDB or any Federal, State or local official authorized by law shall have full and free access to such records during both announced and unannounced visits. The aforementioned shall have the authority to audit, examine and make excerpts or transcripts from records, including all contracts, invoices, material, payrolls, records of personnel conditions of employment and other data relating to all matters covered by this Contract.

10. Term; Termination; Amendment.

10.1 Term. This Contract shall be in effect for the period of time ("Term") beginning on the date first written above and ending on **June 30, 2025** subject to earlier termination or extension only as provided herein.

10.2 Termination. DCWDB may terminate this Agreement at any time without cause by giving thirty (30) days written notice to Contractor. DCWDB may also terminate this Agreement immediately at any time by giving written notice of termination to Contractor and without prejudice to any other rights or remedies DCWDB may have, if Contractor breaches any of its material obligations under this Agreement and does not cure the breach within five (5) business days after Contractor's receipt of notice of the breach which notice shall specify in reasonable detail the nature of the breach.

10.3 Suspension. DCWDB also may unilaterally and at its sole option suspend this Agreement (including suspending further payments hereunder) effective immediately upon notice thereof from DCWDB to Contractor, upon DCWDB's reasonable determination that there exists an immediate and substantial threat to DCWDB's ability to comply with applicable legal requirements due to Contractor's performance or nonperformance hereunder.

10.4 Amendment. This Agreement may be amended (including without limitation to extend its Term) only by written agreement signed by both parties hereto.

11. Contractor Certifications and Assurances. The written and executed certifications in attached hereto and incorporated herein by this reference, which may include certifications regarding nondiscrimination, equal opportunity, lobbying (for contracts over $100,000) and federal debarment, shall be applicable to Contractor throughout the Term of this Agreement, during which Contractor shall remain currently knowledgeable regarding, and shall comply with, each such written certification and all other federal, state and local statutes, regulations and ordinances applicable to Contractor during its performance of this Contract. Contractor shall also comply with all applicable restrictions on activities of Participants under Federal and State laws and regulations, including without limitation prohibitions on political or partisan activities, religious activities, and support of or opposition to union organizing activities.

12. Publicity: Contractor agrees that whenever information specifically related to the services funded under this contract is provided to the media or is published, the statement: "The funding for this training is administered by the Delaware County Workforce Development Board", will be included in a prepared press release and given to the media.

The Contractor must comply with the Steven's Amendment when communicating about activities funded under this agreement. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, the Contractor, shall clearly state— (1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

13. Applicable Regulations. Contractor agrees to comply with the applicable regulations more particularly described on Appendix A-1, Appendix A-2 and/or Appendix A-3.

14. Independent Contractor. It is expressly acknowledged by the parties that they are independent contracting parties. Nothing in this Agreement shall be construed to create a principal/agent, employer/employee, master/servant or partnership or joint venture relationship. Contractor shall be responsible for paying any taxes applicable to payments made under this Agreement.

15. Governing Law. This Agreement shall be governed in all respects by the laws of the Commonwealth of Pennsylvania without giving effect to its rules relating to conflicts of laws. The exclusive venue for any action and/or proceeding concerning, arising from, and/or relating to the Agreement shall be the state and federal courts located, respectively, within the Commonwealth of Pennsylvania, Delaware County and/or the United States District Court for the Eastern District of Pennsylvania. Each party hereto waives any and all objections to the foregoing designated jurisdiction(s), including without limitation those that may be based on the theory of an inconvenient forum.

16. Miscellaneous. This Contract fully expresses all agreements and understandings of the parties hereto relating to its subject matter, and there exists no prior or contemporaneous agreement or understanding regarding this subject which is not stated herein. This Contract is personal as between the parties hereto, and shall not be assignable in whole or in part; any attempt to assign any right or obligation hereunder shall be void at its inception. Any notice permitted or required hereunder shall be given in writing, and shall only be effective (a) immediately upon delivery in person or by facsimile with the appropriate receipt, or (b) three (3) days after mailing by U.S. Mail properly addressed and with sufficient postage affixed. For notice purposes, the address and facsimile numbers of the parties are as follows; they may be changed only by proper notice as provided herein. The parties do not intend, nor shall any clause be interpreted to create in any third party, any obligations to, or right or benefit by, such third party under this Agreement from either party.

[Signature Pages Follows.]

Appendix A-1

EARN Regulations

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES EMPLOYMENT ADVANCEMENT AND RETENTION NETWORK:
PROGRAM POLICY AND PROCEDURES MANUAL
Posted: https://www.delcoworks.org/about-us/

Delaware County Workforce Development Board Local Policies
Posted: https://www.delcoworks.org/about-us/

The Employment, Advancement and Retention Network (EARN) Program was created in 1987 in order to address the needs of welfare recipients with barriers to employment and to better coordinate the existing employment and training programs available for them. EARN is currently operating in all 67 Pennsylvania Counties.

The purpose of EARN is to address the needs of welfare and low income individuals with serious barriers to gaining and maintaining employment by providing comprehensive case management, remediation, education with special emphasis on individuals with limited English proficiency, skills training, work activities, job placement and retention activities, as well as providing supportive services, including payment for childcare. Included in EARN are services especially designed to meet the needs of out-of-school pregnant and parenting youth between the ages of 18 to 22, as well as non-assistance custodial or non-custodial fathers. Work activities in EARN include unsubsidized employment, subsidized employment, paid work experience, and community service.

The EARN program unites the services of local Workforce Investment Area (WIA) staff, Bureau of Workforce Development Partnership (BWDP) representatives, educational institutions, and County Assistance Office (CAO) staff. The Department of Human Services provides funding to the Department of Labor and Industry through a Memorandum of Understanding. The Department of Labor and Industry contracts with the WIA fiscal agents who arrange for services in accordance with program rules. A Local Management Committee (LMC) jointly manages EARN at the local level. The LMC is comprised of representatives from each of the above agencies and an economic development representative. Direct Service Teams comprised of CAO, BWDP, and WIA staff provides the primary intervention for all EARN participants.

Enrollment for the program is done through the local County Assistance Office.

Appendix A-2

TANF Regulations

Temporary Assistance for Needy Families (TANF) Youth Development Program (YDP)
Desk Guide for Providers to the TANF YDP
Posted: https://www.delcoworks.org/about-us/

Delaware County Workforce Development Board Local Policies posted:
https://www.delcoworks.org/about-us/

Since 2000, the Commonwealth of Pennsylvania has allocated TANF Youth Development Funds (YDF) from the TANF Block Grant to the Department of Labor & Industry (L&I). Local boards and their youth councils/committees are to use TANF YDF to enhance workforce investment funding and extend the availability of high-quality workforce development activities to low-income youth. This directly aligns with the priorities of the Workforce Innovation and Opportunity Act (WIOA), enacted in July 2014, and is reinforced by a joint statement from the U.S. Departments of Labor (DOL), Health and Human Services (HHS), and Housing and Urban Development (HUD). The act and statement emphasize their shared goal of providing comprehensive services to youth by connecting them to all available resources within their community.

This partnership encourages the network of state and local youth services, workforce development providers, and public housing agencies. This partnership will allow the development of workforce programs for needy and at-risk youth that provide employment, educational experiences, and essential skills such as financial literacy and time management. Additionally, this partnership strongly encourages programs to co-enroll youth in TANF and applicable workforce programs so can benefit from additional services such as occupational skills training and other relevant services.

The goal of WIOA is to improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skills requirements of employers, and enhance the productivity and competitiveness of the nation. WIOA outlines a broader youth vision that supports an integrated service delivery system and gives a framework through which states and local areas can leverage other federal, state, local, and philanthropic resources to support in-school youth (ISY) and out-of-school youth (OSY). Pennsylvania's WIOA Combined State Plan, affirms WIOA's priority of providing high-quality services for disadvantaged youth and young adults beginning with career exploration and guidance, continued support for high-quality case management toward educational attainment, opportunities for skills training in in-demand industries, and occupations. The intention of these collaborative services culminates with

participants enrolling in post-secondary education, developing long-term career pathways, and obtaining a job earning a family or self-sustaining wage.

Pennsylvania's TANF State Plan also supports many of the same WIOA priorities. TANF YDF is directed to L&I to be used for youth workforce programs that include activities that meet TANF purpose number two - end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage. The primary goal of Pennsylvania's TANF Program is to provide support to families as they make the transition from dependence on welfare to self-sufficiency and long-term self-support. The Commonwealth's approach provides a participant with the opportunity to build work skills and work history. The Department of Human services (DHS) is dedicated to helping low-income families become independent while they receive Temporary Assistant for Needy Families (TANF). Additionally, this program supports a family's efforts to work by providing special allowances for work expenses such as childcare and transportation.

Each program year, pending state budget approval, TANF YDF becomes available for the support and benefit of young people in Pennsylvania between the ages of 12 (or those that have completed the 5th grade) and 24 years at the time of enrollment, who are TANF recipients or whose personal monthly gross countable earned income does not exceed 235% of the Federal Poverty Income Guidelines (FPIG). Local workforce development boards (LWDBs), their staff, as well as their LWDB youth committees, and the contracted youth service providers all come together each program year for the planning, execution, monitoring, and oversight of a successful TANF YDP.

Appendix A-3

WIOA Regulations

FEDERAL WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SUMMARY: The Department of Labor (DOL or the Department) issues this Final Rule to implement titles I and III of the Workforce Innovation and Opportunity Act (WIOA). Through these regulations, the Department reforms and modernizes our nation's workforce development system. This rule provides the framework for changes for statewide and local workforce development systems to increase the employment, retention, earnings, and occupational skill attainment of U.S. workers, particularly those individuals with barriers to employment, so they can move into good jobs and careers and provide businesses with the skilled workforce needed to make the United States more competitive in the 21st Century global economy.

DATES: This Final Rule is effective October 18, 2016. https://www.govinfo.gov/content/pkg/FR-2016-08-19/pdf/2016-15975.pdf

Pennsylvania Department of Labor & Industry Workforce System Policy: Pennsylvania Workforce system policies and guidance pertaining to federal and state-funded workforce system programs https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/Pennsylvania's-Workforce-System-Directives.aspx

Delaware County Workforce Development Board Local Policies posted: https://www.delcoworks.org/about-us/

AGENDA ITEM NO. 10.Q

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Kate McGeever,Workforce Development
ITEM TYPE:	Award of Contract
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval of contract between Workforce Development and the Finishing Trades for up to $29,580.00 to support apprentices from Delaware County. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	3325-4441-630333
ESTIMATED/ACTUAL COST OF REQUEST:	29,580
FUNDING SOURCE:	Grant
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	

ATTACHMENTS:
Finishing Trades.pdf

Contract# Finishing ABA Registered Apprenticeship CFDA 17.285

CONTRACT AUTHORIZATION

Provider of Services: Finishing Trades
2190 Horning Road
Philadelphia, PA 19116

Agreement Period: July 1, 2025 thru March 31, 2026

Agreement Amount S 29,580.00

Services: Apprenticeship

If this Contract is executed after the date of commencement, the Contract shall be retroactive to commencement date.

CONTRACT SIGNATURES: IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their officials who are duly authorized.

DIRECTOR OF TRAINING
Signature/Title

Date: 6/17/25

Delaware County Council Chair

Date: _____

Kate McGeever, Director
Delaware County
Workforce Development Board

Date: _____

Attest: County Clerk

Date: _____

SERVICE AGREEMENT

This Agreement by and between the

DELAWARE COUNTY WORKFORCE DEVELOPMENT BOARD

(hereinafter referred to as ("DCWDB"), and having its principal office at

1570 GARRETT ROAD, SUITE A, BARCLAY SQUARE SHOPPING CENTER

UPPER DARBY, PA 19082 and

Finishing Trades.

2190 Horning Road

Philadelphia, PA 19116

(hereinafter referred to as (" CONTRACTOR"), and having its office at:

location is effective

July1, 2025 to March 31, 2026

In consideration of all covenants, obligations, and attachments contained herein, the parties hereto do mutually agree as follows:

A. DCWDB is the entity designated jointly by the Delaware County Workforce Development Board ("DCWDB") and the County Council of Delaware County ("County") to perform each of the following functions within the County: (i) grant recipient and administrative entity for Employment Assistance and Retention Network ("EARN") funds and programs; (ii) grant recipient and single point of contact for Temporary Assistance to Needy Families ("TANF") funds and programs; and (iii) fiscal agent and contracting agent for the DCWDB under the Federal Workforce Innovation and Opportunity Act ("WIOA"). As such, DCWDB is responsible to (1) carry out DCWDB and County policies; (2) comply with the provisions of EARN, TANF and WIOA statutes, regulations and policies, including those of the Commonwealth of Pennsylvania ("State") enacted in compliance with any of these federal statutes; (3) coordinate services provided to individuals who meet the criteria of the funding guidelines (collectively, "Participants"); and (4) enter into contracts with providers of such services as DCWDB deems appropriate. This Agreement is entered into by the DCWDB pursuant to the program(s) indicated with an "X" below:

____ EARN (See Appendix A-1)

____ TANF (See Appendix A-2)

__X__ WIOA (See Appendix A-3)

B. Contractor hereby represents to DCWDB that Contractor (i) has received and reviewed, and fully understands, DCWDB's "Request for Proposal" to which Contractor responded, including without limitation the descriptive program information contained therein; (ii) is familiar with its obligations under applicable Federal and State laws and regulations, and under County and DCWDB ordinances and policies, and is solely responsible for full compliance therewith; and (iii) is fully qualified to provide to Participants the services per funding guidelines, which services are also described in Contractor's Statement of Work attached hereto as **Exhibit "A"**, which is fully incorporated herein by this reference (collectively, the "Contracted Services").

C. DCWDB and Contractor intend by this Contract to cooperate in support of Contractor's provision of the Contracted Services to Participants who are recruited directly by Contractor or may be referred by DCWDB to Contractor, as provided in Contractor's Statement of Work, in compliance with policies and procedures established by the Federal, State, and local laws regarding mandated documentation. Contractor is required to attend meetings relative to the implementation of the terms of this contract, which are conducted by DCWDB

NOW, THEREFORE, in express reliance upon the above facts and representations, DCWDB and Contractor agree as follows:

1. Participant Selection. Only Participants determined to be eligible shall receive Contracted Services supported by this Contract. Applicants for enrollment shall be recruited by the Contractor and/or referred by DCWDB from the general public of potentially eligible persons, the Contractor shall have primary responsibility for all such recruitment.

Contractor shall offer to each applicant an equal opportunity for enrollment, and shall not discriminate against any applicant in violation of any Federal or State law related to equal opportunity, provided that Contractor shall comply with all of the following criteria in its enrollment of Participants:

(a) each Participant shall be enrolled as permitted under funding guidelines;

(b) each Participant's enrollment shall comply with applicable State rules and regulations and with DCWDB and County requirements;

(d) DCWDB reserves the right to disqualify any participant certified as eligible and enrolled by the Contractor in Contractor's training program that is based on incorrect information submitted by the Contractor to DCWDB; and

(e) cumulative Participant enrollments shall at the end of each calendar quarter comply with the requirements of Contractor's Statement of Work.

In its recruitment, eligibility determination and enrollment of Participants, Contractor shall at all times comply with DCWDB policies and procedures, including without limitation the use and

timely submittal of reports, documents and/or forms issued by DCWDB. Documentation of Contractor's Participant recruitment, issuance and receipt of applications, and compliance with these enrollment criteria shall be maintained by Contractor in the manner specified by DCWDB from time to time.

2. Participant Services. Contracted Services may be provided only to Participants who have been enrolled as such in compliance with this Contract, and DCWDB shall have no obligation to reimburse Contractor for Contracted Services provided to any individual before (s)he is properly enrolled. Contractor's provision of Contracted Services shall comply in all material respects with Contractor's Statement of Work. Contractor shall utilize facilities that are compliant with the Americans with Disabilities Act. Participants shall be adequately supervised during their participation in Contracted Services.

3. Participant Outcomes. Contractor shall achieve at least the minimum quarterly performance outcomes specified in the Scope of Work, as such outcomes are defined by applicable Federal, State, DCWDB, County and DCWDB rules and regulations.

4. Participant Exits and Carryovers, Contractor will Exit or Carryover all participants at the expiration of the Term. As used herein, "Exit" means (a) a participant completes all primary program services, or (b) a participant remains out of contact without good cause for more than 90 days. Contractor will cease to provide Contract Services to a participant once the participant completes program services. All participants must be "Exited" by the expiration of the Term. When a Participant is exited from the program, the Contractor must submit all relevant documents to DCWDB for review and approval. If Contractor desires to continue to provide a participant primary services beyond the contract end date ("Carryover"), Contractor must submit a request in writing to DCWDB prior to the expiration of the Term. DCWDB will determine the steps necessary to properly evaluate the request. Payment Schedules will not be amended as a result of any participant Carryovers.

5. Financial Provisions.

5.1. Contract Amount. For full and timely performance of Contractor's Statement of Work and other obligations specified herein, DCWDB shall reimburse Contractor up to a maximum of **Amount $29,580.00**, subject to adjustment from time to time in writing upon agreement of the parties or unilaterally by DCWDB only as otherwise provided herein. The Contract Amount as it may be adjusted shall be payable to Contractor as provided in Contractor's Budget, **Exhibit "A"**, attached hereto and incorporated herein by this reference; provided that DCWDB's payment obligation is expressly conditioned upon (a) Contractor's timely submittal of "Invoices" as defined herein, and of other reports and information reasonably required by DCWDB in the form at specified from time to time by DCWDB; (b) Contractor's maintenance of its financial records at all times in accordance with Generally Accepted Accounting Principles, as may be verified by DCWDB from time to time; (c) the allowability under applicable Federal and State rules and regulations of all of Contractor's costs

included in an Invoice, and (d) the continued availability to DCWDB of funds payable for services described herein, and (e) Participant payment amounts for wages and all required statutory deductions, incentives, stipends, etc. shall be payable directly by Contractor to participant as provided in Contractor's budget.

5.2 Contract Amount Adjustments. If at any time during the "Term" as defined herein, sufficient funding is not available to DCWDB for purposes of paying to Contractor the full Contract Amount and Participant Payments Amount, including without limitation due to lack of funds received from the State, DCWDB shall promptly notify Contractor in writing of such unavailability, whereupon (a) Contractor shall immediately suspend the Contracted Services, and (b) DCWDB's payment obligations hereunder to Contractor shall cease. DCWDB also may from time to time review Contractor's actual expenditures versus the Budget, and Contractor's actual Participant outcomes versus the Statement of Work, and upon making a written finding that Contractor's spending or performance is substantially below standard, DCWDB may adjust the Contract Amount accordingly by giving written notice thereof to Contractor.

6. Invoicing and Payment. Periodic payments by DCWDB to Contractor shall be made as provided by Contractor's Budget, only upon timely receipt by DCWDB of an Invoice from Contractor and subject to Contractor's timely submittal of information required under Section 8 hereof and otherwise reasonably required by DCWDB. As used herein, "Invoice" means a properly completed written request for payment in the form specified from time to time by DCWDB, and submitted no later than ten (10) days following the month during which the costs were incurred. Each Invoice shall be signed by a representative of Contractor who is authorized to contractually bind Contractor, certifying that all costs included in the Invoice (a) were incurred for delivery of Contracted Services, and (b) were included in the Budget, and (c) complied with Federal and State allowability requirements applicable to WIOA funding (i.e., were reasonable in amount, necessary in purpose, allocable to a cost category and net of applicable credits). Upon receipt of any Invoice, DCWDB shall have ___ 45 days to evaluate Contractor's compliance with these standards and issue the appropriate payment to Contractor. Contractor shall also comply with all Contract closeout requirements of DCWDB, including without limitation the requirement that Contractor's final Invoice be submitted no later than thirty (30) days after expiration of the Term, as an express condition to DCWDB's obligation to pay amounts owing to Contractor under its final Invoice submitted to DCWDB hereunder. Any payments made to Contractor which are later determined to have been unallowable under applicable Federal or State rules and regulations or this Contract shall be repaid by Contractor to DCWDB within fifteen (15) days after DCWDB's written request therefore to Contractor. DCWDB will neither honor nor be liable for invoices not submitted in compliance with the time requirements in this paragraph unless DCWDB agrees otherwise in writing. Contractor shall be paid only for services acceptable to DCWDB.

7 Property Management.

7.1. Lease and Use of Property. Contractor agrees to lease, rather than purchase, any personal or real property to be used in implementation of DCWDB programs funded by this agreement or any amendment hereto. Such property will be used solely for implementing this agreement.

7.2. Contractor Procurement Requirements. Contractor agrees to adhere to the following procurement procedures when obtaining any and all commodities and contractual services including, but not limited to, office supplies, training supplies, equipment, rental agreements, insurance, construction, maintenance, professional and consultant services, and all other goods and services needed to carry out the terms of this agreement.

7.2.a For procurement with a "per increment" cost of five thousand ($5,000.00) dollars or less, Contractor shall secure three (3) written quotes, and shall lease the items based upon the lowest responsive quote received. Contractor shall submit such documentation when seeking reimbursement for this expenditure and shall maintain a record of the procurement and the receipt of payment of the goods or service.

7.2.b For procurement with a "per increment" cost in excess of five thousand ($5,000.00) dollars, Contractor shall publicly advertise and secure three (3) written bids, and shall purchase the item(s) based upon the lowest responsive bid received. Contractor shall submit such documentation when seeking reimbursement for this expenditure and shall maintain a record of the procurement and the receipt of payment of the goods or services.

Property management standards of the Workforce Investment Act require adherence to the U.S. Department of Labor regulations contained in OMB circulars A-102 and 29 CFR. All property at "per increment cost of $2500.00 shall be tagged and identified as property purchased under Workforce Investment Act regulations. Supplies no longer needed for supported programs shall be retained by the fiscal agent, DCWDB. DCWDB may retain all property upon termination of the existing program year contract. The DCWDB property manager or a designated person of the local Workforce Development Board staff may conduct an annual inventory of property purchased with federal/state funds.

8. Indemnity and Insurance. Contractor covenants and agrees to assume, and does hereby assume, all liability for and shall and does agree to indemnify, save harmless and defend DCWDB, the County, and their officials, officers, agents and employees against any and all loss, costs, suits, claims, charges, or damages of any kind and nature by any party arising from negligent acts or omissions of Contractor or its employees, agents or subcontractors, including, in each case, costs, counsel fees and all expenses of a defense, and shall defend any and all actions based upon any such claims or demands. Contractor shall purchase and maintain in effect all commercially reasonable or legally required forms and amounts of insurance coverage applicable to its activities hereunder, including without limitation worker's compensation insurance for its employees and contractors engaged in providing services described herein;

premises liability insurance for facilities supporting those services; and general liability insurance covering all associated activities of Contractor and its directors, employees, agents, contractors and other representatives. Each such policy of insurance shall be deemed primary with respect to any similar insurance carried by DCWDB, and shall provide that it may not be amended or cancelled except upon thirty (30) days advance notice from the insurer directly to DCWDB. Upon request from DCWDB from time to time, Contractor shall provide to DCWDB a written certificate of insurance evidencing coverage of Contractor as required hereby; and Contractor shall comply with any reasonable request by DCWDB to increase its coverage. The certificate of insurance shall show insurance in favor of DCWDB and the named insured. Contractor shall also require of any subcontractor providing services related to this Contract the same accessibility, safety, indemnity, and insurance requirements required of Contractor herein.

9. Reporting; Access to Records.

9.1. Participant Records. Contractor shall submit to DCWDB on a regular basis, according to DCWDB's reporting process, reports in the format specified from time to time by DCWDB which include information on registration, assessment, goals established, services provided, participant progress, outcomes achieved, and projected and actual expenditures. Contractor is required to protect Participants' Personally Identifiable Information (PII) and will be responsible for the timely reporting of any breach of security. Contractor will be responsible for any financial damages resulting from failure to protect Participants' PII. Contractors must use DCWDB's system of record to report and store Participants' intake, assessments, goals, services provided, participant progress, and outcomes achieve. Contractor may use a secondary database only for career services, not PII, after approval from DCWDB.

9.1.a. All contractor staff who have b-user access is required to participate in the mandatory Commonwealth Workforce Development System (CWDS) training and complete all required pre-work. DCWDB includes this CWDS Foundation Training as a requirement in the local monitoring tool to ensure compliance with this condition.

9.2. Financial Records. Contractor shall maintain an auditable system in accordance with recognized accounting principles in one location all original supplier invoices, employee and Participant timesheets, mileage logs, and other financial records related to every item of cost incurred by Contractor and submitted to DCWDB in an Invoice for reimbursement.

For Contractor costs allocated among two or more fund sources, Contractor shall have prepared, and shall fully implement, a cost allocation plan which complies with applicable Federal and State requirements, which plan shall be maintained in the same location as Contractor's other financial records. Contractor shall comply with all applicable Federal, State and County procurement standards in obtaining from any supplier such goods or services as

may be required by Contractor to fulfill its duties hereunder, and shall maintain complete records of such procurement procedures in the same location as Contractor's other financial records.

9.3. Maintenance of Records. Contractor shall maintain all Participant and financial records related to this Contract including an official copy of this Contract and any modifications to it in a secure location at Contractor's sole cost and expense, for no less than seven (7) years after expiration of the Term of this Contract, which period shall be extended if Contractor is notified by DCWDB in a timely manner that there exists any issue as to which such records are relevant, in which case Contractor shall maintain the records until resolution of the issue.

9.4 Monitoring. From commencement of the Term throughout such period of records maintenance, DCWDB or any Federal, State or local official authorized by law shall have full and free access to such records during both announced and unannounced visits. The aforementioned shall have the authority to audit, examine and make excerpts or transcripts from records, including all contracts, invoices, material, payrolls, records of personnel conditions of employment and other data relating to all matters covered by this Contract.

10. Term; Termination; Amendment.

10.1 Term. This Contract shall be in effect for the period of time ("Term") beginning on the date first written above and ending on **March 31, 2026** subject to earlier termination or extension only as provided herein.

10.2 Termination. DCWDB may terminate this Agreement at any time without cause by giving thirty (30) days written notice to Contractor. DCWDB may also terminate this Agreement immediately at any time by giving written notice of termination to Contractor and without prejudice to any other rights or remedies DCWDB may have, if Contractor breaches any of its material obligations under this Agreement and does not cure the breach within five (5) business days after Contractor's receipt of notice of the breach which notice shall specify in reasonable detail the nature of the breach.

10.3 Suspension. DCWDB also may unilaterally and at its sole option suspend this Agreement (including suspending further payments hereunder) effective immediately upon notice thereof from DCWDB to Contractor, upon DCWDB's reasonable determination that there exists an immediate and substantial threat to DCWDB's ability to comply with applicable legal requirements due to Contractor's performance or nonperformance hereunder.

10.4 Amendment. This Agreement may be amended (including without limitation to extend its Term) only by written agreement signed by both parties hereto.

11. Contractor Certifications and Assurances. The written and executed certifications in attached hereto and incorporated herein by this reference, which may include

certifications regarding nondiscrimination, equal opportunity, lobbying (for contracts over $100,000) and federal debarment, shall be applicable to Contractor throughout the Term of this Agreement, during which Contractor shall remain currently knowledgeable regarding, and shall comply with, each such written certification and all other federal, state and local statutes, regulations and ordinances applicable to Contractor during its performance of this Contract. Contractor shall also comply with all applicable restrictions on activities of Participants under Federal and State laws and regulations, including without limitation prohibitions on political or partisan activities, religious activities, and support of or opposition to union organizing activities.

12. Publicity: Contractor agrees that whenever information specifically related to the services funded under this contract is provided to the media or is published, the statement: "The funding for this training is administered by the Delaware County Workforce Development Board", will be included in a prepared press release and given to the media.

The Contractor must comply with the Steven's Amendment when communicating about activities funded under this agreement. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, the Contractor, shall clearly state— (1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

13. Applicable Regulations. Contractor agrees to comply with the applicable regulations more particularly described on Appendix A-1, Appendix A-2 and/or Appendix A-3.

14. Independent Contractor. It is expressly acknowledged by the parties that they are independent contracting parties. Nothing in this Agreement shall be construed to create a principal/agent, employer/employee, master/servant or partnership or joint venture relationship. Contractor shall be responsible for paying any taxes applicable to payments made under this Agreement.

15. Governing Law. This Agreement shall be governed in all respects by the laws of the Commonwealth of Pennsylvania without giving effect to its rules relating to conflicts of laws. The exclusive venue for any action and/or proceeding concerning, arising from, and/or relating to the Agreement shall be the state and federal courts located, respectively, within the Commonwealth of Pennsylvania, Delaware County and/or the United States District Court for the Eastern District of Pennsylvania. Each party hereto waives any and all objections to the foregoing designated jurisdiction(s), including without limitation those that may be based on the theory of an inconvenient forum.

16. Miscellaneous. This Contract fully expresses all agreements and understandings of the parties hereto relating to its subject matter, and there exists no prior or contemporaneous agreement or understanding regarding this subject which is not stated herein. This Contract is personal as between the parties hereto, and shall not be assignable in whole or in part; any attempt to assign any right or obligation hereunder shall be void at its inception. Any notice permitted or required hereunder shall be given in writing, and shall only be effective (a) immediately upon delivery in person or by facsimile with the appropriate receipt, or (b) three (3) days after mailing by U.S. Mail properly addressed and with sufficient postage affixed. For notice purposes, the address and facsimile numbers of the parties are as follows; they may be changed only by proper notice as provided herein. The parties do not intend, nor shall any clause be interpreted to create in any third party, any obligations to, or right or benefit by, such third party under this Agreement from either party.

[Signature Pages Follows.]

Appendix A-1

EARN Regulations

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES EMPLOYMENT ADVANCEMENT AND RETENTION NETWORK:
PROGRAM POLICY AND PROCEDURES MANUAL
Posted: https://www.delcoworks.org/about-us/

Delaware County Workforce Development Board Local Policies
Posted: https://www.delcoworks.org/about-us/

The Employment, Advancement and Retention Network (EARN) Program was created in 1987 in order to address the needs of welfare recipients with barriers to employment and to better coordinate the existing employment and training programs available for them. EARN is currently operating in all 67 Pennsylvania Counties.

The purpose of EARN is to address the needs of welfare and low income individuals with serious barriers to gaining and maintaining employment by providing comprehensive case management, remediation, education with special emphasis on individuals with limited English proficiency, skills training, work activities, job placement and retention activities, as well as providing supportive services, including payment for childcare. Included in EARN are services especially designed to meet the needs of out-of-school pregnant and parenting youth between the ages of 18 to 22, as well as non-assistance custodial or non-custodial fathers. Work activities in EARN include unsubsidized employment, subsidized employment, paid work experience, and community service.

The EARN program unites the services of local Workforce Investment Area (WIA) staff, Bureau of Workforce Development Partnership (BWDP) representatives, educational institutions, and County Assistance Office (CAO) staff. The Department of Human Services provides funding to the Department of Labor and Industry through a Memorandum of Understanding. The Department of Labor and Industry contracts with the WIA fiscal agents who arrange for services in accordance with program rules. A Local Management Committee (LMC) jointly manages EARN at the local level. The LMC is comprised of representatives from each of the above agencies and an economic development representative. Direct Service Teams comprised of CAO, BWDP, and WIA staff provides the primary intervention for all EARN participants.

Enrollment for the program is done through the local County Assistance Office.

Appendix A-2

TANF Regulations

Temporary Assistance for Needy Families (TANF) Youth Development Program (YDP)
Desk Guide for Providers to the TANF YDP
Posted: https://www.delcoworks.org/about-us/

Delaware County Workforce Development Board Local Policies posted:
https://www.delcoworks.org/about-us/

Since 2000, the Commonwealth of Pennsylvania has allocated TANF Youth Development Funds (YDF) from the TANF Block Grant to the Department of Labor & Industry (L&I). Local boards and their youth councils/committees are to use TANF YDF to enhance workforce investment funding and extend the availability of high-quality workforce development activities to low-income youth. This directly aligns with the priorities of the Workforce Innovation and Opportunity Act (WIOA), enacted in July 2014, and is reinforced by a joint statement from the U.S. Departments of Labor (DOL), Health and Human Services (HHS), and Housing and Urban Development (HUD). The act and statement emphasize their shared goal of providing comprehensive services to youth by connecting them to all available resources within their community.

This partnership encourages the network of state and local youth services, workforce development providers, and public housing agencies. This partnership will allow the development of workforce programs for needy and at-risk youth that provide employment, educational experiences, and essential skills such as financial literacy and time management. Additionally, this partnership strongly encourages programs to co-enroll youth in TANF and applicable workforce programs so can benefit from additional services such as occupational skills training and other relevant services.

The goal of WIOA is to improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skills requirements of employers, and enhance the productivity and competitiveness of the nation. WIOA outlines a broader youth vision that supports an integrated service delivery system and gives a framework through which states and local areas can leverage other federal, state, local, and philanthropic resources to support in-school youth (ISY) and out-of-school youth (OSY). Pennsylvania's WIOA Combined State Plan, affirms WIOA's priority of providing high-quality services for disadvantaged youth and young adults beginning with career exploration and guidance, continued support for high-quality case management toward educational attainment, opportunities for skills training in in-demand industries, and occupations. The intention of these collaborative services culminates with

participants enrolling in post-secondary education, developing long-term career pathways, and obtaining a job earning a family or self-sustaining wage.

Pennsylvania's TANF State Plan also supports many of the same WIOA priorities. TANF YDF is directed to L&I to be used for youth workforce programs that include activities that meet TANF purpose number two - end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage. The primary goal of Pennsylvania's TANF Program is to provide support to families as they make the transition from dependence on welfare to self-sufficiency and long-term self-support. The Commonwealth's approach provides a participant with the opportunity to build work skills and work history. The Department of Human services (DHS) is dedicated to helping low-income families become independent while they receive Temporary Assistant for Needy Families (TANF). Additionally, this program supports a family's efforts to work by providing special allowances for work expenses such as childcare and transportation.

Each program year, pending state budget approval, TANF YDF becomes available for the support and benefit of young people in Pennsylvania between the ages of 12 (or those that have completed the 5th grade) and 24 years at the time of enrollment, who are TANF recipients or whose personal monthly gross countable earned income does not exceed 235% of the Federal Poverty Income Guidelines (FPIG). Local workforce development boards (LWDBs), their staff, as well as their LWDB youth committees, and the contracted youth service providers all come together each program year for the planning, execution, monitoring, and oversight of a successful TANF YDP.

Appendix A-3

WIOA Regulations

FEDERAL WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SUMMARY: The Department of Labor (DOL or the Department) issues this Final Rule to implement titles I and III of the Workforce Innovation and Opportunity Act (WIOA). Through these regulations, the Department reforms and modernizes our nation's workforce development system. This rule provides the framework for changes for statewide and local workforce development systems to increase the employment, retention, earnings, and occupational skill attainment of U.S. workers, particularly those individuals with barriers to employment, so they can move into good jobs and careers and provide businesses with the skilled workforce needed to make the United States more competitive in the 21st Century global economy.

DATES: This Final Rule is effective October 18, 2016. https://www.govinfo.gov/content/pkg/FR-2016-08-19/pdf/2016-15975.pdf

Pennsylvania Department of Labor & Industry Workforce System Policy: Pennsylvania Workforce system policies and guidance pertaining to federal and state-funded workforce system programs https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/Pennsylvania's-Workforce-System-Directives.aspx

Delaware County Workforce Development Board Local Policies posted: https://www.delcoworks.org/about-us/

Delaware County Workforce Development Board Adult, Dislocated Worker and Youth Terms & Conditions Posted:
https://www.delcoworks.org/about-us/

AGENDA ITEM NO. 10.R

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Kate McGeever,Workforce Development
ITEM TYPE:	Award of Contract
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval for a no-cost extension to the contract between Workforce Development and Educational Data Systems, Inc. to operate the Crozer Transition Center until September 5, 2025. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	3326-4447-630333
ESTIMATED/ACTUAL COST OF REQUEST:	208162.49
FUNDING SOURCE:	Grant
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	

ATTACHMENTS:
EDSI Crozer.pdf

Contract # Crozer Transition Center (WIOA) Dislocated Worker

CFDA# 17.278

MODIFICATION

No Cost Extension

CONTRACT AUTHORIZATION

Provider of Services: Educational Data Systems, Inc.
15300 Commerce Drive, North
Dearborn, MI 481220

Agreement Period: April 15, 2025 thru September 5,2025

Agreement Amount $ 208,162.49

Services: Transition Center for Crozer Employess, Career Services for Crozer, Job Fair

If this Contract is executed after the date of commencement, the Contract shall be retroactive to commencement date.

CONTRACT SIGNATURES: IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their officials who are duly authorized.

_____
Signature/Title

Date: _____

_____
Kate McGeever, Director
Delaware County
Workforce Development Board

Date: _____

_____
Delaware County Council Chair

Date: _____

_____
Attest: County Clerk

Date: _____

Contract # Crozer Transition Center
CFDA: 17.278

SERVICE AGREEMENT

This Agreement by and between the

DELAWARE COUNTY WORKFORCE DEVELOPMENT BOARD

(hereinafter referred to as ("DCWDB"), and having its principal office at

1570 GARRETT ROAD, SUITE A, BARCLAY SQUARE SHOPPING CENTER

UPPER DARBY, PA 19082 and

EDUCATIONAL DATA SYSTEMS Inc.

(hereafter referred to as (" CONTRACTOR"), and having its office at

15300 Commerce Drive, North, Dearborn, MI 481220

is effective April 15, 2025 thru September 5, 2025

In consideration of all covenants, obligations, and attachments contained herein, the parties hereto do mutually agree as follows:

A. DCWDB is the entity designated jointly by the Delaware County Workforce Development Board ("DCWDB") and the County Council of Delaware County ("County") to perform each of the following functions within the County: (i) grant recipient and administrative entity for Employment Assistance and Retention Network ("EARN") funds and programs; (ii) grant recipient and single point of contact for Temporary Assistance to Needy Families ("TANF") funds and programs; and (iii) fiscal agent and contracting agent for the DCWDB under the Federal Workforce Innovation and Opportunity Act ("WIOA"). As such, DCWDB is responsible to (1) carry out DCWDB and County policies; (2) comply with the provisions of EARN, TANF and WIOA statutes, regulations and policies, including those of the Commonwealth of Pennsylvania ("State") enacted in compliance with any of these federal statutes; (3) coordinate services provided to individuals who meet the criteria of the funding guidelines (collectively, "Participants"); and (4) enter into contracts with providers of such services as DCWDB deems appropriate. This Agreement is entered into by the DCWDB pursuant to the program(s) indicated with an "X" below:

____ EARN (See Appendix A-1)

___ TANF (See Appendix A-2)

__X__ WIOA (See Appendix A-3)

B. Contractor hereby represents to DCWDB that Contractor (i) has received and reviewed, and fully understands, DCWDB's "Request for Proposal" to which Contractor responded, including without limitation the descriptive program information contained therein;

(ii) is familiar with its obligations under applicable Federal and State laws and regulations, and under County and DCWDB ordinances and policies, and is solely responsible for full compliance therewith; and (iii) is fully qualified to provide to Participants the services per funding guidelines, which services are also described in Contractor's Statement of Work attached hereto as **Exhibit "A"**, which is fully incorporated herein by this reference (collectively, the "Contracted Services").

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Contractor shall offer to each applicant an equal opportunity for enrollment, and shall not discriminate against any applicant in violation of any Federal or State law related to equal opportunity, provided that Contractor shall comply with all of the following criteria in its enrollment of Participants:

(a) each Participant shall be enrolled as permitted under funding guidelines;

(b) each Participant's enrollment shall comply with applicable State rules and regulations and with DCWDB and County requirements;

(d) DCWDB reserves the right to disqualify any participant certified as eligible and enrolled by the Contractor in Contractor's training program that is based on incorrect information submitted by the Contractor to DCWDB; and

(e) cumulative Participant enrollments shall at the end of each calendar quarter comply with the requirements of Contractor's Statement of Work.

In its recruitment, eligibility determination and enrollment of Participants, Contractor shall at all times comply with DCWDB policies and procedures, including without limitation the use and timely submittal of reports, documents and/or forms issued by DCWDB. Documentation of Contractor's Participant recruitment, issuance and receipt of applications, and compliance with these enrollment criteria shall be maintained by Contractor in the manner specified by DCWDB from time to time.

2. Participant Services. Contracted Services may be provided only to Participants who have been enrolled as such in compliance with this Contract, and DCWDB shall have no obligation to reimburse Contractor for Contracted Services provided to any individual before (s)he is properly enrolled. Contractor's provision of Contracted Services shall comply in all material respects with Contractor's Statement of Work. Contractor shall utilize facilities that are compliant with the Americans with Disabilities Act. Participants shall be adequately supervised during their participation in Contracted Services.

3. Participant Outcomes. Contractor shall achieve at least the minimum quarterly performance outcomes specified in the Scope of Work, as such outcomes are defined by applicable Federal, State, DCWDB, County and DCWDB rules and regulations.

4. Participant Exits and Carryovers, Contractor will Exit or Carryover all participants at the expiration of the Term. As used herein, "Exit" means (a) a participant completes all primary program services, or (b) a participant remains out of contact without good cause for more than 90 days. Contractor will cease to provide Contract Services to a participant once the participant completes program services. All participants must be "Exited" by the expiration of the Term. When a Participant is exited from the program, the Contractor must submit all relevant documents to DCWDB for review and approval. If Contractor desires to continue to provide a participant primary services beyond the contract end date ("Carryover"), Contractor must submit a request in writing to DCWDB prior to the expiration of the Term. DCWDB will determine the steps necessary to properly evaluate the request. Payment Schedules will not be amended as a result of any participant Carryovers.

5. Financial Provisions.

5.1. Contract Amount. For full and timely performance of Contractor's Statement of Work and other obligations specified herein, DCWDB shall reimburse Contractor up to a maximum of **$208,162.49** subject to adjustment from time to time in writing upon agreement of the parties or unilaterally by DCWDB only as otherwise provided herein. The Contract Amount as it may be adjusted shall be payable to Contractor as provided in Contractor's Budget, **Exhibit "A"**, attached hereto and incorporated herein by this reference; provided that DCWDB's payment obligation is expressly conditioned upon (a) Contractor's timely submittal of "Invoices" as defined herein, and of other reports and information reasonably required by DCWDB in the form at specified from time to time by DCWDB; (b) Contractor's maintenance of its financial records at all times in accordance with Generally Accepted Accounting Principles, as may be verified by DCWDB from time to time; (c) the allowability under applicable Federal and State rules and regulations of all of Contractor's costs included in an Invoice, and (d) the continued availability to DCWDB of funds payable for services described herein, and (e) Participant payment amounts for wages and all required statutory deductions, incentives, stipends, etc. shall be payable directly by Contractor to participant as provided in Contractor's budget.

5.2 Contract Amount Adjustments. If at any time during the "Term" as defined herein, sufficient funding is not available to DCWDB for purposes of paying to Contractor the full Contract Amount and Participant Payments Amount, including without limitation due to lack of funds received from the State, DCWDB shall promptly notify Contractor in writing of such unavailability, whereupon (a) Contractor shall immediately suspend the Contracted Services, and (b) DCWDB's payment obligations hereunder to Contractor shall cease. DCWDB also may from time to time review Contractor's actual expenditures versus the Budget, and Contractor's actual Participant outcomes versus the Statement of Work, and upon making a written finding that Contractor's spending or performance is substantially below standard, DCWDB may adjust the Contract Amount accordingly by giving written notice thereof to Contractor.

6. Invoicing and Payment. Periodic payments by DCWDB to Contractor shall be made as provided by Contractor's Budget, only upon timely receipt by DCWDB of an Invoice from Contractor and subject to Contractor's timely submittal of information required under Section 8 hereof and otherwise reasonably required by DCWDB. As used herein, "Invoice" means a properly completed written request for payment in the form specified from time to time by DCWDB, and submitted no later than ten (10) days following the month during which the costs were incurred. Each Invoice shall be signed by a representative of Contractor who is authorized to contractually bind Contractor, certifying that all costs included in the Invoice (a) were incurred for delivery of Contracted Services, and (b) were included in the Budget, and (c) complied with Federal and State allowability requirements applicable to WIOA funding (i.e., were reasonable in amount, necessary in purpose, allocable to a cost category and net of applicable credits). Upon receipt of any Invoice, DCWDB shall have ___ 45 days to evaluate Contractor's compliance with these standards and issue the appropriate payment to Contractor. Contractor shall also comply with all Contract closeout requirements of DCWDB, including without limitation the requirement that Contractor's final Invoice be submitted no later than thirty (30) days after expiration of the Term, as an express condition to DCWDB's obligation to pay amounts owing to Contractor under its final Invoice submitted to DCWDB hereunder. Any payments made to Contractor which are later determined to have been unallowable under applicable Federal or State rules and regulations or this Contract shall be repaid by Contractor to DCWDB within fifteen (15) days after DCWDB's written request therefore to Contractor. DCWDB will neither honor nor be liable for invoices not submitted in compliance with the time requirements in this paragraph unless DCWDB agrees otherwise in writing. Contractor shall be paid only for services acceptable to DCWDB.

7 Property Management.

7.1. Lease and Use of Property. Contractor agrees to lease, rather than purchase, any personal or real property to be used in implementation of DCWDB programs funded by this agreement or any amendment hereto. Such property will be used solely for implementing this agreement.

7.2. Contractor Procurement Requirements. Contractor agrees to adhere to the following procurement procedures when obtaining any and all commodities and contractual services including, but not limited to, office supplies, training supplies, equipment, rental agreements, insurance, construction, maintenance, professional and consultant services, and all other goods and services needed to carry out the terms of this agreement.

7.2.a For procurement with a "per increment" cost of five thousand ($5,000.00) dollars or less, Contractor shall secure three (3) written quotes, and shall lease the items based upon the lowest responsive quote received. Contractor shall submit such documentation when seeking reimbursement for this expenditure and shall maintain a record of the procurement and the receipt of payment of the goods or service.

7.2.b For procurement with a "per increment" cost in excess of five thousand ($5,000.00) dollars, Contractor shall publicly advertise and secure three (3) written bids, and shall purchase the item(s) based upon the lowest responsive bid received. Contractor shall submit such documentation when seeking reimbursement for this expenditure and shall maintain a record of the procurement and the receipt of payment of the goods or services.

Property management standards of the Workforce Investment Act require adherence to the U.S. Department of Labor regulations contained in OMB circulars A-102 and 29 CFR. All property at "per increment cost of $2500.00 shall be tagged and identified as property purchased under Workforce Investment Act regulations. Supplies no longer needed for supported programs shall be retained by the fiscal agent, DCWDB. DCWDB may retain all property upon termination of the existing program year contract. The DCWDB property manager or a designated person of the local Workforce Development Board staff may conduct an annual inventory of property purchased with federal/state funds.

8. Indemnity and Insurance. Contractor covenants and agrees to assume, and does hereby assume, all liability for and shall and does agree to indemnify, save harmless and defend DCWDB, the County, and their officials, officers, agents and employees against any and all loss, costs, suits, claims, charges, or damages of any kind and nature by any party arising from negligent acts or omissions of Contractor or its employees, agents or subcontractors, including, in each case, costs, counsel fees and all expenses of a defense, and shall defend any and all actions based upon any such claims or demands. Contractor shall purchase and maintain in effect all commercially reasonable or legally required forms and amounts of insurance coverage applicable to its activities hereunder, including without limitation worker's compensation insurance for its employees and contractors engaged in providing services described herein; premises liability insurance for facilities supporting those services; and general liability insurance covering all associated activities of Contractor and its directors, employees, agents, contractors and other representatives. Each such policy of insurance shall be deemed primary with respect to any similar insurance carried by DCWDB, and shall provide that it may not be amended or cancelled except upon thirty (30) days advance notice from the insurer directly to DCWDB. Upon

request from DCWDB from time to time, Contractor shall provide to DCWDB a written certificate of insurance evidencing coverage of Contractor as required hereby; and Contractor shall comply with any reasonable request by DCWDB to increase its coverage. The certificate of insurance shall show insurance in favor of DCWDB and the named insured. Contractor shall also require of any subcontractor providing services related to this Contract the same accessibility, safety, indemnity, and insurance requirements required of Contractor herein.

9. Reporting; Access to Records.

9.1. Participant Records. Contractor shall submit to DCWDB on a regular basis, according to DCWDB's reporting process, reports in the format specified from time to time by DCWDB which include information on registration, assessment, goals established, services provided, participant progress, outcomes achieved, and projected and actual expenditures. Contractor is required to protect Participants' Personally Identifiable Information (PII) and will be responsible for the timely reporting of any breach of security. Contractor will be responsible for any financial damages resulting from failure to protect Participants' PII. Contractors must use DCWDB's system of record to report and store Participants' intake, assessments, goals, services provided, participant progress, and outcomes achieve. Contractor may use a secondary database only for career services, not PII, after approval from DCWDB.

9.1.a. All contractor staff who have b-user access is required to participate in the mandatory Commonwealth Workforce Development System (CWDS) training and complete all required pre-work. DCWDB includes this CWDS Foundation Training as a requirement in the local monitoring tool to ensure compliance with this condition.

9.2. Financial Records. Contractor shall maintain an auditable system in accordance with recognized accounting principles in one location all original supplier invoices, employee and Participant timesheets, mileage logs, and other financial records related to every item of cost incurred by Contractor and submitted to DCWDB in an Invoice for reimbursement.

For Contractor costs allocated among two or more fund sources, Contractor shall have prepared, and shall fully implement, a cost allocation plan which complies with applicable Federal and State requirements, which plan shall be maintained in the same location as Contractor's other financial records. Contractor shall comply with all applicable Federal, State and County procurement standards in obtaining from any supplier such goods or services as may be required by Contractor to fulfill its duties hereunder, and shall maintain complete records of such procurement procedures in the same location as Contractor's other financial records.

9.3. Maintenance of Records. Contractor shall maintain all Participant and financial records related to this Contract including an official copy of this Contract and any modifications to it in a secure location at Contractor's sole cost and expense, for no less than seven (7) years after expiration of the Term of this Contract, which period shall be extended if

Contractor is notified by DCWDB in a timely manner that there exists any issue as to which such records are relevant, in which case Contractor shall maintain the records until resolution of the issue.

9.4 Monitoring. From commencement of the Term throughout such period of records maintenance, DCWDB or any Federal, State or local official authorized by law shall have full and free access to such records during both announced and unannounced visits. The aforementioned shall have the authority to audit, examine and make excerpts or transcripts from records, including all contracts, invoices, material, payrolls, records of personnel conditions of employment and other data relating to all matters covered by this Contract.

10. Term; Termination; Amendment.

10.1 Term. This Contract shall be in effect for the period of time ("Term") beginning on the date first written above and ending on **September 5, 2025** subject to earlier termination or extension only as provided herein.

10.2 Termination. DCWDB may terminate this Agreement at any time without cause by giving thirty (30) days written notice to Contractor. DCWDB may also terminate this Agreement immediately at any time by giving written notice of termination to Contractor and without prejudice to any other rights or remedies DCWDB may have, if Contractor breaches any of its material obligations under this Agreement and does not cure the breach within five (5) business days after Contractor's receipt of notice of the breach which notice shall specify in reasonable detail the nature of the breach.

10.3 Suspension. DCWDB also may unilaterally and at its sole option suspend this Agreement (including suspending further payments hereunder) effective immediately upon notice thereof from DCWDB to Contractor, upon DCWDB's reasonable determination that there exists an immediate and substantial threat to DCWDB's ability to comply with applicable legal requirements due to Contractor's performance or nonperformance hereunder.

10.4 Amendment. This Agreement may be amended (including without limitation to extend its Term) only by written agreement signed by both parties hereto.

11. Contractor Certifications and Assurances. The written and executed certifications in attached hereto and incorporated herein by this reference, which may include certifications regarding nondiscrimination, equal opportunity, lobbying (for contracts over $100,000) and federal debarment, shall be applicable to Contractor throughout the Term of this Agreement, during which Contractor shall remain currently knowledgeable regarding, and shall comply with, each such written certification and all other federal, state and local statutes, regulations and ordinances applicable to Contractor during its performance of this Contract. Contractor shall also comply with all applicable restrictions on activities of Participants under Federal and State laws and regulations, including without limitation prohibitions on political or partisan activities, religious activities, and support of or opposition to union organizing activities.

12. Publicity: Contractor agrees that whenever information specifically related to the services funded under this contract is provided to the media or is published, the statement: "The funding for this training is administered by the Delaware County Workforce Development Board", will be included in a prepared press release and given to the media.

The Contractor must comply with the Steven's Amendment when communicating about activities funded under this agreement. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, the Contractor, shall clearly state— (1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

13. Applicable Regulations. Contractor agrees to comply with the applicable regulations more particularly described on Appendix A-1, Appendix A-2 and/or Appendix A-3.

14. Independent Contractor. It is expressly acknowledged by the parties that they are independent contracting parties. Nothing in this Agreement shall be construed to create a principal/agent, employer/employee, master/servant or partnership or joint venture relationship. Contractor shall be responsible for paying any taxes applicable to payments made under this Agreement.

15. Governing Law. This Agreement shall be governed in all respects by the laws of the Commonwealth of Pennsylvania without giving effect to its rules relating to conflicts of laws. The exclusive venue for any action and/or proceeding concerning, arising from, and/or relating to the Agreement shall be the state and federal courts located, respectively, within the Commonwealth of Pennsylvania, Delaware County and/or the United States District Court for the Eastern District of Pennsylvania. Each party hereto waives any and all objections to the foregoing designated jurisdiction(s), including without limitation those that may be based on the theory of an inconvenient forum.

16. Miscellaneous. This Contract fully expresses all agreements and understandings of the parties hereto relating to its subject matter, and there exists no prior or contemporaneous agreement or understanding regarding this subject which is not stated herein. This Contract is personal as between the parties hereto, and shall not be assignable in whole or in part; any attempt to assign any right or obligation hereunder shall be void at its inception. Any notice permitted or required hereunder shall be given in writing, and shall only be effective (a) immediately upon delivery in person or by facsimile with the appropriate receipt, or (b) three (3) days after mailing by U.S. Mail properly addressed and with sufficient postage affixed. For notice purposes, the address and facsimile numbers of the parties are as follows; they may be changed only by proper notice as provided herein. The parties do not intend, nor shall any clause be interpreted to create in any third party, any obligations to, or right or benefit by, such third party under this Agreement from either party.

[Signature Pages Follows.]

Appendix A-1

EARN Regulations

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES EMPLOYMENT ADVANCEMENT AND RETENTION NETWORK:
PROGRAM POLICY AND PROCEDURES MANUAL
Posted: https://www.delcoworks.org/about-us/

Delaware County Workforce Development Board Local Policies
Posted: https://www.delcoworks.org/about-us/

The Employment, Advancement and Retention Network (EARN) Program was created in 1987 in order to address the needs of welfare recipients with barriers to employment and to better coordinate the existing employment and training programs available for them. EARN is currently operating in all 67 Pennsylvania Counties.

The purpose of EARN is to address the needs of welfare and low income individuals with serious barriers to gaining and maintaining employment by providing comprehensive case management, remediation, education with special emphasis on individuals with limited English proficiency, skills training, work activities, job placement and retention activities, as well as providing supportive services, including payment for childcare. Included in EARN are services especially designed to meet the needs of out-of-school pregnant and parenting youth between the ages of 18 to 22, as well as non-assistance custodial or non-custodial fathers. Work activities in EARN include unsubsidized employment, subsidized employment, paid work experience, and community service.

The EARN program unites the services of local Workforce Investment Area (WIA) staff, Bureau of Workforce Development Partnership (BWDP) representatives, educational institutions, and County Assistance Office (CAO) staff. The Department of Human Services provides funding to the Department of Labor and Industry through a Memorandum of Understanding. The Department of Labor and Industry contracts with the WIA fiscal agents who arrange for services in accordance with program rules. A Local Management Committee (LMC) jointly manages EARN at the local level. The LMC is comprised of representatives from each of the above agencies and an economic development representative. Direct Service Teams comprised of CAO, BWDP, and WIA staff provides the primary intervention for all EARN participants.

Enrollment for the program is done through the local County Assistance Office.

Appendix A-2

TANF Regulations

Temporary Assistance for Needy Families (TANF) Youth Development Program (YDP)
Desk Guide for Providers to the TANF YDP
Posted: https://www.delcoworks.org/about-us/

Delaware County Workforce Development Board Local Policies posted:
https://www.delcoworks.org/about-us/

Since 2000, the Commonwealth of Pennsylvania has allocated TANF Youth Development Funds (YDF) from the TANF Block Grant to the Department of Labor & Industry (L&I). Local boards and their youth councils/committees are to use TANF YDF to enhance workforce investment funding and extend the availability of high-quality workforce development activities to low-income youth. This directly aligns with the priorities of the Workforce Innovation and Opportunity Act (WIOA), enacted in July 2014, and is reinforced by a joint statement from the U.S. Departments of Labor (DOL), Health and Human Services (HHS), and Housing and Urban Development (HUD). The act and statement emphasize their shared goal of providing comprehensive services to youth by connecting them to all available resources within their community.

This partnership encourages the network of state and local youth services, workforce development providers, and public housing agencies. This partnership will allow the development of workforce programs for needy and at-risk youth that provide employment, educational experiences, and essential skills such as financial literacy and time management. Additionally, this partnership strongly encourages programs to co-enroll youth in TANF and applicable workforce programs so can benefit from additional services such as occupational skills training and other relevant services.

The goal of WIOA is to improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skills requirements of employers, and enhance the productivity and competitiveness of the nation. WIOA outlines a broader youth vision that supports an integrated service delivery system and gives a framework through which states and local areas can leverage other federal, state, local, and philanthropic resources to support in-school youth (ISY) and out-of-school youth (OSY). Pennsylvania's WIOA Combined State Plan, affirms WIOA's priority of providing high-quality services for disadvantaged youth and young adults beginning with career exploration and guidance, continued support for high-quality case management toward educational attainment, opportunities for skills training in in-demand industries, and occupations. The intention of these collaborative services culminates with

participants enrolling in post-secondary education, developing long-term career pathways, and obtaining a job earning a family or self-sustaining wage.

Pennsylvania's TANF State Plan also supports many of the same WIOA priorities. TANF YDF is directed to L&I to be used for youth workforce programs that include activities that meet TANF purpose number two - end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage. The primary goal of Pennsylvania's TANF Program is to provide support to families as they make the transition from dependence on welfare to self-sufficiency and long-term self-support. The Commonwealth's approach provides a participant with the opportunity to build work skills and work history. The Department of Human services (DHS) is dedicated to helping low-income families become independent while they receive Temporary Assistant for Needy Families (TANF). Additionally, this program supports a family's efforts to work by providing special allowances for work expenses such as childcare and transportation.

Each program year, pending state budget approval, TANF YDF becomes available for the support and benefit of young people in Pennsylvania between the ages of 12 (or those that have completed the 5th grade) and 24 years at the time of enrollment, who are TANF recipients or whose personal monthly gross countable earned income does not exceed 235% of the Federal Poverty Income Guidelines (FPIG). Local workforce development boards (LWDBs), their staff, as well as their LWDB youth committees, and the contracted youth service providers all come together each program year for the planning, execution, monitoring, and oversight of a successful TANF YDP.

Appendix A-3

WIOA Regulations

FEDERAL WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SUMMARY: The Department of Labor (DOL or the Department) issues this Final Rule to implement titles I and III of the Workforce Innovation and Opportunity Act (WIOA). Through these regulations, the Department reforms and modernizes our nation's workforce development system. This rule provides the framework for changes for statewide and local workforce development systems to increase the employment, retention, earnings, and occupational skill attainment of U.S. workers, particularly those individuals with barriers to employment, so they can move into good jobs and careers and provide businesses with the skilled workforce needed to make the United States more competitive in the 21st Century global economy.

DATES: This Final Rule is effective October 18, 2016. https://www.govinfo.gov/content/pkg/FR-2016-08-19/pdf/2016-15975.pdf

Pennsylvania Department of Labor & Industry Workforce System Policy: Pennsylvania Workforce system policies and guidance pertaining to federal and state-funded workforce system programs https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/Pennsylvania's-Workforce-System-Directives.aspx

Delaware County Workforce Development Board Local Policies posted: https://www.delcoworks.org/about-us/

CONTRACT #	Crozer Transition Center	PROPOSAL [ ]
MODIFICATION #		CONTRACT [X]
CONTRACT PERIOD	5/5/2025 - 9/5/2025	DATE SENT:

CONTRACTOR INFORMATION

NAME/COURSE:	Educational Data Systems, Inc
ADDRESS:	15300 Commerce Dr. N, Suite 200, Dearborn, Michigan 48120
PHONE:	313-271-2660
FAX:	313-271-2698
EMAIL ADDRESS:	Kschnieders@EDSIsolutions.com

BUDGET BREAKDOWN

***** **REMINDER: ANY/ALL expenditures must have support documentation with invoices*****

ADMINISTRATION COSTS 10%		
1a. Staff Salaries		
2a. Staff Benefits		
3a. Consultants		
4a. Equipment/Adaptations		
5a. Operating Expenses		
6a. Indirect Costs	$ 27,995.18	
7a. Other Admin. Costs		
ADMINISTRATION SUB TOTAL		$ 27,995.18
PROGRAM COSTS		
1p. Staff Salaries	$ 157,353.72	
2p. Staff Benefits	$ 56,851.90	
3p. Consultants		
4p. Equipment/Adaptations		
5p. Operating Expenses	$ 65,746.21	
6p. Other (Participant Costs) (See page 3)	$ -	
PROGRAM SUB TOTAL		$ 279,951.82
TOTAL COST:		$ 307,947.00

BUDGET INFORMATION

ADMINISTRATION COSTS (LIMIT 10%)

1a. ADMINISTRATIVE STAFF SALARIES

Position/Title	Annual Salary		# Months Charged To Grant		% of Time to Grant	Total Amount
TOTAL SALARIES						$0.00

2a. STAFF BENEFITS						Total Amount
Social Security		X		Rate	=	
Retirement		X		Rate	=	
Workers Comp		X		Rate	=	
Unemployment Comp		X		Rate	=	
Other		X		Rate	=	
TOTAL BENEFITS						$0.00

3a. CONSULTANTS						Total Amount
Name	Job Description		Hourly Rate	Total Hours		
				X	=	
				X	=	
				X	=	
TOTAL						$0.00

4a. Equipment/Adapations		Total Amount
Equipment (specify)		
ADA Adaptations (specify)		
Other (specify)		
TOTAL		$0.00

5a. OPERATING EXPENSES					Total Amount
Rent (Monthly)	$	X	/month =		
Utilities (Monthly)	$	X	/month =		
Telephone (Monthly)	$	X	/month =		
Travel (Miles)		X	/rate =		
Supplies					
TOTAL					$0.00

6a. INDIRECT COSTS					Total Amount
(Attach approved indirect cost rate proposal)	$	$279,951.82	x 10 %	=	$ 27,995
7a. OTHER ADMIN COSTS					Total Amount
(specify)					$27,995.18

TOTAL ADMINISTRATIVE COSTS	$55,990.36

BUDGET INFORMATION

PROGRAM COSTS (LIMIT 10%)

1p. PROGRAM STAFF SALARIES

Position/Title	Annual Salary		# Weeks Charged To Grant		% of Time to Grant	Total Amount
Project Manager	$ 75,000.00		13.14		100%	$ 18,951.92
Business Service Rep	$ 50,000.00		13.14		100%	$ 12,634.62
Project Specialist (Business Services) -	$ 71,385.60		13.14		100%	$ 18,038.59
Facilitator	$ 50,000.00		13.14		100%	$ 12,634.62
Resume Specialist	$ 88,067.20		13.14		66%	$ 14,687.58
Support Center (Outreach)	$ 55,000.00		13.14		100%	$ 13,898.08
Career Advisor	$ 48,000.00		13.14		100%	$ 12,129.23
Career Advisor	$ 48,000.00		13.14		100%	$ 12,129.23
Career Advisor	$ 48,000.00		13.14		100%	$ 12,129.23
Career Advisor	$ 48,000.00		13.14		100%	$ 12,129.23
Resource Coordinator	$ 50,000.00		13.14		100%	$ 12,634.62
BHA	$ 60,000.00		13.14		25%	$ 3,790.38
Program Director	$ 97,177.60		13.14		5%	$ 1,227.80
Regional Director	$ 133,993.60		13.14		1%	$ 338.59
TOTAL SALARIES						$ 157,353.72

2p. STAFF BENEFITS

						Total Amount
Payroll Taxes	$ 157,353.72	X	7.65%	Rate	=	$ 12,037.56
Heathcare	$ 157,353.72	X	24.40%	Rate	=	$ 38,394.31
Unemployment	$ 157,353.72	X	0.90%	Rate	=	$ 1,416.18
Retirement	$ 157,353.72	X	0.76%	Rate	=	$ 1,195.89
Worker's Compensation	$ 157,353.72	X	1.03%	Rate	=	$ 1,620.74
ST Disability Insurance / LT Disability I	$ 157,353.72	X	1.39%	Rate	=	$ 2,187.22
TOTAL BENEFITS						$ 56,851.90

3p. CONSULTANTS

Name	Job Description		Hourly Rate	Total Hours		Total Amount
				X	=	
				X	=	
				X	=	
TOTAL						$0.00

4p. Equipment/Adaptations

	Total Amount
Equipment (specify)	
ADA Adaptations (specify)	
Other (specify)	
TOTAL	$0.00

5p. OPERATING EXPENSES

						Total Amount
Equipment	$9,000.00		X	/annual =		$ 9,000.00
Supplies	$2,000.00		X	/annual =		$ 2,000.00
Travel (Miles)	$3,000.00		X	/annual =		$ 3,000.00
Employer Events	$8,000.00		X	/annual =		$ 8,000.00
Copier Lease	$4,063.48		X	/annual =		$ 4,063.48
Rent	$31,682.73		X	/annual =		$ 31,682.73
Telephone / Internet	$8,000.00		X	/annual =		$ 8,000.00
			X	/annual =		$ -

			X	/annual =		$ -
						$65,746.21

TOTAL

6p. OTHER PARTICIPANT COSTS		**Total Amount**
Work Experience Wages		
FICA/UC/WC		
CASAS		
Support Service		
Training		
Incentives		
Support Service		
	TOTAL	$0.00

TOTAL PROGRAM COSTS	$279,951.82

AGENDA ITEM NO. 10.S

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Philip Welsh,OHCD
ITEM TYPE:	Grant
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval of an allocation increase in the amount of $40,000.00 to the Lower Chichester Recorder of Deeds Demolition grant agreement for the demolition of 18 Morton Avenue. The revised grant amount will total $85,000.00. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	01 257515
ESTIMATED/ACTUAL COST OF REQUEST:	40,000
FUNDING SOURCE:	County Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	

ATTACHMENTS:
18 Morton Increase Request.pdf

JOSEPH POSSENTI, JR.
Secretary
CATHY D'ANGELO
Treasurer
FRANCIS CATANIA
Solicitor
JOSEPH VISCUSO
Engineer

COMMISSIONERS:
ROCCOGASPARI,JR.
President

RAYMOND BALDWIN
VicePresident

JOHNSCHLACHTUN
MARK LAMPLUGH
SHAWN BEDWELL

1410MarketStreet,P.O.Box1255
Linwood, PA19061-7255
Phone: (610) 485-1472 ~ Fax: (610) 485-1432
lowerchitwp@comcast.net

July 16, 2025

Philip Welsh, Assistant Director
Delaware County Office of Housing and Community Development
600 N. Jackson Street, Room 101
Media, PA 19063

RE: Demolition
18 Morton Ave – Lower Chichester Township

Dear Phil,

The bids for the referenced project were opened on Monday,June16, 2025. There were two (2) bidders for the work. Below is a summary of bid results for the low bidders, the bid tabulations are attached. The Board of Commissioners, at their February 21, 2022 meeting, awarded to the low bidder pending the County's approval.

	Total
Joseph J Danielle LLC	$92,130
Ben Washington	$101,500

As you are aware, the Township was awarded $45,000 for 18 Morton demolition.The results of the bid came in$47,130higher than estimated and we would like to request additional funds.The main reason for the increased costs were for the structural considerations that were required to protect the adjoining residence during construction. We have requested a breakdown of cost for each line item:

1. Demolition of Existing Structure - $73,890
    a. Building Demolition = $46,390
    b. Dumping/Disposal of Demo material = $12,500
    c. Stabilization of basement/walls/existing structure to remain = $15,000
2. Site Restoration - $18,240
    a. Trash/Debris Removal and Disposal = $10,440
    b. Stabilization/Grading = $7,800

The Township is requesting an additional $40,000 for the County for the demolition and the Township will contribute the remaining $7,130 to fund the project.

Should you have any questions or concerns, please feel free to contact me.

Sincerely,

Joseph Possenti
Township Manager

RECEIVED JUL 17 2025

AGENDA ITEM NO. 10.T

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	John Becht,Information Technology
ITEM TYPE:	Purchase
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to renew Jotform Contract in the amount of $44,280.00. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	01-0727-668275
ESTIMATED/ACTUAL COST OF REQUEST:	$44,280.00
FUNDING SOURCE:	County Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	This item is Sole Source. We are also adding additional users as well as the Delaware County Health Dept. is using our contract as well to add a HIPPA Server to serve the public using it. They will be covering their portion of this cost.

ATTACHMENTS:

County-Of-Delaware---Sole-Source-Letter--2025-1_252234219090046.pdf
County of Delaware- Jotform Enterprise Quote (7) (1).pdf

August 12, 2025

John Becht
CIO
Delaware County IT Department
201 W. Front Street
Media, PA 19063

Re: Jotform, Inc. - Sole Source Letter

Dear Mr. Becht,

This letter is to confirm that Jotform Enterprise is a sole-source product, developed, sold and distributed exclusively by Jotform, Inc.

Jotform Enterprise is sold only as a direct transaction between Jotform, Inc. and end customers.

There are no other services available that provide the same purpose or function, and Jotform, Inc. determines the price for Jotform Enterprise. This includes functionality such as HIPAA-compliant forms and encrypted form submission data, single sign on protection and a single dedicated server per account.

For further information, please feel free to contact us at 415-742-9682 or via email at tolga@jotform.com.

Tolga Sakman

Tolga Sakman
Vice President Enterprise Sales
Jotform Inc

TITLE	County Of Delaware - Sole Source Letter- 2025 (1)
DOCUMENT ID	252234219090046
DOCUMENT PAGES	1
STATUS	COMPLETED
TIME ZONE	America/Los Angeles

DOCUMENT HISTORY

Process Started	Aug 12, 2025 07:53 AM	The document has been sent for signature.
Invitations Sent	Aug 12, 2025 07:53 AM	Sent for signature to (tolga@jotform.com) IP: 73.180.92.115
Viewed	Aug 12, 2025 07:53 AM	Viewed by (tolga@jotform.com) IP: 24.246.250.98
Signed	Aug 12, 2025 07:53 AM	Signed by (tolga@jotform.com) IP: 24.246.250.98
Process Completed	Aug 12, 2025 07:53 AM	The document has been completed.

Jotform

Date
May 27, 2025

QUOTE
Janelle Maffucci
janelle@jotform.com

Jotform
4 Embarcadero Center, Suite 780
San Francisco CA 94111

Tax ID: 46-5729519

To Customer: County of Delaware

2025-2026 Renewal with Both Servers

Platform	Quantity	Cost Per Month	Number of Months	Total Due
Non-HIPAA Server: Jotform Enterprise Base Package (includes 5 Users)	1	US $ 500.00	12	$ 6,000.00
Additional Users	21	US $79.00	12	$19,908.00
5-User Bundle	2 Bundle of 5 users		12	$4,740 x 30%= **$3,318.00 x2 = $6,636.00**
Total				$32,544.00
HIPAA Server: Jotform Enterprise Base Package (includes 5 Users)	1	US $500.00	12	$6,000.00
Additional Users	1	US $79.00	12	$948.00
HIPAA Server Fee	1	US $ 399.00	12	$ 4,788.00
Total				$11,736.00
TOTAL				**$44,280.00**

NOTES:

1) Quoted prices are before taxes. If taxes are applicable to your organization in your jurisdiction, they will be added to your invoice.
2) Prices are Jotform to Reseller Prices. Reseller to add their own margins on top of these prices

AGENDA ITEM NO. 10.U

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	John Becht,Information Technology
ITEM TYPE:	Purchase
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to Purchase Palo Alto Firewalls in the amount of $484,575.00 over 5 years on the Sourcewell Contract - 121923 CDWG-Software. Subject to Solicitors Approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	4671 9506 703001
ESTIMATED/ACTUAL COST OF REQUEST:	$484,575.00 over 5 years. $96,915/year
FUNDING SOURCE:	Capital
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	

ATTACHMENTS:
COUNTY OF DELAWARE PA 5Yr $1out August 11 2025 SC.docx
PNPN623.pdf

Hewlett Packard Enterprise

Prepared for: COUNTY OF DELAWARE, PA

Submitted: August 11, 2025

Public Sector entities are looking to make smart investments in technology that will allow more effective delivery of an exciting user experience, and meet IT requirements for reliability, manageability, security, and value.
Public Sector entities are balancing dynamic economic conditions with the need to leverage technology to position the organization for future growth. Success hinges on how well you manage resources and maintain the flexibility to innovate. Despite funding challenges, keeping technology current and well-maintained is now a strategic priority.
IT Investment solutions from HPE Financial Services provide you with the capacity and flexibility to acquire advanced technology now while offering convenient access to a regular refresh and upgrade program. You can align your expenses with your use of IT and avoid large up-front cash expenditures, without delaying your IT plans.

Easier to acquire and Transition from Old to New

• Conserve your budget and update your technology without sacrificing your other IT goals

• Simplify with low predictable payment options that include hardware, software, and services

• An optional tax-exempt installment sale—offers a cost-effective path to long-term ownership

• Defer payments up to 90 days

• Sell us your existing IT, extract value, and let us recycle it responsibly

• Avoid tying up cash needlessly so you can be prepared for changes.

• We will help you manage the lifecycle of your IT investments. You and your staff can focus on higher priorities.

• Let us take care of packing, shipping, and secure disk wiping with our fee-based services

A proactive technology refresh program will enable you to expand and upgrade sooner and more effectively with greater efficiency. HPE Financial Services makes it easy and economical for you to deploy advanced, world-class technology to address your business and IT needs.
I have presented payments that will provide the lowest overall total cost, however other payment options are available.

Tax Exempt Installment Sale ($1 Buyout)

In a Tax-exempt Installment Sale structure, payments consist of both principal and interest, with the interest being excludable from the Lessor's gross income for Federal income tax purposes. During the term of the Lease, the Concluding Payment – primarily consisting of unpaid principal would decline as each Lease Payment was made and applied. Under this structure Title typically passes to the Lessee at Lease Acceptance and the Lessor would file a security interest in the equipment. Once the original base Lease Payments are made the Lessee owns the equipment free and clear.

Amount Financed: $ 432,921.00

60 monthly advance payments: $ 8,325.00 per month (0.01923)

5 annual advanced payments: $ 96,915.00 per year (0.22386)

With approved credit. Pricing is valid only if the product is delivered and accepted by September 30, 2025. TEIS pricing is only valid for true public entities.

We appreciate the opportunity to provide you with this proposal. I welcome the opportunity to discuss the various financial options and better understand your financial requirements. Please do not hesitate to call me at 970-898-4052 or email me at es@hpe.com if you have any questions.

Sincerely,

Ezra Shepard
Public Sector Sales
Work: 970-898-4054
Email: es@hpe.com

Arthur J. Gallagher & Co.

Patrick V. Larkin, Esquire
Area President - Pennsylvania
Pat_Larkin@ajg.com

June 12, 2025

Christine Keck, HR Director
County of Delaware
201 W. Front Street
Media, PA 19063

RE: Service Agreement for Management and Administration of the Self-Insured Workers' Compensation Heart & Lung/Act 477 and High Retention Casualty Claims Program, including Mandatory Reporting under Medicare, Medicaid and SHIP Extension Act of 2007 ("MMSEA") - for handling of Claims incurred prior to July 1, 2021 and other Specified Self-Insurance Services

Dear Christine:

I am enclosing four copies of our proposed Service Agreement to continue to provide Management and Administration for the County's Self-Insured Workers' Compensation, Heart & Lung/Act 477 and High Retention Casualty Claims Program, including Mandatory Reporting under Medicare, Medicaid and SCHIP Extension Act of 2007 ("MMSEA") - for handling of Claims incurred prior to July 1, 2021 and other Specified Self-Insurance Services such as PA state filing, application preparation and Workplace Safety Committee operations.

This Proposal is for the twelve-month period - July 1, 2025 to June 30, 2026. The contract amount is $49,500.00.

I am enclosing a signed Delaware County Political Contribution Disclosure Form.

Please return a signed copy to my personal attention.

I trust you will find this information to be in order. However, should you have any questions whatsoever or need any further information, please do not hesitate to contact me directly.

Very truly yours,

PATRICK V. LARKIN, ESQ.
Area President – Pennsylvania

PVL:ma
Enclosures
cc: Barb Hatton
Mal List
(both w/o enclosures)

Arthur J. Gallagher Risk Management Services, Inc.
40 West Front Street
Media, PA 19063

c 610.724.1606
o 610.548.5115
f 610.566.0147
ajg.com

Delaware County
Political Contribution Disclosure Form

Background: Under Section 6-12.E of the Administrative Code of Delaware County, Contractors under certain Covered Contracts are required to provide this Disclosure Form in connection with consideration of approval of such Covered Contract by County Council. ***Definitions of Contractor, Covered Contract, and certain other terms used in this Disclosure Form, as well as additional instructions for its completion, are set forth in Exhibit A attached hereto.***

Political Contribution Disclosure: Within the past twenty-four (24) months, Contractor* has:

_X_ **NOT** made any Reportable Contributions.

_____ made Reportable Contributions as set forth on Schedule A attached hereto.

****Includes entities and persons related to a Contractor whose contributions are also required to be reported, as further described in the definition of "reportable contribution" on Exhibit A.***

Type of Business Entity

Corporation X | LLC ___ | Sole Proprietorship ___ | Other: ___ (describe)
Limited Partnership ___ | Partnership ___ | LLP ___ | _____

Certification: In order for this Disclosure Form to be considered validly submitted, it must be properly signed by the Contractor or an officer or employee of the Contractor that is authorized to make this certification. Disclosure Forms that are not properly signed will not be considered as responsive to the requirements of the Delaware County Administrative Code.

By executing below, you:

(1) Declare and certify that you are the Contractor or an employee or officer of the Contractor and duly authorized to execute this Disclosure Form.

(2) Represent and warrant that, to the best of your knowledge after appropriate inquiry, all of the information and disclosures provided are true and contain no material misstatement or omissions.

(3) Acknowledge and agree to comply with the provisions described in Exhibit A.

Name of Contractor: Arthur J. Gallagher & Co.

By: _____ Name: Patrick V. Larkin
Title: Area President
Date: 6/12/25

	No reportable contributions			

**Reporting required for Contractor and all other entities and persons related to Contractor whose contributions are also required to be reported, as further described in the definition of "reportable contribution" on Exhibit A.*

June 12, 2025

County of Delaware

Service Agreement for Management and Administration of Self-Insured Workers' Compensation, Heart & Lung / Act 477 and High Retention Casualty Claims Program including Mandatory Reporting under Medicare, Medicaid and SCHIP Extension Act of 2007 ("MMSEA") – for handling of Claims incurred prior to July 1, 2021 and other Specified Self-Insurance Services

PROPOSAL
FOR THE PERIOD
JULY 1, 2025 – JUNE 30, 2026

PREPARED FOR: THE COUNTY OF DELAWARE
GOVERNMENT CENTER BUILDING
MEDIA, PENNSYLVANIA 19063

PREPARED BY: PATRICK V. LARKIN, ESQUIRE
ARTHUR J. GALLAGHER & Co.
40 WEST FRONT STREET
MEDIA, PENNSYLVANIA 19063

COUNTY OF DELAWARE
SERVICE AGREEMENT FOR MANAGEMENT AND ADMINISTRATION OF SELF-INSURED WORKERS' COMPENSATION, HEART & LUNG/ACT 477 AND HIGH RETENTION CASUALTY CLAIMS PROGRAM INCLUDING MANDATORY REPORTING UNDER MEDICARE, MEDICAID and SCHIP EXTENSION ACT OF 2007 ("MMSEA") – FOR HANDLING OF CLAIMS INCURRED PRIOR TO JULY 1, 2021 AND OTHER SPECIFIED SELF-INSURANCE SERVICES

THIS SERVICE AGREEMENT DATED THIS 1st day of July, 2025 by and between Arthur J. Gallagher Risk Management Services, LLC ("Gallagher"), herein referred to as "Service Organization" and THE COUNTY OF DELAWARE, herein referred to as "Client". The Client hereby agrees that the Service Organization shall perform services for and on the behalf of the Client, upon the terms and conditions set forth herein:

ARTICLE 1 - TERM

1.1. The TERM of this Service Agreement shall be from 12:01 A.M., July 1, 2025 - June 30, 2026.

ARTICLE 2 - DEFINITIONS

As used in this Service Agreement, the following terms shall have the following meanings:

2.1 "Adjust" or "Adjustment": Process of investigation, evaluation and disposition of claims alleging injury, damage or loss. This process shall include pricing of medical bills to fee schedule. (See also, Article 3.1 (d))

2.2 "Allocated Loss Expense": Expense payable by the Client to third parties as a result of claims services and shall include: hearing costs, legal fees and expenses, stenographic fees, commercial photographer fees, appraisals, expert fees, fees for claim-related medical opinions and diagnostic services except fees for actual medical or hospital treatment, witness fees and mileage allowances, fees for detective services, fees for nursing and vocational rehabilitation services, but not including direct claims payment or fees paid to the Service Organization.

2.3 "Claim": Any incident that could, in the Service Organization's judgment, result in financial loss to or financial liability to the Client, and for which the Service Organization has established a file and placed a reserve on the file.

2.4 "Claim Adjustment File": Documentation of claim adjustment process arising from any single incident involving one or more claimants and containing all relevant activity records including notices, investigations, evaluations, and payments.

2.5 "Discretionary Settlement Authority Limit": That stated sum or sums of money set forth in this Service Agreement and under which the Service Organization shall have full and sole discretion and final authority to adjust and make claim payments on behalf of the Client (see also, Article 4.1).

2.6 "Reserve": The monetary evaluation including an evaluation of zero dollars of the Client's total financial exposure on any claim or incident as established by the Service Organization.

2.7 "Third Party": Any person, partnership, corporation or other legal entity except The Service Organization, Service Organization's employees, Client, and Client's employees or persons eligible for claiming workers' compensation benefits from the Client or person attempting to collect liability or other benefits from the Client.

2.8 "Preferred Provider Organization (PPO) Network Access Fees": A Preferred Provider Organization (PPO) is a group of medical professionals, who agree to participate as part of a discounted fee network in exchange for referrals. Pursuant to their participation in a network, the providers agree to accept discounted payments for their services. Such payments are less than the allowable fee schedule that is provided by the Pennsylvania Workers' Compensation Act. PPO fees are only billed when a network is accessed and are based on a percentage of savings below the Pennsylvania fee schedule.

ARTICLE 3 - SERVICES PROVIDED – FOR CLAIMS INCURRED PRIOR TO JULY 1, 2021.

Subject to all other terms and conditions of this Service Agreement, the Service Organization shall provide the following services:

CLAIMS MANAGEMENT CONSULTING

3.1 Workers' Compensation, Heart & Lung Act, Vehicle and Municipal Liability, including but not limited to Public Officials Liability and Professional Liability

a) Self-Insurance Regulatory Requirements:

The Service Organization shall develop all necessary data and information which is required in order to prepare the annual applications for the continuation of Client's self-insured status in the State of Pennsylvania. Further, Service Organization shall prepare such applications for Client's signature and file the completed applications with the PA Department of Labor and Industry and PA Department of Transportation (if required) in order to secure the necessary exemptions and applicable self-insurance certificates.

In addition, Service Organization shall coordinate/handle all reports, inquiries, requests for information, Trust Fund/Collateralization transactions and correspondence, which is required by the State of Pennsylvania pursuant to Client's exempt/self-insured status. Service Organization will verify and process all Administrative Fund, Supersedeas Fund and Guarantee Fund Assessments that are required under the Self-Insurance Program by the PA Department of Labor and Industry.

The Service Organization will coordinate the completion of materials for comprehensive field audits conducted by the Pennsylvania Department of Labor and Industry on the Workers' Compensation Exemption and/or the Accident and Illness Prevention Program and will represent the County of Delaware throughout the audit process in order to maintain the County's status as an exempt Self-Insurer in the State of PA.

In the event that the Client is no longer considered to be an exempt employer for self-insurance purposes by the state of Pennsylvania, this status will be immediately communicated to the Client by the Service Organization and the necessary steps will be taken in order to attempt to resolve the issue or place the statutory coverages required by the laws of the state of Pennsylvania.

b) Client Trust Funds, Budgeting and Related Matters:

The Service Organization shall assist Client personnel with the establishment, negotiation and monitoring of the required self-insurance trust funds/accounts, departmental budget analyses and other matters relevant to the financial management of the County of Delaware's Self-Insured Workers' Compensation and High Retention Casualty Claims Program (Please see Article 5 for additional details).

c) Overall Coordination/Management, including Litigation Management:

The Service Organization shall direct, manage and coordinate all activities, which are necessary in order to efficiently and effectively operate Client's Self-Insured Workers' Compensation and High Retention Casualty Claims Program. Such activities shall include, but are not limited to coordination with Defense Counsel on all litigated matters or complex matters that require special attention in the Pre-Litigation stage and throughout the Litigation Process in order to protect the County's financial interest(s); periodic Litigation Committee meetings with County Solicitor, Risk Manager and designated Defense Counsel in order to discuss and strategize on large losses in litigation, daily contact with Client personnel regarding

specific incidents, claims and lawsuits; periodic meetings/consultations relative to loss experience, etc. and meetings with physicians, nurses, case managers, health care providers in order to provide maximum efficiency and cost-effectiveness for the overall program.

d) Preferred Provider Organizations, Occupational Networks, Bill Repricing and Bill Reviews:

In order to maximize medical discounts and reduce the net cost to the County for medical and medical-related client expenses due to claims; Service Provider is authorized to engage preferred provider organizations, occupational networks, bill repricing and bill review consultants. These entities are only compensated when the Client's net costs fall below the Pennsylvania Workers' Compensation fee schedule. Service Organization does not receive any portion of PPO fees paid by the Client.

CLAIMS ADJUSTMENT - FOR CLAIMS INCURRED PRIOR TO JULY 1, 2021.

3.2 Workers' Compensation, Heart & Lung Act, Vehicle and Municipal Liability, including Public Officials Liability and Professional Liability:

As set forth and limited in this Service Agreement, the Service Organization shall: review all incidents and claims against the Client; conduct appropriate investigations of such claims; secure necessary claims-related services on behalf of the Client; adjust and pay claims within discretionary settlement authority limits; recommend and negotiate settlement of claims which exceed the discretionary settlement authority limits; and provide to the Client detailed reports on a timely basis of all claims and claims-related transactions.

3.3 Claims Fund: The payment of claims by the Service Organization shall be made from separate claims payment accounts funded by the Client. This payment procedure will apply to claims adjusted within the discretionary settlement authority limits and claims, which exceed the discretionary settlement authority. Further, Service Organization shall establish and maintain three separate payment accounts, one for workers' compensation, one for vehicle liability, and one for municipal liability and other casualty claims.

3.4 Risk Data Management: The Service Organization shall collect, receive process and report to the Client loss data organized to provide detailed loss experience information on a departmental basis. Detailed loss reports will be developed on a monthly basis with specialized reporting for Client's loss control needs to be done on a quarterly basis. In the event that Client requires additional data or reports, they will be developed and furnished by Service Organization at no additional expense. The Service Organization shall prepare all 1099 and 1096 forms and distribute them to third parties on a timely basis.

3.5 MEDICARE, MEDICAID AND SCHIP EXTENSION ACT OF 2007 (MMSEA) FOR CLAIMS INCURRED PRIOR TO JULY 1, 2021: The Service Organization will handle the Mandatory Reporting to Medicare in accordance with the "Medicare, Medicaid and SCHIP (State Children's Health Insurance Program) Extension Act of 2007." ("MMSEA").

Under the "MMSEA" Mandatory Reporting requirements, all Workers' Compensation claims where payments were issued from July 1, 2009 or where future payments are expected to be made, are required to be reported to Medicare.

Reporting is required for medical payments, lump sum settlements or settlements for a nuisance value. With regard to lump sum settlements, Medicare will determine the portion of the settlement that is applicable to medical expenses. The intent behind the Medicare Mandatory Reporting of claims is to identify any duplicate payments that were made in addition to determining if payments were made by Medicare and should have been paid by the secondary payor.

Medicare reporting is required on all cases in which an individual is a Medicare beneficiary, which includes persons that are age 65 or older (worker or worker's spouse). If not age 65, persons who have been receiving Social Security Disability for 24 months or longer and persons with end stage renal failure.

The Service Organization will be responsible for the required electronic submission of these claims and the required data that is required to be reported to Medicare. Claims will be initially reported where payments have been made according to Medicare guidelines at the time of resolution or settlement and at the time of the termination of liability on the claims.

The County of Delaware has been registered and has been assigned the Responsible Reporting Entity ("RRE") ID # 11316.

3.6 Workplace Safety Committee:

Service Organization will coordinate the County's Workplace Safety Committee's activities including monthly meetings. Service Organization will also provide annual training with licensed providers for each member of the County's Workplace Safety Committee.

ARTICLE 4 - DISCRETIONARY SETTLEMENT AUTHORITY LIMIT

4.1 The discretionary settlement authority limit(s) granted to the Service Organization under this Service Agreement for claims administration shall be as follows, on a per claim basis:

a)	Workers' Compensation	$20,000 Indemnity & $20,000 Medical/ $40,000 Total
b)	Vehicle Liability	$20,000
c)	Municipal/General Liability	$20,000
d)	Public Officials Liability	$20,000
e)	Other Professional Liability	$20,000

4.2 Except as set forth in Section 4.4 (below) for claims equal to or less than the discretionary settlement authority limit, the Service Organization shall have full and sole discretion to adjust the claim without supervision or direction from the Client, and such adjustment shall be binding upon the Client. For claims that exceed the discretionary settlement authority limit, the Client shall make all material decisions relative to final disposition of the claim. In such instances, the Service Organization shall perform all necessary activities relative to the review and investigation of the claim, shall prepare and furnish all supporting documentation necessary for an informed decision and shall make recommendations to the Client relative to the final negotiations, adjustment/disposition of the claim.

4.3 The aforementioned limits are intended to apply to final disposition of the claim; however, should a claimant allege damages in excess of said limits, but which at the discretion of the Service Organization are reserved for amount(s) equal to or

less than said limits, such claim shall be adjusted as being within the discretionary settlement authority limit pending final disposition.

4.4 The Service Organization reserves the right, on any particular claim, to disregard the authority granted in this Article 4 and treat said claim as requiring the Client's approval prior to final disposition. The Client reserves the right, on any particular claim, and upon written notice to the Service Organization to revoke the authority granted in this Article 4 and treat said claim as requiring the Client's approval prior to final disposition

4.5 In the event that legal counsel is required for any claim covered by this Service Agreement, the Service Organization shall advise defense counsel of the settlement authority limits set forth in Article 4 and shall coordinate the overall defense and ultimate disposition of each case with Client personnel.

4.6 The Service Organization shall have the authority to bind the Client for outside legal fees and related costs that are deemed allocated loss expenses.

ARTICLE 5 - CLAIMS FUND AND INSURANCE REQUIREMENTS

5.1 To assist in the performance of Service Organization's activities the parties agree to the use of three separate claims fund accounts ("The Accounts") upon the terms as provided in this Article.

5.2 The Accounts will be established by the Service Organization upon the Client placing funds with the Service Organization in the minimum amount of $450,000 for Workers' Compensation, $65,000 for Vehicle and $200,000 for Municipal Liability and other Casualty Claims. The Service Organization shall use

such funds to pay claims and claims related expenses including allocated loss expenses. Payments shall be made through the Accounts and deductions shall be made from the aforementioned funds in amounts equal to the claims and expense payments made.

Upon monthly notice from the Service Organization of the month ending balance of the Accounts, or upon other notice, as may be required for large losses, (high cost vouchers, etc.), the Client shall promptly place additional funds with the Service Organization in an amount sufficient to replenish the total funds placed with the Service Organization approximately equal to the aforementioned amounts in this Article 5.2. The parties, from time to time, may mutually agree to increase or decrease the aforementioned amount to accurately reflect the actual payment trends from the Accounts.

5.3 The Accounts shall be used solely for the purpose of payment of claims and claims expenses including allocated loss expenses. The Service Organization shall have no investment or disbursement responsibility with respect to the Accounts or funds placed with the Service Organization; it being understood that the funds placed with the Service Organization are not required to draw interest and shall not be otherwise invested for the benefit of the Client. However, to the extent that any interest income is payable on account balances, the interest income less applicable bank charges becomes the property of the Client and will be remitted on an annual basis or added to the account balance.

5.4 The Service Organization shall control disbursement of monies from the Accounts. The Client shall be notified of the personnel of the Service Organization that has check signing authority.

5.5 The Service Organization shall provide to the Client a monthly detailed bank reconciliation for each account. In addition, statements of the Client's funds in relation to payments from the Accounts; such statements shall include: a listing of the Client's previous closing balance; itemization and application of the current month's disbursements by check number and payment amount; crediting of all recovery payments received and deposits made by the Client with the Service Organization, and a listing of the Client's closing balance. Such report shall be on a form prepared by the Service Organization and acceptable to the Client. In addition, the Service Organization has made arrangements for the Client to receive bank statements electronically for each claims account on a monthly basis.

5.6 The Service Organization shall maintain a Commercial Crime Policy providing third-party dishonesty coverage and Errors & Omissions Liability Coverage with limits not less than $25,000,000 each. Evidence of such coverage is to be provided to the Client on an annual basis.

ARTICLE 6 - PROPRIETARY INTEREST

6.1 Ownership of Systems: All systems created or utilized by the Service Organization in performance of activities under this Service Agreement shall belong to, and remain as property of, the Service Organization; the Client having no ownership interest therein. "Systems" as used herein shall include, but is not limited

to: computer programs, computer equipment - other than that owned by the Client, formats, risk data record formats, procedures, documentation and internal reports of the Service Organization, but shall not include claim files returned to the Client pursuant to Article 10.8, or any materials delivered by the Service Organization to the Client on a routine basis.

6.2 Client Accessibility of Data: The Service Organization shall make available to the Client, at the written request of the Client, the computer risk data files used in the performance of this Agreement. The Service Organization shall make the data available to the Client in a machine readable media in the Service Organization's then current standard format.

6.3 Protection of Data: The Service Organization shall make all reasonable efforts to insure the availability of the computer risk data and the operation of the computer hardware. In the event of damage to or malfunction of the computer hardware, the Service Organization will use its best efforts to obtain replacement alternative computer hardware to restore the service to an acceptable level in a timely manner. In the event that the computer risk data is not available for use by the computer system utilized by the Service Organization, the Service Organization will attempt to reconstruct or recover that data from computer data files at remote locations and from source records.

6.4 Privacy of Data: The Service Organization will take reasonable effort to maintain the confidentiality of all data supplied by the Client and used by the Service Organization in the performance of this Service Agreement. The Service

Organization will not disclose this data or the contents of the data files without the express written consent of the Client.

ARTICLE 7 - INDEPENDENT CONTRACTOR STATUS

7.1 The Service Organization, at all times, shall be an independent contractor, and employees of the Service Organization shall in no event be considered employees of the Client. No agency relationship between the parties, except as expressly provided for herein, shall exist either as a result of the execution of this Service Agreement or performance thereunder. The Service Organization reserves the right, in its sole discretion, to assign performance of activities under this Service Agreement to any of its personnel and to subcontract to third parties any part of all of the Service Organization's duties without the necessity of the Client's approval, provided, however, that any subcontracting by the Service Organization shall not relieve the Service Organization of its obligations to the Client under this Service Agreement.

7.2 The Client shall indemnify and hold harmless the Service Organization from any and all loss, cost or expense incurred by the Service Organization as a result of the execution or performance of this Service Agreement by the Service Organization, unless caused by the negligent act or omission of the Service Organization, or a crime or civil wrong committed by a Service Organization employee.

7.3 The Client shall indemnify and hold harmless the Service Organization from any and all loss, cost or expense resulting from any demand, claim or action at law on behalf of any person including, but not limited to, claims by third parties or any employee of the Client that alleges the existence of an unsafe or dangerous condition within the premises of the Client.

ARTICLE 8 - COMPENSATION

Except as otherwise provided in this Service Agreement, the Service Organization shall be compensated by Client in accordance with the terms of this Article 8.

8.1 In consideration of the services to be provided for the contract period from 12:01 A.M. July 1, 2025 through Midnight June 30, 2026, the Service Organization shall be paid as follows:

For the 12 Month period from July 1, 2025 – June 30, 20246 the sum of $49,500 is payable within 30 days of the execution of this Service Agreement.

The fees are broken down as follows:

a)	Handling of Workers' Compensation claims incurred prior to July 1, 2021:	$27,350.00
b)	Annual renewal application for the Bureau of Workers' Compensation:	$ 9,000.00
c)	Preparation of Annual Accident and Illness Prevention Report:	$ 6,200.00
d)	Workplace Safety Committee Meetings and Related Expenses:	$ 6,950.00
		$49,500.00

8.2 The compensation payable to the Service Organization under this Article shall in no way include or affect the separate payment obligations of the Client as respects the claims fund described in Article 5, the direct payment of allocated loss

expenses, fees payable to Preferred Provider Organizations or Occupational Networks, bill repricing or bill reviewing companies for obtaining discounts below the Pennsylvania fee schedule or fees billable for the handling of certain open claims at the time of cancellation or termination of the Service Agreement as described in Article 10.8.

8.3 The Compensation payable to the Service Organization under this Article is separate from any commission or fee income which may be generated from the placement of any insurance policies or the administration of other County Insurance or Self-Insurance Programs. The Service Organization does not receive any compensation whatsoever from Preferred Provider Organizations or Occupational Networks, bill repricing or bill reviewing companies providing medical discounts to the County.

ARTICLE 9 – CANCELLATION

9.1 This Service Agreement may be cancelable or non-renewed by either party upon written notice to the other party; provided such notice specifies an effective date for cancellation or non-renewal of not less than ninety (90) days from the date of such notice.

9.2 The Service Organization shall be entitled to all fees arising under this Service Agreement earned by the Service Organization on a pro rata basis through the effective date of cancellation.

9.3 The Service Organization shall be under no obligation to perform any of the services set forth in Article 3, subsequent to the effective cancellation or termination date of this Service Agreement except as set forth and limited in Article 10, Section 8 of this Service Agreement.

ARTICLE 10 - ADDITIONAL CONDITIONS AND LIMITATIONS, INCLUDING THE HANDLING OF OPEN CLAIMS AT THE TERMINATION OR CANCELLATION OF THE AGREEMENT

10.1 The Service Organization does not act as an insurer for the Client, and this Service Agreement shall not be construed as an insurance policy or any contract or agreement of indemnity; it being understood that the Service Organization is in no event financially responsible for payment or satisfaction of claims, lawsuits, or any form of cause of action against Client. The establishment by the Service Organization of any claim accounts to pay claims pursuant to Article 5 of this Service Agreement shall not be considered an undertaking by the Service Organization to be financially responsible for payments of funds into any such account.

10.2 The Service Organization's responsibility for the performance of activities as specified in Article 3 is conditioned upon the Client's cooperation with the Service Organization in all reasonable manners with respect to the activities of Service Organization, including, but not limited to: responding to the Service Organization's requests for information promptly, meeting with the Service Organization and/or third parties, as may be needed, and making decisions on matters which, as required by this Service Agreement, or in the professional opinion

of the Service Organization, should be made by Client; the payment of funds into claims account referred to in Article 5, as required by the terms of such Article; and performance by the Client of all other obligations of this Service Agreement.

10.3 Opinions or recommendations made by the Service Organization shall in no event constitute any form of warranty or guarantee whatsoever that the Client shall or shall not have any stated monetary loss exposure from claims. Furthermore, the Service Organization does not warrant or make any representation whatsoever that the Client qualifies or is permitted, under applicable law, to be a self-insurer for the claims activities contemplated by this Service Agreement. Performance of this Service Agreement by the Service Organization shall not be deemed to create any such warranty or representation by the Service Organization that the Client meets any legal requirement for self-insurance activities.

10.4 The services to be provided by the Service Organization are not of a legal nature, and the Service Organization shall in no event give, or be required to give, any legal opinion or provide any legal representation to the Client, nor may any communication prepared by the Service Organization be relied upon by the Client as a legal opinion or interpretation. The Service Organization shall in no event be considered as engaged in the practice of law.

10.5 As respects the services provided by the Service Organization under this Service Agreement, any reports rendered to the Client may be relied upon only to the extent of express purpose of such reports as such purpose may be from time to time set forth in writing by the Service Organization.

10.6 In no event shall the Service Organization be liable for any consequential damages, punitive damages or damages of a similar nature that may be incurred by the Client as a result of the service provided herein.

10.7 This Service Agreement applies only to the activities expressly referred to herein. In the event the Service Organization has other responsibilities for the Client's insurance or self-insurance programs, these responsibilities shall be under separate agreement.

CLAIMS ACCOUNT – FUNDING:

A) As set forth in Article 5, Service Organization will continue to maintain the Workers' Compensation, General Liability and Vehicle Liability claims bank accounts and Client will continue to reimburse the bank accounts for paid claims and claims related expenses on a timely basis.

Should it be agreed by the parties upon termination or cancellation of this Service Agreement or any time thereafter that open claims adjustment files shall no longer be serviced by the Service Organization, the Service Organization shall promptly provide the Client with all claims adjustment files involving such open claims; and the Service Organization shall have no responsibility whatsoever for the propriety or correctness of any settlement or payment made on such claims.

10.8 The Service Organization and the Client shall each have reasonable rights to inspect and audit the records of the Service Organization regarding any matter covered by this Service Agreement. Any such inspection or audit shall be conducted in a manner so as to not unnecessarily interfere with the business of the

Service Organization, and the costs of any such inspection or audit shall be paid solely by the Client. These rights of audit shall survive the termination of this Service Agreement and extend for a one-year period thereafter.

10.9 Neither this Service Agreement not any rights thereunder shall be assigned by either party without the prior written consent of the other party first having been obtained. This provision shall not prohibit the Service Organization pursuant to Article 7 from assigning or subcontracting for any of the activities to be performed by the Service Organization.

10.10 The terms of this Service Agreement between the Service Organization and the Client shall be governed by the laws of the Commonwealth of Pennsylvania. Any adjudication by any court of competent jurisdiction, which invalidates any part of the Service Agreement, shall not act to invalidate any other part thereof.

10.11 This Service Agreement constitutes the entire understanding and agreement between the parties hereto, and supersedes all prior and contemporaneous agreements or understandings, written or oral, of the parties hereto. This Service Agreement may be amended only in writing executed by both parties. No waiver of one or more provisions of this Service Agreement shall constitute a waiver of any other provision hereto. This Service Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, legatees, representatives, successors and assigns. This Service Agreement may be executed in any number of counterparts, each of which shall be deemed an original.

(continued on next page)

10.12 All notices to be given pursuant to this Service Agreement shall be in writing, and shall be deemed to have been duly given when personally delivered or when mailed by United States first class mail, postage prepaid to the following addresses:

Client:

Monica Taylor, Chair
Delaware County Council
Government Center Building
Media, Pennsylvania 19063

Service Organization:

Patrick V. Larkin, Esq.
Arthur J. Gallagher Risk Management Services, LLC
40 West Front Street
Media, Pennsylvania 19063

IN WITNESS WHEREOF, the parties have executed this Service Agreement on the day and year first above written.

COUNTY OF DELAWARE

Witness Date

Chairman Date
Delaware County Council

ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, LLC

Witness Date

Patrick V. Larkin, Esquire Date
Area President

AGENDA ITEM NO. 10.W

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Patti Pinizzotto,Facilities Management
ITEM TYPE:	Purchase
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to contract with Pella Window and Door Showroom of Pottstown to install 39 Pella 250 Series, Double Hung windows of various sizes with wood accessories in the Curran & Fronefield Buildings as outlined on attached quote in the amount of $52,809.59. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	4666-9505-704001
ESTIMATED/ACTUAL COST OF REQUEST:	52,809.59
FUNDING SOURCE:	Capital
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Pella Window and Door Showroom of Pottstown is a Costars Vendor: COSTARS CONTRACT #008-E22-933

ATTACHMENTS:
Curran Building Co stars #.pdf

Contract - Detailed

Pella Window and Door Showroom of Pottstown
108 Brooke Road
Pottstown, PA 19464
Phone: (610) 631-9500 **Fax:**

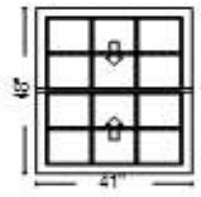
Sales Rep Name: August, Ron
Sales Rep Phone: 609-828-6655
Sales Rep Fax:
Sales Rep E-Mail: ron_august@gunton.com

Customer Information	Project/Delivery Address	Order Information
Media Government Building	**Curran Building**	**Quote Name:** Curran Building
Delaware County Courthouse	201 W front St	
201 W Front St		**Order Number:** 310
Media, PA 19063-2708	**Lot #**	**Quote Number:** **19693659**
Primary Phone: (610) 8914064	Media, PA 19063	**Order Type:** Installed Sales
Mobile Phone:	**County:**	**Wall Depth:**
Fax Number:	**Owner Name:**	**Payment Terms:**
E-Mail:		**Tax Code:** PANONTAX
Contact Name:	**Owner Phone:**	**Cust Delivery Date:** None
		Quoted Date: 7/1/2025
Great Plains #: 1008669364		**Contracted Date:**
Customer Number: 1012466152		**Booked Date:**
Customer Account: 1008669364		**Customer PO #:**

Line #	Location:	Attributes
10	Office sup info main	

Pella 250 Series, Double Hung, 41 X 48, White

Qty 2



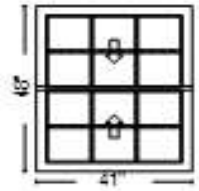
Viewed From Exterior

PK # 2207

1: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size: 41 X 48
General Information: Standard, Vinyl, Nail Fin, No Foam Insulated, 3 1/4", 1 1/8", 2 1/8"
Exterior Color / Finish: White
Interior Color / Finish: White
Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Cam-Action Lock, White, Standard Vent Stop, No Limited Opening Hardware
Screen: Hidden Screen Bottom Sash Only
Performance Information: U-Factor 0.29, SHGC 0.25, VLT 0.47, CPD PEL-A-290-00005-00002, Performance Class R, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, FPA FL16813, STC 26, OITC 22, Clear Opening Width 35.954, Clear Opening Height 18.589, Clear Opening Area 4.641312, Egress Does not meet typical United States egress, but may comply with local code requirements
Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (3W2H / 3W2H), White, White
Wrapping Information: No Vinyl Flat Casing, Factory Applied, Manufacturer Recommended Clearance, Perimeter Length = 178".

Rough Opening: 41 - 1/2" X 48 - 1/2"

Line #	Location:	Attributes
15	Office sup info B11	



Viewed From Exterior

PK #
2207

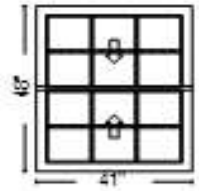
Pella 250 Series, Double Hung, 41 X 48, White

Qty
3

1: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size: 41 X 48
General Information: Standard, Vinyl, Nail Fin, No Foam Insulated, 3 1/4", 1 1/8", 2 1/8"
Exterior Color / Finish: White
Interior Color / Finish: White
Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Cam-Action Lock, White, Standard Vent Stop, No Limited Opening Hardware
Screen: Hidden Screen Bottom Sash Only
Performance Information: U-Factor 0.29, SHGC 0.25, VLT 0.47, CPD PEL-A-290-00005-00002, Performance Class R, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, FPA FL16813, STC 26, OITC 22, Clear Opening Width 35.954, Clear Opening Height 18.589, Clear Opening Area 4.641312, Egress Does not meet typical United States egress, but may comply with local code requirements
Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (3W2H / 3W2H), White, White
Wrapping Information: No Vinyl Flat Casing, Factory Applied, Manufacturer Recommended Clearance, Perimeter Length = 178".

Rough Opening: 41 - 1/2" X 48 - 1/2"

Line #	Location:	Attributes
20	Office sup info 078	



Viewed From Exterior

PK #
2207

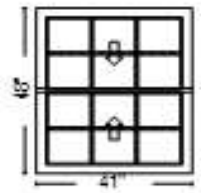
Pella 250 Series, Double Hung, 41 X 48, White

Qty
1

1: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size: 41 X 48
General Information: Standard, Vinyl, Nail Fin, No Foam Insulated, 3 1/4", 1 1/8", 2 1/8"
Exterior Color / Finish: White
Interior Color / Finish: White
Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Cam-Action Lock, White, Standard Vent Stop, No Limited Opening Hardware
Screen: Hidden Screen Bottom Sash Only
Performance Information: U-Factor 0.29, SHGC 0.25, VLT 0.47, CPD PEL-A-290-00005-00002, Performance Class R, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, FPA FL16813, STC 26, OITC 22, Clear Opening Width 35.954, Clear Opening Height 18.589, Clear Opening Area 4.641312, Egress Does not meet typical United States egress, but may comply with local code requirements
Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (3W2H / 3W2H), White, White
Wrapping Information: No Vinyl Flat Casing, Factory Applied, Manufacturer Recommended Clearance, Perimeter Length = 178".

Rough Opening: 41 - 1/2" X 48 - 1/2"

Line #	Location:	Attributes	Qty
25	Office sup info 08C	**Pella 250 Series, Double Hung, 41 X 48, White**	1



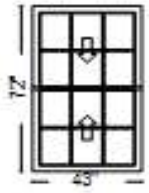
Viewed From Exterior

PK # 2207

1: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size: 41 X 48
General Information: Standard, Vinyl, Nail Fin, No Foam Insulated, 3 1/4", 1 1/8", 2 1/8"
Exterior Color / Finish: White
Interior Color / Finish: White
Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Cam-Action Lock, White, Standard Vent Stop, No Limited Opening Hardware
Screen: Hidden Screen Bottom Sash Only
Performance Information: U-Factor 0.29, SHGC 0.25, VLT 0.47, CPD PEL-A-290-00005-00002, Performance Class R, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, FPA FL16813, STC 26, OITC 22, Clear Opening Width 35.954, Clear Opening Height 18.589, Clear Opening Area 4.641312, Egress Does not meet typical United States egress, but may comply with local code requirements
Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (3W2H / 3W2H), White, White
Wrapping Information: No Vinyl Flat Casing, Factory Applied, Manufacturer Recommended Clearance, Perimeter Length = 178".

Rough Opening: 41 - 1/2" X 48 - 1/2"

Line #	Location:	Attributes	Qty
30	Intake Department	**Pella 250 Series, Double Hung, 43 X 72, White**	15



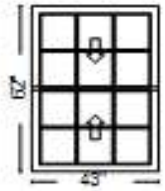
Viewed From Exterior

PK # 2207

1: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size: 43 X 72
General Information: Standard, Vinyl, Nail Fin, No Foam Insulated, 3 1/4", 1 1/8", 2 1/8"
Exterior Color / Finish: White
Interior Color / Finish: White
Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Cam-Action Lock, White, Standard Vent Stop, No Limited Opening Hardware
Screen: Hidden Screen Bottom Sash Only
Performance Information: U-Factor 0.30, SHGC 0.25, VLT 0.47, CPD PEL-A-290-00030-00002, Performance Class R, PG 20, Calculated Positive DP Rating 20, Calculated Negative DP Rating 20, FPA STC 26, OITC 22, Clear Opening Width 37.954, Clear Opening Height 30.589, Clear Opening Area 8.062325, Egress Meets minimum clear opening and 5.7 sq.ft
Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (3W2H / 3W2H), White, White
Wrapping Information: No Vinyl Flat Casing, Factory Applied, Manufacturer Recommended Clearance, Perimeter Length = 230".

Rough Opening: 43 - 1/2" X 72 - 1/2"

Line #	Location:	Attributes	Qty
35	Probation Office	**Pella 250 Series, Double Hung, 43 X 62, White**	5



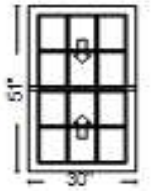
Viewed From Exterior

PK # 2207

1: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size: 43 X 62
General Information: Standard, Vinyl, Nail Fin, No Foam Insulated, 3 1/4", 1 1/8", 2 1/8"
Exterior Color / Finish: White
Interior Color / Finish: White
Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Cam-Action Lock, White, Standard Vent Stop, No Limited Opening Hardware
Screen: Hidden Screen Bottom Sash Only
Performance Information: U-Factor 0.29, SHGC 0.25, VLT 0.47, CPD PEL-A-290-00005-00002, Performance Class R, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, FPA FL16813, STC 26, OITC 22, Clear Opening Width 37.954, Clear Opening Height 25.589, Clear Opening Area 6.744478, Egress Meets minimum clear opening and 5.7 sq.ft
Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (3W2H / 3W2H), White, White
Wrapping Information: No Vinyl Flat Casing, Factory Applied, Manufacturer Recommended Clearance, Perimeter Length = 210".

Rough Opening: 43 - 1/2" X 62 - 1/2"

Line #	Location:	Attributes	Qty
40	Dormer	**Pella 250 Series, Double Hung, 30 X 51, White**	3



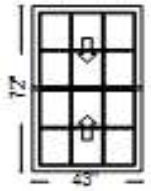
Viewed From Exterior

PK # 2207

1: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size: 30 X 51
General Information: Standard, Vinyl, Nail Fin, No Foam Insulated, 3 1/4", 1 1/8", 2 1/8"
Exterior Color / Finish: White
Interior Color / Finish: White
Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Cam-Action Lock, White, Standard Vent Stop, No Limited Opening Hardware
Screen: Hidden Screen Bottom Sash Only
Performance Information: U-Factor 0.29, SHGC 0.25, VLT 0.47, CPD PEL-A-290-00005-00002, Performance Class R, PG 35, Calculated Positive DP Rating 35, Calculated Negative DP Rating 35, FPA FL16813, STC 26, OITC 22, Clear Opening Width 24.954, Clear Opening Height 20.089, Clear Opening Area 3.481256, Egress Does not meet typical United States egress, but may comply with local code requirements
Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (3W2H / 3W2H), White, White
Wrapping Information: No Vinyl Flat Casing, Factory Applied, Manufacturer Recommended Clearance, Perimeter Length = 162".

Rough Opening: 30 - 1/2" X 51 - 1/2"

Line #	Location:	Attributes	Qty
45	Domestic Relations	**Pella 250 Series, Double Hung, 43 X 72, White**	9



Viewed From Exterior

PK # 2207

1: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size: 43 X 72
General Information: Standard, Vinyl, Nail Fin, No Foam Insulated, 3 1/4", 1 1/8", 2 1/8"
Exterior Color / Finish: White
Interior Color / Finish: White
Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Cam-Action Lock, White, Standard Vent Stop, No Limited Opening Hardware
Screen: Hidden Screen Bottom Sash Only
Performance Information: U-Factor 0.30, SHGC 0.25, VLT 0.47, CPD PEL-A-290-00030-00002, Performance Class R, PG 20, Calculated Positive DP Rating 20, Calculated Negative DP Rating 20, FPA STC 26, OITC 22, Clear Opening Width 37.954, Clear Opening Height 30.589, Clear Opening Area 8.062325, Egress Meets minimum clear opening and 5.7 sq.ft
Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (3W2H / 3W2H), White, White
Wrapping Information: No Vinyl Flat Casing, Factory Applied, Manufacturer Recommended Clearance, Perimeter Length = 230".

Rough Opening: 43 - 1/2" X 72 - 1/2"

Line #	Location:	Attributes	Qty
50	None Assigned	**Wood Products Stop Ranch 1, Length: 144, Bright White Paint. Wood Type: Pine**	70



Viewed From Exterior

PK # 2207

1: Accessory
Frame Size: 1 X 1
General Information: Pine, Stop Ranch 1
Interior Color / Finish: Bright White Paint Interior
Wrapping Information: Perimeter Length = 0".

Line #	Location:	Attributes	Qty
55	None Assigned	**150ITAPE - 150 ft ROLL INSTALLATION TAPE 3**	2

Line #	Location:	Attributes	Qty
60	None Assigned	**TDP9311 - TAN/WHITE 24 X 50 TRIM COIL**	2

Line #	Location:	Attributes	Qty
65	None Assigned	**Installation Sealant, White**	3

1: Accessory
Frame Size: -1 X -1
General Information: Installation Sealant
Exterior Color / Finish: Painted, White
Interior Color / Finish: Not Applicable Interior
Package: Box 12 Tubes
Wrapping Information: Perimeter Length = 0".

PK #
2207

Viewed From Exterior

Line #	Location:	Attributes	Qty
70	None Assigned	**FOAM - GREAT STUFF PRO STRAW FOAM 20 OZ**	20

Line #	Location:	Attributes	Qty
75	None Assigned	**COMMINSTALL - Commercial Install**	1

Line #	Location:	Attributes	Qty
80		**COSTARS CONTRACT #008-E22-933**	1

Thank You For Purchasing Pella® Products

PELLA WARRANTY:

Pella products are covered by Pella's limited warranties in effect at the time of sale. All applicable product warranties are incorporated into and become a part of this contract. Please see the warranties for complete details, taking special note of the two important notice sections regarding installation of Pella products and proper management of moisture within the wall system. Neither Pella Corporation nor the Seller will be bound by any other warranty unless specifically set out in this contract. However, Pella Corporation will not be liable for branch warranties which create obligations in addition to or obligations which are inconsistent with Pella written warranties.

Clear opening (egress) information does not take into consideration the addition of a Rolscreen [or any other accessory] to the product. You should consult your local building code to ensure your Pella products meet local egress requirements.

Per the manufacturer's limited warranty, unfinished mahogany exterior windows and doors must be finished upon receipt prior to installing and refinished annually, thereafter. Variations in wood grain, color, texture or natural characteristics are not covered under the limited warranty.

INSYNCTIVE PRODUCTS: In addition, Pella Insynctive Products are covered by the Pella Insynctive Products Software License Agreement and Pella Insynctive Products Privacy Policy in effect at the time of sale, which can be found at Insynctive.pella.com. By installing or using Your Insynctive Products you are acknowledging the Insynctive Software Agreement and Privacy Policy are part of the terms of sale.

Notice of Collection of Personal Information: We may collect your personal information when you interact with us. Under the California Consumer Privacy Act (CCPA), California residents have specific rights to request this information, request to delete this information, and opt out of the sharing or sale of this information to third parties. To learn more about our collection practices and your rights under the CCPA please visit our link https://www.pella.com/california-rights-policy/ at pella.com.

ARBITRATION AND CLASS ACTION WAIVER ("ARBITRATION AGREEMENT")

YOU and Pella and its subsidiaries and the Pella Branded Distributor **AGREE TO ARBITRATE DISPUTES ARISING OUT OF OR RELATING TO YOUR PELLA PRODUCTS (INCLUDES PELLA GOODS AND PELLA SERVICES) AND WAIVE THE RIGHT TO HAVE A COURT OR JURY DECIDE DISPUTES. YOU WAIVE ALL RIGHTS TO PROCEED AS A MEMBER OR REPRESENTATIVE OF A CLASS ACTION, INCLUDING CLASS ARBITRATION, REGARDING DISPUTES ARISING OUT OF OR RELATING TO YOUR PELLA PRODUCTS.** You may opt out of this Arbitration Agreement by providing notice to Pella no later than ninety (90) calendar days from the date You purchased or otherwise took ownership of Your Pella Goods. To opt out, You must send notice by e-mail to pellawebsupport@pella.com , with the subject line: "Arbitration Opt Out" or by calling (877) 473-5527. Opting out of the Arbitration Agreement will not affect the coverage provided by any applicable limited warranty pertaining to Your Pella Products. For complete information, including the full terms and conditions of this Arbitration Agreement, which are incorporated herein by reference, please visit www.pella.com/arbitration or e-mail to pellawebsupport@pella.com, with the subject line: "Arbitration Details" or call (877) 473-5527. D'ARBITRAGE ET RENONCIATION AU RECOURS COLLECTIF ("convention d'arbitrage") EN FRANÇAIS SEE PELLA.COM/ARBITRATION. DE ARBITRAJE Y RENUNCIA COLECTIVA ("acuerdo de arbitraje") EN ESPAÑOL VER PELLA.COM/ARBITRATION.

Seller shall not be held liable for failure or delay in the performance of its obligations under this Agreement, if such performance is hindered or delayed by the occurrence of an act or event beyond the Seller's reasonable control (force majeure event), including but not limited to earthquakes, unusually severe weather and other Acts of God, fire, strikes and labor unrest, epidemics, riots, war, civil unrest, and government interventions. Seller shall give timely notice of a force majeure event and take such reasonable action to mitigate the impacts of such an event.

Product Performance Information:

U-Factor, Solar Heat Gain Coefficient (SHGC), and Visible Light Transmittance (VLT) are certified by the National Fenestration Rating Council (NFRC).

Manufacturer stipulates that these ratings conform to applicable NFRC procedures for determining whole product performance. NFRC ratings are determined for a fixed set of environmental conditions and a specific product size. NFRC does not recommend any products and does not warrant the suitability of any product for any specific use.

Design Pressure (DP), Performance Class, and Performance Grade (PG) are certified by a third party organization, in many cases the Window and Door Manufacturers Association (WDMA). The certification requires the performance of at least one product of the product line to be tested in accordance with the applicable performance standards and verified by an independent party. The certification indicates that the product(s) of the product line passed the applicable tests. The certification does not apply to mulled and/or product combinations unless noted. Actual product results will vary and change over the products life.

For more performance information along with information on Florida Product Approval System (FPAS) Number and Texas Dept. of Insurance (TDI) number go to www.pella.com/performance.

Including during the construction period, casement windows should never be left open and unlocked for prolong periods or during high wind conditions to avoid sash detachment/damage.

Actual sizes tested for documented STC and OITC ratings may vary from the ASTM E 1425 sizes to better represent Pella product offering.

STC and OITC ratings shown may be conservatively based on products tested with thinner panes of glass.

STC and OITC ratings may be from test results from an equivalent product.

ORDER VERIFICATION

Please initial that the following have been reviewed and discussed.

Delivery Lead Time	_____	Cust Initial:_____		COD Amount	_____	Cust Initial:_____	
Customer Satisfaction Survey		Cust Initial:_____		Warranty Reviewed*		Cust Initial:_____	
Credit Policy		Cust Initial:_____		Tailgate Delivery Only		Cust Initial:_____	
Restock/Cancellation Fees		Cust Initial:_____		Installation		Cust Initial:_____	

*We recommend that the warranty is read before installing any product. Our product should not be used in barrier Exterior Insulation and Finish Systems (EIFS). Pella makes no warranty of any kind on and assumes no responsibility for Pella Windows and Doors, installed in barrier EIFS. Pella is also not responsible and makes no warranty as to installation inconsistent with Pella's installation instruction and high in-home humidity (condensation, frost, and mold). Review all warranty disclaimers to ensure proper installation and enjoyment of Pella products. Detailed warranty information can be found at https://www.pella.com/support/warranties/

Product Type: _____	Cust. Initial: _____	Hardware Color: _____	Cust. Initial: _____
Muntin Type: _____	Cust. Initial: _____	Exterior Color: _____	Cust. Initial: _____
Screen Type: _____	Cust. Initial: _____	Interior Finish: _____	Cust. Initial: _____
Jamb: _____	Cust. Initial: _____	Screen Color: _____	Cust. Initial: _____
Door Swing Verified? _____	Cust. Initial: _____	Glass Type: _____	Cust. Initial: _____
(Hinge side as viewed from exterior)		Blind Options: _____	Cust. Initial: _____
Need Date: _____		Attachment Method: _____	Cust. Initial: _____

Entry Door Description:

_____

_____

Additional Comments:

_____

_____

Ohio Division - Gunton Corporation
26150 Richmond Road, Bedford Hts., OH 44146
800-688-6889

Pittsburgh Division - Gunton Corporation
230 Thorn Hill Rd, Warrendale, PA 15086
800-222-8771

Philadelphia Division - Gunton Corporation
108 Brooke Rd, Pottstown PA 19464
800-527-3552

Gunton Corporation is also known as Pella Sales Branch.

All products are factory made to your individual order specifications. Any changes or cancellations must be made within 72 hours of placing your order. Given the custom nature of many orders, products cannot be resold. Thus, any changes or cancellations after the first 72 hours carry a charge of 75% of the total contract price. Please review your order form and take-off(s) before signing the form to verify the accuracy of the delivery address, payment terms, and product features. Your Customer Support Representative will contact you to:

- Review construction schedules and schedule your actual delivery.
- Ensure that someone will be at the location to accept delivery and provide assistance in unloading.
- Verify the payment will be made according to terms and in the amount of your order. You may pay by cash, check, debit card, or credit card. A three percent (3%) fee will be applied to each credit card payment. Your payment terms are:

TOTAL CONTRACT AMOUNT _____

_____ N30 - Net 30 (subject to credit approval)
_____ PIF - Paid in Full
_____ Credit Card (Completed credit card form necessary)

_____ COD - Company Check
_____ COD - Personal Check (Balance of $3000 or less)
_____ COD - Cashier Check (Personal check balance of $3000 or more)

The sold to name appearing on the contract must be the same as the name appearing on the credit card, or the buyer's agent, in which case both parties must appear in the sold to section and both parties must sign the contract.

DEPOSIT AMOUNT _____

Your Customer Support Team Phone Number is _____

1. Under certain circumstances and with customer consent, Gunton will make partial shipments of product. The payment terms set forth above will apply to those partial shipments.

2. Customer must schedule and accept delivery of product within 30 days of originally agreed upon need date. **If the customer has not accepted delivery within 30 days of originally agreed upon need date and Gunton is not responsible for the delay, Gunton reserves the right to charge storage fees of $25 per day.**

3. Job sites on orders which utilize Gunton installation labor must be prepared prior to the scheduled start date. If the site is not prepared prior to the scheduled start date, the customer shall be responsible for additional costs incurred by the installer, including lost wages and any other damages incurred by the installer or Gunton.

4. Fax and electronic signatures are accepted and will be considered as valid as original signatures for the purposes of establishing a Legal and Binding Contract in any subsequent collection activity. Please fax, email or return the entire contract, not just the signature page, to ensure proper placement of the order.

5. In the event this sales order is not paid per contract terms, interest charges and collection expense, including legal fees and/or Mechanic's Lien fees, are collectable to satisfy the above contract.

6. Warranties pertaining to Pella® products are as stated in the brochure entitled "Pella Window & Doors Limited Warranty." Warranties pertaining to products manufactured by any other manufacturer are extended by that manufacturer, and no other. Warranties as to workmanship and other materials incorporated in the Project are as stated in the documents listed herein. Warranty information can be procured at http://www.pella.com/support-center/warranties/default.aspx. The warranties and disclaimer of warranties contained therein, and those of any other manufacturer, are incorporated into this Agreement by reference. Unless otherwise stated by the manufacturer, any warranties applicable to any goods or services forming the basis for the Agreement are extended only to the original Customer, are not assignable, and may not be enforced by any person, firm, or organization to whom they are subsequently transferred. Any warranty hereunder is void if the product to which the warranty applies has been altered or modified.

   Disclaimer of Warranty: Gunton t/a Pella Window and Door Company is the distributor for Pella (the "Manufacturer"). Gunton warrants that the goods provided will be as described in this Agreement. Product warranties are provided by the manufacturer of the product. PELLA SALES BRANCH MAKES NO OTHER WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE GOODS SOLD PURSUANT TO THIS AGREEMENT.

   Should Gunton elect to replace any product or part thereof referred to in this Agreement, whether as the result of a breach of warranty or otherwise, the replacement product or part will be a comparable or suitable substitute if a like unit is not readily and reasonably available. The warranty period on the replacement product or part will be the balance of the warranty on the original product purchased. The Warranties provided herein and in separate warranty documents to Customer shall be the exclusive remedies of Customer for any breach of this Agreement. GUNTON SHALL NOT BE LIABLE FOR DAMAGES IN EXCESS OF THE CONTRACT PRICE AND IN NO EVENT WILL GUNTON BE LIABLE FOR CONSEQUENTIAL DAMAGES.

7. Claims or disputes involving more than Five Thousand ($5,000.00) Dollars between the parties arising out of this Agreement or the performance hereof that cannot be resolved amicably by the parties shall be decided by arbitration. A demand for arbitration shall be filed in writing with the other party to this Agreement. If the parties cannot agree on a single arbitrator to decide the dispute, each party shall name an arbitrator and those two arbitrators shall jointly name a third arbitrator. The demand for arbitration shall be made within ninety (90) days after one or both parties notify the other in writing that an impasse has arisen between them over issues which cannot be resolved. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim or dispute would have been barred by the applicable statute of limitations or statute of repose. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Nothing in this Agreement shall be deemed a waiver of Contractor's right to file a claim of lien under applicable state or local laws. In the event a lien is filed, the validity of the time and the determination of the lien amount shall be decided by arbitration as set forth above, and a judgment of foreclosure based upon the lien may enter against the Property in a court of appropriate jurisdiction.

8. Gunton may request to substitute material, equipment, components, or products listed in the Project Specifications if the originally specified item becomes unavailable or impractical to procure. The proposed substitute shall be of equal or lesser value. Prior to furnishing a proposed substitute, Gunton shall obtain Contractor's approval through the Change Order procedure described in Paragraph 9 herein, which approval shall not be unreasonably withheld.

9. Gunton will make its best effort to make deliveries and installation (if applicable) in accordance with the agreed upon schedule. Gunton will not be held liable for failure or delay in the performance obligations under this Agreement, if such performance is hindered or delayed by the occurrence of an act or event beyond its reasonable control (force majeure event), including but not limited to earthquakes, unusually severe weather and other Acts of God, fire, strikes and labor unrest, epidemics, pandemics, riots, insurrection, war, terrorism, civil unrest, supply chain disruptions, raw material shortages, lawful orders or actions of any governmental authority with jurisdiction, a change of law or regulation, and any other matter or thing beyond Gunton's control. Gunton shall give timely notice of a force majeure event and take reasonable action to mitigate the impacts of such an event.

10. This Agreement contains the entire understanding of the parties concerning the subject matter hereof and supersedes all previous understandings relating thereto, whether oral or written, and shall be binding upon and shall inure to the benefit of

the heirs, administrators, executors, successors, and assigns of the parties hereto. No statement, representation, or agreement, written or verbal, not appearing in this Agreement shall be enforceable, except for Change Orders prepared on a form furnished by Gunton and signed by Gunton and customer or their duly authorized agent.

11. This contract shall only be effective if signed by the sold to customer and your sales representative or other authorized representative of Gunton.

12. Notices: All notices required under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally to the proper party with a signed receipt, or sent by first-class mail, postage prepaid, or by overnight courier service, to the party's address listed at the top of this Agreement.

Thank you for Purchasing Pella Products

☐ **Project Checklist has been reviewed**

Customer Name (Please print)

Pella Sales Rep Name (Please print)

Customer Signature

Pella Sales Rep Signature

Date

Date

Credit Card Approval Signature

Order Totals	
Taxable Subtotal	$28,434.59
Sales Tax @ 0%	$0.00
Non-taxable Subtotal	$24,375.00
Total	$52,809.59
Deposit Received	$0.00
Amount Due	**$52,809.59**

AGENDA ITEM NO. 10.X

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: August 20, 2025

SUBMITTED BY: Mareile Watson,Public Works

ITEM TYPE: Amendment

AGENDA SECTION: Consent Agenda Items

SUBJECT:

Approval of a no cost time extension to Engineering Agreement #L00029 between the County of Delaware and McCormick Taylor for final design services for County Bridge #210 Michigan Avenue over Crum Creek in Ridley Township. The contract term will be extended to March 31, 2026, to ensure sufficient time for PennDOT's review process before proceeding to construction. Subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM ACCOUNT: 05-3166-704180 & 36-9595-704180

ESTIMATED/ACTUAL COST OF REQUEST: $0

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:

210 FD time extension request 2026 03.pdf
Time Extension Approval Bridge 210 by PW.pdf

McCORMICK TAYLOR

August 4, 2025

Danielle Floyd, Director
Delaware County Department of Public Works
Government Center Building, Room 207
201 West Front Street
Media, PA 19063

Reference: Delaware County Bridge #210 Time Extension for Engineering Agreement L00029
Michigan Avenue over Crum Creek
Ridley Township

Dear Ms. Floyd,

McCormick Taylor has been working closely with the Pennsylvania Department of Transportation District 6-0 to complete the final design phase (Part II) for the above referenced project. We are in the final phase of PennDOT reviews and approvals for this project, but they must be obtained prior to construction. To ensure that there is sufficient time to complete PennDOT's review process and advertise the project, we would like to request a time extension for Part II of our contract.

McCormick Taylor, Inc. respectfully requests that Part II of the contract be extended until March 31, 2026, to ensure that all approvals are in place and the construction phase is initiated. We anticipate that the extended schedule allows adequate time for the completion of the required tasks.

If you have any questions or require additional information, please contact me at (610) 640-3500.

Sincerely,

Tiffany A. McClure, P.E.
Senior Project Manager, Transportation Engineering

Pc: RK&K - Colleen Carmichael, P.E.

COUNTY COUNCIL
Dr. Monica Taylor
Chair
Richard R. Womack
Vice Chair

Kevin M. Madden
Elaine Paul Schaefer
Christine A. Reuther

COUNTY OF DELAWARE
GOVERNMENT CENTER BUILDING

Department of Public Works
Danielle Floyd, Director

201 W. FRONT STREET
MEDIA, PA 19063

PHONE (610) 891-4668
FAX (610) 891-0647

Dec 10, 2024

Audrey Everett, SET, CBSI
McCormick Taylor, Inc.
Eagleview Corporate Center
600 Eagleview Boulevard, 2nd Floor
Exton, Pennsylvania 19341

Reference: **Delaware County Bridge #210 Time Extension for Engineering Agreement L00029**
Michigan Avenue over Crum Creek, Ridley Town

Dear Ms. Everett:

Subject: Approval of Time Extension Request for Part II of the Contract

We acknowledge receipt of your request for a time extension to complete the final design phase (Part II) of the project. Considering the coordination required with utility companies and PennDOT reviews, we hereby grant an extension for Part II of the contract until **September 30, 2025**. This extension ensures sufficient time for all necessary approvals and preparation for the construction phase.
We appreciate your continued diligence in advancing this project.

Sincerely,

Danielle Floyd

C: Colleen Carmichael, P.E., RK&K

AGENDA ITEM NO. 10.Y

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Mareile Watson,Public Works
ITEM TYPE:	Award of Contract
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to award contract #eDPW-072325 between the County of Delaware and Moore Brother Enterprises, Ltd. to complete the 2025 Delaware County Facilities Asphalt Repair and Replacement Project at various locations in the amount not to exceed $196,369.00. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	4662-9505-704002
ESTIMATED/ACTUAL COST OF REQUEST:	$196,369.00
FUNDING SOURCE:	Capital
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	

ATTACHMENTS:
Form of Contract.pdf
Recommendation of Award (002).pdf

FORM OF CONTRACT

Article of Agreement made this ___ day of _____ 2025 between Moore Brother Enterprises LTD. of 1511 Keystone Road, Chester, Pennsylvania, 10913 (hereinafter called Contractor) and the County of Delaware (hereinafter called County).

WITNESSETH:

That the Contractor covenants, promises, and agrees to and with the County to provide for the **2025 DELAWARE COUNTY FACILITIES ASPHALT REPAIR AND REPLACEMENT PROJECT, CONTRACT #eDPW-072325.**

For the price or sum of **ONE HUNDRED NINETY-SIX THOUSAND THREE HUNDRED SIXTY NINE DOLLARS ($196,369.00)** as per its annexed Bid, and to in all respects comply with the terms and conditions of the Annexed Proposal, Invitation to Bidders, Instructions to Bidders, General Conditions, Specifications and Drawings and the County covenants, promises, and agrees to and with the Contractor to pay it in the price of as per the forgoing proposal for furnishing all licenses, permits, labor, tools, materials, equipment, supervision, and services to provide for the **2025 DELAWARE COUNTY FACILITIES ASPHALT REPAIR AND REPLACEMENT PROJECT, CONTRACT #eDPW-072325.**

It is further mutually agreed by said parties, in consideration of their aforesaid mutual covenants, that the annexed Invitation to Bidders, Proposal, General Conditions and Specifications annexed thereto constitute and are a part of the Contract as though fully set forth therein.

In Witness Whereof, the Contractor and the County have hereunto caused their common of corporate Seals to be affixed hereto duly attested by their proper Officers the day and year aforesaid.

Attest: _____
Secretary or Assistant Secretary
KAVITHA MOVVA

_____
Moore Brothers Enterprises LTD.
Anthony Moore, President

COUNTY OF DELAWARE

_____
Dr. Monica Taylor, Council Chair

Attest: _____ Date: _____
County Clerk

MG Engineering Associates, LLC
334 W. Front Street
Media, PA 19063

MG Engineering

July 31, 2025

Attn: Danielle Floyd, Director of Public Works

County of Delaware Pennsylvania
Government Center Building
201 W. Front Street
Media, PA 19063

Re: 2025 Delaware County Facilities Asphalt Repair And Replacement Project (eDPW-072325)
Bid Evaluation
Our File No. 2025-DC-01

Dear Director Floyd,

Our office reviewed the bids for the 2025 Delaware County Facilities Asphalt Repair and Replacement Project (eDPW-072325) and there were no discrepancies found in the bid submitted by the apparent low bidder **Moore Brothers Enterprises, Ltd.**

The apparent low bidder submitted a bid in the amount of **$196,369.00**.

We therefore recommend award of the project to Moore Brother Enterprises, Ltd. in the amount of **$196,369.00**

Should you have any questions please feel free to contact me at 1-856-404-0540.

Very truly yours,

MG Engineering Associates, LLC

Michael Galante

Michael Galante PE, CME
Principal

AGENDA ITEM NO. 10.Z

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: August 20, 2025

SUBMITTED BY: Mareile Watson,Public Works

ITEM TYPE: Amendment

AGENDA SECTION: Consent Agenda Items

SUBJECT:

Approval of a no cost time extension to Engineering Agreement #L00075 between the County of Delaware and McCormick Taylor, Inc. for Right of Way Phase for County Bridge #149, Hilldale Road over Darby Creek in Upper Darby Township and Lansdowne Borough. The contract term will be extended to September 30, 2026, to ensure sufficient time to complete the final approvals necessary from PennDOT to proceed to construction. Subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM ACCOUNT: 05-3168-704180 & 36-9505-704180

ESTIMATED/ACTUAL COST OF REQUEST: $0

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:
149 RW time extension request 09 2026.pdf

McCORMICK TAYLOR

August 4, 2025

Danielle Floyd, Director
Delaware County Department of Public Works
Government Center Building, Room 207
201 West Front Street
Media, PA 19063

Reference: Delaware County Bridge #149 Time Extension for Engineering Agreement
L00075
Hilldale Road over Darby Creek
Upper Darby Township and Lansdowne Borough

Dear Ms. Floyd,

McCormick Taylor has been working closely with the Pennsylvania Department of Transportation District 6-0 to complete the Right-of-Way phase (Part IV) for the above referenced project. Four properties were impacted as part of this project, three of them were the County or Borough and one was a private property owner. Our subconsultant, Stantec, is negotiating with the private property owner, who has obtained their own appraisal and provided a counter offer. Upon agreement and settlement with the private property owner, the final payments and required paperwork for submittal to the District to obtain right-of-way clearance for the project. To accommodate time required to complete the remaining tasks under this part of the project and sufficient time to complete PennDOT's review process to obtain right-of-way clearance we would like to request a time extension for Part IV of our contract.

McCormick Taylor, Inc. respectfully requests that Part IV of the contract be extended until September 30, 2026, to ensure that properties have been fully settled and right-of-way clearance is granted through PennDOT. We anticipate that the extended schedule allows adequate time for the completion of the required tasks.

If you have any questions or require additional information, please contact me at (610) 640-3500.

Sincerely,

Tiffany A. McClure, P.E.
Senior Project Manager, Transportation Engineering

Pc: RK&K - Colleen Carmichael, P.E.

AGENDA ITEM NO. 10.AA

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Mareile Watson,Public Works
ITEM TYPE:	Award of Contract
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to award KPN contract # A 202012-04 between the County of Delaware and Weatherproofing Technologies, Inc. for the Government Center Parking Garage Roof Replacement at an amount not to exceed $2,120,896.24. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	4672-9505-704001
ESTIMATED/ACTUAL COST OF REQUEST:	$2,120,896.24
FUNDING SOURCE:	Capital
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Payments for this project are not expected to begin until October. **This is based on the next Bond Tranche

ATTACHMENTS:
WTI- Proposal 2025 - Revised.pdf

WEATHERPROOFING TECHNOLOGIES, INC.
3735 Green Road, Beachwood, OH 44122
| 800.852.6013 | tremcoroofing.com

August 11th, 2025

Mr. Bob Bernstein
County of Delaware Architect
County of Delaware Department of Public Works
Government Center Building, Suite 207
Media, Pennsylvania 19063

RE: County of Delaware Parking Garage 2025 Roof Replacement

Proposal 5065629

Dear Mr. Bernstein,

Weatherproofing Technologies, Inc. is pleased to present our proposal for the roof replacement project for County of Delaware Parking Garage 2025 Roof Replacement located at 201 W Front Street, Media, PA 19063. The scope of work is based on a turnkey operation as specified and bid by the AEPA/KPN (Contract #:-A-202012-04). Any questions regarding the bidding of the AEPA/KPN contract or our performance should be directed to Mark Carollo at the Central Susquehanna Intermediate Unit. The subcontractors we would utilize, unless otherwise directed, would be United States Roofing Corporation, CM3 Building Solutions, and Hatzel and Buehler.

The AEPA/KPN process includes, but is not limited to, specifications, drawings, job walk, preconstruction and progress meetings, onsite supervision, final inspection, project closeout book and post project follow up.

PROJECT DESCRIPTION:

Base Proposal- Roofing Contractor Scope of Work:

1. Remove the existing EPDM roof and insulation down to the existing concrete roof deck. 500 square feet of deck repair has been allotted for potential repair once roof has been removed. Any additional repairs would be on a square foot cost of **$25.00/sqft** and would need approval from WTI and/or Owner.
2. Verify that all existing roof drains are free flowing prior to project with a delivered report. Notify WTI immediately if any lines are not free flowing.
3. Raise existing curbs and projections as needed to provide a minimum of 8-inches above the new roof surface.
4. At the three (3) existing rooftop condenser units on wood sleepers:
    a. Coordinate roof replacement and new Pate equipment support installation with Mechanical Contractor and Owner to minimize disruption to Owner's operations.
    b. Install two new ES-2 Pate Equipment Supports 12" tall with 2"x4" nailers set on layers of wood blocking equal to the thickness of the roof insulation on each unit. Fasten blocking to concrete deck and sleepers to blocking. The length of the equipment supports shall be sufficient to extend a minimum of 6" past the unit attachment points of

WEATHERPROOFING TECHNOLOGIES, INC.
3735 Green Road, Beachwood, OH 44122
| 800.852.6013 | tremcoroofing.com

each unit. For units with rectangular footprints, the equipment supports shall be oriented perpendicular to the units.

c. Flash sleepers with KEE membrane flashings and install curb caps.

d. Flash a total of 4 new pipe portals to be provided by the Mechanical Contractor to replace the 2 existing pipe portals to be removed.

5. At the existing York rooftop condenser on an existing equipment pad:

a. Coordinate roof replacement with Mechanical Contractor and Owner to minimize disruption to Owner's operations.

b. Provide a new slip sheet under the new equipment pad to be provided by the Mechanical Contractor.

c. Flash one new pipe portal to be provided by the Mechanical Contractor to replace the existing pitch pocket.

6. Remove and replace existing roof drains with new cast iron drain bowls. New drains shall be Zurn 100 or approved equal with plumbing connection to existing drain piping. In the parking garage areas, the drains shall be recessed in the deck and supported with sump pans. In the office areas, the drains shall be elevated to approximately 1" below the finished roof surface and supported with wood blocking. No drain bowl extensions shall be utilized. Patch concrete decking that is damaged as a result of roof drain removal.

7. Adhere a Burmastic Composite Ply HT vapor retarder in Powerply Endure Bio TF Adhesive at 2 gallons per 100 sq. ft. over the concrete deck.

8. Install one layer of 2.5" polyisocyanurate insulation in the parking garage areas and 2-layers of 2.6-inch polyisocyanurate insulation (R-30) in the office areas, with all layers set in Tremco Low Rise Foam Insulation Adhesive. Install 1/4" per foot tapered polyisocyanurate transitions between the two thicknesses of insulation and at drain sumps, with all layers set in Tremco Low Rise Foam Insulation Adhesive. Drain sumps shall be approximately 16'x16'.

9. Adhere 1/2" Securock Gypsum-Fiber coverboard in Tremco Low Rise Foam Insulation Adhesive.

10. Adhere 60 mil KEE FB membrane in Powerply Endure Bio TF Adhesive at 2-3 gallons per 100 sq. ft. over the coverboard. Seams are to be heat-welded.

a. All edge surfaces to be seamed by hot air welding as specified. Surfaces must be wiped with solvent using clean rags.

b. Heat-weld laps with approved welding equipment. Adjust welding speed and temperature based upon ambient conditions and material.

c. Abut end laps. Gap between membrane sheets shall not exceed 1/8 –inch.

d. Install 6-inch wide cover strip over end lap. Cut cover strip corners round. Heat weld cover strip centered over end lap.

e. Heat-weld a 4-inch round field cut KEE flashing membrane (unreinforced) centered over each T-joint on 60 mil thick membrane.

11. Install new 60 mil Kee flashing set in TremPly KEE LV Bonding Adhesive at walls and curbs per all current Tremco Inc. specifications, recommendations and detail drawings.

12. Fabricate and install all sheet metal flashings per specification, SMACNA, NRCA and per Tremco Inc. requirements and standards.

a. Install termination bar and counterflashing secured under existing receiver at wall locations and under curb caps at curb locations.

b. Install new pitch pockets and hoods at non-round penetration flashing locations.

WEATHERPROOFING TECHNOLOGIES, INC.
3735 Green Road, Beachwood, OH 44122
| 800.852.6013 | tremcoroofing.com

c. Install new gutters and downspouts at all existing locations.

13. At the blue painted radiator unit with angle iron supports (photo below for reference), move the existing angle iron cross supports up a minimum of 6" and re-attach them with new bolted connections through new holes to be drilled through the vertical angle iron support legs. Install new pitch pockets on the vertical angle iron support legs.

14. Include installation of 160 Tremco Pebble Tread Walkway Pads (3'x4') in locations to be determined by the Owner. Spot adhere walkway pads in Solargard Seam Sealer using 6 spots of adhesive per pad, with each adhesive spot approximately 6" in diameter.

15. Upon completion, Tremco to provide a thirty (30) year QA+ Roof Warranty including inspections in years 2, 5, 10, 15, 20 and 25.

Base Proposal- Mechanical Contractor Scope of Work:

1. Provide all components of the scope of work specified in the "Government Center Ventilation Modification" drawings from CHA dated 06/06/2025 except for the roof flashings, which will be handled by the Roofing Contractor.
    a. **This only includes the concrete opening per the drawings. Any additional cutting of structural concrete would need to be determined and approved by the County Engineer on Record.**

2. At the existing rooftop condensers:
    a. Confirm operating condition of units prior to disconnection and notify WTI immediately of any deficient conditions noted prior to disconnection.
    b. Disconnect HVAC lines (including electrical) as needed to coordinate with Roofing Contractor and the Owner to allow installation of the new roof system and provide minimal disruption to the Owner's operations.
    c. Temporarily move the units to allow installation of the roofing system.
    d. At the units with existing wood sleepers, re-install the units onto new Pate equipment supports to be installed and flashed by the Roofing Contractor.
    e. At the existing York unit set on an existing equipment pad, replace the equipment pad and place back on a membrane slip sheet to be provided by the roofing contractor. No new equipment supports will be installed on the York unit.
    f. Replace the two (2) existing pipe portals with four (4) pipe portals to allow each penetration to be installed in an individual pipe portal boot. Place the pipe portals in the same approximate location on the roof and install them with a minimum of 6" clearance on all sides to allow roof flashings to be installed.
    g. Replace the existing pitch pocket on the York unit with one new pipe portal with each penetration to be installed in an individual pipe portal boot. Attach the loose electrical box at this unit to the masonry wall above the roof flashing.
    h. Modify and re-connect HVAC lines (including electrical) as needed to accommodate new supports.
    i. Replace the existing wood sleepers supporting the HVAC lines on the roof with new pressure treated wood sleepers placed on roof membrane slip sheets to be provided by the Roofing Contractor.

WEATHERPROOFING TECHNOLOGIES, INC.
3735 Green Road, Beachwood, OH 44122
| 800.852.6013 | tremcoroofing.com

Base Proposal- Electrical Contractor Scope of Work:

1. Replace all existing plastic conduits for security camera cables attached to the walls at the perimeters of the roof replacement scope area. Replace conduits with exterior grade galvanized steel conduit and weathertight connections. Repair or replace security cables as required to accommodate conduit replacement and maintain the function of the security cameras upon project completion.
2. Modify existing solar conduits resting on rooftop as required to accommodate new insulation thickness.

PROJECT INVESTMENT:

DELCO Parking Garage	Project Investment
Proposal:	**$2,120,896.24**

Please Note:

- This price is valid for 60 days. After this time, project conditions are subject to reassessment.
- This Proposal is an offer by WTI to provide the Scope of Work set forth above to the Customer on the terms and conditions set forth herein and in WTI's standard terms and conditions (a copy of which may be obtained at http://www.tremcoroofing.com/fileshare/terms/TandCWTI.pdf), which are hereby incorporated by reference (together, the "Terms and Conditions"). The Terms and Conditions will govern the Work to the exclusion of any other or different terms, including in any customer purchase order, unless otherwise expressly agreed in writing pursuant to a Master Agreement or similar contract with Customer signed by an authorized representative of WTI.

Respectfully Submitted,

Brady Abrahamsen Date: 8/11/25

Brady Abrahamsen
Construction Manager
Weatherproofing Technologies, Inc.

Signature Date:

Dr. Monica Taylor

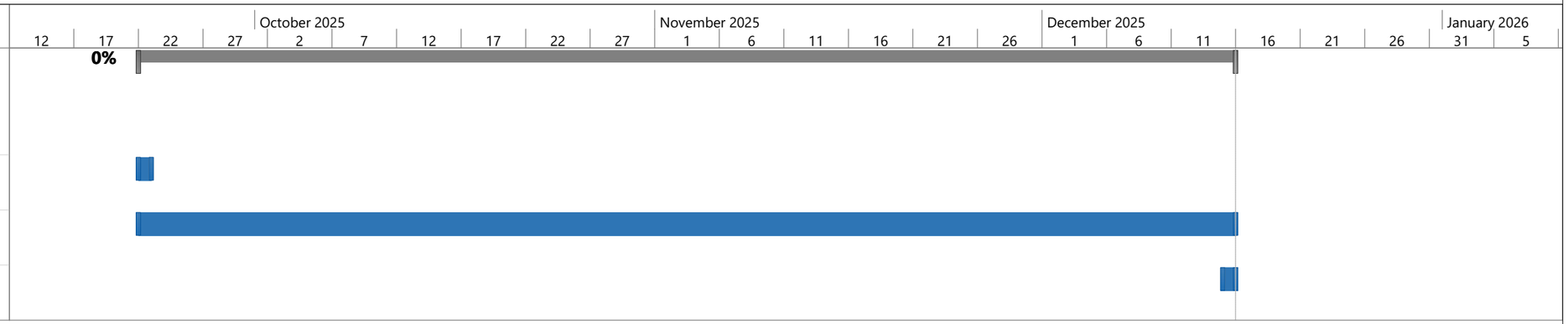
Name
County Council Chair

Title

DELCO Courthouse Parking Garage
2025 Roof Project
Draft Schedule

Mon 8/11/25

ID	Task Name	Duration
0	**DELCO - Courthouse Parking Garage Project**	**61 days**
1	Mobilization	1 day
2	Production	61 days
3	Demobilization	1 day



PLEASE NOTE THE FOLLOWING BELOW REGARDING THIS SCHEDULE

This schedule is based upon 60 construction days and a start date (pending award) of late September, which would extend into the middle to late of December. This schedule is also weather dependent and more solidified dates will be provided once contracts have been issued.

Task	Group By Summary	External Milestone	Duration-only	Deadline			
Split	Rolled Up Task	Inactive Task	Manual Summary Rollup	Progress			
Milestone	Rolled Up Milestone	Inactive Milestone	Manual Summary				
Summary	Rolled Up Progress	Inactive Summary	Start-only				
Project Summary	External Tasks	Manual Task	Finish-only				

Effective 03/01/2025

Valid for 60 days. After that time, project conditions are subject to reassessment.

WEATHERPROOFING TECHNOLOGIES, INC. LINE ITEM PRICING Contract #:KPN-A-0250-D

OWNER: **DELAWARE COUNTY** Roofing & Building Envelope Services

PROJECT NAME: **COURTHOUSE PARKING GARAGE ROOF REPLACEMENT**

QUOTE # **5065629**

DATE: **8.6.25**

Bid Item Number	Description of Cost Factors	Unit of Measure	Price	Quantity	Project Amount
549	General Labor (Project Setup/Teardown)	Hour	$ 164.65	192	$ 31,612.80
63	Remove single-ply roof: ballast, and membrane only	SF	$ 1.20	33981	$ 40,777.20
27	Demolition of roof insulation, per inch of depth	SF	$ 0.50	27735.75	$ 13,867.88
48	CDX Gypsum, 1/2" x 4' x 8' - Set into adhesive	SF	$ 1.96	33981	$ 66,602.76
425	Installation of new Polyisocyanurate insulation				
428	Cold adhered	BF	$ 2.71	119500	$ 323,845.00
452	Single ply roof, Ketone Ethylene Ester, 60 mils fully adhered with bonding adhesive	SF	$ 12.58	33981	$ 427,480.98
328	Remove existing roof drain, except plumbing	Each	$ 290.59	11	$ 3,196.49
329	Install new roof 4" drain, except plumbing	Each	$ 1,288.76	11	$ 14,176.36
346	Pitch pocket, 24 gauge, GI, 6" x 6", with storm collar hemmed to outside, soldered corners and seams	Each	$ 122.09	7	$ 854.63
414	Labor Rate for Roofer (Flashings, Unit Equipment Supports, Termination Bar, Counterflashing, Walkways)	Hour	$ 187.10	722	$ 135,086.20
546	Installer (Mechanical SOW)	Hour	$ 187.10	312	$ 58,375.20
546	Installer (Electrical SOW)	Hour	$ 187.10	447	$ 83,633.70
396	Difficult access or fall restriction; surcharge	Each	15%	$ 922,414.10	$ 138,362.11
151105P	SOLARGARD SEAM SEALER 5 GL	EA	$ 462.57	4	$ 1,850.28
876450 309	TREMSEAL PRO WHITE - 30 CTG/CS	CS	$ 416.83	4	$ 1,667.32
009PTWP501	PEBBLE TREAD WALKPAD 3' X 4' X 3/4"	EA	$ 78.53	160	$ 12,564.80
8533260 503	TREMPLY KEE 60 MIL 37" X 80'	ROL	$ 1,285.87	16	$ 20,573.92
8533160 503	TREMPLY KEE 60 MIL NON-REINFD 24"X50'	ROL	$ 1,147.79	5	$ 5,738.95
8533201 805	TREMPLY KEE LV BONDING ADHESIVE 5 GL	EA	$ 518.66	14	$ 7,261.28
8533110 501	TREMPLY KEE PIPE FLASHING 1"-6" 8/CS	CS	$ 546.28	1	$ 546.28
505230C503	TREMPLY KEE/TPA COATED METAL 4' x 10'	EA	$ 498.81	2	$ 997.63
8533180 501	TREMPLY KEE STRIP-IN 6" x 100'	ROL	$ 344.34	7	$ 2,410.36
8533170 501	TREMPLY KEE T-JOINT COVERS 100/CS	CS	$ 285.65	2	$ 571.31
8533120 501	TREMPLY KEE UNIVERSAL CORNERS 20/CS	CS	$ 387.49	4	$ 1,549.95
400	Additional and occasional services Roofing supplies Discount off Retail Price List	% of Discount	13.7%		
537	Construction Distributor Material For Repair Work	Multiplier	1.15	$ 22,641.22	$ 26,037.41
	Pate Curbs	*LS*	*$ 3,132.00*	*1*	
	Termination Bar	*LS*	*$ 2,414.00*	*1*	
	Counterflashing metals	*LS*	*$ 5,720.00*	*1*	
	Filter Drier	*LS*	*$ 345.00*	*1*	
	Equipment Pad & Couplings	*LS*	*$ 170.00*	*1*	
	Duct Insulation	*LS*	*$ 485.00*	*1*	
	Pipe Portal Caps	*LS*	*$ 1,000.00*	*1*	
	Copper Tubing & Fittings	*LS*	*$ 1,000.00*	*1*	
	Electrical Conduit, Fittings, Wire & Cabling	*LS*	*$ 8,375.22*	*1*	
539	Building/Construction Superintendent	Hour	$ 205.91	440	$ 90,600.40
540	Building/Construction Manager	Hour	$ 240.29	200	$ 48,058.00
506	30 year Replacement Warranty Over 10,000 Square Feet, Inspections in years 2, 5, 10, and 15, (Standard)	SF	$ 0.60	33981	$ 20,388.60
559	R.S. Means Multiplier/Factor - Normal Hours - Prevailing Wage Rates	%	93%	$ 527,180.03	$ 490,277.43
				SUBTOTAL:	$ 2,068,965.22
534	Multiplier- City, town or county permit fee for construction project local to members location	Multiplier	1.02	$ 2,068,965.22	$ 41,379.30
553	Performance and payment bond - bonding rate (percent of project)	%	0.50%	$ 2,110,344.52	$ 10,551.72
				TOTAL PROJECT COST	**$ 2,120,896.24**

Cost Estimate Report

Date: 08/08/2025

5065629 Delaware County Parking Garage

Year 2025 Quarter 2

Unit Detail Report

Prepared By: Tim Steffen WTI

LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
Division 01	**General Requirements**				
015419500100	Crane crew, daily use for small jobs, 12-ton truck-mounted hydraulic crane, portal to portal	4.00	Day	$3,956.95	$15,827.80
015433400020	Rent aerial lift, scissor type, to 20' high, 1200 lb. capacity, electric, Incl. Hourly Oper. Cost.	20.00	Day	$249.39	$4,987.84
015433406410	Rent toilet portable chemical, Incl. Hourly Oper. Cost.	11.00	Week	$98.99	$1,088.88
Division 01	**General Requirements Subtotal**				**$21,904.52**
Division 02	**Existing Conditions**				
024119190840	Selective demolition, rubbish handling, dumpster, 40 C.Y., 10 ton capacity, weekly rental, includes one dump per week, cost to be added to demolition cost	11.00	Week	$850.00	$9,350.00
Division 02	**Existing Conditions Subtotal**				**$9,350.00**
Division 07	**Thermal and Moisture Protection**				
075216101625	Vapor Barrier - coated trilaminate reinforced SBS Modified Ply Sheet, 60 mil thick	33,981.00	S.F.	$6.78	$230,391.18
075216101625	Labor availability, shortage, add, modifications to total project cost summaries	1.00	Project	$0.68	$23,039.12
075216101625	Economic conditions, unfavorable, add, modifications to total project cost summaries	1.00	Project	$0.34	$11,519.56
075216101625	Cost adjustment factors, protection of existing work, add to construction costs for particular job requirements, maximum	1.00	Costs	$0.42	$14,272.02
075216102020	Low Odor, Two-Part, Biobased Polyurethane Adhesive	33,981.00	S.F.	$5.28	$179,419.68
075216102020	Labor availability, shortage, add, modifications to total project cost summaries	1.00	Project	$0.53	$17,941.97

LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
075216102020	Economic conditions, unfavorable, add, modifications to total project cost summaries	1.00	Project	$0.26	$8,970.98
075216102020	Cost adjustment factors, protection of existing work, add to construction costs for particular job requirements, maximum	1.00	Costs	$0.31	$10,371.00
Division 07 Thermal and Moisture Protection Subtotal					**$495,925.51**
Subtotal					**$527,180.03**
General Contractor's Markup on Subs				**0.00%**	**$0.00**
Subtotal					**$527,180.03**
General Conditions				**0.00%**	**$0.00**
Subtotal					**$527,180.03**
General Contractor's Overhead and Profit				**0.00%**	**$0.00**
Grand Total					**$527,180.03**

	* The pricing contained in this proposal is based in part on individual site-specific conditions and unique circumstances presented on each individual project, where applicable.		
	*** Multiple proposals may not be combined into one Purchase Order or Contract due to Prevailing Wage Laws.**		
	Separate Purchase Orders or Contracts will need to be issued for each Line Item Proposal.		

AGENDA ITEM NO. 10.AB

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Mareile Watson,Public Works
ITEM TYPE:	Award of Contract
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to award contract #eDPW-051425 between the County of Delaware and AJM Electric Inc. for the Lighting and Security Improvements at the New County Park, commonly referred to as Little Flower Open Space in Darby Borough in an amount not to exceed $310,746.00. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	4662-9505-704001
ESTIMATED/ACTUAL COST OF REQUEST:	$310,746.00
FUNDING SOURCE:	Grant
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	

ATTACHMENTS:
C000085639-LPC_executed contract.pdf
Form of Contract - AJM Electric.pdf

Contract No: **C000085639**

COMMONWEALTH OF PENNSYLVANIA
COMMONWEALTH FINANCING AUTHORITY

LOCAL SHARE ACCOUNT GRANT CONTRACT

This Contract, is entered into by and between the Commonwealth of Pennsylvania (the "Commonwealth"), acting through the Commonwealth Financing Authority (the "Grantor"), and

DELAWARE COUNTY
201 West Front Street
Media PA 19063

(the "Grantee").

BACKGROUND:

Sections 13A63, 13B20.5, 13B52, 13B53, 13C63, 1403, and 4103 of the Act of July 5, 2004 (P.L. 572, No. 71), known as the PA Race Horse Development and Gaming Act (the "Act"), as amended by the Act of November 1, 2006 (P.L. 1243, No. 135), the Act of January 7, 2010 (P.L. 1, No. 1), and the Act of October 30, 2017 (P.L. 419, No. 42), authorizes the Commonwealth Financing Authority to make direct grants to the municipalities, counties, economic development authorities, redevelopment authorities and other eligible entities located within counties of the third class and counties of the fifth through eighth class for eligible activities based upon the category of licensed facility, the type of racetrack at the licensed facility, and the county classification; and

The General Assembly of the Commonwealth has appropriated funds to the Grantor to carry out the provisions of the Act.

NOW, THEREFORE, in consideration of the foregoing, and subject to the conditions contained herein, the parties hereto intending to be legally bound hereby, do covenant and agree for themselves, their respective successors and assignees as follows:

ARTICLE I
AMOUNT OF THE CONTRACT

Subject to the terms of this Grant, the Grantor hereby makes available to the Grantee out of funds appropriated a grant in the sum of **THREE HUNDRED TWENTY SIX THOUSAND, FIVE HUNDRED TWENTY EIGHT DOLLARS ($326,528.00) AND NO CENTS------** or such portion thereof as may be required by the Grantee and authorized by the Grantor, subject to the condition that it shall be used by the Grantee to carry out the activities described in the application submitted by the Grantee and as approved by the Grantor, and which is incorporated herein by reference. In addition, this Grant shall be

subject to Appendix A, Project Description and Special Conditions, and Appendix B, Budget Summary, which are attached hereto and incorporated herein.

ARTICLE II
EFFECTIVE DATES

The term of this Grant shall commence on the Effective Date (as defined below) and shall end on **JUNE 30, 2026**, subject to the other provisions of this Grant.

The Effective Date shall be the date the fully executed Grant is sent to the Grantee. A fully executed contract is one that has been signed by the Grantee and by the Grantor and contains all approvals required by Commonwealth contracting procedures.

This Grant is not binding in any way, nor will the Commonwealth be bound, until this document has been fully executed and sent to the Grantee. Any cost incurred by the Grantee prior thereto are incurred at the Grantee's risk.

ARTICLE III
PAYMENT PROVISIONS AND FISCAL RESPONSIBILITIES

(a) The Grantor agrees to pay the Grantee for eligible project costs incurred under this Grant between **MARCH 16, 2023** and **JUNE 30, 2026** (the "Grant Activity Period") as follows:

(1) Subject to the availability of state funds and other terms and conditions of this Grant, the Grantor will reimburse the Grantee based upon the Grantor's determination of the Grantee's needs and in accordance with the proposed budget as set forth in Appendix B.

The Grantor may pay the Grantee for eligible project costs at intervals to be determined by the Grantor. Under no circumstances shall the Commonwealth or the Grantor be liable for any expenditure exceeding the amount stated in this Grant or amendments hereto.

The Grantor shall have the right to disapprove any expenditure made by the Grantee which is not in accordance with the terms of this Grant and the Grantor may adjust payment to the Grantee accordingly.

(2) Initial payments to the Grantee to perform the activities under this Grant and all other payments shall be made on invoice forms and in accordance with instructions provided by the Grantor.

To receive payments under this Grant, the Grantee shall submit requests for payment based on the Grantee's estimate of expenditures, at intervals as determined by the Grantee to meet disbursement needs. Unless otherwise instructed by the Grantor, this estimate may not exceed the current disbursement needs of the Grantee in order that the amount of cash on hand and available to the Grantee is as close to daily needs as administratively feasible. The Grantor may, however, set a minimum payment level or amount for each request for payment.

(b) Conditions for Payment:

(1) Grant payments under this Grant shall be conditioned upon the completion of any Special Conditions set forth in Appendix A or otherwise incorporated into this Grant.

(2) Costs allocated to program administration shall be limited to those set forth in the project budget or as otherwise revised in accordance with the amendment provisions of this Grant set forth in the Article entitled Amendments and Modifications.

(3) Payment by the Commonwealth and all other terms of this Grant are subject to the effect of any federal deficit reduction legislation upon the availability of funds awarded by this Grant.

(c) The Grantee shall charge to the project account all approved costs of the project. All such costs, including activities contributed by the Grantee or others and charged to the project account, shall be supported by properly executed vouchers or other records indicating in proper detail the nature and propriety of the charge.

(d) Conditions for Repayment of Grant Funds:

(1) Misuse or Failure to Use Funds.

(A) The Grantee agrees that it will use the funds granted hereunder, or as much as may be necessary, to carry out the aforesaid project in accordance with the terms of this Grant. If after all or any part of the funds has been paid to the Grantee and the Grantee shall fail to carry out the activities, the Grantee shall repay the Grantor the funds theretofore paid.

(B) If the Grantee does not use all or a portion of the funds paid under the terms of this Grant for purposes of and in accordance with this Grant, the Grantee shall be liable to the Grantor for the amount of funds unused or improperly used and shall return said funds to the Grantor.

(C) In the event the Grantor shall be entitled to repayment of all or a portion of the funds granted herein, the repayment shall include all interest, income, accumulations and the monetary equivalent of

any appreciation in value of any property (real, personal or mixed) purchased with the funds granted them. A check shall be written, payable to the Commonwealth of Pennsylvania, and forwarded to the Grantor for: (1) the principal and (2) the total of any such interest, income, accumulations or appreciation in value.

(2) Violation of the Prohibition of Illegal Alien Labor on Assisted Projects Act.

In the event that the Grantee

(i) knowingly employs, or knowingly permits any of its subcontractors to knowingly employ, the labor services of an illegal alien on activities funded in whole or in part by grants or loans issued by an executive agency of the Commonwealth of Pennsylvania; and

(ii) the Grantee or any of its subcontractors are sentenced under Federal law for an offense involving knowing use of labor by an illegal alien on activities funded in whole or in part by grants or loans issued by an executive agency of the Commonwealth of Pennsylvania,

the Grantee shall repay to the Grantor all grant funds received by the Grantee from the Grantor pursuant to this Grant. A check shall be written, payable to the Commonwealth of Pennsylvania, and forwarded to the Grantor.

ARTICLE IV
BONDING, INSURANCE AND TAX LIABILITY REQUIREMENTS

(a) Hold Harmless:

The Grantee shall hold the Commonwealth harmless from and indemnify the Commonwealth against any and all claims, demands and actions based or arising out of any activities performed by the Grantee and its employees and agents under this Grant; and shall defend any and all actions brought against the Commonwealth based upon any such claims or demands. It is understood and agreed that the Grantee's standard liability insurance policies shall protect, or shall be endorsed to protect, the Commonwealth from claims of bodily injury and/or property damage arising out of any activities performed by the Grantee or its employees or agents under this Grant, including business and non-business invitees, and their property and all other property sustaining damage as a direct or indirect result of the execution of this project when validly present on Grantee's premises whether or not actually engaged in the project at the time the claim inures. Such policies shall not include any provision limiting then existing sovereign immunity of the Commonwealth or of its agents or employees. Upon request, the Grantee shall furnish to the Grantor proof of insurance as required by this paragraph.

(b) Other Liability Requirements:

The Grantee shall provide workers' compensation insurance where the same is required and shall accept full responsibility for the payment of premiums for workers' compensation and social security and any other taxes or payroll deductions required by law for its employees who are performing activities specified by this Grant.

ARTICLE V
COMPLIANCE WITH APPLICABLE STATUTES AND REGULATIONS

All activities authorized by this Grant shall be performed in accordance with applicable statutes, regulations, conditions, directives, guidelines and such additional requirements as may be attached hereto as Appendix C or are otherwise provided by the Grantor. The Grantee acknowledges that this Grant is subject to all requirements set forth herein and further agrees that it will comply with future requirements determined by the Grantor as necessary.

(a) Compliance with State Statutes and Regulations:

The Grantee also agrees to comply with all applicable state statutes and regulations.

(b) Nondiscrimination/Sexual Harassment Provisions:

The Grantee agrees:

(1) In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act (PHRA) and applicable federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.

(2) The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.

(3) Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable

federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.

(4) Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the Public Employee Relations Act, Pennsylvania Labor Relations Act or National Labor Relations Act, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.

(5) The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.

(6) The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.

(7) The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to Title VII of the Civil Rights Act of 1964, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

(8) The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.

(9) The Grantee's and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.

(10) The Commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

(c) Compliance with the State Contractor Responsibility Program:

For the purpose of these provisions, the term Contractor is defined as any person, including, but not limited to, a bidder, offeror, loan recipient, grantee or lessor, who has furnished or performed or seeks to furnish or perform, goods, supplies, services, leased space, construction or other activity, under a contract, grant, lease, purchase order or reimbursement agreement with the Commonwealth of Pennsylvania (Commonwealth). The term Contractor includes a permittee, licensee, or any agency, political subdivision, instrumentality, public authority, or other public entity in the Commonwealth.

(1) The Contractor certifies, in writing, for itself and its subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this Bid/Contract, that neither the Contractor, nor any such subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot so certify, then it agrees to submit, along with its Bid/Contract, a written explanation of why such certification cannot be made.

(2) The Contractor also certifies, in writing, that as of the date of its execution of this Bid/Contract it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.

(3) The Contractor's obligations pursuant to these provisions are ongoing from and after the effective date of the Contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to

inform the Commonwealth if, at any time during the term of the Contract, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best knowledge of the Contractor, any of its subcontractors are suspended or debarred by the Commonwealth, the federal government, or any other state or governmental entity. Such notification shall be made within 15 days of the date of suspension or debarment.

(4) The failure of the Contractor to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the federal government shall constitute an event of default of the Contract with the Commonwealth.

(5) The Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the contractor. Such costs shall include, but shall not be limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.

(6) The Contractor may search the current list of suspended and debarred Commonwealth contractors by visiting the eMarketplace website at http://www.emarketplace.state.pa.us and clicking the Debarment List tab.

(d) Compliance with the Offset Provision for Commonwealth Grants:

The Grantee agrees that the Commonwealth may set off the amount of any state tax liability or other debt of the Grantee or its subsidiaries that is owed to the Commonwealth and is not being contested on appeal, against any payments due the Grantee under this or any other contract with the Commonwealth.

(e) Compliance with The Americans with Disabilities Act:

For the purpose of these provisions, the term contractor is defined as any person, including, but not limited to, a bidder, offeror, supplier, or grantee, who will furnish or perform or seeks to furnish or perform, goods, supplies, services, construction or other activity, under a purchase order, contract, or grant with the Commonwealth of Pennsylvania (Commonwealth).

During the term of this agreement, the contractor agrees as follows:

(1) Pursuant to federal regulations promulgated under the authority of the Americans with Disabilities Act, 28 C. F. R. § 35.101 et seq., the contractor understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in this

agreement or from activities provided for under this agreement. As a condition of accepting and executing this agreement, the contractor agrees to comply with the "General Prohibitions Against Discrimination," 28 C. F. R. § 35.130, and all other regulations promulgated under Title II of the Americans with Disabilities Act which are applicable to the benefits, services, programs, and activities provided by the Commonwealth through contracts with outside contractors.

(2) The contractor shall be responsible for and agrees to indemnify and hold harmless the Commonwealth from all losses, damages, expenses, claims, demands, suits, and actions brought by any party against the Commonwealth as a result of the contractor's failure to comply with the provisions of paragraph 1.

(f) Compliance with Anti-Pollution Regulations:

The Grantee and its subcontractors agree that in the performance of their obligations under this Grant they shall minimize pollution and shall strictly comply with all applicable environmental laws and regulations.

(g) Contractor Integrity Provisions:

It is essential that those who seek to contract with the Commonwealth of Pennsylvania (“Commonwealth”) observe high standards of honesty and integrity. They must conduct themselves in a manner that fosters public confidence in the integrity of the Commonwealth contracting and procurement process.

(1) Definitions. For purposes of these Contractor Integrity Provisions, the following terms shall have the meanings found in this Section:

(A) “Affiliate” means two or more entities where:

(i) a parent entity owns more than fifty percent of the voting stock of each of the entities; or

(ii) a common shareholder or group of shareholders owns more than fifty percent of the voting stock of each of the entities; or

(iii) the entities have a common proprietor or general partner.

(B) “Consent” means written permission signed by a duly authorized officer or employee of the Commonwealth, provided that where the material facts have been disclosed, in writing, by prequalification, bid, proposal, or contractual terms, the

Commonwealth shall be deemed to have consented by virtue of the execution of this contract.

(C) "Contractor" means the individual or entity that has entered into this contract with the Commonwealth.

(D) "Contractor Related Parties" means any affiliates of the Contractor and the Contractor's executive officers, Pennsylvania officers and directors, or owners of 5 percent or more interest in the Contractor.

(E) "Financial Interest" means either:

(i) Ownership of more than a five percent interest in any business; or

(ii) Holding a position as an officer, director, trustee, partner, employee, or holding any position of management.

(F) "Gratuity" means tendering, giving, or providing anything of more than nominal monetary value including, but not limited to, cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. The exceptions set forth in the Governor's Code of Conduct, Executive Order 1980-18, the 4 Pa. Code §7.153(b), shall apply.

(G) "Non-bid Basis" means a contract awarded or executed by the Commonwealth with Contractor without seeking bids or proposals from any other potential bidder or offeror.

(2) In furtherance of this policy, Contractor agrees to the following:

(A) Contractor shall maintain the highest standards of honesty and integrity during the performance of this contract and shall take no action in violation of state or federal laws or regulations or any other applicable laws or regulations, or other requirements applicable to Contractor or that govern contracting or procurement with the Commonwealth.

(B) Contractor shall establish and implement a written business integrity policy, which includes, at a minimum, the requirements of these provisions as they relate to the Contractor activity with the

Commonwealth and Commonwealth employees and which is made known to all Contractor employees. Posting these Contractor Integrity Provisions conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the contract services are performed shall satisfy this requirement.

(C) Contractor, its affiliates, agents, employees and anyone in privity with Contractor shall not accept, agree to give, offer, confer, or agree to confer or promise to confer, directly or indirectly, any gratuity or pecuniary benefit to any person, or to influence or attempt to influence any person in violation of any federal or state law, regulation, executive order of the Governor of Pennsylvania, statement of policy, management directive or any other published standard of the Commonwealth in connection with performance of work under this contract, except as provided in this contract.

(D) Contractor shall not have a financial interest in any other contractor, subcontractor, or supplier providing services, labor, or material under this contract, unless the financial interest is disclosed to the Commonwealth in writing and the Commonwealth consents to Contractor's financial interest prior to Commonwealth execution of the contract. Contractor shall disclose the financial interest to the Commonwealth at the time of bid or proposal submission, or if no bids or proposals are solicited, no later than Contractor's submission of the contract signed by Contractor.

(E) Contractor certifies to the best of its knowledge and belief that within the last five (5) years Contractor or Contractor Related Parties have not:

(i) been indicted or convicted of a crime involving moral turpitude or business honesty or integrity in any jurisdiction;

(ii) been suspended, debarred or otherwise disqualified from entering into any contract with any governmental agency;

(iii) had any business license or professional license suspended or revoked;

(iv) had any sanction or finding of fact imposed as a result of a judicial or administrative proceeding related to fraud,

extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust; and

(v) been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency and/or civil anti-trust investigation by any federal, state or local prosecuting or investigative agency.

If Contractor cannot so certify to the above, then it must submit along with its bid, proposal or contract a written explanation of why such certification cannot be made and the Commonwealth will determine whether a contract may be entered into with the Contractor. The Contractor's obligation pursuant to this certification is ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to immediately notify the Commonwealth in writing if at any time during the term of the contract if becomes aware of any event which would cause the Contractor's certification or explanation to change. Contractor acknowledges that the Commonwealth may, in its sole discretion, terminate the contract for cause if it learns that any of the certifications made herein are currently false due to intervening factual circumstances or were false or should have been known to be false when entering into the contract.

(F) Contractor shall comply with the requirements of the Lobbying Disclosure Act (65 Pa.C.S. §13A01 et seq.) regardless of the method of award. If this contract was awarded on a Non-bid Basis, Contractor must also comply with the requirements of the Section 1641 of the Pennsylvania Election Code (25 P.S. §3260a).

(G) When Contractor has reason to believe that any breach of ethical standards as set forth in law, the Governor's Code of Conduct, or these Contractor Integrity Provisions has occurred or may occur, including but not limited to contact by a Commonwealth officer or employee which, if acted upon, would violate such ethical standards, Contractor shall immediately notify the Commonwealth contracting officer or the Office of the State Inspector General in writing.

(H) Contractor, by submission of its bid or proposal and/or execution of this contract and by the submission of any bills, invoices or

requests for payment pursuant to the contract, certifies and represents that it has not violated any of these Contractor Integrity Provisions in connection with the submission of the bid or proposal, during any contract negotiations or during the term of the contract, to include any extensions thereof. Contractor shall immediately notify the Commonwealth in writing of any actions for occurrences that would result in a violation of these Contractor Integrity Provisions. Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of the State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.

(I) Contractor shall cooperate with the Office of the State Inspector General in its investigation of any alleged Commonwealth agency or employee breach of ethical standards and any alleged Contractor non-compliance with these Contractor Integrity Provisions. Contractor agrees to make identified Contractor employees available for interviews at reasonable times and places. Contractor, upon the inquiry or request of an Inspector General, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Office of the State Inspector General to Contractor's integrity and compliance with these provisions. Such information may include, but shall not be limited to, Contractor's business or financial records, documents or files of any type or form that refer to or concern this contract. Contractor shall incorporate this paragraph in any agreement, contract or subcontract it enters into in the course of the performance of this contract/agreement solely for the purpose of obtaining subcontractor compliance with this provision. The incorporation of this provision in a subcontract shall not create privity of contract between the Commonwealth and any such subcontractor, and no third party beneficiaries shall be created thereby.

(J) For violation of any of these Contractor Integrity Provisions, the Commonwealth may terminate this and any other contract with Contractor, claim liquidated damages in an amount equal to the value of anything received in breach of these Provisions, claim

damages for all additional costs and expenses incurred in obtaining another contractor to complete performance under this contract, and debar and suspend Contractor from doing business with the Commonwealth. These rights and remedies are cumulative, and the use or non-use of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth may have under law, statute, regulation, or otherwise.

(h) Compliance with the Prohibition of Illegal Alien Labor on Assisted Projects Act.

Pursuant to the Act of May 11, 2006 (P.L. 173, No. 43), known as the Prohibition of Illegal Alien Labor on Assisted Projects Act, the Grantee shall not knowingly employ, or knowingly permit any of its subcontractors to knowingly employ, the labor services of an illegal alien on activities funded in whole or in part by a grant or loan issued by an executive agency of the Commonwealth of Pennsylvania.

In the event that the Grantee

(A) knowingly employs, or knowingly permits any of its subcontractors to knowingly employ, the labor services of an illegal alien on activities funded in whole or in part by grants or loans issued by an executive agency of the Commonwealth of Pennsylvania; and

(B) the Grantee or any of its subcontractors are sentenced under Federal law for an offense involving knowing use of labor by an illegal alien on activities funded in whole or in part by grants or loans issued by an executive agency of the Commonwealth of Pennsylvania,

the Grantee shall:

(A) repay to the Grantor all grant funds received by the Grantee from the Grantor pursuant to this Grant, and

(B) be ineligible to apply for any Commonwealth grant or loan for a period of two years.

(i) Right to Know Law Provisions

(1) The Grantee or Subgrantee understands that the Grant Agreement and records related to or arising out of the Grant Agreement are subject to requests made pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, (“RTKL”). For the purpose of these provisions, the term “the Commonwealth” shall refer to the Commonwealth Financing Authority.

(2) If the Commonwealth needs the Grantee's or Subgrantee's assistance in any matter arising out of the RTKL related to this Grant Agreement, it shall notify the Grantee or Subgrantee using the legal contact information provided in the Grant Agreement. The Grantee or Subgrantee, at any time, may designate a different contact for such purpose upon reasonable prior written notice to the Commonwealth.

(3) Upon written notification from the Commonwealth that it requires Grantee's or Subgrantee's assistance in responding to a request under the RTKL for information related to this Grant Agreement that may be in Grantee's or Subgrantee's possession, constituting, or alleged to constitute, a public record in accordance with the RTKL ("Requested Information"), Grantee or Subgrantee shall:

(A) Provide the Commonwealth, within ten (10) calendar days after receipt of written notification, access to, and copies of, any document or information in Grantee's or Subgrantee's possession arising out of this Grant Agreement that the Commonwealth reasonably believes is Requested Information and may be a public record under the RTKL; and

(B) Provide such other assistance as the Commonwealth may reasonably request, in order to comply with the RTKL with respect to this Grant Agreement.

(4) If Grantee or Subgrantee considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, or other information that Grantee or Subgrantee considers exempt from production under the RTKL, Grantee or Subgrantee must notify the Commonwealth and provide, within seven (7) calendar days of receiving the written notification, a written statement signed by a representative of Grantee or Subgrantee explaining why the requested material is exempt from public disclosure under the RTKL.

(5) The Commonwealth will rely upon the written statement from Grantee or Subgrantee in denying a RTKL request for the Requested Information unless the Commonwealth determines that the Requested Information is clearly not protected from disclosure under the RTKL. Should the Commonwealth determine that the Requested Information is clearly not exempt from disclosure, Grantee or Subgrantee shall provide the Requested Information within five (5) business days of receipt of written notification of the Commonwealth's determination.

(6) If Grantee or Subgrantee fails to provide the Requested Information within the time period required by these provisions, Grantee or Subgrantee shall indemnify and hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of Grantee's or Subgrantee's failure, including any statutory damages assessed against the Commonwealth.

(7) The Commonwealth will reimburse Grantee or Subgrantee for any costs associated with complying with these provisions only to the extent allowed under the fee schedule established by the office of Open Records or as otherwise provided by the RTKL if the fee schedule is inapplicable.

(8) Grantee or Subgrantee may file a legal challenge to any Commonwealth decision to release a record to the public with the Office of Open Records, or in the Pennsylvania Courts, however, Grantee or Subgrantee shall indemnify the Commonwealth for any legal expenses incurred by the Commonwealth as a result of such a challenge and shall hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of Grantee's or Subgrantee's failure, including any statutory damages assessed against the Commonwealth, regardless of the outcome of such legal challenge. As between the parties, Grantee or Subgrantee agrees to waive all rights or remedies that may be available to it as a result of the Commonwealth's disclosure of Requested Information pursuant to the RTKL.

(9) The Grantee's or Subgrantee's duties relating to the RTKL are continuing duties that survive the expiration of this Grant Agreement and shall continue as long as the Grantee or Subgrantee has Requested Information in its possession.

ARTICLE VI
ASSIGNMENT, TRANSFER, COLLATERAL USE

This Grant shall be binding upon and inure to the benefit of the Grantor, the Grantee, and their respective successors and assigns, except that the Grantee may not assign or transfer its rights hereunder without the prior written consent of the Grantor. Approval of an assignment does not establish any legal relationship between the Commonwealth or the Grantor and any other third party, and under no circumstances shall the Commonwealth be held liable for any act or omission committed pursuant to such an assignment.

ARTICLE VII
INDEPENDENT CONTRACTOR

Notwithstanding anything contained herein to the contrary, the rights and duties hereby granted to and assumed by the Grantee are those of an independent contractor only. Nothing contained herein shall be so construed as to create an employment, agency or partnership relationship between the Grantor and the Grantee.

ARTICLE VIII
INTEREST OF PARTIES AND OTHERS

No officer, member, employee, independent contractor or elected official of the Authority and no member of its governing body who exercises any functions or responsibilities in the review or approval of activities being performed under this Grant shall participate in any decision relating to this Grant which affects his/her personal

interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested. Nor shall any such officer, member, elected official or employee of the Commonwealth or any member of its governing body have any interest direct or indirect in this Grant or the proceeds thereof.

The Grantee covenants that the Grantee (including directors, officers, members and employees of the Grantee) presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of activities required to be performed under this Grant. The Grantee further covenants that no person having any such interest shall be employed in the performance of activities for this Grant.

The Grantee represents and warrants that no elected state official or any employee of the Grantor or a member of such elected state official's or the Grantor's employee's immediate family (parent, spouse, domestic partner, child, brother or sister, daughter-in-law or son-in-law, or grandchild), or any entity in which any such person shall have an ownership interest of 5% or greater, or in which entity such person shall have a controlling interest, has received or will receive a direct or indirect pecuniary benefit from or as a result of the full execution of this Grant. Further, the Grantee represents and warrants that it has not and will not enter into any contract for goods or services with the persons enumerated above using any funds made available to Grantee under this Grant.

ARTICLE IX
SUBCONTRACTS

The Grantee shall not execute or concur in any subcontract with any person or entity in any respect concerning the activities herein without prior written approval of the Grantor. Such prior written approval shall not be required for the purchase by the Grantee of articles, supplies, equipment and activities which are both necessary for and merely incidental to the performance of the work required under this Grant. The Grantee shall not execute or concur in any subcontract declared disapproved by the Grantor. A subcontractor shall be automatically disapproved, without a declaration from the Grantor, if the subcontractor is currently or becomes suspended or debarred by the Commonwealth or the federal government. In any event, the Grantee shall be responsible for the quantity and quality of the performance of any of its subcontracts.

All subcontracts must contain provisions of nondiscrimination/sexual harassment as specified in the Article entitled Compliance with Applicable Statutes and Regulations, subsection (b). In addition, all subcontracts involving the pass through of Grant funds to subrecipients must include the contract closeout requirements contained in the Article entitled Contract Closeout Requirements. The Grantee is responsible for ensuring that copies of cancelled checks are received from subcontractors verifying the payment of eligible project costs incurred in accordance with the terms of this Contract, and, in the event that the Commonwealth audits this Contract, for resolving any findings contained in any audit reports. All costs deemed unallowable in any audit report involving the pass through of Grant funds to subrecipients are required to be returned to the Grantor through the Grantee.

ARTICLE X

BIDDING REQUIREMENTS

If the Grantee is a political subdivision or other entity for which open and competitive bidding procedures have been established by law, the Grantee shall comply with those procedures if they are applicable to the project being funded with the grant funds. Otherwise, the Grantee shall comply with open and competitive bidding procedures in awarding any and all grants, subgrants, contracts, subcontracts or other agreements in excess of $10,000.00 for construction, reconstruction, demolition, alteration and/or repair, for acquisition of machinery and equipment, or for engagement of the services of a professional consultant, when said grants, subgrants, contracts, subcontracts or other agreements are funded in whole or at least 50% in part with funds made available under this Grant. The Grantor may require the Grantee to submit proof of compliance with said procedures, and failure to provide such proof to the satisfaction of the Grantor may result in termination of the Grant and repayment of all or a portion of the funds available under this Grant. Upon written request and for good cause shown, the Grantor may, at the Grantor's sole discretion, permit the Grantee to use an alternative procedure for solicitation of bids not inconsistent with law.

ARTICLE XI
RECORDS

The Grantee, using accepted procedures, shall maintain at its principal office or place of business complete and accurate records and accounts including documents, correspondence and other evidence pertaining to costs and expenses of this Grant, and reflecting all matters and activities covered by this Grant.

At any time during normal business hours and as often as the Grantor deems necessary, the Grantee shall make available for inspection by the Grantor, the Commonwealth Auditor General, the Commonwealth Attorney General, or the Comptroller General of the United States, or their duly authorized representative, all of its records with respect to all matters covered by this Grant and will permit the Grantor to audit, examine and make copies of such records.

All required records shall be maintained by the Grantee for a period of five (5) years from the date of final audit or close out of this Grant by the Grantor, except in those cases where unresolved audit questions may require maintaining some or all records for a longer period. In such event, records shall be maintained until all pending matters are resolved.

ARTICLE XII
PROGRESS REPORTS

The Grantee and its subcontractors shall furnish to the Grantor such progress reports in such form and quantity as the Grantor may from time to time require, including, but not limited to, status reports of the project, project account statements, certificates, approvals, proposed budgets, invoices, copies of all contracts executed and proposed, employment placements, follow-up reports and any and all other information relative to the Grant as may be requested. The Grantor or its representative shall have the right to make reasonable inspections to monitor the Grantee's performance under this Grant.

In the event that the Grantor determines that the Grantee or its subcontractor(s) has not furnished such reports as required by the Grantor, the Grantor, by giving written notice to the Grantee, may suspend payments under this Grant until such time as the required reports are submitted.

ARTICLE XIII
ACKNOWLEDGMENT OF COMMONWEALTH ASSISTANCE

Any publication concerning a project financed by the Grantor will acknowledge Commonwealth financial assistance as follows:

"This Project was financed *[in part]* by a grant from the Commonwealth of Pennsylvania, Commonwealth Financing Authority." Signs acknowledging said Commonwealth financial assistance or administrative participation will be erected in the project area as soon as possible after the effective date of this Grant. Acknowledgment of Commonwealth financial assistance may be combined with acknowledgment of other funding sources on project signs or in project publications.

ARTICLE XIV
CONTRACT CLOSEOUT REQUIREMENTS

Unless otherwise directed in writing by the Grantor, the Grantee shall, within 45 days of the Grantee's receipt of the final payment of grant funds under this Contract, submit copies of cancelled checks verifying the payment of eligible project costs incurred in accordance with the terms of this Contract and copies of cancelled checks verifying the expenditure of any required matching funds.

All terms and conditions of this Contract will remain in effect and be binding upon the parties thereto until all cancelled checks, totaling the entire amount of grant funds received by the Grantee under this Contract and the entire amount of required matching funds, are submitted and accepted by the Grantor.

The Commonwealth reserves the right for state agencies or their authorized representative to perform audits of a financial or performance nature if deemed necessary. The costs for any such work performed by the state or federal agencies will be borne by those agencies at no additional expense to the Grantee. In the event that the Commonwealth audits this Contract, all costs deemed unallowable in any audit report are required to be returned by the Grantee to the Grantor.

ARTICLE XV
TEMPORARY SUSPENSION OF THE CONTRACT

Upon written notice and at any time during the period covered under this Grant, the Grantor may suspend payments and/or request suspension of all or any part of the Grant activities. The Grantor may give such notice to suspend for the following reasons:

(a) Violations of laws and regulations, audit exceptions, misuse of funds, failure to submit required reports or when responsible public officials or private citizens make allegations of mismanagement, malfeasance or criminal activity.

(b) When, in the opinion of the Grantor, the activities cannot be continued in such manner as to adequately fulfill the intent of statute or regulations due to act of God, strike or disaster.

During the term of suspension, the Grantor and Grantee shall retain and hold available any and all funds previously approved for application to the activities. During this period all such funds held by the Grantee shall be placed in an interest bearing program expenditures account. The Grantee may not expend any such funds during the period that the Grant is suspended except pursuant to order of a court of competent jurisdiction. The Grantee shall have the right to cure any default or other circumstance that is the basis for suspension of this Grant within a reasonable period of time.

This Grant is also conditioned upon complete performance by the Grantee of past agreements or contracts between the Grantor and the Grantee. Complete performance includes the Grantee's timely submission of the required final audit of past agreements or contracts to the Grantor. In the event that the Grantor determines that there has been incomplete performance of past agreements or contracts by the Grantee, the Grantor, by giving written notice to the Grantee, will suspend payments under this Grant until such time as the Grantee has fulfilled its obligations under past agreements or contracts to the satisfaction of the Grantor. When the Grantee has fulfilled its obligation under past agreements or contracts to the Grantor's satisfaction, the Grantor will resume payments under this Grant.

ARTICLE XVI
TERMINATION OF THE CONTRACT

The Grantor may terminate this Grant at any time for its convenience or for any other reason if it determines that termination is in its best interests, or is otherwise appropriate, by giving written notice to the Grantee of such termination and specifying the effective date thereof. Termination pursuant to this section shall not be applicable to funds that the Grantee is legally or contractually obligated to pay as a result of project activities entered into prior to the date that it receives written notice of termination. All grant monies not legally or contractually obligated, plus accrued interest, shall be returned to the Grantor on or before the effective date of termination and all project records shall be made available to the Grantor.

ARTICLE XVII
ENTIRE AGREEMENT

This Grant, when signed by all the parties hereto, constitutes the full and complete understanding and agreement of the parties of its express terms as provided above.

No provision of this Grant shall be construed in any manner so as to create any rights in third parties not party to this Grant. It shall be interpreted solely to define specific duties and responsibilities between the Grantor and the Grantee and shall not provide any basis for claims of any other individual, partnership, corporation, organization or municipal entity.

ARTICLE XVIII
AMENDMENTS AND MODIFICATIONS

A properly executed Grant amendment is required to change the termination date of this Grant, to change the Grant Activity Period, to amend the grant amount or to make major changes in the approved program scope, objectives or methods. Such an amendment must be executed if there is a significant change in the activities to be conducted under this Grant. Other revisions to the Project Description or Budget may be made upon written approval from the Grantor after prior written request of the Grantee; provided, the request is made by the Grantee and approved by the Grantor prior to the termination or expiration of the Grant.

ARTICLE XIX
SEVERABILITY

Should any section or any part of any section of this Grant be rendered void, invalid or unenforceable by any court of law, for any reason, such a determination shall not render void, invalid, or unenforceable any other section or part of any section of this Grant.

ARTICLE XX
CONSTRUCTION

This Grant shall be interpreted and construed in accordance with federal law, where applicable, and with the laws of the Commonwealth. All of the terms and conditions of this Grant are expressly intended to be construed as covenants as well as conditions. The titles of the sections and subsections herein have been inserted as a matter of convenience and reference only and shall not control or affect the meaning or construction of any of the terms or provisions herein.

ARTICLE XXI
NONWAIVER OF REMEDIES

No delay or failure on the part of the Grantor in exercising any right, power or privilege hereunder shall affect such right, power or privilege; nor shall any single or partial exercise thereof or any abandonment, waiver, or discontinuance of steps to enforce such a right, power or privilege preclude any other or further exercise thereof, or the exercise of any other right, power or privilege. The rights and remedies of the Grantor hereunder are cumulative and concurrent and not exclusive of any rights or remedies which it might otherwise have. The Grantor shall have the right at all times to enforce the provisions of this Grant in accordance with the terms hereof notwithstanding any conduct or custom on the part of the Grantor in refraining from so doing at any time or times. The failure of the Grantor at any time or times to enforce its rights under such provisions, in accordance with the same, shall not be construed as having created a custom in any way or manner contrary to specific provisions of this Grant or as having in any way or manner modified or waived the same.

[Remainder of page left intentionally blank.]

IN WITNESS WHEREOF the parties hereunto have set their hands and seals on:

WITNESS:

DELAWARE COUNTY

For Authority signatures only
↓

GRANTEE: Please sign & complete at "X's" only
↓

Commonwealth Financing Authority

X "[Signature Affixed Electronically – see last page]"

"[Signature Affixed Electronically – see last page]"
Executive Director

X "[Signature Affixed Electronically – see last page]"

For Commonwealth signatures only
↓

Approved as to Legality and Form

"[Signature Affixed Electronically – see last page]"
Authority Counsel

"[Signature Affixed Electronically – see last page]"
Office of Attorney General

Commonwealth Financing Authority
Harrisburg PA, 17120

April 27, 2023

Dr. Monica Taylor, Chair
Delaware County
201 West Front Street
Media, PA 19063

RE: Local Share Account Program ($326,528)
Woodborne Mansion Security Installation Project

Dear Chair Taylor:

I am pleased to inform Delaware County *(the "Applicant")* that the Commonwealth Financing Authority *(the "CFA")*, at its meeting held March 16, 2023, approved your application *(the "Application")* for a grant in the amount of THREE HUNDRED TWENTY-SIX THOUSAND FIVE HUNDRED TWENTY-EIGHT DOLLARS ($326,528) *(the "Grant"*). The Application has been approved based upon and in accordance with the terms and the representations made therein.

The grant will be used for construction and engineering costs associated with the Woodborne Mansion Security Installation Project (*the "Project")* located in Darby Borough, Delaware County, Pennsylvania.

This Grant offer is subject to the following conditions:

1. The Applicant must provide the CFA with copies of all executed contracts for all Project-related work to be performed. All contracts must contain the nondiscrimination/sexual harassment provision enclosed as Exhibit A, a certificate of insurance, and performance and payment bonds.

2. Prevailing wage requirements are generally applicable to projects using grant funds toward construction, demolition, reconstruction, alteration, repair work, renovations, build-out, and installation of machinery and equipment in excess of $25,000. Any questions as to prevailing wage obligations and whether they apply to your project should be directed to the Bureau of Labor Law Compliance at (717) 787-0606. Exhibit B provides additional information regarding the Pennsylvania Prevailing Wage Act.

3. The Applicant must provide the CFA with satisfactory evidence that all taxes and other monies due and owing to the Commonwealth of Pennsylvania are paid current, unless any of said taxes or other payments are being contested, in which case, the CFA may require that funds be escrowed to pay said taxes or other payments in the event of any adverse decision.

4. Once the Applicant has agreed to the terms of this commitment letter and the grant agreement, the Applicant may begin incurring costs associated with the Project as of the date of CFA approval, which is March 16, 2023.

5. The Applicant must comply with Local Share Account Program Guidelines, which may be viewed at dced.pa.gov.

6. The Applicant is responsible for seeking competitive bids for all work conducted with the Grant funds. In addition, the Applicant must comply with all applicable federal, state and local laws and regulations dealing with bidding and procurement, if applicable.

7. The CFA reserves the right to approve or reject contracts between the Applicant and consultants or contractors for work that will be paid for with Grant funds.

8. The Applicant may not make or authorize any substantial change in an approved Project without first obtaining the consent of the CFA in writing.

9. The Applicant must maintain full and accurate records with respect to the Project. The CFA shall have free access to such records and to inspect all Project work, and other relative data and records. Upon request of the CFA, the Applicant must furnish all data, reports, contracts, documents, and other information relevant to the project as may be requested.

10. The Applicant will comply with the reporting requirements detailed in Exhibit C, if applicable.

Exhibit D further describes the procedure to access the Local Share Account Program Grant funds after all of the necessary conditions are met.

If you should have any questions regarding this grant, please contact the Center for Community Enhancement, at (717) 787-6245.

Sincerely,

Mandy L. Book

Mandy L. Book
Executive Director
Commonwealth Financing Authority

EXHIBIT A:

NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

During the term of the Contract, the Applicant (known herein as "Grantee") agrees as follows:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.

2. The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.

3. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.

4. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.

5. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.

6. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.

7. The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to *Title VII* of the *Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

8. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.

9. The Grantee's and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.

10. The Commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

EXHIBIT B:

PENNSYLVANIA PREVAILING WAGE ACT

In the event that grant funds will be used for a public work project, the Prevailing Wage Act (PWA) may apply. The PWA requires that not less than the prevailing minimum wages be paid to all workmen employed on “public work” as defined in the PWA. Information on the PWA and the definition of “public work” may be found at www.dli.state.pa.us/laborlaw by clicking on the link to Prevailing Wage Act.

The Act’s definition of "public work" has been applied to projects undertaken by private entities, but receiving government assistance.

The PWA does not apply to the installation of equipment or machinery that is not a fixture, although any building construction/renovations to accommodate the equipment/machinery could be covered.

The PWA also does not apply to work performed by the project-owner’s in-house employees, as opposed to work done by contractors or subcontractors.

The full PWA can be found at 43 P.S. sections 165-1 through 165-17.

Please contact L&I’s Bureau of Labor Law Compliance (717-787-3681) with questions about the PWA and/or if you would like L&I’s assistance in determining if the PWA applies to this project.

Information on applying for prevailing wage rates can be found at www.dli.state.pa.us/laborlaw. From that webpage, click the links to Prevailing Wage or Prevailing Wage Act. You will see a link for “Online Prevailing Wage Application & Rate Search.” Follow that link to Prevailing Wage Rates Determination Request Form to submit the request electronically or print Prevailing Wage Rates Determination Request Form to submit by mail or fax.

EXHIBIT C:

ACT 1 OF 2010 LOCAL SHARE ASSESSMENT REPORTING REQUIREMENTS

Pennsylvania counties and municipalities are required by Act 1 of 2010 to report to the Department of Community and Economic Development all distributions of local share assessments, such as funds received under the LSA Program, on an annual basis. The report must include:

- Amount and use of funds received by the municipality or county in the prior calendar year. This applies each year funds are disbursed from the grant.

- A description of how the funds were used; either deposited in a general fund or committed to a specific use or project. If specific use or project, a narrative is required.

To access the online reporting form and additional instructions, please visit: http://dced.pa.gov/lsr.

Only one report will be submitted per municipality or county. All governmental authorities of a particular municipality or county (e.g. Redevelopment Authority, Industrial Development Authority, Water Authority, etc.) are required to coordinate and submit a singular report.

EXHIBIT D:

LOCAL SHARE ACCOUNT PROGRAM - INSTRUCTIONS FOR RECEIVING GRANT FUNDS

As indicated in your Local Share Account Program Grant Commitment Letter, the grant award is contingent upon receipt and execution of documents as stated in the email and letter. Failure to accomplish this may result in the rescission of your Grant, as required by applicable law. Listed below are the steps you must follow.

GRANT AGREEMENT

The Grant Agreement will be received electronically. Upon receipt, complete the electronic signature process within the allotted timeframe. A fully executed copy of the grant agreement will be emailed to you with a copy of a payment request form for requesting payment.

PAYMENT REQUESTS

The CFA requires the Applicant to provide completed payment request forms to request reimbursement of any eligible costs after the full execution of the grant agreement. The payment request forms must indicate whether the costs have been "paid" or "incurred" at the time of request and be accompanied by invoices verifying the costs incurred for the Project. Submit to the CFA all executed construction contracts, which must include the nondiscrimination/sexual harassment provision as set forth in the Grant Agreement and any other documents required in the Grant Award Letter. Please note:

- Where applicable, comply with the Pennsylvania Prevailing Wage Act which requires that the specifications for every contract for public work to which a public body is a party contain a provision that the prevailing wage rate be paid to workmen employed in the performance of the contract.

- The Applicant agrees to provide public liability, property damage and workmen's compensation insurance, against any and all claims arising out of the activities undertaken pursuant to the grant which are to any extent financed by the funds from this Grant. The Applicant agrees to maintain such insurance and to name the CFA as a named insured on such policies of insurance. Further, the Applicant agrees to notify the CFA of any change or cancellation of such insurance policies.

- The Applicant may only request reimbursement for eligible, as outlined in the approved LSA Program Guidelines, *and* approved, as indicated by the approved Application budget and Appendix A, project costs.

Final invoices must be submitted following the completion of the Project for **costs incurred prior to the end of the contract activity period. Costs incurred after the activity period ends are not eligible for reimbursement.**

All payment requests and invoices must be submitted no later than 60 days after completion of all Project activities or the grant termination date, whichever comes first.

Contract: C000085639 - Signature Log

	Date	Name	Title
Grantee	05/02/2023	Dr. Monica Taylor	Chair, Delaware County Council
Grantee	05/02/2023	Elaine Paul Schaefer	Vice Chair Delaware County Council
Chief Counsel	05/02/2023	Souder, Sarah	CWOPA Employee
Executive	05/02/2023	Book, Mandy	CWOPA Employee
OAG	05/22/2023	Katherine Zimmermann	OAG

FORM OF CONTRACT

Article of Agreement made this _____day of AUGUST 2025 between **AJM ELECTRIC INC., 2333 CONCORD ROAD, CHESTER, PENNSYLVANIA** (hereinafter called Contractor) and the **County of Delaware** (hereinafter called County).

WITNESSETH:

That the Contractor covenants, promises, and agrees to and with the County to **provide for the Lighting and Security Improvements at the New County Park, commonly referred to as Little Flower Open Space, Darby Borough.**

For the price or sum of **THREE HUNDRED TEN THOUSAND SEVEN HUNDRED FORTY-SIX ($310,746.00).**

As per its annexed Bid, and to in all respects comply with the terms and conditions of the Annexed Proposal, Invitation to Bidders, Instructions to Bidders, General Conditions, Specifications and Drawings and the County covenants, promises, and agrees to and with the Contractor to pay it in the price of as per the forgoing proposal for furnishing all licenses, permits, labor, tools, materials, equipment, supervision and services to provide for the **LIGHTING AND SECURITY IMPROVEMENTS AT THE NEW COUNTY PARK, contract #eDPW-051425.**

It is further mutually agreed by said parties, in consideration of their aforesaid mutual covenants, that the annexed Invitation to Bidders, Proposal, General Conditions and Specifications annexed thereto constitute and are a part of the Contract as though fully set forth therein.

In Witness Whereof, the Contractor and the County have hereunto caused their common of corporate Seals to be affixed hereto duly attested by their proper Officers the day and year aforesaid.

Attest: _____
Secretary or Assistant Secretary

_____
President / CEO

_____

COUNTY OF DELAWARE

_____
Chairman

Attest: _____
County Clerk

Date: _____

AGENDA ITEM NO. 10.AC

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Mareile Watson,Public Works
ITEM TYPE:	Amendment
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval of amendment #1 to the professional design services contract #eDPW-101023 between the County of Delaware and AI Engineers Inc. agreement for the replacement of County Bridge #117, Saw Mill Road over Darby Creek in Radnor Township at an amount not to exceed $8,602.48. The contract value will increase from $390,874.72 to $399,477.20. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	42-3165-704180
ESTIMATED/ACTUAL COST OF REQUEST:	$8,602.48
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	

ATTACHMENTS:
Bridge 117 Supplement Request for SUE_8-8-2025.pdf

AI Engineers

740 Springdale Drive, Suite 150
Exton, PA 19341
(484) 872-8748 phone
(484) 872-1418 fax
www.aiengineers.com

August 8, 2025

County of Delaware
Department of Public Works
201 W. Front Street
Media, PA 18901

Attention: Ms. Danielle Floyd
Director

SUBJECT: Professional Design Services for the Replacement of Delaware County Bridge No. 117
Contract Number: eDPW-1010023
AIE Job No.: 3993
Contract Supplement Request

Dear Ms. Floyd:

Following discussions between AI Engineers, Inc. (AIE), the County of Delaware, and HRG regarding the subject bridge project, this letter is a request for a contract supplement due to additional engineering services required for Subsurface Utility Engineering (SUE) to locate one underground telecom line owned by Verizon. This service was not included in our original scope of work.

There is an underground telecom line within the project limits, with one manhole located near the intersection of Saw Mill Road and Earles Lane, and another manhole located in the gravel parking area at the intersection of Saw Mill Road and Darby Paoli Road. The telecom line runs from manhole to manhole. Based on information provided by Verizon, the line appears to run beneath Saw Mill Road in the west approach roadway, which requires full depth pavement reconstruction as part of the bridge replacement project. According to Verizon's records, rough sketches indicate a minimum depth of 3'-6" at the manholes and 4' to 5' between the manholes. However, Verizon noted that the records are over 25 years old and they cannot verify nor guarantee those depths.

Our utility subconsultant, Surveying and Mapping, LLC (SAM), conducted a field visit on 7/21/2025 to measure the depth of the line at the manholes and recorded depths of 5'-3" at Earles Lane and 5'-6" at Darby Paoli Road. These depths are consistent, in fact greater, than the depths indicated by Verizon. It could be interpolated from these measurements that the depth of the line between the manholes may in fact be 4' to 5' below grade, however that cannot be confirmed without performing SUE. AIE's concern is that if the location and depth of the line are not more accurately verified, then there is a chance that the line could be damaged or determined to be a conflict during construction. To minimize this scenario, we recommend that SUE be performed now during preliminary engineering. The SUE work will be conducted in accordance with the American Society of Civil Engineers (ASCE)/Utility Engineering and Surveying Institute (UESI)/ Construction Institute (CI) Standard 38-22, *Standard Guideline for Investigating and Documenting Existing Utilities*, and will consist of the following:

AI Engineers

740 Springdale Drive, Suite 150
Exton, PA 19341
(484) 872-8748 phone
(484) 872-1418 fax
www.aiengineers.com

Designating and Marking - Quality Level B

The underground telecom line will be designated and marked between manholes using an appropriate suite of surface geophysical methods. AIE will provide a revised Utility Location Plan showing the updated location of the line based on the Quality Level B Designating method(s).

Locating – Quality Level A

If the location of the telecom line determined from Quality Level B Designating is determined to be in conflict with the pavement reconstruction limits, then SAM will perform two (2) test holes to establish the exact location and elevation of the telecom line. The test holes will be excavated using air assisted vacuum excavation equipment intended for this purpose. Test Hole Data Forms will be provided depicting the found utility information, and SAM will update the existing Utility Location Plan with the test hole locations.

We hereby respectfully request the County to grant us a contract supplement in the amount of $8,602.48. Our proposed fee is broken down as follows:

Item Description	**Cost**
Designating and Marking – Quality Level B	$1,631.02
Locating – Quality Level A	$6,971.45
Totals	**$8,602.48**

A more detailed breakdown of the costs is enclosed with this letter.

Please do not hesitate to contact me if you have any questions or require more information.

Yours truly,
AI Engineers, Inc.

Michael Beal, PE, CBSI
Project Manager

Accepted By:

Signature Date

Name: Dr. Monica Taylor
Title: Chair, Delaware County Council

Enclosures

Cc: File 3993

Delaware County Bridge 117
Subsurface Utility Engineering Cost Breakdown

Date: **8/6/2025**

No.	ITEM DESCRIPTION	UNITS	NOTES	PRICING	COST	
1.23	Designating of Underground Facilities (per 100 LF)	4.25	Distance between manholes is approximately 425 LF.	$ 343.18	$ 1,458.52	
1.24	Mob. For Designating UG facil. (per 10 miles)	2.8	14 miles from office to bridge = 28 mile round trip	$ 61.61	$ 172.51	
					$ 1,631.02	**Subtotal for Designating**
1.25	Locating of UG facilities 0 to 3 ft	0		$ 2,298.48	$ -	
1.26	Locating of UG facilities 3 to 6 ft	1		$ 2,298.48	$ 2,298.48	
1.27	Locating of UG facilities 6 to 8 ft	1		$ 2,625.15	$ 2,625.15	
1.28	Locating of UG facilities 8 to 10 ft	0		$ 2,894.57	$ -	
1.29	Locating of UG facilities 10 to 12 ft	0		$ 2,978.39	$ -	
1.30	Locating of UG facilities 12 to 14 ft	0		$ 3,424.00	$ -	
1.31	Locating of UG facilities 14 to 16 ft	0		$ 3,826.50	$ -	
1.32	Locating of UG facilities 16 to 18 ft	0		$ 4,013.34	$ -	
1.33	Locating of UG facilities 18 to 20 ft	0		$ 5,094.70	$ -	
1.34	Locating of UG facilities 20 to 22 ft	0		$ 5,979.72	$ -	
1.35	Locating of UG facilities 22 to 24 ft	0		$ 6,486.08	$ -	
1.36	Locating of UG facilities 24 to 26 ft	0		$ 7,618.59	$ -	
			Requires 3 person crew with two trucks.			
1.37	Mob. For Locating UG facil. (per 10 miles)	5.6	28 mile round trip x 2 = 56 total miles	$ 89.79	$ 502.82	
1.40	Record Research	0		$ 1,020.43	$ -	
	Advanced Traffic Control (Non Unit Cost)	1		$1,245.00	$ 1,245.00	
	Radnor Townhip Permit	2	$150 per test pit	$ 150.00	$ 300.00	
					$ 6,971.45	**Subtotal for locating**
					$ 8,602.48	**Total cost for designating and locating**

FLASHER & SUPPLY COMPANY

In NJ:
P.O. Box 488
Mickleton, NJ 08056
Ph: 856-423-3333 | Fx: 856-423-3313

For Scheduling In PA:
Pottstown, PA | **Danville, PA**
Ph: 610-469-2602 | **Ph: 570-284-4949**

FORWARD ALL MAIL TO OUR N.J. OFFICE

Quote By: Ian Kimble
Date: 8/4/2025
E-Mail: ikimble@atlasflasher.com

Price Quotation

SHIPPING INFORMATION

Customer: ***Surveying and Mapping, LLC***
Attn: ***John Dollard***
Project: ***Sawmill Lane Closures***
Radnor Twp. - Delaware County

Quote #: 101519-04
Service out of: Pottstown, PA
Shipping Date: TBD
Ship Via: Our Truck

TERMS: TBD

❖ **BASED ON NON-PREVAILING WAGES** ❖

ITEM #	QTY.	DESCRIPTION	UNIT COST	TOTAL
1	1	**Ea/Day - MPT Patterns per PennDOT Pub 213**	$ 2,450.00	$ 2,450.00
		- Includes three laborers for a period of eight hours (8:00am to 4:00pm) to		
		set up, maintain, and remove pattern.		
		- Includes one TMA and one Arrow Board.		
2	1	**Hour - Additional time on site for Item 1**	$ 250.00	
		- Price is for each hour the crew is on site beyond eight hours.		
		*** SALES TAX IS NOT INCLUDED IN UNIT PRICING ***		
		*** TO WAIVE THE ADDITION OF PENNSYLVANIA'S 6% SALES TAX**		
		A TAX EXEMPTION CERTIFICATE MUST BE PROVIDED *		
			SUBTOTAL :	**$ 2,450.00**
			6% SALES TAX :	**$ 147.00**
			TOTAL :	**$ 2,597.00**
		Contractor responsible for obtaining all permits and police presence required		
		Price excludes all weekend and holiday work.		

*** SALES TAXES ARE NOT INCLUDED IN THE PRICING PROVIDED IN THIS QUOTE ***

Applicable NAICS Codes : 237310 "Highway, Street and Bridge Construction" & 423390 "Other Construction Material Merchant Wholesalers"

PA SALES TAX IS NOT INCLUDED IN PRICING - PRICES VALID FOR 30 DAYS ONLY - ANY VARIATIONS TO THE ABOVE ITEMS WILL REQUIRE A REVISED QUOTE

ATLAS FLASHER & SUPPLY COMPANY IS A CERTIFIED WBE IN NJ, PA & DE

PLEASE FORWARD ALL DOCUMENTS TO P.O. BOX 488, MICKLETON, NJ 08056 SO WE MAY READILY EXPIDITE YOUR REQUEST

_____ **SIGNATURE**

_____ **PRINT NAME**

_____ **P.O. #**

CONSULTING
ENGINEERS, INC.

Engineering ♦ Surveying ♦ Mapping ♦ Utility Investigations
Environmental Services ♦ Construction Engineering ♦ Traffic Control

August 5, 2025

John Dollard, Project Manager
Surveying and Mapping, LLC
210 Bridgewater Rd, Unit 4
Aston, PA 19104

Reference: RFP for Maintenance and Protection of Traffic of Sawmill Lane Closures
Radnor Township, PA

Subject: KMA Consulting Engineers, Inc. Quotation

Dear Mr. Dollard:

KMA Consulting Engineers, Inc. (KMA) is pleased to present this quote to perform maintenance and protection of traffic (MPT) in support of subsurface utility engineering (SUE) test holes by Surveying and Mapping, LLC (SAM) for the referenced project. Our quote is based on information provided to us via email on August 31, 2025.

The quote assumed one (1) day for performing lane closure along Sawmill Lane in Radnor Township. Traffic control measures will be set in accordance with MUTCD and PennDOT Publication 213 which will include Cones and Signs.

KMA's total lump sum cost to provide the MPT services is $**2,200.00**. Should you have any questions or concerns pertaining to this quote, please contact me at the number listed below or via email at: hdaggupati@kmapc.net.

Very Truly Yours,



Hareesh Daggupati, PE
Project Manager

CC: Dennis Burgeson, PWS

Traffic Engineering Services DE, LLC

780 5th Avenue Suite 165
King of Prussia, PA 19406
301-549-1950
Fax 301-549-1951

Estimate

Estimate Date	Estimate ID
8/4/2025	DG - SAM 002

Valid Through: 9/3/2025

Surveying and Mapping, LLC
John Dollard
4801 Southwest Parkway
Austin, TX 78735
Phone: 610-558-0830
Fax: 410-686-8559
Email: jdollard@sam.biz

Job Name: QLA Saw Mill Road in Radnor Township

Job Location:
Earles Ln & Sawmill Rd
Radnor
Estimate Created By: Datahj Gibbs

Item Description	Price	UOM	Qty/Day	Days	Total Qty.	Total
THREE MAN FLAGGING OPERATION UP TO 8 HOURS	$1,245.00	Per Day	1	1	1	$1,245.00
THREE MAN FLAGGING OVERTIME	$175.00	Per Hour	1	0	0	$0.00

Note: The * indicates taxable items.

ESTIMATE TOTAL $1,245.00

Scope:
All quotes are subject to change should contractor not provide wage rate at time of quote

Specialty signs are NOT included in any traffic control setup, and will be billed accordingly

All work over 8 hours is considered overtime unless otherwise stated, and will be billed at the overtime rate. The total number of overtime hours will be listed as "0" on all quotes unless customer tells us the number of overtime hours they plan on working. Customer will be responsible for paying for all overtime hours worked at the overtime rate even if quoted amount listed is 0 since we can not determine the number of overtime hours that will be worked prior to actually working.

Contractor is responsible for providing Insurance requirements and wage rates prior to acceptance of quote. Should wage rates and insurance requirements not be furnished until subcontract is executed TES reserves the right to adjust quote for any endorsements needed.

By scheduling crews and/or requesting that permits be expedited, customer agrees to pay the quoted price for those services. Terms are no greater then Net 30.

Failure to cancel TES crew two hour prior to scheduled onsite time will result in a (4) hour min charge or cancellation fee

Included:
All standard signage and equipment included with daily traffic control crew.

Non-wage rate

8/4/2025
Date

Datahj Gibbs
Traffic Engineering Services DE, LLC

Visit Our Website at www.go-tes.com

Accepted By:

Signature

Date

Print Name

Title

Company

AGENDA ITEM NO. 10.AD

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Mareile Watson,Public Works
ITEM TYPE:	Award of Contract
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval of a professional design services contract #eDPW-111524 between the County of Delaware and AI Engineers, Inc. for the replacement of County Bridge #232, Folcroft Avenue over Hermesprota Creek in Folcroft Borough in an amount not to exceed $470,034.05. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	42-3165-704180
ESTIMATED/ACTUAL COST OF REQUEST:	$470,034.05
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	

ATTACHMENTS:
1-Appendix B - Cost Proposal.pdf
1-AI Engineers Inc. - eDPW-111524-Design Svcs. for Delware County Bridge No. 232.pdf
Bridge 232 Supplement Letter.pdf

PROFESSIONAL DESIGN SERVICES FOR THE REPLACEMENT OF DELAWARE COUNTY BRIDGE No. 232 (eDPW-111524)

PROPOSAL COST FORM/SIGNATURE PAGE

TO THE COUNTY OF DELAWARE
COUNTY COUNCIL:

The undersigned declares that he/she has read the Notice, Instructions, Affidavits, and Scope of Services attached, that he/she has determined the conditions affecting the proposal, and agrees, if this proposal is accepted, to furnish and deliver services for the following:

PROFESSIONAL DESIGN SERVICES

The County will pay applicable fees to the Consultant ONLY for recommendations implemented within twenty-four (24) months of the Consultant delivering the recommendations to the County. If no recommendations, and thus cost savings or reductions, are pursued, there will be no fees owed to the Consultant by the County.

The undersigned is a (Corporation) ~~(Partnership)~~ ~~(Individual)~~ under the laws of the State of Connecticut having its Principal office at 919 Middle Street, Middletown, CT 06457

AI Engineers, Inc.	06-1327598
Company	Federal I.D. # or Social Security #
740 Springdale Drive, Suite 150, Exton, PA 19341	
Address	
Rohit Pradhan	Rohit Pradhan, PE
Signature of Authorized Agent	Type or Print Name
Senior Vice President	11/14/2024
Title of Authorized Agent	Date
(484) 872-8748	rpradhan@aiengineers.com
Telephone Number	Email Address
(484) 872-1418	
Fax Number	

BID AMOUNT: $448,979.65

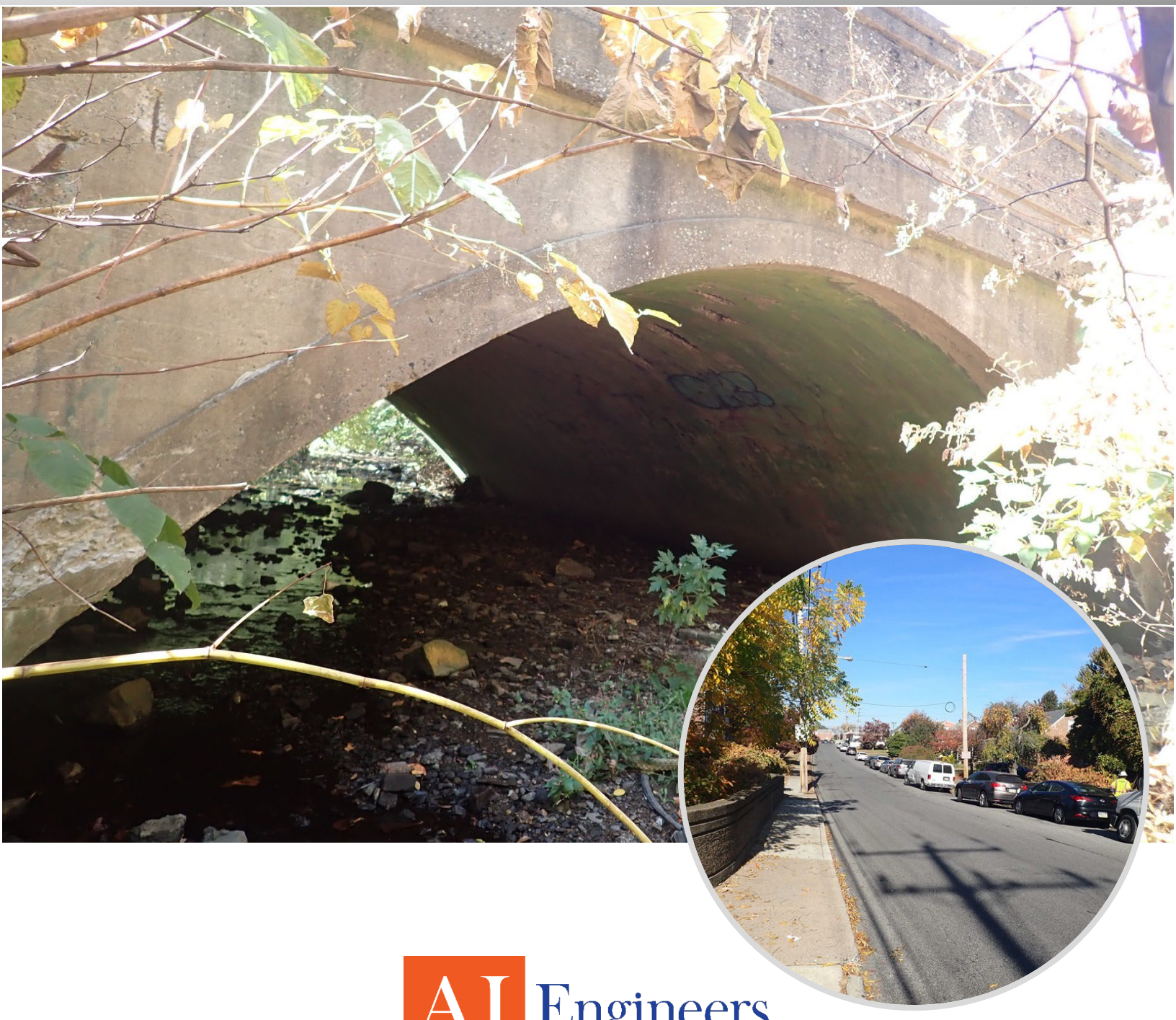
Hourly rates will be utilized for any authorized and approved additional services.
Do not provide a range. Do not add positions. Include rates for positions shown.

Employee Name	Position	Hourly Rate
Key Personnel for Professional Design Firms		
Rohit Pradhan	Structural Principal in Charge	$ 348.62
Michael Beal	Project Manager	$ 252.20
Andrew Powers	Registered or Licensed Structural Engineer	$ 171.39
Ronald Tellier	Cost Estimator	$ 225.26
Matthew Lariviere	Drafter/CADD Operator	$ 123.89
Catherine Gonsalves	Clerical	$ 112.64
Kyle Watterworth	Construction Administrator	$ 164.11
Benahi Saeed	Specification Writer	$ 117.99

Professional Design Services for the Replacement of Delaware County Bridge No. 232 | Folcroft Avenue over Heresprota Creek

CONTRACT #eDPW-111524

November 15, 2024



AI Engineers

LOCAL OFFICE:

740 Springdale Drive, Suite 150, Exton, PA 19341 | Toll-Free: (866) 635-7740 | Ph: (484) 872-8748 | Fax: (484) 872-1418

www.aiengineers.com

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   - Firm Profile
   - Five (5) Completed Projects
   - Equal Opportunity/Affirmative Action Policy

3. Team Background & Experience
   - Organization Chart
   - Resumes
   - Professional Registrations

4. Project Approach

5. Budgeting, Change Order & Schedule Controls

6. Campaign Contribution Disclosure - Not Required per Addendum 1

7. Modifications

* Appendices A-Q uploaded to PennBid

Tab 1 | Transmittal Letter

AI Engineers

AI Engineers

740 Springdale Drive
Suite 150
Exton, PA 19341
484-872-8748 phone
484-872-1418 fax
www.aiengineers.com

November 15, 2024

Jim E. Peterson, Director of Central Purchasing
County of Delaware
Government Center Building
Department of Central Purchasing
201 W. Front Street
Media, Pennsylvania 19063

RE: Professional Design Services for the Replacement of Delaware County Bridge No. 232, Folcroft Ave over Hermesprota Creek, PA

Dear Mr. Peterson:

AI Engineers, Inc. (AIE) is pleased to submit this Letter of Transmittal along with our experience and qualifications to provide engineering services for the design of County Bridge No. 232, Folcroft Ave over Hermesprota Creek in Delaware County, PA. We understand Delaware County faces the critical responsibility of maintaining the safety and functionality of its infrastructure. ***With extensive experience designing and repairing municipal bridges, AIE is well-positioned to meet the County's needs, from engineering and environmental permitting to construction consultation.*** We recognize the unique challenges of upgrading or replacing structures that have exceeded their useful life, and we are ready to partner with the Department of Public Works to deliver a solution that ensures long-term safety and reliability for this vital asset.

Understanding of the Scope of Work

AIE understands that Bridge 232 has exceeded its service life and continues to deteriorate. We are prepared to support the County in achieving its project goals: providing safe pedestrian access and ensuring the new bridge reflects the aesthetics of the existing structure. Our approach will start by presenting three (3) alternative structure types, each accompanied by their pros and cons, before narrowing the options down to two (2) for detailed evaluation. We will ensure the bridge is designed to meet current PennDOT and AASHTO standards, including compliance with PHL-93 and P-82 load requirements, LRFD methodology, and ADA accessibility. We will also secure structural adequacy approval from PennDOT to ensure compliance with funding requirements. ***AIE is ready to collaborate with the Department of Public Works to deliver a safe, functional, and visually cohesive solution for this vital asset.***

Why AIE?

AIE is a local, multi-disciplined consulting engineering firm ready to provide the requisite professional services for this contract. We have principal expertise in **bridge engineering**, including bridge design for replacement, rehabilitation, and preservation; bridge safety inspection; load rating analyses; surveys; and construction engineering and inspection services while they are being built or worked on. ***Our expertise extends beyond design; bridges are something we know through practical, on-site experience.*** *This gives us a deep understanding of their mechanics and use in real life.* ***In addition, AIE is currently providing design services for the replacement of Bridge No.117 for the County.***

The AI Engineers Advantage

- **Ranked as Top 500 Design Firm by ENR & a Top Design Firm by ENR Mid-Atlantic**
- **Currently Providing Similar Services for Other Agencies**
- **Utilizing Today's Technologies**

Recognized as a respected bridge engineering firm, ***AIE is currently ranked as a Top 500 Design Firm by ENR and a Top 100 Design Firm by ENR Mid-Atlantic, ENR New England, and ENR New York***. We have a staff of more than 320 talented employees, including ***80+ Bridge Engineers*** who have collectively designed and inspected thousands of bridges throughout the Northeast and Mid-Atlantic states. For more than 33 years, we have provided bridge design for clients all along the East Coast, including ***PennDOT; the Counties of Northampton, Bucks, and Chester, PA;*** and numerous municipalities and transportation agencies. ***We recently completed bridge design projects for Northampton and Bucks Counties and load testing and instrumentation***

services to PennDOT's Central Office on a 4-year contract involving ten (10) bridges in Districts 5-0, 6-0, 9-0, and 11-0. We also provide bridge design services for many other agencies. Details of some of this work can be found in the Project Experience section of this submission.

Contract Management Office Location & Primary Point of Contact

This contract will be managed from our local office at **740 Springdale Drive, Suite 150, Exton, PA 19341. *Michael Beal, PE, CBSI,*** our proposed ***Project Manager,*** will serve as the primary contact person. He can be reached by email at mbeal@aiengineers.com or by phone at (484) 872-8748, Ext. 550, or by fax at (484) 872-1418.

Expert Subconsultants

AIE has added **AD Marble (ADM)** to provide environmental studies, waterway permitting, and cultural resources. We have also added **American Engineers Group, LLC (AEG)** to provide geotechnical engineering services, survey and right-of-way plan services, **Surveying & Mapping, LLC (SAM)** to provide utility coordination services, and **Arrow Land Solutions, LLC (ALC)** to provide right-of-way acquisition services.

We are very enthusiastic about the opportunity to provide our professional services to The County of Delaware, and AIE is fully committed to making this project a complete success. We look forward to the opportunity to discuss our experience and qualifications with you and other County officials.

Very truly yours,
AI Engineers, Inc.

Rohit Pradhan, PE - Senior Vice President

Tab 2 | Firm Background & Experience

AI Engineers

Top 500 Design Firm

Engineering News Record (ENR)

Top 100 Design Firm

- ENR Mid-Atlantic
- ENR New York
- ENR New England

Our Services

- **Bridge/Structural Engineering**
- Site/Civil/Roadway/Highway Design
- Bridge/Structural Engineering
- Transportation
- Construction Services
- Water/Wastewater Engineering
- Building Systems Engineering (MEP/FP)
- Design-Build Services
- Survey & Mapping
- Technology

Office Locations

- Middletown, CT - Headquarters
- **Exton, PA**
- Richmond, VA
- Chantilly, VA
- Daleville, VA
- Greenville, SC
- Trenton, NJ
- New York, NY
- Valhalla, NY
- Boston, MA
- Providence, RI



- **33 Years in Business**
- **320 Employees**
- **11 Office Locations**

AI Engineers, Inc. (AIE) is a leading multidisciplinary consulting engineering firm ***specializing in structural and civil/site engineering.***

Established in 1991, AIE has a talented team that includes skilled, licensed Professional Engineers, Bridge Engineers, construction managers and inspectors, licensed Land Surveyors (LS), Certified Construction Managers (CCM), and LEED-certified professionals. With a deep understanding of municipal, state, and federal policies, procedures, and guidelines, our staff is well-equipped to navigate complex regulatory environments. ***For this contract, our Exton, PA office will serve as the operational hub.***

Bridge Engineering

With over 33 years of experience in providing ***complete Bridge Management Systems (BMS) Engineering, AIE has successfully designed numerous bridges,*** performed thousands of NBIS bridge inspections and load ratings, and performed extensive Artificial Intelligence/Machine Learning analysis across various states. We take pride in helping bridge owners maintain their essential transportation infrastructure.

Our holistic understanding of bridge engineering allows us to deliver exceptional value. In every design assignment, we balance public safety, structural integrity, operational functionality, construction and maintenance costs, and aesthetics.

We believe that hands-on inspection experience is invaluable for our designers, enhancing their understanding of bridge mechanics, intrinsic details, and potential failure modes. ***AIE has successfully completed routine and complex bridge design projects for states,***



counties, and municipalities, focusing on the replacement, rehabilitation, and preservation of bridge systems through local and state bridge programs. Our goal is to develop innovative design details and specify durable construction materials that extend service life while minimizing maintenance needs.

Our bridge assignments often include comprehensive support services such as ground surveys, geotechnical analysis, hydrologic and hydraulic studies, environmental permitting, and addressing utility and right-of-way issues. We explore all project aspects to create innovative solutions that reduce costs in design, permitting, and construction.

AIE has undertaken numerous bridge rehabilitation and replacement projects ranging from small culverts and simple-span bridges to large, complex signature bridges. We also evaluate construction alternatives that utilize innovative materials, enhancing efficiency and reducing construction duration and costs while minimizing environmental impacts and user delays.

Civil Engineering

AIE possesses the ability to provide **roadway design** expertise to develop context-sensitive solutions that meet or exceed operational and safety requirements at the local, state, and federal levels while preserving an area's aesthetic, historical, and cultural resources. Our engineers and designers are imaginative, innovative, and flexible in their approach. Our comprehensive services include rural and urban **roadway/highway design of major bridges**, roundabout studies and design, traffic impact analysis, and bike and pedestrian path design.

Most bridge design projects require roadway safety improvements within the vicinity of the approach roadways. Depending on the scope of the project, there may be a need to improve the safety of the corridor, particularly if a bridge is being replaced with a new and widened structure. A widened roadway may be needed at each end of the bridge, which may drive the need to improve the overall safety features along the road. AIE has the experience to employ design flexibility such that design requirements are met while minimizing environmental and property impacts.

Construction Administration & Inspection

With over **95 construction management/construction inspection staff**, Our Construction Services Group includes licensed Professional Engineers, Certified Construction Managers (CCMs), NICET (Levels I-IV), and NETTCP-certified construction inspectors. Also, our inspectors are OSHA and ATSSA safety trained. AIE has provided Construction Engineering and Support services for projects that range in size from major complex bridge rehabilitation/replacement projects to municipal bridge/roadway/site/civil projects. Our full-time construction specialists are prepared to provide assistance from pre-construction meetings through to punch list development and project closeout reports.

Our Construction Services Group is very experienced with assisting clients during project construction, including providing the following:

- Bid
- Advertisement
- Clarification and response to contractor inquiries
- Bid review
- Recommendations for award
- Shop drawing and submittal review
- Coordinating and chairing project meetings
- Preparing minutes of each meeting and project correspondence
- Reviewing payment requisitions and recommendations
- Handling change order requests
- Preparing punch lists and final review for closeout

a. Similar Project Experience

Over the past 33 years, we have earned and maintained a solid reputation with our clients through responsiveness, hard work, and client-centric actions. We have successfully provided bridge design and construction support services for several municipal, state, and federal clients, including **Northampton County, Chester County, and Bucks County, PA. Below is a sample list of our Pennsylvania bridge design projects.**

Please refer to the project summary sheets for the five (5) completed projects and their details.

Project Name/Location	Features
County of Northampton **Kressman Road over Fry's Run, Williams Township, PA**	▪ Bridge superstructure replacement ▪ Hydrologic and hydraulic analysis ▪ Multiple Phases: Preliminary engineering, final design, bidding phase, and construction administration per PennDOT design standards
County of Bucks **Stout's Valley Road over Cooks Creek, Durham Township, PA**	▪ Bridge rehabilitation and in-depth inspection ▪ Wetlands investigation ▪ Waterway permitting ▪ PennDOT Structural Adequacy
County of Bucks **East College Avenue over Pennsylvania Canal, Yardley Borough, PA**	▪ Bridge replacement ▪ Wetlands investigation ▪ Waterway Permitting ▪ Extensive utility coordination
County of Chester **West Cedarville Road Bridge over Eckers Run, North Coventry Township, PA**	▪ Bridge replacement ▪ Structure Alternatives Analysis ▪ Waterway permitting ▪ PennDOT Structural Adequacy
PennDOT **Honeymoon Trail Bridge, Dauphin County, PA**	▪ Bridge replacement ▪ Historic Bridge Rehabilitation Analysis
County of Delaware **Saw Mill Road over Darby Creek, Radnor Township, PA**	▪ Bridge Replacement ▪ Structure Alternatives Analysis ▪ PennDOT Structural Adequacy

b. Coordinating Phased Projects on Bridges



The five (5) projects listed above generally follow the typical **PennDOT delivery process** of Preliminary Engineering, Final Design, Bidding Phase Support, and Construction Consultation. Primary tasks within these phases include Environmental Studies, Survey, ROW, Geotechnical Investigation and Engineering, Hydrology and Hydraulics, Erosion and Sedimentation Control, Utility Coordination, Waterway Permitting, and Roadway and Structure Design. All of these tasks must be scheduled and performed relative to each other in a timely manner in order to maintain the schedule.

In addition to local projects, AIE has performed numerous bridge rehabilitation and replacement projects with similar phases for clients, including NYSDOT/NYCDOT, CTDOT, RIDOT, MassDOT, VDOT, and many Northeast municipalities.

c. PennDOT Permitting Process

The **AIE Team** has included A.D. Marble as our expert subconsultant, which provides a wide variety of **natural and cultural resource services** that support efforts to avoid and minimize impacts to critical resources, such as wetlands, wildlife habitat, and Section 106 resources. These services also include agency coordination and submittal of Chapter 102 and 105 permit applications for federal, state, and locally-funded transportation projects.

Specifically, A.D. Marble has extensive experience completing NPDES permits, PADEP 105 General Permits (#4, #7, and #11), and Joint Permit applications for bridge replacement and roadway improvement projects that impact aquatic resources in Pennsylvania. **Permits have been submitted through PADEP's ePermitting Systems (KEeS for PennDOT-funded projects)**, and plans have been reviewed through coordination with local county conservation districts, including Delaware, Chester, Montgomery, and Bucks counties. Recently, A.D. Marble completed a general permit and a minor amendment for three (3) sections of the Radnor TAP Trail in Radnor Township, Delaware County, PA.

d. Team History on Past Projects

AIE and A.D. Marble (ADM) have teamed together on all six (6) projects listed above. We are teamed with Arrow Land Solutions (ALS) on Delaware County Bridge 117. AIE is also teamed with Survey and Mapping (SAM) on the County of Chester West Cedarville Road Bridge, the PennDOT replacement of the Honeymoon Trail Bridge, and Delaware County Bridge 117. AIE has a strong working relationship with our proposed subs. AIE works with our subconsultants as an integral part of the Team, relying on their expertise in their respective disciplines while

holding them accountable for meeting the requirements of AIE's project-specific project management and quality plans. This involves proactive, constant communication and coordination between

AIE's Project Manager and all subconsultant team members AEG, ADM, (ALS), and SAM will participate in regular progress/status meetings with AIE to ensure their tasks are completed on time and to address any issues that may affect the schedule. Our subconsultants will be expected to adhere to our QA/QC plan for the duration of the project, including the submission of QA/QC documentation for their deliverables, which will also be reviewed by AIE for completeness and technical accuracy before submitting to the County.

e. Firm Procedures & QA/QC Plan

Over the years, we have successfully completed many large and complex projects while meeting owners' time, quality, cost, and budgetary expectations. As such, ***our staff has acquired a thorough knowledge of municipal, state, and federal policies, procedures, and record-keeping requirements.*** Our personnel have extensive bridge design experience, and the **AIE Team is familiar with PennDOT standards, policies, and procedures**, which means there is no learning curve. **AIE** employs a defined QA/QC program on all projects to ensure the high caliber of design and construction phase services performed. QA/QC is the responsibility of every person involved in the daily activities of design, management, and/or inspection operations. The QA/QC program engages an independent in-house QA/QC team for the review of documents and includes a senior engineer who is not otherwise involved in the project work to provide an unbiased review and coordination of the QA/QC activities. **For this project, Shahvir Vimadalal, PE, will oversee and manage the QA/QC program.** The QA/QC team is engaged from the initial internal kickoff meetings to the submission of design deliverables. Our Quality Control philosophy is communicated to all staff members and is reinforced at monthly project status meetings.

f. Firm's Adherence to Scope & Budget

Our **Project Manager, Michael Beal, PE, CBSI**, will monitor the progress of the work to make sure that tasks are completed within the assigned timeframe and that the deliverables are prepared in accordance with the scope of work. He will track accounting reports that include the assigned hours, approved labor cost, and direct expenses for each task, along with the labor and expenses used and percentage completion of the work. This progress tracking will be utilized to ensure that the development of the project is commensurate with the approved fee proposal. If any unanticipated conditions arise that need scope and/or fee modification, he will promptly contact the County to discuss an appropriate course of action.

g. Meet or Reduce Schedule Process

Upon being awarded the project, AIE's Project Manager, Michael Beal, PE, CBSI, will request a Scoping Meeting with the County to discuss the project scope, objectives, and schedule. Mr. Beal will coordinate with the AIE Team to disseminate this information and develop the project schedule and milestones. He will prepare the schedule in Microsoft Project. Mr. Beal will develop a Project Management Plan to be followed by the team and will hold regular meetings between key staff and subconsultants to discuss project progress, deadlines, issues, and staffing needs. Mr. Beal will monitor the schedule to ensure all tasks are completed in a timely manner. AIE will provide the County with monthly progress updates that compare actual progress to the initially submitted schedule and identify any project issues or challenges that require mitigation, including the allocation of additional resources. Specific engineering, design, and coordination tasks will be prioritized and sequenced according to the key issues that affect the schedule. These critical path activities will include environmental clearance, waterway permitting, right-of-way plan approval and acquisition, and utility coordination and relocation. Identifying environmental constraints early in Preliminary Engineering is crucial to keeping a project on schedule, and quickly obtaining environmental clearance and permit approvals are critical milestones. Coordination with the relevant environmental agencies will commence immediately following the environmental activities with a focus on receiving the respective clearance letters. We will request a Waterway Permitting Pre-Application meeting with the PA DEP Regional Office to discuss the permitting requirements. All permitting application documents will be reviewed for technical accuracy and completeness to minimize review comments by DEP and facilitate an efficient approval process. Right-of-way (ROW) activities and utility coordination will take place early in the design process. The ROW plans will be closely coordinated with the construction plans for consistency and accuracy. Existing utility facilities will be precisely located, and we will communicate with the utility owners early and often with a clear conveyance of the project scope and schedule.

We understand the significance of staff availability throughout the duration of the contract. Our Project Manager will closely monitor and coordinate the schedules of our staff members, ensuring that they are fully committed and accessible for any project-related requirements. Should any unforeseen circumstances arise, we have contingency plans in place to promptly address any potential gaps in staff availability. With our unwavering commitment to meeting your needs, you can trust that our staff will be accessible, responsive, and fully engaged throughout the

duration of this project. Furthermore, our staff is thoroughly familiar with municipal, state, and federal policies, procedures, and guidelines and is available to work when and how PennDOT needs them throughout this project.

Several approaches AIE has employed to reduce project design schedules include the following:

- Conducting structure borings early in the design process, prior to 30% design, which allows for earlier completion of the structure calculations and plans and avoids the surveyor having to go back out to the field a second time. This was done for the Chester County West Cedarville Road bridge.
- Obtain preliminary geotechnical and hydraulics information before the reports to proceed with the engineering design faster. This is generally done on all our projects.
- Setting aside time blocks for the County in advance to review design submissions. This is being coordinated with the County's Engineer for the Chester County West Cedarville Road bridge.
- Finalizing the relevant plans early so that they can be included with the Waterway Permit and submitted as early as possible. This is generally done on all our projects.

h. Conflict of Interest

AIE and neither of its subconsultants anticipate any conflicts of interest associated with the delivery of this contract. The firms are not performing work for or hold any obligation to any entity that has involvement in an opposing objective that could impede or prevent the progress of any assignment connected with the repair, rehabilitation, or replacement of bridge structures owned and maintained by the County of Delaware.

i. Firm Type

While AIE is a minority-owned business entity, it is not registered as an MBE with the Commonwealth of Pennsylvania. AIE is an Equal Opportunity/Affirmative Action firm. **Please refer to Appendix Q for response and Attachments for a copy**.

Subconsultants

American Engineers Group, LLC (AEG) is an MBE/DBE/SDB/SBE-certified organization that delivers engineering, surveying, and inspection services. In the past five (5) years alone, AEG has been involved with 240+ PennDOT bridges, including 130+ District 6-0 bridges. We were also involved with an additional 400 structures for the Department's PA P3 Rapid Bridge Replacement Project. **AEG will provide survey, right-of-way plans, and geotechnical engineering for this project.**

A.D. Marble (ADM), founded in 1985, is a DBE/MBE/WBE-certified consulting firm with services tailored to meet clients' needs, with a focus on the transportation industry. **ADM will provide environmental and cultural resources studies, environmental/waterway permitting, and environmental monitoring during construction (optional) services for this project.**

Arrow Land Solutions, LLC (ALS), a woman-owned business, has significant knowledge and background in the Uniform Act and Eminent Domain Code, which makes it a valuable member of any team. **ALS will provide right-of-way acquisition services on this project.**

Survey and Mapping, LLC (SAM) is one of the largest providers of geospatial data solutions. It has the tools and skills to develop efficient and customized solutions for projects of any scale. **SAM will provide utility coordination services on this project.**

COUNTY OF NORTHAMPTON BRIDGE REHABILITATION - KRESSMAN ROAD OVER FRY'S RUN

Williams Township, PA



- Bridge Design
- Utility Coordination
- Wetlands Investigation & T&E Species Coordination

AI Engineers, Inc. (AIE) provided design and construction consultation services for the superstructure replacement of Northampton County Bridge No. 8, Kressman Road, over Fry's run in Williams Township, PA. The design plans are in accordance with AASHTO and PennDOT design standards and construction specifications in accordance with PennDOT Publication 408. The existing bridge was a single-span, reinforced concrete structure built in 1913. The clear span of the bridge was 29 ft. – 8 in. and had an overall length of 32 ft. The existing curb-to-curb width was 17 ft., and the out-to-out width was 21 ft. The bridge was closed to traffic in August 2018 as a result of flood damage caused by overtopping of the roadway. The flood damage caused failure of the north approach roadway, scour and undermining of the north abutment, which exposed and removed previously placed scour countermeasures, and damage to and undermining of the adjacent retaining/channel walls.

There are two residential properties in very close proximity to the north abutment. The driveways of these homes are located immediately behind the wingwalls and channel walls on the north side. The hydraulic design required a zero-rise threshold as well as a scour analysis. It is also located in an area of known bog turtle occurrence and requires threatened and endangered species coordination. Cultural resource services were required for the adjacent northeast property, the Coffeetown Grist Mill, which is on the National Register of Historic Places. There are two utility poles located at the southwest and southeast corners with numerous low-clearance overhead wires, each owned by separate companies. The temporary relocation of these utilities required coordination with the respective utility owners. During the field survey, we flew the site with a small unmanned aerial system (UAS) to acquire aerial imagery, which was then used to create a 3D model.

The new structure consists of composite prestressed concrete plank beams with a reinforced concrete deck supported on the existing abutments and transversely post-tensioned. The abutments were stabilized with tiebacks, and scour measures included partially grouted riprap. The rehabilitated structure has restored the structural and functional characteristics of the bridge and will provide a service life of 50 years with minimal maintenance requirements. It was designed to carry PennDOT Legal and Permit Loads. The design incorporates an open railing, which meets the requirements of the Manual for Assessing Safety Hardware (MASH) and allows for the free passage of water over the bridge in an overtopped condition.

DURATION	PRIME/SUB	CONST. BUDGET	CONST. COST	CHANGE ORDER RATE
2020-2023	Prime	$1.18M	$1.2M	1.5%

COUNTY OF BUCKS BRIDGE REHABILITATION OF STOUT'S VALLEY ROAD OVER COOKS CREEK

Durham Township, PA



AI Engineers, Inc. (AIE) provided design services for the rehabilitation of the bridge carrying Stouts Valley Road over Cooks Creek in Durham Township, PA. AIE provided complete design services as a prime consultant in accordance with PennDOT design standards, with Structural Adequacy required from PennDOT District 6-0. The scope of work included in-depth bridge inspection; utility coordination; wetlands investigation; T&E species coordination; E&SC plans; detour plan (approved by PennDOT); 30%, 60%, 90% design plan submittals; PS&E package; construction cost estimate; and construction consultation.

- Bridge Design
- Bridge Inspection
- Detour Plans
- Utility Coordination

The bridge is an existing two-span, reinforced concrete tee beam bridge with a bituminous wearing surface supported on reinforced concrete abutments and a stone masonry pier. The bridge was built in 1931 and has an overall length of 94 ft. and a roadway width of 19.5 ft. The superstructure was in 'Poor' condition with traffic delineators installed along the north fascia beam due to extensive deterioration, reducing the two-way traffic to one lane.

As part of the in-depth field inspection, AIE performed a complete laser scan of the entire structure to produce a 3D point cloud with accurate, measurable data. This aided in capturing the as-built dimensions and conditions for the bridge load rating analysis as well as formulating appropriate repair recommendations. The bridge was rehabilitated to include concrete repairs to the beams and deck, installation of waterproofing membrane, new bituminous wearing surface, concrete/masonry repairs to the abutments and pier, replacing missing rip rap at the pier, backfilling scour holes in the channel, and installation of barrier moment slabs and approach guiderail and end treatments.

DURATION	PRIME/SUB	CONST. BUDGET	CONST. COST	CHANGE ORDER RATE
2021-2024	Prime	$1.05M	$979,000	0%

TOWN OF OXFORD REPLACEMENT OF DUTTON ROAD BRIDGE OVER LITTLE RIVER
Oxford, CT



AI Engineers, Inc. (AIE) provided bridge design and engineering services to the Town of Oxford for the replacement of the Dutton Road Bridge over Little River (Bridge No. 04913). Dutton Road is a local and narrow road. The single-span bridge carried two lanes of traffic, one lane in each direction, with a span length of 26 ft. and a rail-to-rail width of 21 ft. The Town of Oxford pursued the total replacement of the bridge on the existing alignment with financial assistance under the provisions of the Federal Local Bridge Program.

- Bridge Design
- Roadway Design
- Traffic Design
- Wetlands Delineation
- Pedestrian Safety Improvements

AIE's design for the new bridge structure met current bridge design standards. The approach roadway width, as well as the curb-to-curb width on the bridge, was designed to meet roadway geometric standards for local roads. The new bridge is safe, aesthetically pleasing, and constructed in a manner that minimizes impacts on the regulated areas and adjacent properties. AIE coordinated with the Town to provide a design that imparted efficiencies to minimize construction duration and cost. AIE maximized the use of Prefabricated Bridge Elements (PBEs) which allowed for the use of ***Accelerated Bridge Construction (ABC)*** techniques.

Due to the lack of alternate access routes, Dutton Road needed to remain open during construction. Therefore, bridge construction was staged in two major phases, maintaining one lane of alternating traffic with stop sign control at each end throughout construction. Phase I consisted of maintaining one lane of traffic on the bridge (east side) and demolishing the remainder of the structure. The replacement structure was slightly overbuilt on the west side to create sufficient width for Phase II with a single lane of traffic on the new bridge. As traffic was diverted to the new section of the bridge in Phase II (west side), the remainder of the existing bridge was demolished and reconstructed. In the final configuration, the overbuilt section was converted to a pedestrian sidewalk. The replacement structure aligns with existing roadway edges and centerline. The creation of the sidewalk resulted in a safer facility, separating pedestrians from vehicular traffic on the bridge. The project also included utility coordination, survey, wetland flagging, environmental documents, permits, geotechnical analysis, hydrology and hydraulic engineering, and public outreach. AIE developed the design plans, specifications, and cost estimates and provided assistance during the bidding and construction phases of the project.

DURATION	PRIME/SUB	CONST. BUDGET	CONST. COST	CHANGE ORDER RATE
2017-2022	Prime	$1.8M	$1.5M	-0.3%



AI Engineers, Inc. (AIE) provided engineering design services for the replacement of the Mountaindale Road Bridge in Smithfield, RI, which had a span of 17.72 ft. The existing bridge (no. 113601) is located on Mountaindale Road and crosses Reaper Brook downstream of the Mountaindale Dam. The existing bridge superstructure was in "critical" condition with a low sufficiency rating, while the substructure was in "fair" condition. The bridge carried one-way alternating traffic controlled by stop signs at each end. Temporary precast concrete barriers were placed along each side to protect vehicular traffic as the existing pipe railing on the bridge had failed from vehicular impact. The previous superstructure consisted of concrete-encased steel beams topped with a concrete slab supported on reinforced concrete abutments with flared wing walls.

- Bridge Design
- Structural Analysis
- Permitting
- Construction Inspection

AIE's scope of services consisted of five major phases: Phase I - Evaluation of Reports and Structural Analysis, Phase II - Design, Phase III - Permitting, Phase IV - Construction Bid Phase, and Phase V - Construction Engineering and Inspection. AIE performed a complete inspection of the bridge and performed environmental, hydrologic, hydraulic, and scour studies. This was followed by a bridge-type study report for the review of the Town to select the most suitable replacement bridge type for the site.

The new structure is a simple span structure with a superstructure comprised of prestressed concrete deck units, placed side by side and transversely post-tensioned, supported on new reinforced concrete abutments, built behind the existing abutments. The existing abutment stems were replaced with Redi-Rock channel walls in front of the new abutments to maintain the existing hydraulic opening. The space between the channel walls and new abutments was filled with suitable backfill material. The new abutments are supported on spread footings lowered below the anticipated scour depth. New U-shaped abutments were constructed on the north side at each abutment to support a new 7 ft. wide sidewalk. Short, flared wing walls were constructed on the south side.

The new structure was widened to carry two 12 ft. lanes and 1ft. shoulders along each side, along with a 7 ft. wide sidewalk along the north side, resulting in a curb-to-curb width of 26 ft. and an out-to-out width of 37 ft. including the railings. The sidewalk continues along the north side wing walls and has ADA-compliant landings at each end. The wide sidewalk is intended to create a fishing alcove for local residents due to its rural, picturesque, and waterfront location.

DURATION	PRIME/SUB	CONST. BUDGET	CONST. COST	CHANGE ORDER RATE
2014-2017	Prime	$898,000	$902,000	0.1%

TOWN OF WESTPORT REPLACEMENT OF BAYBERRY LANE BRIDGE OVER ASPETUCK RIVER

Westport, CT



AI Engineers, Inc. (AIE) provided bridge design and engineering services to the Town of Westport for the replacement of the Bayberry Lane Bridge over the Aspetuck River (Bridge No. 04969). The Town of Westport is pursuing the total replacement of the bridge based on its existing alignment with financial assistance under the provisions of the Federal Local Bridge Program.

- Bridge Design
- Traffic Design
- Pedestrian Safety Improvements

The existing single-span bridge was constructed in 1957 and carries two lanes of traffic, one lane in each direction. It has a span length of 24 ft. and an out-to-out width of 23.8 ft. The superstructure consists of steel rolled beams with a reinforced concrete deck overlain with bituminous concrete. The substructure elements consist of stone masonry abutments. Overhead utility wires are located on the east side of the bridge. There is currently a gas main and a water main attached to the bridge. Based upon a Special Inspection completed by the CTDOT Bridge Inspection Unit, the bridge was rated as structurally deficient. The steel beams showed moderate surface rust throughout, with areas of heavy laminated rust on the bottom flanges and webs. There was significant section loss in multiple beams. The abutments were also experiencing undermining.

AIE's new design for the bridge meets current bridge design standards. The bridge replacement design also meets roadway geometric standards for local roads for the approach roadway width as well as the curb-to-curb width. The proposed bridge is safe and aesthetically suitable while having minimal impacts on the regulated areas and adjacent properties.

AIE maximized the use of Prefabricated Bridge Elements (PBEs) that allowed for the use of ***Accelerated Bridge Construction (ABC)*** techniques. The proposed crossing was designed to meet current bridge design and geometric standards for local roads, hydraulic requirements to accommodate a 100-year design flood, and foundation details that can resist the effects of riverbed scour. AIE addressed and managed all key design issues, including survey, hydrology, hydraulics, subsurface exploration, scour evaluation and countermeasures design, maintenance and protection of traffic, utility relocation, rights-of-way, handling water during construction, environmental impacts and permitting, sustainability, bidding support, construction phase services, and public outreach.

DURATION	PRIME/SUB	CONST. BUDGET	CONST. COST	CHANGE ORDER RATE
2018-2021	Prime	$2.1M	$2.2M	0.4%

AI Engineers

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www.aiengineers.com

AI ENGINEERS, INC.
AFFIRMATIVE ACTION POLICY

Company Name	AI Engineers, Inc.
Address	919 Middle Street
City/State/Zip	Middletown, CT 06457
Area Code/Phone Number	860-635-7740
Area Code/Fax Number	860-635-7312
Contact Person	Bailey Seeger

AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of this firm to assure that applicants are employed, and that employees are treated during employment, without regard to an individual's race, color, religion, age, sex, marital status, victim of domestic violence status, national origin or ancestry, present or past history of mental disability, mental retardation, learning disability or physical disability, including but not limited to, blindness except in the case of a bona fide occupational qualification or need. Such action shall include; 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, pre-apprenticeship, and/or on-the job training. This policy and practice applies to all persons.

This firm will implement, monitor, enforce and achieve full compliance with this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations executive orders and the EEO contract provisions listed below:

1. Civil Rights Act of 1964 as amended
2. Title 23 U.S.C. 140
3. Title 49 C.F.R. Part 21
4. Governor's Executive Orders #3 and #17
5. Connecticut Fair Employment Practices Act
6. Americans with Disabilities Act of 1990
7. Public Act No. 91-58
8. Specific Equal Employment Opportunity Responsibilities
9. Required Contract Provisions Federal Aid Construction Contracts
10. A (76) Affirmative Action Requirements
11. Minority Business Enterprises as Subcontractors
12. Standard Federal Equal Employment Opportunity Construction Contract Specification. 13. Nondiscrimination Act

In implementing this policy and ensuring that equal opportunity is being provided to protected class members, each time a hiring opportunity occurs this firm will contact and request referrals from minority and female organizations, referral sources, and media sources. All advertising will emphasize that the firm is "An Affirmative Action/Equal Opportunity Employer."

AI Engineers

919 Middle Street
Middletown, CT 06457
(860) 635-7740 phone
(860) 635-7312 fax
www.aiengineers.com

In order to substantiate this firm's efforts and affirmative actions to provide equal opportunity, the firm will maintain and submit, as requested, documentation such as referral request correspondence, copies of advertisements utilized and follow-up documentation to substantiate that efforts were made in good faith. This firm will maintain internal EEO/affirmative action audit procedures and reporting, as well as record keeping systems.

It is understood by me, my Equal Employment Opportunity Officer and my supervisory and managerial personnel that failure to effectively implement, monitor and enforce this firm's affirmative action program and failure to adequately document the affirmative actions taken and efforts made to recruit and hire minority and female applicants, in accordance with our affirmative action program in each instance of hire, will result in this firm being to recommit itself to a modified and more stringent affirmative action program prior to receiving approval. It is recognized than an approved affirmative action program is a prerequisite for performing services for the contracting agency.

Managers and supervisors are being advised of their responsibilities to ensure the success of the Affirmative Action Program. The ultimate responsibility for the Affirmative Action Program rests with the Chief Executive Officer. However, the day-to-day duties are hereby designated to Bailey Seeger, HRM, who has been designated as the Equal Opportunity Officer of this firm and will report directly to the Chief Executive Officer in these matters.

This Affirmative Action Plan has my whole-hearted support. In addition, each manager and supervisor, and all employees, are directed to aid in the development and implementation of the program and will be responsible for compliance to its objectives.

Abul Islam, PE, FASCE - President/CEO
Signature

November 8, 2024
Date

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ASSIGNMENT OF RESPONSIBILITIES

The contractor/consultant shall designate a responsible official to monitor all employment related activity to ensure that the firm's EEO policy is being implemented.

I hereby appoint Bailey Seeger as the Equal Employment Opportunity Officer of this firm.

The contracting officers and equal opportunity officer (hereinafter referred to as the EEO Officer) shall have the responsibility for and must be capable of effectively administering and promoting an active program of equal employment opportunity and who must be assigned adequate authority and responsibility to do so.

All members of the Company's staff who are authorized to hire, supervise, promote, and discharge employees, or who recommend such action, or who are substantially involved in such action, will be made fully cognizant of, and will] implement, the Company's equal employment opportunity policy and contractual responsibilities to provide equal employment opportunity in each grade and classification of employment. To ensure that the above agreement will be met, the following actions should be taken.

The EEO Officer's responsibilities shall include the following:

1. Conduct periodic meetings of supervisory and personnel office employees upon hire and not less often than once every six months, at which time the equal employment opportunity policy and its implementation will be reviewed and explained. The meetings will be conducted by the company EEO Officer or another knowledgeable company official.

2. All new supervisory or personnel office employees will be given a thorough indoctrination by the EEO Officer or other knowledgeable company official, covering all major aspects of the contractor's equal employment opportunity obligations within thirty days following their reporting for duty with the contractor.

3. All personnel who are engaged in direct recruitment for the firm will be instructed by the EEO Officer or appropriate company official in the contractor's procedures for locating and hiring woman/minority group employees.

4. Develop, implement and monitor progress on this firm's affirmative action plan.

5. Initiate and maintain contact with unions, recruitment sources and organizations servicing members of protected groups concerning the achievement of action requirements.

6. Place notices and posters setting forth the firms equal employment opportunity policy in areas accessible to employees, employment applicants and potential employees.

7. The equal employment opportunity policy and procedures to implement such policy will be brought to the attention of employees by means of meetings employee handbook, or other appropriate means.

8. The firm unless precluded by a valid bargaining agreement will conduct systematic recruitment and private employee referral sources likely to yield qualified minority group applicants, including, but not limited to, State employment agencies, schools, colleges and minority group organizations. The firm's EEO Officer will identify sources of potential minority group employees,

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and establish with such identified sources, procedures whereby minority group applicants may be referred to the firm for employment consideration.

9. In the event that the firm has a valid bargaining agreement providing for exclusive hiring hall referrals, you are expected to observe the provisions of that agreement to the extent that the system permits the firm's compliance with equal employment opportunity contract provisions.

10. If the firm relies in whole or in part upon unions as a source of employees, you will use your best efforts to obtain the cooperation of such unions to increase opportunities for minority groups and women within the unions, and to effect referrals by such unions of minority and female employees.

11. Your firm will periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.

12. The firm will promptly investigate all complaints of alleged discrimination made to the firm.

13. The Company will conduct periodic inspections of project sites to insure that working conditions and employee facilities do not indicate discriminatory treatment of project site personnel.

14. The company will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the Company will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.

Bailey Seeger, EEO Officer
Signature

November 8, 2024
Date

Abul Islam, PE, FASCE - President/CEO
Signature

November 8, 2024
Date

Tab 3 | Team Background & Experience

AI Engineers

AI Engineers

Legend:
AI Engineers, Inc. (AIE) - *Prime*
American Engineers Group, LLC (AEG) - Sub
AD Marble (ADM) - Sub
Arrow Land Solutions, LLC (ALS) - Sub
Surveying And Mapping, LLC (SAM) - Sub
★ **RESUMES PROVIDED FOR KEY STAFF**



Principal-in-Charge
★ Rohit Pradhan, PE (AIE)

Project Manager
★ Michael Beal, PE, CBSI (AIE)

QA/QC Manager
★ Shahvir Vimadalal, PE (AIE)

Civil/Roadway Design
★ Stanley Gwara, PE, LS (AIE)
Robert Gallo, PE (AIE)
Erik Jarboe, PE (AIE)

Structure Design
★ Andrew Powers, PE, CBSI (AIE)
Besmir Xhurxhi, PE (AIE)

Hydrology & Hydraulics
★ Michael Mastroluca, PE (AIE)

Cultural Resources
Russell Stevenson, CRP (ADM)
Michael Lenert, RPA (ADM)
Erin Dalius, PE (ADM)

ROW Acquisition
Amanda Hood (ALS)

Survey & ROW Plans
James Wagner, PLS (AEG)

Utility Coordination
Rhett P. Sloan, PLS (SAM)

Geotechnical
★ Craig Welfer, PE (AEG)

Environmental Studies/ Waterway Permitting
★ Xavier Riva, PWS (ADM)
Abigail Koenig (ADM)
Katherine Markowitz (ADM)

Construction Consultation
★ Patrick Carufe, CCM, NICET IV (AIE)
Ravi Chandran, PE (AIE)

Cost Estimator
Ronald Tellier, PE (AIE)

CADD
Matthew Lariviere (AIE)
Emina Puskarevic (AIE)

Specification Writing
Andrew Powers, PE (AIE)
Stanley Gwara, PE, LS (AIE)

Clerical
Catherine Gonsalves (AIE)
Stephanie Lesick-Hernandez (AIE)

ROHIT PRADHAN, PE
Principal-in-Charge

Education:
- MBA, University of Connecticut, Storrs, CT, 1996
- MS, Civil Engineering, University of Texas, Austin, TX, 1985
- BS, Civil Engineering, Bombay University, 1981

Professional Licenses and Certifications:
- Professional Engineer:
  PA: PE091194 exp. 09/30/2025
  Also licensed in:
  CT, MA, NY, RI

Years of Experience:
- 38 Years

References:

Bucks County, PA
George Hutt
215-345-3951
ghutt@buckscounty.org

Chester County, PA
Eric Quinn, AICP
610-344-6000
equinn@chesco.org

Mr. Pradhan has over 38 years of experience in managing and directing multiple concurrent design and construction projects, including complete bridge replacement, repair, and rehabilitation. His responsibilities have included project management, quality assurance, structural design/evaluation, client contract/fee negotiations, and construction project management. Mr. Pradhan is skilled in assigning and managing project personnel due to his extensive leadership and supervisory experience. He is also adept at overseeing project delivery to ensure conformance to state/federal guidelines. He is extremely familiar with the challenges associated with infrastructure improvement projects. Mr. Pradhan ensures that policies and standardized procedures are duly established and followed to reduce errors and omissions during the project. The following are some examples of his project experience:

- County of Northampton Engineering Services for the Replacement of Kressman Road over Fry's Run, Williams Township, PA - Served as Principal-in-Charge. This project involved the replacement of an existing single-span reinforced concrete bridge, which closed due to flood damage. AIE provided design services, including preliminary engineering, final design, bidding phase, and construction administration services per AASHTO and PennDOT design standards.

- PennDOT District 8-0 Design and Construction Consultation Services for the Replacement of Honeymoon Trail Bridge, Dauphin County, PA - Serving as Principal-in-Charge. This project involves the replacement of an existing stone masonry arch bridge. Responsibilities include preliminary engineering, final design, and construction consultation services in accordance with AASHTO and PennDOT design standards.

- County of Bucks Engineering Design Services for the Rehabilitation of Stouts Valley Road over Cooks Creek, Durham Township, PA - Served as Principal-in-Charge. This project involved the rehabilitation of an existing two-span, reinforced concrete tee beam bridge built in 1931 in accordance with PennDOT design standards. The scope of work included in-depth bridge inspection, utility coordination, survey, wetlands investigation, T&E species coordination, E&SC plans, right-of-way plans, detour plans, PS&E packages, and construction consultation.

- County of Bucks Engineering Design Services for the Replacement of East College Avenue over Pennsylvania Canal, Yardley Borough, PA - Serving as Principal-in-Charge involving the replacement of an existing prestressed concrete adjacent box beam bridge built in 1973. The project involves complete design services as a prime consultant in accordance with PennDOT design standards. The scope of work includes in-depth bridge inspection, utility coordination, wetlands investigation, T&E species coordination, detour plan, PS&E package, and construction cost estimate. Mr. Pradhan is responsible for the overall management and oversight, as well as ensuring sufficient allocation of resources for the project.

- County of Chester Bridge Engineering and Related Services for the Replacement of Chester County Bridge 311, North Coventry Township, PA - Serving as Principal-in-Charge. This project involves the full replacement of an existing single-span steel multi-girder bridge. Design services consist of preliminary engineering, final design, bidding phase, and construction administration services per AASHTO and PennDOT design standards.

Education:
- MS, Civil Engineering, Manhattan College, 2011
- BS, Civil Engineering, Univ. of Connecticut, 2003

Professional Licenses and Certifications:
- Professional Engineer: PA: PE088977 exp. 09/30/2025 Also licensed in: CT, DC, MA, MD, NC, NJ, NY, RI, SC, WV

Training:
- NHI Safety Inspection of In-Services Bridge (2012)
- NHI Bridge Inspection Refresher Training (2021)
- PennDOT Bridge Inspection Practices and Procedures (2019)
- PennDOT Bridge Inspector Refresher Training (2023)
- NHI Fracture Critical Inspection Techniques for Steel Bridges (2013)
- NHI Load and Resistance Factor Rating of Highway Bridges (2021)
- PennDOT Project Delivery Workshop – Design (2023)
- PennDOT Constructability and Maintainability Review Training (2024)
- PennDOT Construction Cost Estimating (2023)
- PennDOT H&H Permitting Procedures (2022)
- PennDOT Precast & Prestressed Concrete Design Overview (2022)
- Quality Process for PennDOT Permit Submissions (2022)

Years of Experience:
- 21 Years

References

Bucks County, PA
George Hutt
215-345-3951
ghutt@buckscounty.org

Chester County, PA
Eric Quinn, AICP
610-344-6000
equinn@chesco.org

Mr. Beal has 21 years of experience specializing in structural engineering and leads our Exton, Pennsylvania office. His bridge experience involves the management and oversight of bridge design, NBIS bridge inspection, and load rating projects for various state agencies and private clients.

- County of Delaware Design Services for the Replacement of Bridge No. 117, Radnor Township, PA – Project Manager for the replacement of a reinforced concrete arch in accordance with AASHTO and PennDOT design standards. Project phases include preliminary engineering and final design, with optional services to include bidding support and construction consultation. Mr. Beal is responsible for scheduling, quality assurance of deliverables, and overall project delivery. Tasks of note include structure alternatives analysis, environmental studies, H&H analysis, utility coordination, waterway permitting, and PennDOT Structural Adequacy.

- County of Chester Bridge Engineering & Related Services for the Replacement of Bridge 311, North Coventry Township, PA - Project Manager for the replacement of a single-span steel multi-girder bridge. Design services consist of preliminary engineering, final design, bidding phase, and construction administration services per AASHTO and PennDOT design standards. Mr. Beal is responsible for project oversight, scheduling, managing subconsultants, and quality assurance. Tasks include subsurface exploration, survey, wetland studies, T&E species coordination, H&H analysis, cultural resources coordination, utility coordination, structure alternatives analysis, waterway permitting, right-of-way plans, PS&E package, bidding phase services, review of contractor submittals, processing RFIs, and construction consultation.

- County of Bucks Engineering Design Services for the Replacement of East College Avenue over Pennsylvania Canal, Yardley Borough, PA – Serving as Project Manager for the replacement of a prestressed concrete adjacent box beam bridge built in 1973. The scope of work requires complete design services, in-depth bridge inspection, utility coordination, wetlands investigation, T&E species coordination, detour plan, PennDOT Structural Adequacy, PS&E package, and construction cost estimate.

- County of Bucks Engineering Design Services for the Rehabilitation of Stouts Valley Road over Cooks Creek, Durham Township, PA – Project Manager for the rehabilitation of a two-span, reinforced concrete tee beam bridge built in 1931. Tasks for this project included in-depth bridge inspection, utility coordination, survey, wetlands investigation, T&E species coordination, E&SC plans, right-of-way plans, detour plans, PennDOT Structural Adequacy, PS&E package, and construction consultation. Mr. Beal was responsible for project oversight, scheduling, managing subconsultants, and quality assurance.

- County of Northampton Engineering Services for the Replacement of Kressman Road over Fry's Run, Williams Township, PA - Served as Project Manager for the replacement of a single-span reinforced concrete bridge superstructure. The project involved preliminary engineering to final design, bidding, and construction administration. Mr. Beal was responsible for project oversight, scheduling, managing subconsultants, and quality assurance. Tasks included subsurface exploration, survey, wetland studies, threatened and endangered species coordination, hydrology and hydraulics, cultural resources and utility coordination, structure alternatives analysis, waterway permitting, right-of-way plans, PS&E package, and construction consultation.

SHAHVIR VIMADALAL, PE
QA/QC Manager

Education:
- MS, Structures, University of Cincinnati, 1982
- BE, Civil Engineering, M.S. University of Baroda, India, 1980

Professional Licenses and Certifications:
- Professional Engineer: NJ, MA, CT, RI, ME, NH, VT

Training:
- NHI Safety Inspection of In-Service Bridges (1993)
- NHI Bridge Inspection Refresher Course (2022)
- NHI Tunnel Safety Inspection (2019)
- NHI Tunnel Safety Inspection Refresher (2023)
- NHI Inspection and Maintenance of Ancillary Highway Structures (2019)
- NHI Stream Stability and Scour at Highway Bridges (1992)
- OSHA Confined Space (2018)
- OSHA 10-Hour (2019)

Professional Associations:
- Member of American Society of Civil Engineers (ASCE) and Boston Society of Civil Engineers Section (BSCES)
- BSCES SEI Boston Committee (2008-Present) & Chair (2017-2018)

Years of Experience:
- 37 Years

References:
- Frank Suszynski, PE
  District 4 Assistant Highway Director
  MassDOT Highway Division
  781-641-8474
  frank.suszynski@state.ma.us

- Mohammed Nabulsi, PE
  District 3 Bridge Engineer
  MassDOT Highway Division
  508-929 3849
  mohammed.nabulsi@dot.state.ma.us

Mr. Vimadalal has 37 years of engineering experience, including structural inspection, evaluation and design. He has managed numerous structural design projects involving preservation to keep the assets in a state of good repair and/or extend their service life. Mr. Vimadalal has also managed the design of various maintenance buildings, retaining walls, and foundations. Following is a partial list of successful projects that highlight his experience:

- Rehabilitation, Improvement, & Repair of Four Orphan Bridges, Middlesex County, NJ - Served as Project Manager and Principal Engineer on this project, which involved condition survey and rehabilitation design of two local road bridges over Amtrak Northeast Corridor and two local road bridges over Conrail. Rehabilitation design included deck repair, deck replacement, and superstructure replacement. Work included coordination with Amtrak and Conrail.

- MassDOT McGrath Highway (Route 28) Resurfacing and Related Work, Cambridge-Somerville, MA - Serving as Project Manager for roadway resurfacing and bridge repairs. Scope of work includes existing condition assessments, recommendations for improvements, and preparation of plans, specifications, and repair estimates for various bridges. Repairs include deck repairs, miscellaneous concrete repairs, joint replacement, railing repairs, wingwall/retaining wall parapet replacement, scupper replacement, and miscellaneous roadway improvements such as curb and median repairs. Bridge structure types include a steel through truss bridge, a steel through girder bridge over the railroad, and two steel multi-girder bridges over roadways.

- MassDOT Accelerated Bridge Program, Statewide, MA - Served as Project Manager on various projects using Accelerated Bridge Construction Techniques (ABC). Select projects included McGrath Highway over Gilman Street (Somerville), Woodlawn Avenue over CSX Railroad (Pittsfield), and Route 19 over Mill Brook (Brimfield) (first NEXT Beam bridge project for MassDOT). Work on the Route 19 Bridge also included modifying MassDOT standard details and developing new details to incorporate NEXT beams. The Gilman Street Bridge was a single-span, 6-lane bridge replacement in a heavily traveled urban section of Route 28 and used precast concrete abutments and precast concrete deck panels supported on steel rolled beam superstructure.

- RIDOT Route 1 Narragansett/South Kingstown Bridge Repairs, RI - Served as Structural Project Manager for repairs of Bridge Nos. 483, 484, 485, and 486. Bridge repairs included pier cap replacement, abutment, and pier column repairs, including FRP wrapping, beam end repairs, and deck joint replacement.

- RIDOT Bridge & Structure Design, RI - Served as Senior Structural Engineer on RIDOT bridge design projects, including new Route 138 over North Road and Jamestown Brook in Jamestown and two (2) culverts along Atwood Avenue in Johnston. North Road Bridge included a prestressed concrete multi-girder superstructure with stone facing on bridge parapets, abutments, and wingwalls.

- RIDOT Hurricane Sandy Emergency Repairs, Poppasquash Road, Bristol, RI - Served as the Bridge Design Discipline Leader for this emergency repair project. He was responsible for the overall design of emergency repairs to historic seawalls and two culverts and their approaches on Poppasquash Road in Bristol.

Education:
- BS, Civil Engineering, Widener University, 2013
- BS, Physics, Gettysburg College, 2011

Professional Licenses and Certifications:
- Professional Engineer: PA: PE089759 exp. 09/30/2025, Also licensed in: SC

Training:
- PennDOT Basic Course on Bridge Safety Inspection (2014)
- PennDOT Bridge Safety Inspector Refresher Course (2022)
- NHI Fracture Critical Inspection Techniques for Steel Bridges (2019)
- OSHA Confined Space Safety (2015)

Years of Experience:
- 13 Years

References:

Bucks County, PA
George Hutt
215-345-3951
ghutt@buckscounty.org

Chester County, PA
Eric Quinn, AICP
610-344-6000
equinn@chesco.org

Mr. Powers has over 13 years of structural engineering experience. He is experienced in various design methodologies, bridge inspection, and construction support. Mr. Powers has completed numerous projects for PennDOT, including bridge design (geometry, beam design, culvert design, substructure design, geotechnical coordination, and quantity and cost estimating), bridge safety inspections, emergency bridge inspections, and fracture critical inspections. His projects of note include the following:

- County of Delaware Design Services for the Replacement of Bridge No. 117, Radnor Township, PA – Project Engineer for the replacement of a reinforced concrete arch in accordance with AASHTO and PennDOT design standards. Project phases include preliminary engineering and final design, with optional services to include bidding support and construction consultation. Mr. Powers is responsible for the delivery of the structure alternatives analysis, plans, and calculations.
- County of Chester Bridge Engineering & Related Services for the Replacement of Bridge 311, North Coventry Township, PA - Project Engineer for the replacement of a single-span steel multi-girder bridge. Design services consist of preliminary engineering, final design, bidding phase, and construction administration services per AASHTO and PennDOT design standards. Mr. Powers is responsible for the delivery of the structure alternatives analysis, plans, and calculations.
- Bucks County Engineering Design Services for the Rehabilitation of Stouts Valley Road over Cooks Creek, Durham Township, PA - Served as Project Engineer. This project involved the rehabilitation of an existing two-span, reinforced concrete tee beam bridge built in 1931. AIE provided complete design services in accordance with PennDOT design and safety standards. Mr. Powers led the bridge inspection team and was responsible for the inspection report and structural design. He was also responsible for the preparation of design plans and load rating analysis.
- Bucks County Engineering Design Services for the Replacement of East College Avenue over Pennsylvania Canal, Yardley Borough, PA - Serving as Project Engineer for this project, including the design of a full replacement of a single span, prestressed concrete adjacent box beam bridge. AIE is providing complete design services in accordance with PennDOT design standards. Responsible for leading the structural design effort.
- County of Northampton Engineering Services for the Replacement of Kressman Road over Fry's Run, Williams Township, PA - Served as Project Engineer. This project involves the superstructure replacement of an existing single-span reinforced concrete bridge. AIE provides complete design services, including preliminary engineering, final design, bidding phase, and construction administration services in accordance with AASHTO and PennDOT design standards. Prepared layouts, structure alternatives analysis, preliminary construction cost estimate, structural design, and preparation of structural design plans.
- PennDOT Keim Street over Schuylkill River, Montgomery/Chester County, PA - Served as Structural Engineer on this historic bridge replacement project. Responsibilities included prestressed beam design, bridge geometry and layout, substructure design, and all other design calculations included in the submittal package. Prepared detailed quantity and cost estimates. Performed Alternatives Analysis on the replacement of a five-span steel truss bridge.

STANLEY GWARA, PE, LS
Senior Civil/Roadway Engineer

Education:
- BS, Civil Engineering, University of Connecticut, 1984
- AS, Civil Engineering, Hartford State Technical College, 1982

Professional Licenses and Certifications:
- Professional Engineer: CT, NY
- Registered Land Surveyor: CT, RI

Years of Experience:
- 39 Years

References:

Bucks County, PA
George Hutt
215-345-3951
ghutt@buckscounty.org

Chester County, PA
Eric Quinn, AICP
610-344-6000
equinn@chesco.org

Mr. Gwara has over 39 years of experience in civil/site and highway/roadway design, as well as extensive coordination with utility companies and various stakeholders, completing numerous projects for state, federal, and municipal agencies. Mr. Gwara's experience includes roadway, drainage, utility, and geometric design; construction engineering; and environmental investigations and remediation. He has extensive experience in drainage and wastewater systems design on large and complex projects. His key project experience includes the following:

- County of Chester Bridge Engineering & Related Services for the Replacement of Bridge 311, North Coventry Township, PA – Serving as Senior Civil Engineer for the replacement of a single-span steel multi-girder bridge. Design services consist of preliminary engineering, final design, bidding phase, and construction administration services per AASHTO and PennDOT design standards. Responsible for the design of the approach roadway corridor, including horizontal and vertical alignment, pavement reconstruction, and approach guide rail.

- County of Bucks Engineering Design Services for East College Avenue over Pennsylvania Canal, Yardley Borough, PA – This project involves the replacement of a prestressed concrete adjacent box beam bridge built in 1973. The scope of work involves complete design services, in-depth bridge inspection, utility coordination, wetlands investigation, T&E species coordination, detour plan, PS&E package, and construction cost estimate. Responsible for roadway design, pavement marking and signage, and detour plans.

- City of Norwich Rehabilitation of Pleasant Street Bridge over Yantic River, Norwich, CT - Served as Project Engineer for the rehabilitation of Pleasant Street Bridge over the Yantic River. The scope of services entailed replacing the existing concrete deck supported on steel stringers, removing/replacing deteriorated bridge joints, milling/paving approaches at deteriorated sections, and removing/replacing sidewalk concrete and curb at deteriorated sections and non-standard locations.

- Town of Westport Replacement of Bayberry Lane Bridge over Aspetuck River, Westport, CT - Served as Senior Civil Engineer providing bridge design and engineering services for replacing Bayberry Lane Bridge over the Aspetuck River. The Town of Westport pursued the total bridge replacement on the existing alignment. The crossing was designed to meet current bridge design and geometric standards for local roads and improve hydraulics and scour mitigation. Responsibilities included coordinating with the town, developing design plans and specifications, etc. The design maximized the use of Prefabricated Bridge Elements (PBEs)(Box Beams) that accelerated the bridge replacement project.

- Town of Oxford Dutton Road Bridge Replacement, Oxford, CT - Served as Senior Civil Engineer providing bridge design and engineering services to the Town of Oxford to replace Dutton Road Bridge over Little River (Bridge No. 04913). The Town of Oxford pursued the total bridge replacement on the existing alignment. Bridge construction was staged in two major phases, and the replacement structure aligned with existing roadway edges and centerline. Responsibilities also included coordinating with the town, providing public outreach, developing design plans and specifications, etc.

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MICHAEL MASTROLUCA, PE, CPSWQ

Hydrology & Hydraulics Engineer

Education:

- MS, Environmental Engineering, University of Hartford, 2003
- BS, Environmental Engineering, Norwich University Military College of Vermont, 1991

Professional Licenses and Certifications:

- Professional Engineer: CT, RI, MA, NY, VT
- Certified Professional in Storm Water Quality
- Engineering Certificate, NCEE for Engineering & Surveying

Publication:

- Mastroluca, M. 2003, Forecasting Flood Events using the Army Corps of Engineers Hydraulic Modeling System for the Unionville Brook in Farmington, CT, University of Hartford (Thesis)

Years of Experience:

- 26 Years

References:

Bucks County, PA
George Hutt
215-345-3951
ghutt@buckscounty.org

Chester County, PA
Eric Quinn, AICP
610-344-6000
equinn@chesco.org

Mr. Mastroluca has over 26 years of engineering experience. He has extensive water resources engineering experience on municipal and state bridge projects involving hydraulic modeling, riverine hydrology, streambed scour evaluations, gutter flow analysis, erosion protection at system outfalls, and providing supporting data for permit applications. His key project experience includes the following:

- County of Chester Bridge Engineering & Related Services for the Replacement of Bridge 311, North Coventry Township, PA - Serving as Senior Hydraulics Engineer for the replacement of a single-span steel multi-girder bridge. Design services consist of preliminary engineering, final design, bidding phase, and construction administration services per AASHTO and PennDOT design standards. Responsible for the design of the drainage ditches/swales and assisted with determining stone size for scour protection around the wingwalls. Also assisted with revising the Erosion and Sedimentation Control Plans.

- County of Bucks Engineering Design Services for East College Avenue over Pennsylvania Canal, Yardley Borough, PA - Serving as Senior Hydraulics Engineer. This project involves the replacement of a prestressed concrete adjacent box beam bridge built in 1973. The scope of work involves complete design services, in-depth bridge inspection, utility coordination, wetlands investigation, T&E species coordination, detour plan, PS&E package, and construction cost estimate. Responsible for designing all the closed pipe drainage systems for the roadway.

- Town of Berlin Glen Street Bridge Design, Berlin, CT - Served as Senior Hydraulics Engineer and developed cost-effective solutions for rehabilitating the Glen Street Bridge structure over the Mattabesset River. Mr. Mastroluca was responsible for providing hydraulic and environmental permitting. Responsibilities included performing hydrology and hydraulics for bridge rehabilitation. The hydraulic analysis included converting old USGS FEMA data into HEC-RAS to evaluate river flooding and verify hydraulic impacts within the FEMA Floodway. Prepared all permitting documents.

- Town of Mamaroneck Replacement of Valley Stream Bridge, Mamaroneck, NY - Served as Senior Hydraulics Engineer for this project. The existing bridge was replaced with a new bridge supported on precast concrete abutments founded on rock. The superstructure consists of adjacent precast concrete deck units/slabs placed side by side and post-tensioned transversely. The bridge received membrane waterproofing and bituminous overlay. Responsible for performing hydrological and hydraulic evaluation for both the pre-existing structure and the proposed structure using the Army Corps of Engineers (USACE) Hydraulic Engineering Center (HEC) River Analysis System (HEC-RAS) Model in conjunction with the on-site survey. Mr. Mastroluca also conducted a scour analysis for the proposed bridges using HEC-18.

- CTDOT Replacement of Bridge #02277 over Ridgefield Brook, Ridgefield, CT - Served as Senior Hydraulics Engineer for this project, which consisted of the replacement of the existing bridge deck and drainage improvements, including roadway vertical alignment being changed with a high point being introduced on the proposed bridge at Station 13+00.00 to accommodate the 100-year flood elevation. Mr. Mastroluca evaluated the proposed drainage improvements in accordance with CTDOT's Hydraulics and Drainage Manual and prepared a drainage report.

Craig T. Welfer, PE
Senior Geotechnical Engineer

EDUCATION
BSCE, Geotechnical
Pennsylvania State University, 1993

PROFESSIONAL REGISTRATIONS/CERTIFICATIONS
Professional Engineer: PA, MD, DE, VA

WORK HISTORY/LENGTH OF TENURE
Total Experience: 31
With AEG: 25

REFERENCES
Mark Malhenzie | PennDOT | (717) 783-5080 | mmalhenzie@pa.gov
Zachary Wright | Mohawk Valley Contractors | (315) 709-8307 | zw@mohawkcalleymaterials.com

SUMMARY OF QUALIFICATIONS:
Mr. Welfer is AEG's Director of Geotechnical Services. He supervises field investigations, design, cost estimating, and construction support services on transportation, highway, bridge, and water supply projects. His design experience includes shallow and deep foundations for various structures. He is knowledgeable of geotechnical issues such as embankment fill and cut slope stability, mine subsidence, geophysical analysis and data interpretation, and evaluation of karst terrain (sinkholes). He is responsible for QA/QC of technical reports and provides geotechnical support during construction. Mr. Welfer has been involved with numerous bridge replacement and rehabilitation projects for PennDOT and local municipalities.

Lloyd Street Bridge over Amtrak, Delaware County, PA
City of Chester. AEG is responsible for railroad coordination, performing geotechnical analysis, and preparing the Subsurface Exploration Planning Submission (SEPS) and the Final Structure Foundation Report. Mr. Welfer serves as Project Manager.

PennDOT District 6-0 Bridge Unit Design Services, Various Counties, PA
PennDOT District 6-0. AEG's most recent work orders under this open-ended contract involve the emergency replacement/rehabilitation of four structures in Montgomery, Chester, and Bucks Counties. AEG is responsible for survey, Right-of-Way, and geotechnical services and simultaneously provides services for all structures. Mr. Welfer serves as Project Manager.

County Bridge 44, Montgomery County, PA
Montgomery County. This project will replace Moredon Road over Pennypack Creek in Abington Township. The existing structure, built in 1932, is a three-span concrete encased steel I-beam bridge spanning 187 feet. The proposed structure is a two-span composite prestressed concrete spread box beam bridge. AEG is responsible for providing geotechnical engineering and surveying services. AEG summarized data obtained from the soils and geological reconnaissance at the project location in a SEPS. Mr. Welfer serves as Project Manager.

County Bridge 56, Montgomery County, PA
Montgomery County. This project involves the replacement of Rices Mill Road over Tacony Creek in Cheltenham Township. The existing bridge, built in 1951, is a two-span steel I-beam bridge. The proposed structure is a single-span composite prestressed concrete spread box beam bridge. AEG provides surveying and geotechnical engineering services, including developing an SEPS. Mr. Welfer serves as Project Manager.

South Broad Street Culvert, Montgomery County, PA
Montgomery County. This project involves replacing the Broad Street Culvert over Towamencin Creek in Upper Gwynedd Township. The existing culvert sustained damage and needs replacement. AEG is responsible for geotechnical engineering and surveying services. Mr. Welfer serves as Project Manager.

A.D. MARBLE
environmental·cultural·engineering

XAVIER RIVA, PWS
Senior Environmental Studies/Waterway Permitting

Education:
- MEM, Environmental Management and Water Resources, Duke University, 1998
- BA, Biology and Environmental Science, University of Pennsylvania, 1994

Professional Licenses and Certifications:
- Professional Wetland Scientist No. 1596

Years of Experience:
- 25 Years

References:
Gina Burritt
Delaware County Planning Department
610-891-5208
Burrittg@co.delaware.pa.us

Keith Highlands
PennDOT District 6-0
610-205-6713
khighlands@state.pa.us

Mr. Riva has over 25 years of experience as a Senior Environmental Scientist whose project experience has focused on all aspects of transportation projects, from feasibility to planning, preliminary, and final design. His experience includes the completion of NEPA documents, including natural and cultural resource clearance investigations to support NEPA studies, as well as permitting and public involvement for projects throughout the Mid-Atlantic region. His expertise lies in conducting watershed and large-scale natural resource studies, including water quality, wetland studies, and improving the sustainability of recreational trail networks. He is proficient in wetland delineation work in support of NEPA studies, including monitoring and remediation of constructed wetlands, surveying wetland boundaries using GPS, and identifying wetland plants and hydric soils. The following are some examples of his project experience:

- **County of Delaware Radnor Township TAP Trail-Radnor/Villanova Sections. Radnor Township, PA -** Completed a wetland delineation as well as a threatened and endangered species survey of the trail corridor. The project consists of three separate trail connector segments in Radnor Township. The trails segment will connect downtown Wayne and the SEPTA Radnor stations to the Radnor Rail Trail (RRT). A third segment will connect the Villanova SEPTA station to Bryn Mawr Avenue and the Springfield Township line. On-road sections will involve restriping and signage, while off-road sections will be limited to a newly paved trail that is 10 feet wide. A.D. Marble will complete the coordination of the historic resources, NEPA evaluation (CE Level 1b), and permitting as the project advances through preliminary design.

- **County of Montgomery Bridge #232 Fruitville Road over Perkiomen Creek, Upper Hanover Township, PA -** Bridge project for the rehabilitation/replacement of the National Register eligible bridge. While this is a county-owned bridge, PennDOT is also involved in this project. Tasks include NEPA documentation and Section 106.

- **County of Montgomery Bridge #101 Old Gravel Pike over Swamp Creek, Lower Frederick Township, PA -** Completed a wetland delineation, threatened and endangered species coordination, and historic resources coordination for the submittal of a GP-11.

- **County of Bucks Rehabilitation of Bridge #49 Byers Road over Beaver Creek, Nockamixon Township, PA -** Completed a wetland delineation, threatened and endangered species coordination, and historic resources coordination for the submittal of a GP-11.

- **County of Bucks Rehabilitation of Bridge #50 Mill Road over Watson Creek, Buckingham Township, PA -** Served as Project Manager. A.D. Marble completed wetland delineation, threatened and endangered species coordination, and historic resources coordination for the submittal of a GP-11.

- **PennDOT District 6-0 S.R. 0095, Section GPB. I-95 Bridge Rehabilitation, Island Avenue to Philadelphia Navy Yard, PA -** Served as Senior Environmental Scientist responsible for leading wetland delineations and the threatened & endangered species programmatic coordination. The project involved the rehabilitation of a total of 20 bridges and included the rehabilitation of the I-95 Girard Point Bridge (GPB) over the Schuylkill River.

PATRICK CARUFE, CCM, NICET IV
Construction Consultant

Education:
- BS, Construction Management, Utica College of Syracuse University, 1990
- AS, Construction Engineering, Canton College of Technology, 1988
- State University of New York College, Cortland, 1984-1986

Professional Licenses and Certifications:
- Certified Construction Manager (CCM)

Training:
- NICET Transportation/Highway Construction, Level IV
- NETTCP Certified:
  - Paving Inspector
  - Concrete Inspector
  - Soils Inspector
  - Quality Assurance Technician
- Certified ATSSA Traffic Control Supervisor
- OSHA 10 Hour Construction Industry Outreach Training Program

Years of Experience:
- 33 Years

References:

Bucks County, PA
George Hutt
215-345-3951
ghutt@buckscounty.org

Town of Westport, CT
Keith S. Wilberg
203-515-8427
KWILBERG@westportct.gov

Mr. Carufe has over 33 years of construction engineering and inspection experience on projects that include bridge, roadway, railroad, and facilities reconstruction and improvements. He has provided inspection services on several transportation infrastructure projects and is well-versed in federal, state, and municipal construction policies and procedures. Mr. Carufe has provided field inspection services, supervised other inspectors, overseen the project material testing, assisted with the preparation of necessary construction orders, attended all project meetings, and assisted with resolving construction issues. He has significant experience in steel and concrete structures, roadway resurfacing, railroad track alignments, utility installation, and safety improvements. While executing these projects, Mr. Carufe effectively coordinated with public owners' representatives, oversaw the maintenance and protection of traffic, delivered on safety, and met all project compliance requirements per contract documents. His relevant project experience is as follows:

- County of Chester Bridge Engineering & Related Services for the Replacement of Bridge 311, North Coventry Township, PA – Construction Engineer for the replacement of a single-span steel multi-girder bridge. Design services consist of preliminary engineering, final design, bidding phase, and construction administration services per AASHTO and PennDOT design standards. Mr. Carufe has provided constructability reviews throughout the design process and will support the construction consultation effort.
- County of Bucks Engineering Design Services for the Rehabilitation of Stouts Valley Road over Cooks Creek, Durham Township, PA - Served as Construction Engineer. This project involved the rehabilitation of an existing two-span, reinforced concrete tee beam bridge built in 1931. AIE provided complete design services in accordance with PennDOT design and safety standards. The scope of work included in-depth bridge inspection, utility coordination, survey, wetlands investigation, T&E species coordination, E&SC plans, right-of-way plans, detour plans, PS&E packages, and construction consultation. Responsible for providing construction schedule estimates and reviewing design plans.
- County of Northampton Engineering Services for the Replacement of Kressman Road over Fry's Run, Williams Township, PA - Served as Construction Engineer. This project involved the superstructure replacement of an existing single-span reinforced concrete bridge. AIE provided complete design services, including preliminary engineering, final design, bidding phase, and construction administration services in accordance with AASHTO and PennDOT design standards. Responsible for providing construction schedule estimates, reviewing design plans, and providing support during construction.
- Town of Westport Replacement of Bayberry Lane Bridge over Aspetuck River, Westport, CT - Serving as Construction Coordinator for this project. Duties include overseeing the staff and ensuring that all work is performed per the contract documents, as well as Town and State standards. Attending all progress and various project meetings to stay apprised of the project development and continue to have a direct contract with the Town of Westport to make certain all the project requirements are satisfied. Performing spot inspections of project records and checks on computations to ensure inspection staff keeps up with project constraints and verifies the accuracy of payments. Also managing construction inspection billing and budget to track costs and ensure the project is within the CE Construction Inspection Service Agreement.


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Commonwealth of Pennsylvania
Department of State
Bureau of Professional and Occupational Affairs
PO BOX 2649 Harrisburg PA 17105-2649

23 0077854

License Type
Professional Engineer

ROHIT PRADHAN
206 SUNSET RDG
ROCKY HILL, CT 06067

License Status
Active

Initial License Date
06/02/2020

License Number
PE091194

Expiration Date
09/30/2025

Acting Commissioner Arion R. Claggett

Signature

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Rohit Pradhan
PA License No. PE091194
Exp. 09/30/2025


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Commonwealth of Pennsylvania
Department of State
Bureau of Professional and Occupational Affairs
PO BOX 2649 Harrisburg PA 17105-2649

23 0138992

License Type
Professional Engineer

MICHAEL BEAL
802 MONTBARD DR
WEST CHESTER, PA 19382

License Status
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Initial License Date
12/27/2018

License Number
PE088977

Expiration Date
09/30/2025

Acting Commissioner Arion R. Claggett

Signature

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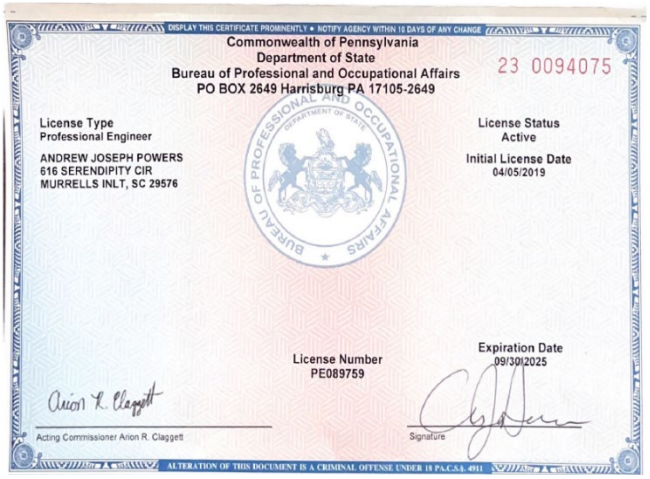
Michael Beal
PA License No. PE088977
Exp. 09/30/2025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Commonwealth of Pennsylvania
Department of State
Bureau of Professional and Occupational Affairs
PO BOX 2649 Harrisburg PA 17105-2649

23 0094075

License Type
Professional Engineer

ANDREW JOSEPH POWERS
616 SERENDIPITY CIR
MURRELLS INLT, SC 29576

License Status
Active

Initial License Date
04/05/2019

License Number
PE089759

Expiration Date
09/30/2025

Acting Commissioner Arion R. Claggett

Signature

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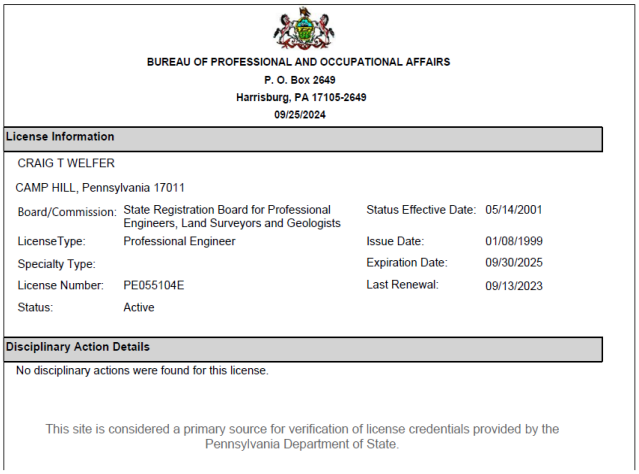
Andrew Powers
PA License No. PE089759
Exp. 09/30/2025


BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS
P. O. Box 2649
Harrisburg, PA 17105-2649
09/25/2024

License Information

CRAIG T WELFER

CAMP HILL, Pennsylvania 17011

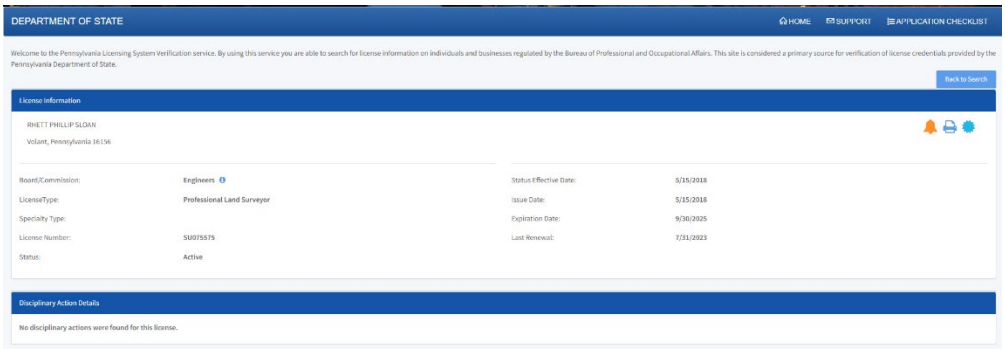
Board/Commission:	State Registration Board for Professional Engineers, Land Surveyors and Geologists	Status Effective Date:	05/14/2001
LicenseType:	Professional Engineer	Issue Date:	01/08/1999
Specialty Type:		Expiration Date:	09/30/2025
License Number:	PE055104E	Last Renewal:	09/13/2023
Status:	Active		

Disciplinary Action Details

No disciplinary actions were found for this license.

This site is considered a primary source for verification of license credentials provided by the Pennsylvania Department of State.

Craig Welfer
PA License No. PE055104E
Exp. 09/30/2025


DEPARTMENT OF STATE

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License Information

RHETT PHILLIP SLOAN

Volant, Pennsylvania 16156

Board/Commission:	Engineers	Status Effective Date:	5/15/2018
LicenseType:	Professional Land Surveyor	Issue Date:	5/15/2018
Specialty Type:		Expiration Date:	9/30/2025
License Number:	SU075575	Last Renewal:	7/31/2023
Status:	Active		

Disciplinary Action Details

No disciplinary actions were found for this license.

Rhett Sloan
PA License No. SU075575
Exp. 09/30/2025

Tab 4 | Project Approach

AI Engineers

Existing Conditions and Project Intent

Delaware County Bridge #232, The Folcroft Bridge, is located on Folcroft Avenue over Hermesprota Creek in Folcroft Borough. The existing bridge is a single-span **reinforced concrete closed spandrel arch** built in 1925. As such, the bridge is nearly 100 years old and has served more than what is considered to be a normal service life, which is typically 75 years. The bridge has a length of 31 feet, curb-to-curb width of 30 feet, and under clearance of 8'-5". The average daily traffic as of 2022 is 1,085 vehicles per day.

AI Engineers, Inc. (AIE) understands that the County has proposed to replace the existing bridge with a new bridge that meets current design standards, provides safe pedestrian access, and reflects the nature of the existing bridge with regard to aesthetics.

Project Management and Administration

Mr. Michael Beal, PE, CBSI will administer all work performed for this project for AIE. As Project Manager, he will function as the principal contact for all tasks and will manage all AIE (and subconsultant) aspects of this contract. Michael will be responsible for ensuring activities are performed in accordance with the scope of work, the timely completion of tasks, and deliverables conform to PennDOT standards and AIE's quality assurance/quality control plan. He will also be responsible for project administration, monitoring the schedule and budget, preparing invoices, and ensuring proper billing procedures are followed.

AIE will develop the project schedule in Microsoft Project, which will be based on the Critical Path Method. The schedule will be updated from time to time as needed and shared with the County.

Agency Coordination and Meetings

AIE's participation in meetings will include the following:

- Project Kick-Off Meeting
- Monthly Status Meetings
- Meetings with Folcroft Borough, County Officials, and County Staff (assume three meetings)
- AIE will prepare agenda and meeting minutes for all meetings

Field Exploration

Our subconsultant, **American Engineers Group, LLC (AEG),** will provide **topographic survey and base mapping** services, as well as the preparation **of right-of-way plans.**

Topographic Survey and Base Mapping

AEG's survey crew will perform all required field surveys under the direction of a Pennsylvania Licensed Professional Land Surveyor in accordance with PennDOT Publication 122M, *Surveying and Mapping Manual*.

Notice of Intent to Enter (NOITE) letters will be prepared for each affected property owner. In addition, each property owner will be notified at least 10 days in advance of any field work. AEG assumes twenty-nine (29) affected properties.

The following tasks will be performed:

- Perform a PA One Call to have the underground utilities marked in the field.
- Establish horizontal and vertical control points.
- For the roadway, AEG will begin 120 feet southeast of Hermesprota Creek and extend to 120 feet northwest of Hermesprota Creek, for a total distance of 240 feet along Folcroft Ave. width of the survey to be 80 feet (40 feet from the roadway centerline).
- Survey all existing features pertinent to the project, including roads, curbing, bridges, streams, utilities, poles, guy wires, sidewalks, pavement markings, drainage structures, buildings, trees, fences, underground facilities as marked, signs, manholes, inlets, and parking facilities.
- Establish permanent benchmarks outside of the limits of construction.
- Stake borings as necessary. AEG assumes four (4) borings will need to be staked.
- Survey wetland and steam flag locations as placed by Others.

AEG will also perform courthouse research to obtain the deeds for the adjoining parcels to the bridge.

AEG will also perform a Hydraulics and Hydrology (H&H) survey noting the existing structure type, material, shape, height, width, and length of the bridge over Hermesprota Creek. AEG will survey the headwalls, wingwalls, piers, and guiderails

as applicable to the structure. Approximately six (6) survey cross-sections will be taken at the structure itself, with one (1) cross-section taken at the upstream toe of the roadway embankment, one (1) cross-section taken at the downstream toe of the roadway embankment, two (2) cross-sections taken at 10-foot intervals upstream from the upstream cross-section, and two (2) cross-sections taken at 10-foot intervals downstream from the downstream toe cross-section. The upstream and downstream limits of the onsite survey will be 500 feet upstream and downstream of the structure, and stream cross-sections will be taken every 100 feet, with two (2) additional cross-sections (one (1) 50 feet upstream of the structure and one (1) 50 feet downstream of the structure). The survey of cross-sections will include the stream and 50 feet of riverbanks on each side.

In addition to the cross-sections, there is an adjacent structure on the western side of Folcroft Avenue that has the potential to be in the FEMA floodplain, where the first-floor elevation will be obtained to ensure no additional flooding will occur due to the structure replacement.

Horizontal controls will be based on NAD 83, Pennsylvania State Plane Coordinate System. Vertical survey information will be referenced to NAVD 88.

Right-of-Way Plans

AEG will research tax maps, property owners, and deed information. Any Right-of-Way (ROW) and property lines will be assembled from the deed descriptions and plotted on the plan sheets. AEG will research and contact the County to determine any ROW dedication through Subdivision approvals. AEG will also research available ROW plans or highway plans to determine the recorded ROW.

AEG will determine approximately how many properties within the project limits will be affected. The ROW plans shall show all utilities, trees, shrubbery, buildings, improvements, and other structures (signs and billboards) that may affect the value of any ROW take.

A preliminary ROW plan will be prepared in accordance with PennDOT's Design Manual, Part 3 (DM-3). Plans will be prepared at a scale of one (1)-inch equals 25 feet (1" = 25'), showing all necessary information to obtain any required ROW easements. Plans will be prepared under the direction of a Pennsylvania-licensed Professional Land Surveyor.

Environmental Studies and Consultation with Regulatory Agencies and Permitting

Our subconsultant, **AD Marble (ADM)**, will provide **environmental studies and waterway permitting services**. It is assumed that the bridge replacement project will require a PADEP Chapter 105 GP-11 Permit. As part of the authorization, we anticipate that a wetland delineation, PNDI online search for Threatened and Endangered Species clearance, and PASHPO consultation will be required. Deliverables for these tasks include the following: PNDI receipt, Aquatic Resources Fact Sheet, and PASHPO Project Initiation.

Subtask a. Wetlands and Waterways

Delineation of wetlands and waterways for the project is necessary to determine whether wetlands are present and to determine any impacts to the stream. A cursory review of the U.S. Fish and Wildlife Service (USFWS) National Wetlands Inventory (NWI) revealed no palustrine NWI wetlands present within the project area. For permitting purposes, a field view and documentation to confirm this is necessary.

All wetlands tasks will be performed in accordance with PADEP Chapter 105 Regulations as amended, Section 404 of the Federal Clean Water Act, EPA Section 404 (b) (1) guidelines, and the EPA/Corps of Engineers Memorandum of Agreement dated February 6, 1990. We anticipate that the project study area will extend 50 feet upstream and downstream of the existing bridge and 100 feet along each roadway approach.

Wetland delineations will be completed in accordance with the U.S. Army Corps of Engineers' (USACOE's) 1987 *Wetland Delineation Manual (Y-87-1)* and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: *Atlantic and Gulf Coastal Plain Region (Version 2.0)* and the PADEP's Title 25, Chapter 105.17 of the Pennsylvania Code. This detailed investigation will determine the boundaries of each wetland area by identifying wetland soils, vegetation, and hydrology that meet the criteria outlined in the manual. Soil testing will be conducted to determine the presence and location of hydric soils, an inventory of plant species will be made to determine the presence of hydrophytes, and an investigation of hydrologic conditions will be made. Wetlands will be classified according to the Classification of Wetlands and Deepwater Habitats of the United States (FDGC 2013).

Locational information generated will be at a level of detail sufficient to meet the documentation requirements of the PADEP and the USACE. Wetland boundaries and the waterway's ordinary high-water mark (OHWM) will be flagged for survey by others as required by USACE in the Philadelphia District.

Wetland and waterways documentation will be in the form of an **Aquatic Resources-Permit Environmental Fact Sheet** in PDF format. Attachments will include data forms, PNDI Project Environmental Review receipt and any agency correspondence, Project Location Map, Aquatic Resource Map, Wetland and Stream data sheets, and photographs. After all client comments are incorporated, one final copy will be developed for the permit application.

Subtask b. Threatened and Endangered Species

ADM will complete a PNDI Project Environmental Review to identify potential T&E species that may exist within the project area. Conflicts are not anticipated. However, if a conflict is identified in the receipt, A.D. Marble will provide additional information, including project description, locations of streams and wetlands, photos, estimated limits of work, and general habitat descriptions to the specified agency via upload to the PA Conservation tool for state agencies and email transmittal for U.S. Fish & Wildlife Service. Although Delaware County is known to have a bog turtle habitat, the project is not within the current range of this species. No detailed habitat assessments are anticipated. ADM does not anticipate that the PNDI receipt will need to be updated.

Subtask c. PA SHPO Coordination and Effects

This project will involve the submittal of a PADEP waterway permit that requires coordination with PA SHPO. ADM will initiate the project with PA SHPO via their PA-SHARE website. To initiate the project, ADM will determine the Area of Potential Effects (APE), which will be based on the project's limit of disturbance (LOD) to be provided by the engineer. A field view to photograph the APE, bridge, and buildings in all four quadrants of the bridge will be completed, along with field notes detailing the building's materials. In addition, a project description and design plans will be provided by the engineer (showing required easements, required right-of-way, and proposed plans) and will be uploaded to PA-SHARE. A review of PA-SHARE shows no National Register-eligible or listed properties in the vicinity of the bridge.

The PA SHPO will respond to the project initiation with any additional cultural resources work that needs to be completed for the project. If the PA SHPO requests additional work, then a supplement will be prepared to complete that work.

Subtask d. Waterway Permits

It is anticipated this project will require a General Permit No. 11. ADM will prepare the Chapter 105 Pre-Application Meeting Form and attachments. One representative from ADM will attend one pre-application meeting to discuss the project and permitting requirements with the various agencies and prepare the meeting minutes.

ADM anticipates that the project will have de minimis impacts (less than 0.05 acres) and compensatory mitigation will not be required. ADM will complete the application forms and correspondence required for the submittal in ePermitting. ADM will prepare the following sections of the registration:

- Act 14 notification letters
- Cultural Resources Initiation Form and summary of consultation
- Location map and color photos
- Project Description
- Aquatic Resources Impact Table and Plan
- PNDI receipt and correspondence
- Aquatic Resources Fact Sheet

ADM will compile all the separate permit components into a complete application package. ADM anticipates one round of comments from the County. After comments have been incorporated, ADM will submit them to PADEP. ADM will provide responses to one round of administrative comments, and one round of technical comments from PADEP will be addressed.

Structure Alternatives Analysis

Upon initiation of the preliminary engineering activities, namely the topographic survey and wetland delineation, AIE will concurrently perform a cursory/preliminary structure comparison of several potential replacement structure types. These structure types will include the following:

- Precast concrete culvert
- Composite prestressed concrete plank beams or adjacent box beams

- Composite steel multi-I beams
- Precast concrete arch (e.g., Contech)

The preliminary comparison deliverable will be submitted as a memo. It will compare the four structure types, list advantages and disadvantages, and recommend that two (2) structure types be further evaluated for a **structure alternatives analysis**.

Upon completion of the topographic survey, AIE will obtain and review all available information on the bridge and properties adjacent to the bridge. We will perform a preliminary hydraulic analysis of the existing bridge opening and proposed bridge opening(s). Using information derived from the survey, field observations, bridge inspection reports, and analysis, AIE will prepare conceptual design plans for both alternatives, which will include **1) General Plan, Elevation, and Cross Section and 2) Roadway Plan and Profile.**

A Structure Alternatives Analysis Report will be prepared that discusses the structure alternates along with their span length, structure depth, H&H impacts, preliminary estimated cost, preliminary estimated construction duration, advantages, and disadvantages. Based on this analysis, **AIE will recommend a preferred alternative or "best-fit" solution** for the bridge replacement for the County's consideration.

30% Design

Upon review and acceptance by the County of the best structure alternative, AIE will prepare a 30% Design Submission to include the following:

- Type, Size, and Location (TS&L) Plans, which will include a General Plan, Elevation, and Cross-Section.
- Line, Grade, and Typical Section Plans. We will review crash reports and plot any crash clusters or apparent safety issues. Any existing design deficiencies will be evaluated. The line and grade design will consider topography, existing utilities, bridge structure, proposed drainage, soil conditions, permit requirements, right-of requirements, safety performance, construction and maintenance costs, constructability, and public involvement. We will also provide a completed Design Criteria Matrix.
- Preliminary Cost Estimate

Geotechnical Engineering and Reporting

Our subconsultant, **American Engineers Group, LLC (AEG),** will provide geotechnical engineering services.

The soils at the project site are identified as residual soils and urban soils. This is likely indicative of some minor grading activities associated with urban development. The underlying bedrock is comprised of the Wissahickon Formation, typically schist. Nearby water wells indicate the depth to bedrock is likely to be about 15 feet. No karst, mining, or other specific geohazards are noted near the project area.

Subsurface Exploration Planning Submission (SEPS)

In lieu of a formal SEPS, a Boring Plan will be prepared for the proposed County Bridge No. 232 replacement. The Boring Plan will require approval by the County and will be in electronic PDF format.

Subsurface Investigation and Testing

Test borings will be provided in accordance with DM-4 and the specifications of PennDOT Publication 222 – *Geotechnical Investigation Manual*. Test borings will be performed at two (2) borings for each abutment, for a total of four (4) borings. It is assumed the wingwall lengths will be less than 25 feet and will not require separate borings. The boring depths are estimated at 40 lineal feet (LF) each to obtain adequate information for design purposes. If bedrock is encountered prior to the estimated boring depth of 40 feet, approximately 10 LF of bedrock will be cored. The Driller will perform the PA One Call for utilities.

Preparation of Proposal/Contract

AEG will solicit a minimum of three (3) bids from drilling contractors on the statewide list, and there will be no pre-bid meeting for potential bidders. AEG will follow the requirements of DM-4, Pub 222, and PennDOT Publication 293 – *Geotechnical Engineering Manual*. A health and safety plan is not anticipated.

Test Boring Field Supervision

Full-time supervision of the drilling program by experienced personnel will be provided by PennDOT-certified drilling inspectors. Each drilling rig will have one (1) experienced inspector to ensure that all contract requirements and

specifications are met. The inspectors' field activities will be monitored by the Project Geotechnical Engineer and/or Geologist. Daily telephone communication will be maintained.

AEG inspector(s) will prepare daily diaries for verification of the drillers' logs and analyses. Copies of all field logs will be submitted if requested. Digital images of the core boxes will be submitted with the test boring logs if required.

Upon completion of drilling, the core boxes will be delivered to a County maintenance facility.

Laboratory Testing

AEG will perform laboratory testing on representative samples obtained from the test borings, when required, under the direct supervision of the Project Geotechnical Engineer and/or Geologist in AEG's AASHTO-certified laboratory.

Laboratory testing is proposed to assist in the development of subgrade parameters to be used in the design of the foundations. Tests may include, as required:

- Sample preparation.
- Classification-related tests include natural moisture content, gradation, hydrometer, and Atterberg limits.
- Sieve Analysis for determining the D50 for scour design purposes.
- Direct shear tests.
- Chemical Analyses for pH, sulfide content, chloride content, and minimum resistivity.
- Consolidation test, if necessary.
- Unconfined Rock Compression.

It is assumed that the testing program will not involve hazardous materials.

Plotted Logs, Drawings, Cross-Sections, and Profiles

AEG will prepare typed logs and drawings of the test boring logs for the proposed structure as required by DM-4 and Pub. 222. Subsurface profiles and/or cross-sections will be prepared using the Fence Diagram function from the gINT database and incorporated into the Structure Foundation Report, as appropriate. Typed Logs and Plotted Test Boring Sheets will be prepared using the PennDOT-approved gINT template.

Structure Foundation Report (SFR)

Following completion of the structure test borings, the foundation report will be prepared.

An abbreviated report detailing the subsurface conditions encountered, engineering evaluations, and subsequent design recommendations for the proposed bridge replacement will be prepared in accordance with DM-4.

It is anticipated that the report will include:

- General soil and bedrock conditions.
- Evaluation of bearing capacities for existing and proposed conditions.
- Evaluation of potential settlement problems.
- Foundation construction methods in restricted areas.
- Design parameters such as sliding coefficients, bearing resistance, settlement, and frost criteria will be provided.
- LRFD design factors are used in structure design by others.

AEG will provide the following information: (a) plots of the logs of the borings and (b) a statement from a qualified member of AEG's geotechnical staff indicating that drilling operations were conducted in accordance with the specifications and that subsurface materials encountered have been accurately identified. The submission will be in electronic PDF format; however, a hard copy of the final approved report will be made available upon request.

Structure, Roadway, and Civil Design

Structure Design

AIE will prepare the structure design calculations and plans in accordance with the AASHTO *LRFD Bridge Design Specifications* and supplemented by PennDOT Publication 14M, *Design Manual 4 – Structures (DM-4)*. The design will be in accordance with the LRFD method. Design live loads will include **PHL-93 and ML-80 legal loads, as well as P-82,**

TK-527, and P-2016 permit loads. The structural components and elements will be designed using **PennDOT Engineering Software**, such as ABLRFD, PBLRFD, PSLRFD, STLRFD, etc.

The new foundation type will depend on the findings of the geotechnical investigation. Assuming spread footings, the footings will be located at or below scour depth in accordance with DM-4 Section 7.2.4. Rock protection will be specified along the abutments to mitigate the effects of scour and sized according to the results of the hydraulics analysis. The arch shape and/or superstructure span length and low chord will be sized to meet or exceed the existing hydraulic opening.

Roadway Design

Roadway geometric design will seek to retain the new bridge on existing alignments with only minor vertical profile adjustments to minimize right-of-way and environmental impacts, particularly due to the surrounding urban environment and close-set driveways. Designers will look to minimize excavation limits on the roadway approaches and consider innovative solutions to minimize both earth and in-stream disturbances. The design team will look to match the existing approach roadway widths while meeting design criteria requirements for a local road per AASHTO's *A Policy on Geometric Design of Highways and Streets, Guidelines for Geometric Design of Low-Volume Roads, A Guide for Achieving Flexibility in Highway Design, and* supplemented by PennDOT Publication 13M, *Design Manual 2 – Highway Design (DM-2)*. The Roadway Plans will include Typical Sections, Signing and Pavement Marking Plan, Roadway Plan, and Profile.

Civil Design

There are currently two roadway drainage inlets located in the northeast and northwest approach corners adjacent to the bridge, and they appear to outlet in the stream adjacent to the bridge on the northeast side. AIE will perform a drainage analysis to determine if the bridge requires any additional drainage structures. If calculations and/or field observations indicate additional drainage to be required, we will design scuppers or inlets based on site specifics. The drainage analysis and design will be performed in accordance with the requirements of DM-2, DM-4, and PennDOT Publication 584, *Drainage Manual*.

During the on-site pre-bid meeting, we observed a reinforced concrete channel wall along the southeast embankment that appears to be severely rotated toward the stream. Along the northeast embankment, there is a gabion basket wall that also appears to be excessively leaning toward the stream. These deficiencies will be checked in the most recent bridge inspection report; however, they will likely need to be replaced along with the bridge. This will be accounted for in the design.

Erosion and Sedimentation Control

AIE will prepare Erosion and Sedimentation Control Plans to minimize accelerated erosion and prevent sedimentation damage. The plans will be prepared in accordance with DM-2, Pub. 584, Drainage Manual, and the guidelines of the Pennsylvania Department of Environmental Protection. The plans will include General Notes, Construction Notes and Sequence, BMP Detail Sheet, and Plan Sheets showing the Construction Plan, limits of disturbance, contours, and BMP locations.

The final E&SC Plans will include incorporation of any review comments and further development of the plans and details. The E&SC plans will be included with the General Permit Application. Any review comments from PADEP will also be incorporated into the final plans.

Traffic Control Plan

Traffic control options include alternating single lanes or a detour. Due to the densely populated setting and presence of pedestrian traffic – evident with sidewalks on both sides – maintaining half-width travel over the bridge during construction would be preferable. However, the structure consists of an arch underfill, which is not conducive to half-width construction due to the difficulty of having to support the fill. In addition, and fortunately, the dense network of streets allows for a very short detour to the west by taking Glen Ave. to Primos Ave. to Chester Pike, for a total distance of 0.6 miles (3 minutes driving/13 minutes walking). Also, a detour lends itself to faster construction. **First, a preliminary traffic control scheme will be submitted to the Township to obtain their concurrence. Then, a formal traffic control plan will be submitted to the County for review and approval.**

Hydrology and Hydraulics (H&H)

AIE will complete the Hydrologic & Hydraulic analysis of a new structure over Hermesprota Creek. AIE will complete the following tasks:

- 1 field visit (2 people),
- Hydrologic analysis of the site in accordance with PennDOT Publication 584 – Drainage Manual and Chapter 10 of DM-2.
- Hydraulic analysis for the existing, proposed, and temporary conditions in accordance with Pub. 584 and DM-2.
- Scour analysis of the proposed structure in accordance with Pub. 584 and DM-2 and evaluate scour countermeasures in accordance with Chapter 7 of DM-4 and FHWA HEC-23.
- One (1) associated virtual meeting with the project team, and
- Preparation of one (1) detailed H&H report.

AIE assumes minor coordination with Municipal Officials to collect Act 167 Plans. The FEMA FIRM shows that the site is located within FEMA Zone A. However, according to PENNEMA FPRT, the site is located within a FEMA Zone AE, with a delineated floodway and base flood elevations (BFE) determined. The type of FEMA Zone that the project is in will determine the amount of FEMA interaction. Therefore, once AIE receives the Notice to Proceed, we will contact the Floodplain Management Division and PENNEMA to request a FEMA Zone determination and any backup data that was used by PENNEMA to determine the BFE. The backup data would assist with hydraulic modeling. If it was determined that the site is located in a FEMA Zone A, the water surface elevations of the proposed model for the 100-year storm must be less than or equal to 1 foot without coordination with the municipal Flood Plain Coordinator and FEMA. If it was determined that the site is located within an AE Flood Zone with a regulatory floodway, no increase in BFE is allowed without applying for a CLOMR. A FEMA model will be requested and compared to existing conditions.

AIE will follow sound engineering practice; **the structures will be designed to provide a similar or improved hydraulic opening, and any increase in water surface elevation will be avoided**. AIE will apply a no-adverse-impact approach to surrounding structures and properties. If fill is placed in the floodplain or the roadway profile is raised, a larger hydraulic opening than what is currently present may be required.

It appears that the structure does not overtop during the 100-year storm event. The 50-year and 100-year floodplain elevations will be developed for the existing, temporary, and proposed conditions. The physical changes that must be accounted for include changes to the roadway profile, grading changes within the floodplain, and changes to the hydraulic structure.

During the preliminary design phase of the project, up to two different bridge types will be considered and analyzed, and preliminary recommendations will be provided to the structures group. Once a structure alternative is selected, AIE will proceed with a final hydraulic evaluation of the selected alternative that will include a detailed scour analysis. The scour analysis will utilize geotechnical data that will be collected during the Geotechnical Phase of the project. Contraction and local scour will be estimated in accordance with FHWA HEC-18, and the results of the scour analysis will be summarized in the Hydraulic Report.

Utility Locating and Coordination

During AIE's field visit to the site, overhead and underground utilities were observed that would **be in conflict with the construction of the new bridge**. Overhead power distribution lines are evident along the southwest side of the bridge. In the northwest approach immediately off the bridge, there is a telecommunications manhole and two sanitary sewer manholes. In the southeast approach adjacent to and near the bridge, there is a **sanitary sewer manhole, several water main access points, and a gas line access point**. When walking underneath the bridge, there was a metal pipe visible through a large spall in the arch intrados, which appeared to be the water main. Based on these observations, **accurate utility identification and locating will be imperative to planning and designing the anticipated utility relocation(s)**.

Our subconsultant, **Surveying & Mapping, LLC (SAM),** will provide **utility locating and coordination** services in accordance with the American Society of Civil Engineers (ASCE)/ Utility Engineering and Surveying Institute (UESI)/ Construction Institute (CI) Standard 38-22, *Standard Guideline for Investigating and Documenting Existing Utilities*.

Records Research

Work will include research to assist in identifying utility owners that may have facilities on or be affected by the project. Applicable utility owner records will be collected. Designated staff will review records for indications of additional available records and a need for clarifications by utility owners. Aerial records and/or visual inspection will be utilized for surface evidence of pavement cuts, trenches, and similar signs of utility burial.

Designating and Marking / Quality Level B

SAM will identify utility segments or subsurface utility features based on geophysical methods combined with professional judgment whose location is tied to a Project Survey Datum accurate to 0.2 feet horizontal. Designating and marking methods include pipe and cable locator, acoustic pipe locator, ground penetrating radar, magnetic locators, and non-conductive locators. SAM will plot the utilities on engineering drawings shown in the plan view with color codes in accordance with Standard 38-22.

Utility Coordination

SAM will conduct utility coordination services following the PennDOT guidance reflected in the Design Manual for Utility Relocation. Coordination efforts will be maintained with the utilities throughout the project design process to allow amicable solutions for known and potential utility/project conflicts. SAM will initiate contact with all utilities in the vicinity of the project by notification letter, formally solicit copies of existing facility location records for underground installations from each utility company, and invite Utility representatives to the project Design Field View meeting, if necessary. Subsequent to plotting the existing utility locations on the site plan, submit plan copies prepared by AIE to each utility company and request their verification, or revision, of the type, size, and location of their facilities. SAM will coordinate with each utility regarding the capacity to service the site and will obtain service letters from each utility if requested by the Client. SAM will contact the PA One-Call System for the design call and request underground utility line delineations by the utility owner.

SAM will solicit the utility requirements for the relocations as soon as possible to determine if design and construction work will be done by the utility and its contractor or if work will be requested to be done by the County's project designer and contractor or any combinations of the above. A written report will be provided outlining utility findings, including but not limited to new utility service source locations and costs, utility relocations, and/or adjustments and costs that may be necessary. SAM is assuming (1) site meetings for this project.

Quality A-level locating (test holes) is excluded from this scope. If the existing subsurface utilities cannot be sufficiently located using the Quality Level B methods described above, SAM can perform Quality Level A locating as an optional service, including **two (2) test holes**. The additional cost would be **$5,310 for labor and $4,398 for direct expenses**.

Right-of-Way Acquisition Services

Right-of-Way Acquisition Services will be provided by our subconsultant, **ARROW Land Solutions (ALS)**.

Guidance:

- Local Project Delivery Manual Pub. 740
- PennDOT Right-of-Way Manual Pub. 378
- PennDOT Strike-Off Letters
- Pennsylvania Eminent Domain Code
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.
- Deviation from any of those standards must be approved in writing by the County.

Scope

Develop memos of all meetings and/or appropriate conversations and provide the County with one (1) electronic copy. Reports concerning the status of all claims will be furnished to the County monthly.

Using LPS-approved forms is required to complete all tasks under this agreement.

ALS is responsible for all aspects of Right-of-Way Project Management. This is defined as the task of directly managing all of the services described in WBS Code 2.10.7 with the goal of obtaining a final right-of-way clearance on time and within budget.

Unless otherwise directed, ALS will handle all contacts and all correspondence with the claimants from the initial notification through settlement or condemnation, including the preparation of all necessary forms and documents.

The appropriate County representative must sign any correspondence that commits the County to expend funds, such as offer letters and administrative settlement approvals.

ARROW will negotiate any parcels required to substitute right-of-way for utilities as requested in writing by the county.

Appraisal Planning/Services
Review the project site and right-of-way plan to identify the valuation problems, determine the number and type of appraisal reports needed on each parcel, identify items pertinent to the valuation of each parcel, and note any specific or unusual appraisal problems.

Obtain copies of all leases pertaining to the affected parcels.

Prepare and deliver to the County a complete appraisal problem analysis for each parcel or group of parcels to be on a particular appraisal contract. This analysis must be approved by the Department prior to soliciting bids from fee appraisers.

All fee appraisal contracts will be executed by the County and not by ALS. All appraisals will be done by qualified, department-approved, certified appraisers. Appraisals are to be completed on approved LPS forms.

Depending on plan availability, similarity of parcels and types of takings, and the time required to complete the appraisals, propose groupings of parcels to be included in individual fee appraiser contracts.

All appraisals will be reviewed and approved by the County or its agent, not by ALS.

Where the County determines a valuation is uncomplicated through the valuation scoping process, ALS will perform waiver valuations as assigned in accordance with Chapter 2.12.E and Chapter 3.02.F of the Right-of-Way Manual.

Negotiation
Negotiate claims in accordance with the Local Project Delivery Manual, PennDOT's Right-of-Way Manual, the Uniform Act, and "good faith negotiation" procedures. Recommend, in writing, Administrative Settlements to the County or designee, and include justification to support the settlement. ALS will attempt three (3) pre-negotiation contacts and up to five (5) contacts during negotiation, including the execution of settlement documents. After the maximum number of contacts, ALS will coordinate condemnation proceedings with the County.

When negotiations result in an amicable settlement or administrative settlement, prepare the documents necessary and secure signatures for processing a claim for payment to the property owner. Subject documents will be submitted to the County for review.

When negotiations result in condemnation, assist the County in the preparation of documents necessary to request the declaration of taking, provide follow-up negotiations and prepare necessary documents and secure signatures for payment of Estimated Just Compensation, or prepare necessary documents for Deposit of Estimated Just Compensation into Court (Pub 740 – Chapter 5.5E.2). Prepare the documents necessary and secure signatures to process claims for reimbursement of attorney, engineering and appraisal fees. The County will prepare any Declarations of Taking.

Provide follow-up negotiations and litigation support as requested by the County on a case-by-case basis. This includes any right-of-way service necessary to support litigation that may result during or after construction.

Title and Settlement Services
Obtain title searches prior to settlement or condemnation as required by the Local Project Delivery Manual and PennDOT's Right-of-Way Manual. Assure satisfaction or release of all liens and other title encumbrances to the extent required by the County.

Approach
ALS will perform all right-of-way services in accordance with the County's Scope of Work, Pub 740 – Local Project Delivery Manual, Pub 378 – PennDOT's Right-of-Way Manual, the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act, all Federal guidelines, and the Eminent Domain Code.

ALS assumes **four (4) parcels involving four (4) negotiations/condemnations** and 0 relocations for a total of four (4) claims. ALS assumes all four (4) parcels will be waiver valuations. The cost per claim for any additional claims will be **$14,000 per claim**.

60% Design, 90% Design, and Final PS&E

60% Design Submission

The 60% Design Submission will include the following:

- Preparation of the Structural Adequacy Package in accordance with PennDOT Pub. 740, Local Project Delivery Manual, Chapter 3, submitted to the County and PennDOT. This will include final structural plans, geotechnical reports, special structural provisions, and signed and sealed design computations.
- 60% Construction Plans, including Supplemental Plans.
- Roadway calculations will include pavement and guide rail design.
- Updated cost estimate.

90% Design Submission

The 90% Design Submission will include the following:

a) 90% Construction Plans: The final phase of the roadway design will include the incorporation of any review comments and further development of the plans and details. This will include continued refinement of the coordinate geometry, horizontal layout, pavement design, typical sections, signing, and pavement marking. Roadside design, including bridge railing, guiderail, and impact attenuating devices, will be finalized. Final quantity estimates will be developed.
b) 90% ALSO Plans (Traffic Control Plan, Signing and Pavement Marking Plan, Utility Relocation Plan, E&SC Plans).
c) Approved Structure Plans.
d) Approved waterway permit.
e) Technical specifications
f) Final construction cost estimate

Plans, Specifications and Estimate (PS&E) / 100% Design Submission

The 100% Design Submission will incorporate any comments from the County on the 90% Design Submission. AIE will transmit to the County all documents needed for advertising, including final Plans and Specifications, approved waterway permit, and final estimate.

Project Briefings with Municipal and County Elected Officials and Staff Assistance During Bidding

AIE will prepare a meeting agenda for a pre-bid meeting, answer technical questions, and prepare meeting minutes. AIE will also provide responses to technical questions received from prospective bidders and prepare addenda. Following the opening of the bids, AIE will assist the County in analyzing the bids and making recommendations for the award.

Construction Consultation

Upon award and notice to proceed by the County to the selected Contractor, AIE will attend the pre-construction meeting with the County and stakeholders and prepare meeting minutes. During this phase, AIE will attend progress and coordination meetings, review Contractor submittals for conformance with the plans and specifications, including mix designs, material submittals, shop drawings, and technical data sheets, process change orders and requests for information (RFI) as required. Our construction representative on site will review contractor pay application requests and perform part-time construction observation services during key construction milestones as required by the County.

Project Close-out Coordination

Upon completion of the project construction, AIE's construction representative will perform a semi-final walkthrough inspection to develop a punch-list of outstanding work to be completed and conduct one final inspection to verify completion of all punch-list items.

AIE's design team will be available to complete a set of as-built drawings based on the red-line set maintained by our construction representative on site and submit the as-built drawings along with other compiled project records to the County upon completion of construction.

Tab 5 | Budgeting, Change Order & Schedule Controls

AI Engineers

Project Design with Adherence to Proposed Budget

AIE has extensive experience managing design projects. A project management plan is developed for all of our projects with the main criteria consisting of scope, schedule, budget and quality. All of these criteria must be satisfied and coordinated relative to each other. When it comes to managing the proposed budget, it is imperative that the available budget and progress of the work are continually monitored and that they are "in step" with each other.

As explained in our Firm Profile, our Project Manager, Michael Beal, PE, CBSI, will monitor the progress of the work every week to make sure that tasks are completed within the assigned timeframe and that the deliverables are prepared in accordance with the scope of work. He will also track weekly accounting reports that include the assigned hours, approved labor cost, and direct expenses for each task, along with the labor and expenses used and percentage completion of the work. This progress tracking will be utilized in preparing invoices in the standard format, including the amount invoiced, the originally approved amount, remaining funds, certified payroll reports, a narrative of the work performed, and completion percentages for each task. If any unanticipated conditions arise that need scope and/or fee modification, he will promptly contact the County to discuss an appropriate course of action.

Value Engineering

The Value Engineering (VE) process involves eight activities needed to accomplish a VE study, organized into three parts: Pre-study, VE Study, and VE Report. One of the key factors is the evaluation of VE alternative performance through a process called Value Metrics.

1. **Pre-Study:** Meaningful and measurable results are directly related to the pre-study work performed. Depending on the type of study, all or part of the following information needs to be determined during the pre-study phase: clear definition of the current situation and study objectives; identification of study team members and project stakeholders; definition of how stakeholders are impacted by the project; identification of key issues and concerns; identification of criteria to be used for evaluation of the project performance; development of an independent project cost estimate (as appropriate); and project data gathered for distribution to the VE team. The VE study agenda is prepared by the VE Team Leader and distributed electronically prior to the study.

2. **VE Study:**
   - **Information Phase** - The VE team will have already reviewed the project information provided by the client before commencing the VE study. The Information Phase is formally kicked off on the first day of the VE study with a presentation by the project owner or design team. This presentation includes an overview of the scope, schedule, costs, and risks of the project. This phase includes a review of the project risk register, if applicable, and a site visit.
   - **Function Phase** - The development of a project's functional requirements is vital to assuring stakeholders that the facility will meet the stated criteria. The analysis of these functions in terms of actual cost is a primary element in our VE studies. The **AIE** Team develops a Function Analysis System Technique (FAST) diagram to help the team better understand the functional relationships of the project. The FAST diagrams will include costs, performance characteristics, and issues related to the project functions to direct the team to the functions where they should focus their efforts.
   - **Creative Phase** - During this phase, the VE team generates as many ideas as possible to provide the necessary functions for the project. Judgment of the ideas is not permitted, and all ideas are recorded.
   - **Evaluation Phase** - The VE team evaluates each idea concerning the functional requirements of the project. Each idea is evaluated against specific criteria established by the VE team and stakeholders. The advantages and disadvantages of each idea are recorded. Once each idea is fully evaluated, the idea is ranked based on a scale of 1 to 7 to prioritize the development of ideas into alternatives.
   - **Development Phase** - During the development phase, highly rated ideas are expanded and documented as VE Alternatives. The development consists of the alternative concept, impact on facility operation, life-cycle cost analysis, and evaluation of the advantages and disadvantages of the alternative. The VE Team documents each alternative with a brief narrative to compare it with the original concept. Cost impacts are prepared by the VE team cost estimator for each alternative. Concepts are written as Design Suggestions when cost information is not available or appropriate.
   - **Presentation Phase -** This step of the VE study is an informal oral presentation of findings and alternatives to the project stakeholders on the final day of the VE study. This provides the stakeholders an opportunity to preview the alternatives developed by the VE team and gain an understanding of the rationale behind them before the Draft VE Study Report is published.
   - **Implementation Phase -** After the client has reviewed the Draft VE Study Report, the VE Team is available to assist in facilitating any subsequent implementation efforts.

3. **Post-Study:** The VE Team develops and submits Draft VE Study Reports within one to two weeks of study completion, depending on client needs. In addition, the **AIE** Team facilitates an implementation meeting to determine and resolve appropriate action for each VE alternative. Once implementable VE alternatives are selected, the team produces a Final VE Study Report within one week of receiving draft report review comments and/or implementation results.

AIE is providing the Massachusetts Bay Transportation Authority (MBTA) with AEC services for cost estimating, scheduling, and value engineering on a task-order basis. We are currently involved with the replacement of North Station Draw 1 Bridge (No. B-16-479) which will construct a new lift-span drawbridge to facilitate continued MBTA commuter and freight train crossing between Boston and Cambridge while maintaining boat traffic access on the Charles River. The project will also add new tracks (11 and 12) to North Station and replace trackwork extending approximately 1.5 miles north of the station.

The AIE Team facilitated a virtual Value Engineering (VE) study based on the 30% design submittal and following the SAVE-International approved VE job plan. The study objective was to identify alternatives to reduce cost, control schedule, minimize risk, and improve overall project value.

The VE study resulted in the acceptance of four VE alternatives. The accepted alternatives provided an initial cost savings of over $10.5M, an 11% increase in functional performance, and a 12% value increase over the original baseline concept. The accepted alternatives improve various aspects of the project's performance relating to construction impacts and maintainability. Construction impacts were decreased by reducing the number of piers constructed, which limits in-water work; optimizing the number of beams and pads also simplifies and accelerates construction of the approach spans. Maintainability was improved by the addition of stairs on both sides of the channel to improve ease of access for maintenance.

Design & Construction Schedules

AIE's experience, approach and ability to meet design schedules is covered in detail in our Firm Profile. To summarize, our Project Manager will develop the schedule and hold regular communication with the team to discuss project progress, deadlines, challenges, and staffing needs. He will monitor the schedule to ensure tasks are completed on time. Critical path items will be identified and prioritized so that tasks can proceed in a timely manner. We will make sure that sufficient resources/staff are available to respond to the project timeline needs.

During the bidding phase, AIE's designer will provide quick and effective responses to the prospective bidders if clarifications to the bid documents are necessary. Contractors sometimes ask questions to create ambiguity and delay the bids. Our designers will rebut such queries effectively, which will save the County additional costs, addenda, and change orders.

AIE understands the importance of providing accurate construction schedule estimates during design. Having the designer or a representative from the design team involved during construction to troubleshoot and resolve design issues on sight is an effective approach that AIE can adopt. Quick resolution of conflicts and field issues and providing sketches to the Contractor to expedite construction is an effective approach AIE has successfully implemented that has prevented delays to construction and saved the owner from cost overruns and change orders.

Process to Minimize Change Orders

AIE will strive to provide a design to minimize or possibly eliminate change orders. Schedule changes, cost overruns, and project delays can tarnish the Engineer's relationship with the Contractor and Owner. To minimize change orders, certain steps can be taken during the design phase that will help minimize errors and omissions, revisions, and redesign during construction. AIE will take the following approach to minimize change orders on this project. Of importance is the ability to obtain a sufficient topographical survey and as-built information on existing structures within project limits and use the information effectively in each design phase. The structure alternatives analysis should evaluate all feasible alternates for the proposed bridge structure. The final recommended alternate should be evaluated for constructability. This can be performed in more detail even at the conceptual stage by sizing cranes, reviewing staging areas, engineering construction sequences, checking construction clearances, hauling and detour routes, availability of materials, and lead time for procurement.

AIE encourages collaboration between the designer and in-house construction experts to vet out the best-fit alternate and perform a constructability review at an early stage. A multi-discipline or cross-discipline plan review will be performed at the 60% design completion level. AIE performs this review internally with the project team wherein each

discipline involved in the project will provide comments on the project design under the oversight of the Project Manager. In this way, all aspects of the project are considered and incorporated to provide an inclusive set of contract documents. This approach is beneficial in resolving conflicts between various elements of the structure or highway/roadway that is being designed. Clarity of contract documents is key to minimizing change orders. For this, our approach will be to produce drawings and specifications which can be interpreted and understood by the Contractor and even their non-technical personnel involved in the project. **"The drawings and specifications must speak to the reader."**

An adequate number of soil borings and geotechnical investigations should be performed for bridge structures. This is necessary to accurately determine the depth of bedrock, groundwater levels, and presence of soil strata that has the adequate bearing capacity to support new foundations. AIE will work in collaboration with the geotechnical engineer and ensure that adequate soil exploration is performed, and appropriate geotechnical and foundation recommendations are provided in the report. At 60% and 90% design completion AIE, will solicit the Geotechnical Engineer's review of the design plans to ensure that the parameters, requirements, and recommendations of the Geotechnical engineer have been incorporated into the design. This will minimize surprises and additional costs during construction. If sufficient soil investigation is not performed in the design phase, it can lead to costly excavations and lengthy dewatering operations leading to increased cost, change orders, and significant project delays.

Tab 6 | Campaign Contribution Disclosure (Appendix O)

Not Required Per Addendum 1

AI Engineers

Tab 7 | Modifications

AI Engineers

AI Engineers, Inc. (**AIE**) understands that the county may modify this RFP by the issuance of an addendum. Any addendum will be issued through PennBid. No oral statements, explanations, or commitments will be of any effect unless incorporated into a written addendum.

To that effect, AIE acknowledges receipt of the Pre-Proposal Conference RFP Sign-in Sheet issued on October 31, 2024, and addenda 1 and 2 issued on November 12, 2024.

AI Engineers

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August 5, 2025

County of Delaware
Department of Public Works
201 W. Front Street
Media, PA 18901

Attention: Ms. Danielle Floyd
Director

SUBJECT: Professional Design Services for the Replacement of Delaware County Bridge No. 232
Contract Number: eDPW-111524
AIE Job No.: 4287
Contract Supplement Request

Dear Ms. Floyd:

Following discussions between AI Engineers, Inc. (AIE), the County of Delaware, and HRG regarding the subject bridge project, this letter is a request for a contract supplement due to additional and/or revised engineering services required for several tasks based on our experience with Delaware County Bridge 117 to date, as requested by the County. Our original Project Approach submitted with our RFP response, dated November 15, 2024, is proposed to be amended as follows:

Agency Coordination and Meetings

- Meetings with Folcroft Borough, County Officials, and County Staff (assume four meetings)
- Attendance at two (2) Public Meetings, including preparation of slides, meeting notes, responses and comments.

Structure Alternatives Analysis

AIE will streamline the structure alternatives analysis process as follows:

- A preliminary comparison memo of four structure types will not be prepared or submitted.
- AIE will prepare internal conceptual general plans, elevations, cross sections, roadway layouts, and profiles as needed to evaluate feasible structure types, but these plans will not be submitted to the County for review.
- In lieu of a complete Structure Alternatives Analysis Report, AIE will hold a Teams meeting with the County and County's Engineer to discuss the alternatives and recommended structure type. The deliverables will consist of a memo and relevant hydrology and hydraulics information.

Utility Coordination

- Attendance by AIE at two (2) utility coordination field meetings
- Coordination by AIE with the utility owners, the County, and County's Engineer during project development

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Geotechnical Engineering – Preparation of Proposal/Contract
As agreed by the County, in lieu of a solicitation of multiple drillers, and in order to minimize administrative costs and expedite the schedule, AEG will select a Driller from the PennDOT approved statewide list that will meet budget and schedule constraints. There will be no pre-bid meeting for potential bidders. A health and safety plan is not anticipated.

Project Briefings with Municipal and County Elected Officials and Staff Assistance During Bidding
AIE has reviewed our original proposal and confirmed that support with project procurement during the bidding and advertising phase, including attendance at a pre-bid walkthrough meeting, is included in the original fee.

We hereby respectfully request the County to grant us a contract supplement in the amount of $7,252.88. Our proposed fee is broken down as follows:

Item	Total Hours	Total Cost
Folcroft Borough Meetings	6	$1,206.16
Public Meetings	40	$7,963.80
Structure Alternatives Analysis	(14)	$(2,648.48)
Utility Coordination	12	$2,296.40
Geotechnical Engineering (AEG)	(10)	$(1,565.00)
Totals		**$7,252.88**

In addition to the extra/revised items above, we recommend that the following two items be considered as optional services in the event that they are needed during the course of design.

- *PADEP General Permit 5 (GP-5) for Utility Line Stream Crossings*: There are utilities within the existing arch structure that will be replaced and most likely attached to the underside of the new bridge. Our original scope of services assumed that the waterway permit would consist of a GP-11. Because it appears that the bridge does not overtop during the design flood event and the utility lines would not be impacted, we do not anticipate that DEP would require a GP-5 in addition to the GP-11. However, that cannot be confirmed until the pre-application meeting is held with DEP.

- *Subsurface Utility Engineering Test Holes*: As indicated in our original Project Approach, Quality B-level locating of subsurface utilities is included, however, if the existing subsurface utilities cannot be sufficiently located using Quality B-level methods, then Quality A-level locating (test holes) can be provided as an optional service.

The proposed cost of these optional services would be requested as a supplement at the time they may be determined to be necessary, and the cost is broken down as follows:

Item	Labor Cost	Direct Expenses	Total Cost
GP-5 (ADM)	$4,093.52	$0.00	$4,093.52
SUE: Quality A-level locating (2 test holes) (SAM)	$5,310.00	$4,398.00	$9,708.00
Totals	**$9,403.52**	**$4,398.00**	**$13,801.52**

740 Springdale Drive, Suite 150
Exton, PA 19341
(484) 872-8748 phone
(484) 872-1418 fax
www.aiengineers.com

Please do not hesitate to contact me if you should have any questions or require more information.

Yours truly,
AI Engineers, Inc.



Michael Beal, PE, CBSI
Project Manager

Cc: File 4287

AGENDA ITEM NO. 10.AE

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Thavy Sim,Human Services
ITEM TYPE:	Amendment
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to amend Contract #HCR 2/20 with GEO Reentry, Inc. to extend provider's Agreement 6 months to allow additional time for the agency to expend all allocated funds. The overall value of the Contract remains the same. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	48-4718-631000
ESTIMATED/ACTUAL COST OF REQUEST:	N/A
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Please see the attached supporting documents.

ATTACHMENTS:
GEO Reentry, Inc. HCR 2/20 Summary page

Social Services and Community Programs Request for Contract Amendment

Program Office: HealthChoices

Provider: GEO Reentry, Inc.

Current Contract Amount: $2,131,116.00

Current Contract Effective Dates: January 1, 2020 to June 30, 2025

Proposed Contract Amount: $ 2,131,116.00

Proposed Contract Increase/Decrease: N/A

Proposed Contract Effective Dates: January 1, 2020 to December 31, 2025

Funding (Entire Contract):

Federal Funding Source(s):		Amount:	
State Funding Source(s):	HealthChoices Reinvestment	Amount:	$ 2,131,116.00
Other Funding Source(s):		Amount:	
County Funding:		Amount:	

Available Budget (Only for Increase Amount):

SAP Account(s)	48-4718-631000	Balance:	$ 2,108,560.85

Amendment Statement:

Human Services, HealthChoices requests approval to amend Contract #HCR 2/20 with GEO Reentry, Inc. extending the provider's Agreement six months to allow additional time for the agency to expend all allocated funds. The overall value of the Contract remains the same. Subject to Solicitor's approval.

Amendment Request:

Approval of a six month extension which would align the contract with the HealthChoices funding frame of a twelve-month Calendar Year. This would also allow the provider the additional time to spend down the grant before the contract expires on an artificial time frame.

Program Need for Requested Service:

GEO Reentry, Inc. Transitional Housing-Forensic program houses up to 30 individuals for a stay of 9-12 months. During the residents they receive treatment services such as therapy, job skills, Housing location services, and activities of daily living with the goal preparing them to return to the community.

Was a Request for Proposal Issued? Yes [ ] No [x] Date: [ ]

Number of Proposals received: N/A

Summary of Request for Proposal Process:

N/A

Rationale for Choosing Current Provider versus Issuing a Request for Proposal:

The provider is already providing the services.

Plan to issue Request for Proposal or rationale if not planning on issuing one:

N/A

Metrics utilized to evaluate provider and results of last assessment:

Provider is assessed on successful housing placements, employment and low number of recidivism of participants.

Date Request Discussed with Human Services Director: 8/7/2025

Program Approval: _____ *Date:* _____

Fiscal Approval: _____ *Date:* _____

CFO Approval: _____ *Date:* _____

Human Services Director: Angelique Hines *Date:* 8-8-2025

AGENDA ITEM NO. 10.AF

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Phalina Sim,Human Services
ITEM TYPE:	Amendment
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to amend Contract #AFS 3/25 with Wesley House Community Corporation, increasing the overall value of the Contract $40,000.00 to cover expenses incurred for increased security and case management. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	1525-4906-631000
ESTIMATED/ACTUAL COST OF REQUEST:	$40,000.00
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Please see attached supported Documents.

ATTACHMENTS:

Wesley House #AFS 3/25 Amd #1 Agenda Action Summary Page
Wesley House #AFS 3/25 Amd #1 Agenda Action Current Appendix Z
Wesley House #AFS 3/25 Amd #1 Agenda Action Revised Appendix Z

Social Services and Community Programs Request for Contract Amendment

Program Office: Adult and Family Services

Provider: Wesley House Community Corporation

Current Contract Amount: $246,330

Current Contract Effective Dates: 7/1/2024 to 6/30/2025

Proposed Contract Amount: $286,330

Proposed Contract Increase/Decrease: $40,000

Proposed Contract Effective Dates: 4/1/2025 to 6/30/2025

Funding (Entire Contract):

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant / Homeless Assistance Services Fund App 10258	Amount:	$280,431.60
Other Funding Source(s):		Amount:	
County Funding:			$5,898.40

Available Budget (Only for Increase Amount):

SAP Account(s)	1525-4906-631000	Balance:	$49,124.00

Amendment Statement:

Human Services, Adult & Family Services requests approval to amend Contract #AFS 3/25 with Wesley House Community Corporation, increasing the overall value of the Contract $40,000. Subject to Solicitor's approval.

Amendment Request:

Approval to increase the overall value of Contract #AFS 3/25 with Wesley House to cover increased costs for security, house monitor, and utility expenses.

Program Need for Requested Service:

Wesley House Community Corporation, Wesley House Emergency Shelter, provides shelter to 13 families, 1 independent Living Youth and 4 single women. The shelter for this FY has been functioning at 50% occupancy due to onsite building renovations and system upgrades. Final updates and renovation to be completed by July 31, 2025.

For the 2024/2025 Fiscal Year:
42 Households were served which included
56 Adults and 72 children

23 Households gained income
3 Household lost income
16 Households income stayed the same

Was a Request for Proposal Issued? Yes [ ] No [x] Date: [ ]

Number of Proposals received: [ ]

Summary of Request for Proposal Process:

Rationale for Choosing Current Provider versus Issuing a Request for Proposal:

Plan to issue Request for Proposal or rationale if not planning on issuing one:

A Request for Proposal could be issued fiscal year 2026.

Metrics utilized to evaluate provider and results of last assessment:

Length of Stay
Households the increased income
Households exit to permanent housing

57 Households served, 78 adults, 103 children, 70 adults under 60 Years of age, 8 adults over 60 years of age
119 Average days of homelessness for each family/single unit
24 Households increased income at exit
29 Households exited to permanent housing

Date Request Discussed with Human Services Director: July 24, 2025

Program Approval: _____ *Date:* _____

Fiscal Approval: _____ *Date:* _____

CFO Approval: _____ *Date:* _____

Human Services Director: Angela Hicks *Date:* 7/30/2025

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	WESLEY HOUSE COMMUNITY CORP				Total Contract:	245,330
Contract #	AFS 3/25					
Fiscal Year Ending:	June 30 2025					
County Program Office:	Adult Services					
		Provider	Cost Center	Funding Type	N/A Contract?	Total Cost:
Agency Programs:	Shelter Operations (Homeless Assitance Program)		4906			246,330
						246,330

APPENDIX Z

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	WESLEY HOUSE COMMUNITY CORP			Total Contract:			286,330
Contract #	AFS 3/25						
Fiscal Year Ending:	June 30 2025						
County Program Office:	Adult Services						
		Provider	Cost Center	Funding Type	N/A Contract?	Total Cost:	
Agency Programs:	Shelter Operations (Homeless Assitance Program)		4906			286,330	
						286,330	

APPENDIX Z / REVISED

Wesley House HAP funding 24-25 budget mod

Wesley House Community Corp						
Annual Budget-Summary 7/24 - 6/25						
3/31/2025						
	Grant 25/083 HAP					
				3/31/2025		
Description	Budget	Budget Mod with additional funding	Modified Budget	Actual	Projected	(Over)/ Under
Salary & Wages						
Shelter Manager	39,584.87	(15,500.00)	24,084.87	21,572.47	2,512.40	-
House Monitors	11,637.01	11,500.00	23,137.01	9,669.90	13,467.11	-
Janitor	31,350.00	(3,228.75)	28,121.25	18,146.25	9,975.00	-
Maintenance	6,686.70	3,800.00	10,486.70	9,421.29	1,065.41	-
Administrative Support	-		-	-	-	-
Case Manager	34,504.75	3,571.58	38,076.33	38,076.33	-	-
Total Salary/Wages	123,763.33	142.83	123,906.16	96,886.24	27,019.92	-
Fringe Benefits	41,183.81	(142.83)	41,040.98	34,779.89	6,261.09	-
Total Salary/Fringe	164,947.14	-	164,947.14	131,666.13	33,281.01	-
Utilities	8,000.00	13,597.44	21,597.44	9,162.32	12,435.12	-
Telephone	2,300.00	2,260.00	4,560.00	2,916.77	1,643.23	-
Janitorial Supplies	1,500.00	1,000.00	2,500.00	2,096.67	403.33	-
Office Supplies	1,589.22	-	1,589.22	494.61	1,094.61	-
Furnishings	2,000.00	525.00	2,525.00	-	2,525.00	-
Office equipment	250.00	(250.00)	-	-	-	-
Extermination	1,000.00	71.00	1,071.00	612.00	459.00	-
Insurance	10,000.00	1,000.00	11,000.00	11,000.00	-	-
Trash Removal	500.00	2,137.24	2,637.24	1,449.24	1,188.00	-
Maintenance/Repairs	4,000.00	1,250.00	5,250.00	4,053.40	1,196.60	-
Security Services	8,000.00	16,000.00	24,000.00	8,000.00	16,000.00	-
Permits,Licenses,Legal	1,650.00		1,650.00	-	1,650.00	-
Interest Expense	-		-	-	-	-
Audit	12,750.00	750.00	13,500.00	12,000.00	1,500.00	-
Technology Needs	500.00	(421.75)	78.25	78.25	-	-
Staff Training	250.00	(250.00)	-	-	-	-
Vehicle Expense	200.00	453.99	653.99	153.99	500.00	-
Spec. Events/Purch Serv.	-		-	-	-	-
Client Supplies	3,500.00	(2,759.28)	740.72	740.72	-	(0.00)
Materials	1,000.00	1,000.00	2,000.00	1,355.29	644.71	-
Total Operating	58,989.22	36,363.64	95,352.86	54,113.26	41,239.60	(0.00)
Indirect Cost Rate 10%	22,393.64	3,636.36	26,030.00	18,577.95	7,452.05	-
Grand Total	246,330.00	40,000.00	286,330.00	204,357.34	81,972.66	(0.00)

APPENDIX Z / REVISED

AGENDA ITEM NO. 10.AG

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Ashley Farr,Human Services
ITEM TYPE:	Amendment
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to amend Agreement #HS-A 126/23 with The Community College of Delaware County dba Delaware County Community College extending the term of the Agreement through June 30, 2026, to utilize funding allocated from the previous fiscal contracting year. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	1426-4990-630598
ESTIMATED/ACTUAL COST OF REQUEST:	N/A*
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Please see attached supporting documents.

ATTACHMENTS:
The_Community_College_of_Delaware_County_dba_Delaware_County_Community_College_HS_A_12(

AMENDMENT # 2 FISCAL YEAR 25/26

AGREEMENT #HS-A 126/23 Date of Contract April 3, 2024

Date of Amendment August 20, 2025

Between: County of Delaware and The Community College of Delaware County dba Delaware County Community College

For the following services: Social Work Pathway Program

in accordance with Exhibit B, Section B-8, Agreement #HS-A 126/23 is hereby amended extending the term through the 2025/2026 Fiscal Year.

The maximum County dollars available under this AGREEMENT are $106,986.80.

In all other respects, AGREEMENT #HS-A 126/23 is incorporated by reference herein, ratified and in full force and effect.

PROVIDER OF SERVICE

The Community College of Delaware County
dba Delaware County Community College
NAME OF AGENCY

AUTHORIZED SIGNATURE

PRINT/TYPE AUTHORIZED NAME

DATE

COUNTY OF DELAWARE

COUNTY COUNCIL CHAIR

DATE SIGNED

ATTEST:

COUNTY CLERK

AMENDMENT

This Amendment (this "**Amendment**") modifies that certain Agreement dated April 3, 2024 (the "**Agreement**") a copy of which is attached hereto at Exhibit "A", and is made this 20th day of August, 2025 by and between Delaware County (the "**County**") and Delaware County Community College ("DCCC" and, collectively with the County, the "**Parties**" and each a "**Party**").

WHEREAS, the Parties entered into the Agreement to create a pathway for high school students to enter the social work profession (the "**Program**"); and

WHEREAS, the Parties are desirous to expand the scope of the Agreement to create a pathway for all students now enrolled in DCCC to enter the social work profession; and

NOW THEREFORE, in consideration of the undertakings contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto, intending to be legally bound, do hereby agree as follows:

1. **Recitals incorporated.** The foregoing recitals are incorporated by reference as if fully set forth herein.

2. **Eligibility Criteria.** Throughout the Agreement, all references to eligibility criteria for participation in the Program are hereby amended to include as eligible for participation in the Program any person who is or will be a registered student of DCCC at the commencement of his or her participation in the Program, so long as such person has met the course prerequisites and is otherwise deemed suitable for inclusion in the Program by DCCC.

3. **Term.** The term of the Agreement is extended through June 30, 2026.

4. **Jurisdiction and Venue.** The Parties stipulate and agree that this Amendment is made and will be performed in the Court of Common Pleas of Delaware County, Pennsylvania, and that any disputes arising out of this Second Amendment shall be filed and heard only in the Court of Common Pleas of Delaware County, Pennsylvania.

5. **Governing Law.** This Amendment shall be interpreted and governed by the laws of the Commonwealth of Pennsylvania without giving effect to any jurisdiction's conflict or choice of law rules.

6. **Execution in Counterparts.** This Amendment may be executed in any number of counterparts, including electronically, each of which shall be an original document.

7. **Representation.** Both Parties have been represented by counsel in drafting this Amendment, which shall not be interpreted against either Party as the drafter.

8. **No Assignment.** This Amendment may not be assigned by either Party.

9. **Headings.** The Headings set forth in this Amendment are solely for the convenience of the Parties, and form no part of this Agreement.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Parties have executed this Amendment on the dates set forth below.

Date: _____ Date: _____

By: _____ By: _____
Dr. Monica Taylor

AMENDMENT # 1

FISCAL YEAR 24/25

AGREEMENT #HS-A 126/23

Date of Contract April 3, 2024

Date of Amendment February 19, 2025

Between: County of Delaware and The Community College of Delaware County dba Delaware County Community College

For the following services: Social Work Pathway program

in accordance with Section 32, Contract #HS-A 126/23 is hereby amended updating standard Boilerplate language, which was updated for all Delaware County, Department of Human Services 24/25 fiscal contracting year contracts and agreements.

The maximum County dollars now available under this AGREEMENT are $106,986.80.

In all other respects, AGREEMENT #HS-A 126/23 is incorporated by reference herein, ratified and in full force and effect.

PROVIDER OF SERVICE

The Community College of Delaware County
dba Delaware County Community College
NAME OF AGENCY

AUTHORIZED SIGNATURE

ERIC E. LEAL
PRINT/TYPE AUTHORIZED NAME

3/20/25
DATE

COUNTY OF DELAWARE

COUNTY COUNCIL CHAIR

2/21/25
DATE SIGNED

ATTEST:

COUNTY CLERK

In the Term Section #1, which is on page 1, behind the signature page of all Agreements as a second paragraph:

Unless notified otherwise in writing by the County prior to the end of the term, this Agreement will automatically be continued at the rate and under the terms and conditions provided herein, or as amended, until such time as a new Agreement can be executed for the following Fiscal Year, subject to the County's rights hereunder to terminate and to the availability of budgeted funds for payment.

In the Agreement Amount Section #3, which is on page1, behind the signature page of all Agreements:

Provider acknowledges that the County receives State, Federal and County funding for this Agreement and that said funding may be used by the County to compensate Provider the amounts set forth in this Agreement. In the event the Commonwealth of Pennsylvania, after an audit or otherwise, should disallow any amount of funding, including the overall rates set forth herein, used by the County to compensate Provider for the Provider's services hereunder, then Provider shall reimburse to the County the amount of any such disallowance. For purposes of this section, Provider shall have the right to defend and participate in any Commonwealth audit or other action that could result in a disallowance finding.

DATE: April 3, 2024

AGENCY: County of Delaware, Department of Human Services

PROVIDER OF SERVICE: The Community College of Delaware County dba
Delaware County Community College
901 S. Media Line Road
Media, PA 19063

Federal ID #23-1685591

AGREEMENT PERIOD: Beginning: April 3, 2024
Ending: June 30, 2025

AGREEMENT AMOUNT: $106,986.80

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their officials thereunto duly authorized.

PROVIDER OF SERVICE

Dr. Patricia Benson
AUTHORIZED SIGNATURE

Dr. Patricia Benson, CFO
PRINT/TYPE AUTHORIZED NAME

4/19/2024
DATE

COUNTY OF DELAWARE

COUNTY COUNCIL CHAIR

4/3/2024
DATE

ATTEST:
Anne M. Coogan
COUNTY CLERK

SERVICES : SOCIAL WORK PATHWAY PROGRAM

COUNTY OF DELAWARE
DEPARTMENT OF HUMAN SERVICES

20 South 69th Street
Upper Darby, PA 19082
www.delcohsa.org
(610) 713-2115
FAX # (610) 713-2254

Council
Dr. Monica Taylor
Chair

Richard R. Womack
Vice-Chair

Kevin M. Madden
Elaine Paul Schaefer
Christine A. Reuther

Angelique Hiers, Director
Department of Human Services

LETTER OF AGREEMENT FOR PROFESSIONAL SERVICES

The Community College of Delaware County dba Delaware County Community College
901 S. Media Line Road
Media, PA 19063

Letter of Agreement for Professional Services ("Agreement") between **The Community College of Delaware County dba Delaware County Community College** ("Consultant/Provider") and the County of Delaware ("County") for its Department of Human Services ("DHS").

I. Background

County wishes to obtain for its Department of Human Services certain professional services as described in Exhibit "A" to this Agreement (the "Services"). Consultant/Provider desires to provide to the County, and the County has agreed to retain Consultant/Provider to provide the Services to the County.

II. Duties

a. Consultant/Provider shall perform the Services in accordance with the terms and conditions set forth in this Agreement and in Exhibit "A" and Exhibit "B", which are attached hereto and made a part hereof.

b. It is expressly acknowledged by the parties that the County and Consultant/Provider are independent contracting parties. Nothing in this Agreement shall be construed to create a principal/agent, employer/employee, master/servant, partnership, or joint venture relationship. Consultant/Provider shall be responsible for paying any taxes applicable to payments made under this Agreement.

III. Term and Termination

a. The term (the "Term") of this Agreement will begin on **April 3, 2024** and end on **June 30, 2025.**

b. This Agreement may be terminated before the end of the term as follows:

i. Either party may terminate this Agreement without cause by giving thirty days written notice to the other.

ii. County may terminate this Agreement immediately by giving written notice of termination to Consultant/Provider and without prejudice to any other rights or remedies County may have, if Consultant/Provider breaches any of its material obligations under this Agreement and does not cure the breach within five business days after Consultant/Provider's receipt of County's notice of the breach which notice shall specify in reasonable detail the nature of the breach. Consultant/Provider may terminate this Agreement immediately by giving written notice of termination to County and without prejudice to any other rights or remedies Consultant/Provider may have, if County breaches any of its material obligations under this Agreement and does not cure the breach within five business days after County's receipt of Consultant/Provider's notice of the breach which notice shall specify in reasonable detail the nature of the breach.

iii. The County may terminate this Agreement on five business days written notice if County Council determines that entering into this Agreement resulted in a violation of Section 6-12.D of the County's Administrative Code and imposes termination of this Agreement as a penalty for such violation. County Council may also require repayment to the County of any profit made by Contractor under this Agreement as a penalty for such violation. Contractor agrees to send County a written affidavit in reasonable detail calculating such profit within fifteen days of written notice of the imposition of such penalty together with repayment of such profit.

iv. This Agreement and all rights of Consultant/Provider hereunder shall terminate upon Consultant/Provider's death, and neither Consultant/ Provider nor his/her estate shall have any rights hereunder, except with respect to compensation earned by and payable to Consultant/Provider hereunder prior to Consultant/Provider's death if applicable.

IV. Payment

a. Consultant/Provider shall receive the compensation set forth in Exhibit "A" as payment for all of the Services provided by Consultant/Provider pursuant to this Agreement.

b. After execution of this Agreement by Consultant/Provider and the County, each month after receipt of Consultant/Provider's invoice with respect to Services performed in the prior month, the County will pay Consultant/Provider amounts due Consultant/Provider under this Agreement as set forth in Exhibit "A". Consultant/Provider and DHS may jointly agree on other payment schedules.

V. Insurance

Contractor shall provide insurance as required in Appendix "F". Contractor shall accept full responsibility for the payment of premiums for all such insurance. Contractor shall furnish to the County proof of insurance coverage on or before the execution date of this Agreement, and, notwithstanding this provision, shall advise the County forthwith of any cancellation or change in insurance(s).

EXHIBIT "A"
COMPENSATION AND SERVICES

The following compensation to be paid to **The Community College of Delaware County dba Delaware County Community College** ("Consultant/Provider") and list of services to be provided by Consultant/Provider is hereby incorporated into the agreement between Delaware County ("County") for its Department of Human Services ("DHS") and Consultant/Provider (the "Agreement"). All terms used in this Exhibit "A" shall have the same meaning as are assigned to them in the Agreement or in Exhibit "B" to the Agreement.

A-1. Compensation

The County shall pay Consultant/Provider the fees for the Services provided as set forth in A-2 in accordance with the Agreement.

A-2. Services

As requested by the Director of DHS, or her/his designee from time to time, Consultant/Provider shall provide the following services (the "Services") to DHS:

- See Attached Program Description and Budget.

I. Program Pathway

A. **Social and Human Service Assistant Pathway.** High school seniors will enroll in an 18-credit Pathway over one year. There is one planned cohort. Courses will be scheduled at the College's Marple Campus. Any field observation experiences will be planned in partnership with the College and the County.

II. Student Eligibility

Listed below are student eligibility requirements.

- Current students in grade eleven may be considered for participation in grade twelve.
- Students must submit the College's online Dual Enrollment Application for Admission.
- Accepted students will be placement tested to ensure adequate college readiness needed for success unless they submit qualifying PSAT/SAT/ACT or Keystone scores or previous academic transcripts that meet the minimum requirements to waive testing. Visit dccc.edu/assessment for a full list of waiver options.
- Only students who are qualified by the school district and have met course prerequisites will be registered for classes.
- College policies will govern student registration, withdrawals, and grading.
- All students registered for a credit course will receive a letter grade for each course, consistent with the College's grading policies. Grades will be awarded at the conclusion of each semester and will be available to students through their delaGATE account (under Students > Records & Registration). Students may also request final transcripts through delaGATE. For some courses, final letter and numeric grades will be provided to participating high schools upon request.

III. Delivery Modality and Pathway Outlines

Social Work Pathway

Delivery Modality

- This is a one-year, two semester, 18-credit Pathway. The courses will predominantly be offered in a traditional face-to-face delivery; however, some courses may include a hybrid online component. Courses will be taught by College faculty at a College location. Field experience hours will be planned at various community service agencies in Delaware County as mutually agreed upon by the College staff.
- This Pathway cohort requires a minimum of 10 students and a maximum of 30 students per cohort. If a class has less than 10 students and is scheduled exclusively for this Pathway, the contract will be billed at the tuition rate for 10.

Delaware County Community College

Delaware County Community College
Social Work Pathway – One Year Option
Delaware County H.S. Grant

Fall 2024				
Course	**Day**	**Time**	**Credits Earned**	**Term Total**
SWO 101 "Introduction to Social Work"	MWF	8:00 – 8:55	3	9
ENG 100 "English Composition I"	MWF	9:05 – 10:00	3	
PSY 140 "Introduction to Psychology"	TR	8:00 – 9:25	3	

Spring 2025				
Course	**Day**	**Time**	**Credits Earned**	**Term Total**
CS 100 "Introduction to Information Technology"	MWF	8:00 – 8:55	3	9
COMM 111 "Public Speaking"	MWF	9:05 – 10:00	3	
SWO 210 "Human Behavior and the Social Environment"	TR	8:00 – 9:25	3	
Total Credits Earned in 2024-2025: 18				

DCCC: 1-10-24

Total Credits Earned: 18

Times and courses are subject to change based on delivery or curricular changes.

Course Descriptions

SWO 101 Introduction to Social Work and Human Services
This is a one semester introduction to social work and human services and the major policies and practices that are used to understand human strengths and challenges. The course explores the skills, values and knowledge base needed to effectively work as a culturally competent, social work or human service professional in a multidisciplinary setting. *Prerequisites: (ENG 050 and REA 050) or ENG 099 or REA 075. Appropriate placement test scores may be accepted.*

ENG 100 English Composition I
This course reviews the principles of composition, including rhetoric, grammar and usage. It emphasizes critical thinking, the recursive nature of writing, the writing of analytical essays, and the application of information literacy skills. *Prerequisites: (ENG 050 and REA 050) or ENG 099* or REA 075. Appropriate placement test scores may be accepted. *Courses marked with a star may be taken concurrently.*

Course Descriptions

PSY 140 General Psychology
This course is a one-semester introduction to the basic principles and major theoretical approaches that are used to explain human behavior, with emphasis on understanding and application of such principles and theories as they relate to ourselves and our surroundings. *Prerequisites: (ENG 050 and REA 050) or ENG 099 or REA 075. Appropriate placement test scores may be accepted.*

CS 100 Introduction to Information Technology
(formerly DPR 100) This course is designed to provide an introduction to Information Technology (IT) concepts and applications, and the impact of IT on individuals, organizations, and society. Core content includes computer hardware and software, digital communications, the Internet, databases, networking, programming, computer security, ethics in IT, and current and emerging digital technologies. *Prerequisites: REA 050 or ENG 099 or REA 075. Appropriate placement test scores may be accepted.*

COMM 111 Public Speaking
This course enables students to deliver a variety of presentations. Students are introduced to various methods of delivery, organizational patterns, and types of presentational aids. Emphasis is placed on preparing presentations for multiple audiences and occasions. *Prerequisites: (ENG 050 and REA 050) or ENG 099 or REA 075. Appropriate placement test scores may be accepted.*

SWO 210 Human Behavior and the Social Environment
This course focuses on the internal and external variables that influences human development across the lifespan. Students will study the range of social systems in which people live, describe empirically-based knowledge of human behavior in the social environment, identify concepts, assumptions and critiques of developmental theories and assess the level of impact that diversity and socio-economic levels have on human development. In addition to exploring bio-psycho-social theories students will utilize social work conceptual frameworks to guide evaluation of existing case studies, programs, and interventions. Various constructs from the Social Work profession will be utilized throughout the course. These include but are not limited to: bio-psycho-social, Person in Environment (PIE), strengths-perspective, Problem Solving Process/Generalist Intervention Model, NASW Code of Ethics and systems theory. This course is a required course for the DCCC, Associate in Arts Degree in Social Work. NOTE: Students who are planning to transfer to a 4-year institution and complete a Bachelor of Social Work degree (BSW) are advised to plan early for transfer and meet with an advisor and transfer specialist. *Prerequisites: (SWO 101 or HUS 101) and ENG 100.*

Financial Model

2024-2025 Cohort 1 Year 1				
Tuition & Fees				
Dual Enrollment Rate: The College reserves the right to adjust tuition costs as approved by the Board.				
	# of Students	Rate per Credit	# of Credits	Total
Sponsoring	20	$78.00	18	$28,080.00
Non Sponsoring	10	$145.00	18	$26,100.00
Academic Success Coach				
# coaches	# hours per coach	Rate per Hour	Benefits%	Total
1	300	$50.00	4.0%	$15,600.00
Embedded Tutoring				
# tutors	# hours	Rate per Hour	Benefits%	Total
1	90	$35.00	4.0%	$3,276.00
College Navigator				
# navigators	# hours	Rate per Hour	Benefits%	Total
1	90	$45.00	0.0%	$4,050.00
Enrichment Support and Learning Materials				
Total: Seminars, Guest Speakers, Career & Transfer Counseling, Laptop Lending Program				$8,000.00
Textbooks				
Rate is calculated by adding 10% increase to the prices as of Spring, 2023.				
	# of Students	Rate: Semester 1 & 2		Total
	30	$729.36		$21,880.80
Total Cost for Cohort 1 Year 1				**$106,986.80**

EXHIBIT "B"
GENERAL PROVISIONS

The following general provisions are hereby incorporated into the agreement between Delaware County ("County") for its Department of Human Services ("DHS") and Consultant/Provider (the "Agreement"). All terms used in this Exhibit "B" shall have the same meaning as are assigned to them in the Agreement.

B-1. Compliance with Legal Requirements

This Agreement is subject to the provisions of all pertinent Federal, State and County laws, rules, regulations, ordinances, bulletins, directives, letters, and the like and all amendments made thereto. Definitions of service, eligibility of recipients of service and other limitations on the purchase of the services established in this Agreement are subject to modification by amendments to Federal, State and County laws, rules, regulations, ordinances, bulletins, directives, and letters without further notice to Contractor. Notwithstanding any other provision of this Agreement, the parties hereto acknowledge and agree that each shall comply in all respects with all Federal, State, and County laws, rules, regulations, ordinances, bulletins, directives, letters, and the like regarding the provision of services enumerated herein and pertaining thereto, as the aforesaid may be in effect from time to time.

Compliance with all provisions of Medical Assistance Bulletin 99-11-05, which relates to screening of employees and contractors for exclusion from participation in Federal health care programs and the effect of exclusion on participation.

Compliance with the Civil Rights Act of 1964 is required. The Consultant/Provider will not discriminate against any employment, client, or other person, because of race, color, sex, religious creed, national origin, age, or handicap.

B-2. Assignment

Neither the Agreement nor any of Consultant/Provider's rights hereunder shall be assigned or subcontracted by Consultant/Provider without the prior written consent of County.

B-3. No Third Party Beneficiaries

The parties to the Agreement do not intend, nor shall any clause be interpreted to create in any third party, any obligations to, or right or benefit by, such third party under the Agreement from either County or Consultant/Provider.

B-4. Entire Agreement; Waiver

The Agreement constitutes the entire understanding of the parties hereto and supersedes any and all written or oral agreements, representations, or understanding. The waiver or failure of either party to exercise in any respect any right provided hereunder shall not be deemed a waiver of such right in the future or a waiver of any other rights established under the Agreement.

B-5. Severability

Any provision of the Agreement which is in violation of any State or Federal law or regulation shall be deemed amended to conform with such law or regulation, except that if such change would materially and substantially alter the obligations of the parties under the Agreement.

B-6. Confidentiality and Use Restrictions

(A) All government and business information disclosed by County to Consultant/Provider in connection with the Agreement shall be treated as confidential information unless it is or later becomes publicly available through no fault of Consultant/Provider, or it was or later is rightfully developed or obtained by Consultant/Provider from independent sources free from any duty of confidentiality.

(B) County's confidential information shall be held in strict confidence by Consultant/Provider and shall not be used or disclosed by Consultant/Provider for any purpose except as reasonably necessary to implement or perform the Agreement, or except as required by law or governmental agency, provided that County is given a reasonable opportunity to obtain a protective order at its cost and expense.

(C) Both Consultant/Provider and Children and Youth Services will at all times respect client's confidentiality and right to privacy and shall comply with all relevant laws and Pennsylvania Department of Human Services regulations and especially with confidentiality requirements set forth in the Child Protective Services Law (11 P.S. 2201 *et seq.*). (Applicable only to Agreements with Children and Youth Services.)

(D) The provider shall comply with the provision in the attached Appendix CC, Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), which is incorporated into and made a part of this Agreement if applicable.

B-7. Consultant/Provider Repayments

Consultant/Provider agrees to reimburse County for overpayments resulting from any reason, including but not limited to errors, contract limitations, actual or audited cost adjustments or non-compliance with applicable policies and procedures.

B-8. Amendment

The Agreement may be amended only by mutual agreement expressed in writing and signed by County and Consultant/Provider.

B-9. Successors in Interest

The Agreement and all of the provisions in the Agreement shall be binding upon and inure to the benefit of the heirs, successors, administrators and permitted assigns of Consultant/Provider.

B-10. Applicable Law, Jurisdiction

The Agreement shall be governed in all respects by the laws of the Commonwealth of Pennsylvania without giving effect to its rules relating to conflicts of laws. Consultant/Provider irrevocably consents to the exclusive jurisdiction in the Court of Common Pleas of Delaware County, Pennsylvania, in any and all actions and proceedings whether arising hereunder or under any other agreement or undertaking and irrevocably agrees to service of process by certified mail, return receipt requested, or nationally recognized overnight courier to the address set forth herein.

B-11. Time of the essence

Time is of the essence to the Agreement.

B-12. Waiver of Jury Trial

Each of the parties hereto irrevocably waives any and all rights it may have to a trial by jury in any action, proceeding or claim of any nature relating to the Agreement or under any other documents or agreements executed in connection herewith. Each party acknowledges that the foregoing waiver is knowing and voluntary.

B-13. Section headings

Section headings are for reference only and shall not affect the interpretation of the Agreement.

B-14. Notices

(A) All notices, requests, demands, consents and other communications required or permitted under the Agreement shall be in writing, and shall be deemed to have been given (a) upon delivery, if delivered personally, (b) four business days after being mailed, if mailed by first class certified mail, postage prepaid, return receipt requested, or (c) on the date delivery is received, if sent by a nationally recognized express courier service, postage or delivery charges prepaid, to the party to whom notice is being given to the addresses listed below. Any party may change its address by giving notice of a new address to the other party in accordance with this Section.

(B) Notices sent to County shall be sent to the following address:

Delaware County Department of Human Services
20 South 69th Street
Upper Darby, PA 19082
Attention: Director

With a copy to:

County Solicitor
Delaware County Government Center Building
201 West Front Street
Media, PA 19063

(C) Notices sent to Consultant/Provider shall be sent to the address set forth at the beginning of the Agreement.

(D) Either party may change its address for notices by giving notice of the new address to the other party in accordance with this Section.

B-15. Books and Records

(A) If applicable, under 42 C.F.R. 420.300 *et seq.*, until the expiration of four years after the furnishing of services pursuant to the Agreement, Consultant/Provider, upon receipt of a written request, shall make available to the Secretary of the Department of Health and Human Services, the Comptroller General, or any of their duly authorized representatives, the Agreement, and books, documents, and records of Consultant/Provider that are necessary to certify the nature and extent of the costs of rendering such applicable services.

(B) If Consultant/Provider carries out any of the services under the Agreement through a subcontract (which as provided herein is only permitted with the prior, written approval of County) with a value or cost of $10,000 or more over a twelve month period, such subcontract shall contain a clause to the effect that until the expiration of four years after furnishing of such services pursuant to such subcontract, organization or other person upon receipt of written request, shall make available to the Secretary, Comptroller General, or any of their representatives, the books and records of such organization or other person that are necessary to verify the nature and extent of costs incurred under the Agreement. This paragraph shall survive termination or expiration of the Agreement.

INSURANCE

Before the contract is awarded, and unless otherwise approved by the County of Delaware's (hereinafter referred to as the 'County') representative in writing, the Contractor/Provider shall, at its sole cost and expense, procure the following minimum types and limits of insurance, on forms reasonably acceptable to the County. Such insurance shall be maintained in full force and effect until completion of the Services or final acceptance of the entire Project or the completion of all post-acceptance warranty or related work by Contractor/Provider, whichever is later.

Coverage shall be obtained from reputable insurance carriers authorized to transact that class of business in the state where the work will be performed, or otherwise acceptable to the County, having an A.M. Best Rating of A- VII or better.

All insurance required herein shall be written on an "occurrence" basis, not "claims-made", with the exception of Professional Liability insurance, unless specifically approved by the County in writing.

The County of Delaware reserves the right to grant exception(s) to specific contractors with respect to the requirements herein, if deemed reasonable and if determined that such exception(s) are in the best interests of the County.

1. General Liability:

Commercial General Liability, written on an occurrence basis, covering bodily injury including death, and/or property damage to third parties, which may arise from ongoing and completed operations under the contract, whether such operations are performed by the Contractor/Provider or its subcontractors/subconsultants, anyone directly or indirectly employed by them, or anyone for whom they may be liable, with limits not less than:

Each Occurrence	$1,000,000
Personal and Advertising Injury	$1,000,000
Products/Completed Operations Aggregate	$2,000,000
Per Project Aggregate	$2,000,000
Damage to Rented Premises	$ 50,000
Medical Payments	$ 10,000
Abuse/Molestation (if applicable to services provided)	$1,000,000

The General Liability policy shall include contractual liability, covering liability assumed by the Contractor/Provider under the Indemnification and other provisions of the contract.

Any deductible under this coverage is subject to the County's approval, and shall be the sole responsibility of the Contractor/Provider.

2. Business Automobile Liability:

Business Automobile Liability coverage for bodily injury and property damage arising out of the ownership, maintenance, or use of owned, non-owned, hired, and leased vehicles, including uninsured/underinsured motorists coverage, with limits not less than:

Combined Single Limit	$ 1,000,000
Uninsured/Underinsured Motorists Liability Limit	$ 1,000,000

3. Workers' Compensation and Employers Liability

Workers' Compensation and Employers Liability as required by the state in which the work will be performed, including "other states" coverage (if applicable), and USL&H and Jones Act coverage (if applicable), with limits not less than:

Workers' Compensation	Statutory
Bodily Injury, each Employee	$500,000
Bodily Injury, each Accident	$500,000
Disease, each Employee	$500,000

If Contractor/Provider is an exempt self-insurer, sole proprietor, or independent contractor in Pennsylvania, a current exemption certificate shall be provided in lieu of evidence of Workers' Compensation coverage.

4. Umbrella Liability

Umbrella Liability applying excess of the General Liability, Automobile Liability, and Employers Liability policies, on a following-form basis, with limits not less than:

Each Occurrence	$5,000,000
Aggregate	$5,000,000

Hazardous work may require higher limits, as requested by the County.

5. All Risk Builders Risk (if applicable)

All Risk (Special Form) Builders Risk insurance, including Earthquake and Flood to the extent reasonably commercially available, providing protection for building, structures, and materials or equipment to be installed in the project, while in the course of construction, in transit to the project site, and while being retained in off-site storage.

The Builders Risk policy shall be written to cover 100% of the completed value of the project, at replacement cost valuation, with an agreed amount provision (coinsurance waived).

Any deductible under this coverage shall be no more than $25,000 and shall be the sole responsibility of the Contractor.

The policy shall cover the insurable interests of the County, Contractor and Subcontractors in the Work. The County and Contractor waive all rights against each other for damages caused by fire or other perils to the extent payment is actually made under insurance provided under this paragraph, except such rights as they may have to the proceeds of such insurance held by the County. The Contractor shall require similar waivers by Subcontractors.

The County will procure such Builders Risk coverage in compliance with the above provisions, subject to information contained in Appendix 1, which shall be provided by Contractor following award of the bid.

6. Professional Liability/Errors & Omissions Insurance (if applicable)

All Contractors/Providers who will perform, or retain others to perform, professional services in connection with the work (including but not limited to Consultants, Architects, Engineers, Design-Build, Project/Construction Managers) shall provide Professional Liability insurance covering negligent acts, errors, or omissions in the performance of their work, with limits not less than:

Each Claim	$3,000,000
Annual Aggregate	$3,000,000

7. Cyber Insurance

Provider shall maintain, at its own expense throughout the Term, cyber liability insurance coverage or a cyber liability insurance rider in the Errors and Omissions policy providing privacy response coverage and third party liability coverage covering Provider for claims, losses, liabilities, judgements, settlements, lawsuits, regulatory actions, and other costs or damages arising out of its performance under this Agreement, including any negligent or otherwise wrongful acts or omissions by Provider or any employee or agent thereof in such amounts and on such terms as are reasonably acceptable to Client, but in no event less than the following: $3,000,000. This includes, but is not limited to: any breach of any law or regulation governing confidentiality of PHI (as defined under HIPAA) and Personal Information (as defined under the PA Act). Upon request, Provider shall furnish Client, upon request, as evidence of coverage, a certificate of insurance for Cyber Liability and/or Errors and Omissions insurance. Provider shall not cancel or reduce any such insurance without prior written consent of Client. Provider shall notify Client in writing within five business days if it receives notice that its insurance carrier intends to terminate, cancel, non-renew or rescind cyber liability insurance or errors and omissions insurance.

8. Contractors Pollution Liability (if applicable)

All Contractors who will perform environmental services (including but not limited to asbestos or lead abatement, testing or remediation) shall provide Contractors Pollution Liability with limits not less than:

Each Claim or Occurrence	$5,000,000
Annual Aggregate	$5,000,000

The Contractors Pollution Liability policy shall include coverage for Emergency Response Costs, Contingent Transportation, Non-Owned Disposal Sites, and Natural Resource Damage. If coverage is written on a claims-made basis, an Extended Reporting Period, or tail coverage, shall be provided for two (2) years following completion of the insured's services. In the alternative, the Contractors Pollution Liability policy shall be renewed for not less than two years following completion. The policy retroactive date shall be no later than the effective date of this Agreement.

9. Performance & Other Bonds

Contractor shall furnish performance and payment Bonds, each in an amount at least equal to the Contract Price as security for the faithful performance and payment of all Contractor's obligations.

Contractor shall furnish a Maintenance Bond in an amount equal to ten percent (10%) of the Contract including Change Orders. This Maintenance Bond shall be effective for a period of one (1) year following the date established by the certificate of Substantial Completion.

All Bonds shall be executed by such Sureties as (i) are licensed to conduct business in the state where the Project is located, and (ii) are named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by the Audit Staff Bureau of Accounts, U.S. Treasury Department. All Bonds signed by an agent must be accompanied by a certified copy of the authority to act and the Surety's financial statement.

If the Surety on any Bond furnished by Contractor is declared bankrupt or becomes insolvent or its right to do business is terminated in any state where any part of the Project is located, Contractor shall within five (5) days thereafter substitute another Bond and Surety, both of which shall be acceptable to County.

General Insurance Provisions

All policies required hereunder other than Workers Compensation, Professional Liability, and Builders Risk shall name the County of Delaware, and its departments, county offices or agencies as applicable, and their officers, directors, agents, employees, and volunteers as additional insureds on a primary and noncontributory basis, for losses arising from the negligence of the Contractor/Provider or its subcontractors, or anyone for whom they may be liable. Additional insured status shall apply to Completed Operations.

All policies shall provide a Waiver of Subrogation in favor of the County of Delaware, and its departments, county offices or agencies as applicable, and their officers, directors, agents, employees, and volunteers, and/or other parties designated by the County.

Policies shall not be canceled, terminated, or non-renewed unless sixty (60) days prior written notice is sent by the insurer to the insured Contractor/Provider. Contractor/Provider shall immediately forward any such notice to County.

Contractor/Provider shall furnish to County Certificates of Insurance prior to the start of work, evidencing that all requirements have been met, and detailing the insurers providing coverage, types and limits of coverage, class of operations covered, and effective and expiration dates of coverage. Certificates shall specifically confirm the terms of coverage required herein, including Additional Insured status, waiver of subrogation, and that coverage is included for Abuse/Molestation (if applicable). A copy of the Additional Insured, Waiver of Subrogation, and Abuse/Molestation policy provisions or endorsements must be submitted with the Certificate. A renewal Certificate must be provided to County prior to the expiration date thereof.

Subcontractor/Subconsultants

Contractor/Provider shall require each subcontractor or subconsultant to provide insurance as outlined above. Such policies shall name the County of Delaware and its departments, offices, and agencies; Contractor/Provider; and the officers, directors, employees, agents, and volunteers of both, as additional insureds on a primary/noncontributory basis, for losses arising from the negligence of the subcontractor/subconsultant. Additional insured status shall apply to Completed Operations.

All policies shall provide a Waiver of Subrogation in favor of the Additional Insured parties.

Contractor/Provider shall be responsible for securing and maintaining certificates of insurance from all subcontractors/subconsultants evidencing the insurance coverages required herein.

The insurance coverages and limits required herein are designed to meet the minimum requirements of the County. They are not designed as a recommended insurance program for Contractor/Provider or its subcontractors/subconsultants. **Meeting these minimum requirements shall in no way limit or relieve the Contractor/Provider liability and obligations under any other provision of the Contract.** The Contractor/Provider shall acquire,

at its own expense, any other Additional Insurance coverage it deems necessary for the protection of its work under this contract.

Self-Insurance

If Contractor/Provider maintains a self-insured program or a limited self-insurance program for any or all of the coverages listed above, a complete description of the program, with information on excess carriers and funding arrangements, and a copy of the Provider's most recent audited financial statement, must be provided to County for review and approval, such approval not to be unreasonably withheld.

If County grants such approval, Contractor/Provider understands and agrees that the County of Delaware, county offices or agencies as applicable, and their officers, directors, agents, employees, and volunteers shall receive the same coverages and benefits under Contractor/Provider's self-insurance program that they would have received had the insurance requirements set forth above been satisfied with coverage provided by a commercial insurance company.

Non-Waiver of Indemnification

The insurance (including self-insurance) requirements set forth herein are not intended and shall not be construed to modify, limit, or reduce the indemnifications required of Contractor/Provider, nor to limit Contractor/Provider's liability under this contract to the limits of the policies of insurance (or self-insurance) required to be maintained by Contractor/Provider hereunder.

LOBBYING CERTIFICATION FORM

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for such failure.

Signature: Dr. Latwen Benam

Title: CFO

Date: 4/19/2024

DELAWARE COUNTY DEPARTMENT OF HUMAN SERVICES
APPENDIX U
AUDIT REQUIREMENTS

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DELAWARE COUNTY DEPARTMENT OF HUMAN SERVICES
APPENDIX U
AUDIT REQUIREMENTS FOR SUBRECIPIENT ORGANIZATIONS

U-I OVERVIEW

Introduction

The purpose of Appendix U is to set forth audit guidance for provider organizations receiving financial assistance from the Delaware County Department of Human Services (County) either directly or as a subrecipient of a pass-through award. This audit guidance is applicable to the following Delaware County Human Services programs:

- Mental Health
- Intellectual and Developmental Disabilities
- Early Intervention
- Drug and Alcohol
- Adult and Family Services
- Child Welfare

Depending on the type and amount of funding received, an audit of the financial assistance provided in connection with the County contract may be required. Awards received from the County may include federal, state, or county financial assistance. In addition to Federal audit requirements, the Commonwealth of Pennsylvania Department of Human Services (DHS) and the Pennsylvania Department of Drug and Alcohol (DDAP) have unique audit requirements which need to be considered in the determination of audit compliance.

Any pass-through of federal awards is required to be reported by subrecipients on the same basis as is required for federal financial assistance received directly from a federal awarding agency.

The County is responsible for ensuring that the financial statements of its subrecipients are appropriately audited in accordance with *Government Auditing Standards* (the Yellow Book), applicable program requirements and contract provisions, and, when appropriate, the Single Audit Act Amendments of 1996, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) of the Office of Management and Budget (OMB), the Pennsylvania Department of Human Services Single Audit Supplement, and the Pennsylvania Department of Drug and Alcohol audit guidelines.

Obtaining an Engagement Letter

For all audits performed in accordance with the provisions of Appendix U, the subrecipient organization must have executed a written engagement letter with its independent auditor establishing an understanding about the services to be performed. The engagement letter should specify the responsibilities of both the subrecipient organization and the auditor and the objectives and scope of the engagement.

Interpretation of Appendix U

Any questions pertaining to Appendix U should be referred to:

Human Services Accountant
Department of Human Services
20 South 69th Street, 4th Floor
Upper Darby, PA 19082
Phone No.: 610-713-2115
Fax No.: 610-713-2326

Auditor Independence

Subrecipient organizations shall ensure that the audit organization and the auditors performing the audit work are independent of mind as well as in appearance. It is crucial that the audit organization and the audit team act with integrity and exercise objectivity and professional skepticism.

Audit Objectives

The audit must be conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* (GAGAS or Yellow Book), issued by the Comptroller General of the United States. A Yellow Book audit can be required by law, regulation, agreement, contract, or policy. The most common Yellow Book audits are those required as part of a Single Audit performed under Subpart F of the Uniform Guidance, which supersedes OMB Circular A-133 audit requirements. A Single Audit is required if the organization expends more than a specified amount of federal awards. Another common way an organization may be subject to the Yellow Book requirements is because of provisions included in grant agreements or contracts regardless of the amount of federal awards expended. The Yellow Book incorporates GAAS. Thus, performing a financial audit requires auditing the financial statements in accordance with GAAS, as well as following the additional general, field work, and reporting standards contained in *Government Auditing Standards*. This includes testing and reporting on compliance with laws, regulations, and provisions of contracts or grant agreements for which noncompliance would be

material to the financial statements. An audit of financial statements in accordance with the Yellow Book may include additional reporting and documentation responsibilities.

The subrecipient organization may satisfy the audit requirements of this contract by obtaining a Single Audit in accordance with the provisions of Subpart F of the Uniform Guidance. Either a Program Specific Audit or an organization-wide Single Audit, performed in accordance with applicable federal, state and county requirements, may be acceptable. In some instances, the auditee may elect to have a series of audits covering departments, agencies, or other organizational units that expended or otherwise administered federal awards, providing that each such audit encompasses the necessary financial reporting requirements for each such department, agency, or other organizational unit.

The subrecipient organization's audited financial report is utilized by the County to meet its responsibilities in overseeing its programs and assuring the integrity of funds expended. Upon completion of the audit, the supporting audit workpapers shall be made available, upon request, in connection with a quality review, to resolve any audit findings or to carry out oversight responsibilities.

Audit Reporting Package Submission

The County requests that one copy of the audit reporting package conforming to this Appendix U be delivered to the County at the following address:

Human Services Accountant
Delaware County Department of Human Services
20 South 69th Street, 4th Floor
Upper Darby, Pennsylvania 19082

The audit reporting package submission date is 30 days after completion of the audit, but in any event, not later than 9 months after the end of the audit period. However, earlier submission to the County is encouraged.

Extension of Submission Date for Audit Reporting Package

If it is determined that the audit reporting package cannot be submitted to the County before the due date, a written request for extension must be made by submission of Exhibit C to the County. The request must be received by the County at least 2 weeks prior to the due date.

The County may impose sanctions whenever the audit package is not timely submitted and an extension request has not been granted.

Allocations of Indirect Costs

Indirect costs are those costs incurred for a common or joint purpose benefiting more than one cost objective or not readily assignable to the cost objective specifically benefited without effort disproportionate to the results achieved. Indirect costs can be allocated on an individual line-item basis or collected in an expense pool and allocated in total, utilizing an appropriate base on which to allocate the indirect expenses. In order to achieve equitable cost allocation, a plan must be established to define which costs are to be charged directly and which costs are to be treated as common or indirect costs.

If indirect costs are allocated, then the auditor has responsibility concerning the reasonableness of the allocation. The main purpose in allocating indirect costs is to ensure that each program bears its fair share of costs compared to other programs. Indirect costs are charged by way of a cost allocation plan. The cost allocation plan should ensure that:

- Costs are consistent and logical;
- The allocation includes only costs incurred for a common or joint purpose that benefit more than one program and are not readily assignable to one program;
- Each program bears its fair share of costs compared to other programs;
- Indirect costs are not charged as both direct and indirect costs; and
- The same indirect costs are not being charged to different programs.

Retained Revenue

Delaware County Human Services programs may approve retained revenue allowances by subrecipients by specifically including special retained revenue provisions in the contract. In no case will retained revenue allowances exceed 3% of the total gross revenues applicable to any contract funding representing pass-through funding from Pennsylvania Department of Human Services.

Fraud and Illegal Acts

If fraud or illegal acts are discovered, the auditor should notify the primary executive officer of the subrecipient organization. The subrecipient organization should then promptly notify the County. If the subrecipient's primary executive officer is in any way involved with the acts, the auditor should then notify the County directly. The County will, in turn, take the matter to the funding agency. There is no level of materiality to be considered when reporting fraud or illegal acts.

Additional Audit Provisions

Subrecipient organizations can be required to have audits by contract or other means, even when the audit would not be required by law.

The County, federal, and state agencies, or their authorized representatives, reserve the right to perform additional audits of a financial and/or performance nature, if deemed necessary in carrying out their program administration and monitoring responsibilities. Any such additional work may rely on the work already performed by the Subrecipient's auditor, and the costs for any additional work performed will be borne by those agencies at no additional expense to the Subrecipient. A federal awarding agency may request that a specific federal program be audited as a major program in lieu of the federal awarding agency conducting or arranging for additional audits.

If it is decided by the County that an audit of this contract will be performed, the Subrecipient will be given advance notice. The Subrecipient shall maintain books, records, and documents that support the services provided, that the fees retained are in accordance with the contract, and that the Subrecipient has complied with the contract terms and conditions. The Subrecipient agrees to make available, upon reasonable notice, at the office of the Subrecipient, during normal business hours, for the term of this contract and the retention period set forth in this Appendix U, all books, records, and documents for inspection, audit, or reproduction by the County or a state or federal agency or their authorized representative.

Audit working papers and audit reports must be retained by the Subrecipient's auditor for a minimum of three years from the date of issuance of the audit report, unless the Subrecipient or the Subrecipient's auditor is notified in writing by the cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or the County, to extend the retention period. The term "cognizant agency" means any Federal or State agency that has the primary audit or oversight responsibility for a particular contractor or grantee. Audit working papers must be made available, upon request, to the cognizant or oversight agency for audit or its designee, cognizant agency for indirect costs, a federal agency, General Accounting Office, the County or its designee at the completion of the audit, as part of a quality review, to resolve audit findings, or to carry out oversight responsibilities. Access to audit documentation includes the right to obtain copies of audit documentation, as is reasonable and necessary.

The Subrecipient shall preserve all books, records, and documents related to the program year for at least three years from the contract expiration date, or until all questioned costs or activities have been resolved to the satisfaction of the grantor or pass-through agency, or as required by applicable federal laws and regulations, whichever is longer. If the program contract is completely or partially terminated,

the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.

Special Purpose Reports

The County may require the subrecipient organization or its auditor to issue other reports in addition to those reports addressed in Appendix U. Special Purpose Reports will generally be referenced in the contract.

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U-II GENERAL AUDIT REQUIREMENTS

A. Federally Mandated Audit Requirements

Subpart F

The subrecipient organization must comply with all federal, state, and county audit requirements including the *Single Audit Act*, as amended, Subpart F of the Uniform Guidance, *Audits of States, Local Governments, and Non-Profit Organizations*, state audit supplements and audit requirements, other applicable laws or regulations, and any amendments to such other applicable laws or regulations which may be enacted or promulgated by federal, state, or local government.

Local Governments or Non-Profit Organizations

If the subrecipient organization expends total federal awards of $750,000 or more (from all funding sources) during its fiscal year, either directly from the federal government or indirectly from a recipient of federal funds, the subrecipient organization is required to have a Single Audit or Program Specific Audit performed in accordance with the provisions of Subpart F of the Uniform Guidance.

If the subrecipient organization expends total federal awards of less than $750,000 (from all funding sources) during its fiscal year, it is exempt from these audit requirements. However, it is required to maintain auditable records of federal, state, and local funds that supplement such awards, and to provide access to such records by federal, state, and local agencies or their designees for a period of at least 5 years after the report release date or for any additional period requested. An organization expending less than $750,000 in federal funds may nevertheless be subject to audit requirements specific to the programs from which they receive funds.

For-Profit Organizations

The Uniform Guidance applies primarily to state and local governments, Indian tribes, institutions of higher education and nonprofit organizations that carry out a federal award as a recipient or subrecipient. However, a subrecipient organization is not exempt from reporting requirements on the basis that it is a for-profit entity. Where funding has been passed through to a for-profit subrecipient, the primary recipient or subrecipient must ensure compliance with applicable laws and regulations. This can be accomplished through pre-award audits, monitoring and post-award audits. Specific audit requirements may also be included in the contract with the for-profit recipient. In some cases, program-specific audits may be required.

B. Federal Expenditures Notification

Subrecipient organizations receiving funding from the Delaware County Department of Human Services are required to provide the County with notification regarding federal expenditures. The purpose of this notification is to determine which of the County's subrecipient organizations has met the Uniform Guidance Single Audit threshold. The notification is to be completed and forwarded to the Delaware County Department of Human Services within 45 days after the subrecipient's fiscal year end. The schedule format appears as Exhibit B on page 17 of this Appendix U. Subrecipient organizations not meeting the Single Audit threshold are required to provide the County with certain information described on page 2 of Exhibit B.

C. Types of Federal Audits

1. Single Audits Performed Under the Uniform Guidance

General: The Single Audit shall be conducted in accordance with GAGAS/Yellow Book. The audit shall cover the entire operations of the auditee or at the option of the auditee, a series of audits that cover departments, agencies, and other organizational units which expended, or otherwise administered, federal awards during the fiscal year. Each such audit shall encompass the financial statements and Schedule of Expenditures of Federal Awards. The audited financial statements and the Schedule of Expenditures of Federal Awards shall be presented for the same fiscal year.

Financial Statements: The auditor shall determine whether the financial statements of the auditee are presented fairly in all material respects in conformity with U.S. generally accepted accounting principles. The auditor shall also determine whether the Schedule of Expenditures of Federal Awards is presented fairly in all material respects in relation to the auditee's financial statements taken as a whole.

Other Reports: The auditor shall issue a Yellow Book report on internal control over financial reporting and on compliance and other matters and a Single Audit report on compliance with requirements that could have a direct and material effect on each major program and on internal control over compliance.

Audit Follow-up: The auditor shall follow-up on prior audit findings, perform procedures to assess the reasonableness of the Summary Schedule of Prior Audit Findings prepared by the auditee, and report, as a current year audit finding, if it is concluded that the Summary Schedule of Prior Audit Findings materially misrepresents the status of any prior year finding. The auditor shall perform audit follow-up procedures, regardless of whether a prior audit finding relates to a major program, in the current year.

Single Audit Reporting Package Requirements Checklist:

- Financial statements that reflect financial position, results of operations, or changes in net assets and, when appropriate, cash flows for the fiscal year.
- Schedule of Expenditures of federal, state & local awards for the period covered by the financial statements.
- Summary schedule of prior audit findings
- The auditor's opinion (or disclaimer of opinion) as to whether the financial statements are presented fairly in all material respects in accordance with generally accepted accounting principles and an opinion (or disclaimer of opinion) as to whether the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.
- A report on internal control over financial reporting and compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, noncompliance with which could have a material effect on the financial statements. This report must describe the scope of testing of internal control and compliance and the results of the tests, and, where applicable, it will refer to the separate schedule of findings and questioned costs.
- A report on compliance for each major program and on internal control over compliance. This report must describe the scope of testing of internal control over compliance, include an opinion or modified opinion as to whether the auditee complied with Federal statutes, regulations, and the terms and conditions of Federal awards which could have a direct and material effect on each major program and refer to the separate schedule of findings and questioned costs.
- A schedule of findings and questioned costs which must include the following three components:

  (1) A summary of the auditor's results, which must include:

  (i) The type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP (i.e., unmodified opinion, qualified opinion, adverse opinion, or disclaimer of opinion);

  (ii) Where applicable, a statement about whether significant deficiencies or material weaknesses in internal control were disclosed by the audit of the financial statements;

  (iii) A statement as to whether the audit disclosed any noncompliance that is material to the financial statements of the auditee;

(iv) Where applicable, a statement about whether significant deficiencies or material weaknesses in internal control over major programs were disclosed by the audit;

(v) The type of report the auditor issued on compliance for major programs (i.e., unmodified opinion, qualified opinion, adverse opinion, or disclaimer of opinion);

(vi) A statement as to whether the audit disclosed any audit findings that the auditor is required to report;

(vii) An identification of each individual major program, or in the case of a cluster of programs, the cluster name as shown on the Schedule of Expenditures of Federal Awards;

(viii) The dollar threshold used to distinguish between Type A and Type B programs; and

(ix) A statement as to whether the auditee qualified as a low-risk auditee under the criteria for a low-risk auditee.

(2) Findings relating to the financial statements which are required to be reported in accordance with GAGAS.

(3) Findings and questioned costs for Federal awards.

(i) Audit findings (e.g., internal control findings, compliance findings, questioned costs, or fraud) that relate to the same issue should be presented as a single audit finding. Where practical, audit findings should be organized by Federal agency or pass-through entity.

(ii) Audit findings that relate to both the financial statements and Federal awards should be reported in both sections of the schedule.

- Corrective action plan on all current year findings and a summary schedule of prior audit findings. When audit findings were not corrected or only partially corrected, the summary schedule must describe the reasons for the finding's recurrence and planned corrective action.
- Data Collection Form stating whether the audit was completed in accordance with the standards for the audit of non-federal entities expending federal awards. The Data Collection Form also provides information about the auditee, its federal programs, and the results of the audit.
- Management Letter issued by the auditor.
- Delaware County Supplemental Schedule and related report (Appendix U -Exhibit A).

2. Program Specific Audits Performed Under the Uniform Guidance

A subrecipient that expends $750,000 in federal awards in any year may elect to have a Program Specific Audit, an audit of one federal program, rather than a Single Audit, if the subrecipient expends its federal awards under only one program (CFDA No.), excluding research and development, and that federal program's laws, regulations, or grant requirements do not require a financial statement audit of the entity.

Some federal assistance programs make available a Program Specific Audit Guide. If such a guide exists, it must be followed. A Program Specific Audit Guide provides specific guidance with respect to internal control, compliance requirements, suggested audit procedures, and audit reporting requirements. A listing of current program-specific audit guides can be found in the compliance supplement, including federal awarding agency contact information and a web site where a copy of the guide can be obtained. The auditor shall follow GAGAS/Yellow Book and the audit guide when performing a Program Specific Audit.

In those instances where a Federal Program Specific Audit Guide is available, the audit reporting package for a Program Specific Audit may be different and should be prepared in accordance with the audit guide. If a guide does not exist, the same basic responsibilities exist for the federal program as they would for an audit of a major program in a Single Audit.

The auditor must perform an audit of the financial statement(s) for the federal program in accordance with GAGAS/Yellow Book, must obtain an understanding of the subrecipient's internal control, and must perform tests of internal control as would be required for a major program. Also, the auditor must determine whether the auditee has complied with laws, regulations, and the provision of the grant agreements that could have a direct and material effect on the program as would be required for a major program, follow-up on prior year findings, and report any current year findings.

Program Specific Audit Reporting Package Checklist (when an audit guide is not available):

The Auditee Responsibilities

- Financial statements for the federal program that include, at a minimum, a schedule of federal expenditures of federal awards for the program and notes that describe the significant accounting policies used in preparing the schedule.
- Summary schedule of prior audit findings.
- Audit findings follow-up.

- Corrective action plan.

The Auditor Responsibilities

- Perform an audit in accordance with GAGAS.
- Obtain an understanding of internal controls and perform tests of internal controls over the federal program.
- Perform procedures to determine that the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on the federal program.
- Follow up on prior audit findings and perform procedures to assess the reasonableness of the summary schedule of prior audit findings.
- Report on audit findings.
- Issue the following reports:
  - (i) An opinion (or disclaimer of opinion) as to whether the financial statement(s) of the Federal program is/are presented fairly in all material respects in accordance with the stated accounting policies;
  - (ii) A report on internal control related to the Federal program, which must describe the scope of testing of internal control and the results of the tests;
  - (iii) A report on compliance which includes an opinion (or disclaimer of opinion) as to whether the auditee complied with laws, regulations, and the terms and conditions of Federal awards which could have a direct and material effect on the Federal program; and
  - (iv) A schedule of findings and questioned costs for the Federal program that includes a summary of the auditor's results relative to the Federal program.

In certain instances, a Yellow Book report on compliance and on internal control over financial reporting with appropriate report modifications for a program-specific audit may be required.

U-III THE COUNTY'S FUNDING SOURCES

The Delaware County Department of Human Services funds its human services programs primarily by the pass-through of funding received from the Pennsylvania Department of Human Services (DHS) and the Pennsylvania Department of Drug and Alcohol (DDAP). Auditors of subrecipient organizations should become familiar with the DHS Single Audit Supplement, Pennsylvania Code Title 55, the Bureau of Drug and Alcohol Fiscal Manual and the Pennsylvania Department of Health Audit Requirements.

A. Pennsylvania Department of Human Services (DHS) Audit Guidelines

DHS requires the County to be responsible for ensuring that its subrecipients/ subcontractors are audited in accordance with the Yellow Book and, when appropriate, with the Single Audit Act and the Uniform Guidance. The County manages its subrecipient organization audits by contract.

A Single Audit or program-specific audit in accordance with the Uniform Guidance is acceptable from any entity required to have one. However, the County may require an audit in accordance with Generally Accepted Government Auditing Standards even when expenditures do not exceed the Single Audit threshold.

DHS issues an Administrative Bulletin annually for the purpose of updating and releasing its Single Audit Supplement. Independent auditors of programs funded via DHS either directly or as pass-through funds are responsible for reviewing and implementing the procedures contained in the Single Audit Supplement. Accordingly, the County herewith passes down all applicable sections of the DHS Single Audit Supplement to its subrecipients who receive DHS funds passed through the County. DHS includes the Single Audit Supplement on the DHS website:

http://www.dhs.state.pa.us/publications/index.htm

The Single Audit Supplement contains Common Requirements representing compliance requirements applicable to all programs funded through DHS. It also provides compliance requirements specific to DHS funded programs. It specifies certain suggested audit procedures that are applicable to subrecipients of service. The Single Audit Supplement is not intended to supersede federal or Commonwealth of Pennsylvania policy, nor is it intended to serve as an all-inclusive audit manual or to supplant the auditor's judgment concerning the audit work required. The DHS Audit Supplement also follows the Uniform Guidance regarding the determination of major programs. Activities are governed by PA Code Regulations: Title 55.

The Bureau of Financial Operations plans, organizes, directs, and controls financial support within the Pennsylvania Department of Human Services. These activities include the resolution of audits, providing technical support on county and subrecipient human services programs and conducting performance audits and reviews of DHS-funded programs. BFO's Audit Resolution Section manages and reviews DHS's subrecipient audits from counties and non-profit agencies and these audits can become the basis for any audit adjustments to the contracts and grants.

B. Pennsylvania Department of Drug and Alcohol Audit Guidelines

The Pennsylvania Department of Drug and Alcohol was formerly administered under the Department of Health. In 2012, it became a department in its own right.

The audit requirements for DDAP funded contracts are incorporated by reference to its funding requirements. DDAP's audit requirements were last revised in July 2015. The Department has also published a Fiscal Manual, which covers the period July 2015 through June 2020.

DDAP subscribes to the federally mandated audit requirements for contracts that are federally funded. Accordingly, if total federal awards of $750,000 or more received either directly from the federal government or indirectly from a recipient of federal funds are expended during the organization's fiscal year, an audit in accordance with the provisions of the Uniform Guidance is required. This requirement is stipulated regardless of the amount of state funds expended.

DDAP mandates performance of a financial audit made in accordance with the provisions of GAGAS for any contract if less than $750,000 of federal funds but more than $500,000 of state funds are expended during the state fiscal year (July 1 - June 30).

Unless stated otherwise in the contract, DDAP does not require an audit if:

- The organization expends less than $500,000 of state funds under the contract during the state fiscal year and expends less than $750,000 in federal awards received from all sources during its fiscal year; or
- All contract funds are received on a strictly fee-for-service basis.

Even if the recipient organization is not required to have an audit performed, it is required to maintain auditable records of federal, state, and county awards and expenditures and to provide access to its records by federal, state, and county agencies or their designees.

SUPPLEMENTARY FINANCIAL SCHEDULES AND AGREED-UPON PROCEDURES REPORT

Whenever Delaware County Human Services awards are passed down to subrecipient organizations, the recipient organizations are required to submit supplementary financial schedules to the County. The supplemental financial schedules should be considered an integral part of the subrecipient's audit package. The supplemental financial schedule required under Appendix U Exhibit A identifies all revenue support received by the subrecipient organization from Delaware County Human Services and reconciles that information to the total of all revenue reported by the subrecipient organization in its audited financial statements for that period. This schedule is to be accompanied by an auditor's report on additional information accompanying the basic financial statements.

An illustrative presentation of the format of the supplementary financial schedule report on additional information is presented below.

A. Reconciliation of Support Received from Delaware County Department of Human Services (Appendix U Exhibit A)

EXAMPLE – Report on Reconciliation of Support Received

INDEPENDENT AUDITOR'S REPORT
ON ADDITIONAL INFORMATION

To _____

We have audited the financial statements of _____ as of and for the year ended June 30, ___, and have issued our report thereon dated _____, which contained (an unqualified opinion) on those financial statements. Our report was performed for the purpose of forming an opinion on the financial statements as a whole. The Reconciliation of Support Received from Delaware County Department of Human Services (Appendix U Exhibit A) is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other re cords used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Auditor's Signature

Date of report on the basic financial statements.

(NAME OF SUBRECIPIENT ORGANIZATION)
RECONCILIATION OF SUPPORT RECEIVED FROM
DELAWARE COUNTY DEPARTMENT OF HUMAN SERVICES
YEAR ENDED JUNE 30, _____

Revenue recognized as support received from Delaware County (indicate by Delaware County Program):

	Federal	State and Local	Other	Total
Mental Health				
Intellectual and Developmental Disabilities				
Early Intervention				
Drug and Alcohol				
Adult and Family Services				
Children & Youth Services				
Juvenile Probation				
Total				
Other revenue recognized				
Total revenue recognized				

Note: Total revenue should be reconcilable to the audited financial statements of the subrecipient organization.

NOTIFICATION OF SINGLE AUDIT STATUS

This is to certify that _____ (subrecipient organization) is subject to compliance with the item marked below for the Fiscal Year Ending _____ (Last Day of Entity Fiscal Year):

☐ The Organization Expended $750,000 or more in federal financial assistance during the fiscal year ended _____. We understand that a copy of our Single Audit Report must be submitted to Delaware County Department of Human Services within the earlier of 30 days after completion of the audit, or nine months after the end of the fiscal year.

☐ The Organization expended $750,000 or more in federal financial assistance on **a single federal program**, therefore we have elected to have a program-specific audit of the contract in lieu of a single audit. We understand that a copy of our program-specific audit must be submitted to Delaware County Department of Human Services within the earlier of 30 days after completion of the program audit, or nine months after the end of the audit period.

☐ The Organization expended total federal financial assistance of less than $750,000 during the fiscal year ended _____, therefore it is exempt with respect to filing a Single Audit Report for that year. We understand however, that we may be asked to provide access to the records we are required to maintain concerning such federal assistance. (Submit page 2 within nine months after the end of the fiscal year.)

☐ The Organization is a for-profit organization and is therefore not subject to the requirements of the Uniform Guidance. (Submit page 2 within nine months after the end of the fiscal year.)

We understand that a copy of the applicable report must be submitted by the required deadline to:

Human Services Accountant
Delaware County Department of Human Services
20 South 69th Street, 4th Floor
Upper Darby, PA 19082

We further understand that our failure to submit any applicable report(s) by the required deadline may result in the suspension of payments or prevent the award of future grants.

_____ _____
Signature of Authorized Official Date

_____
Title of Authorized Official

AUDIT STATUS NOTIFICATION LETTER

(Required for Subrecipient Organizations claiming exemption from audit submission requirements)

Please complete the following information, sign after the statement below, and fax it to 610-713-2326. The form is due to the Delaware County Department of Human Services within nine months after the end of the subrecipient organization's fiscal year.

Subrecipient Organization:_____

Address:_____

Fiscal Year Ended (month/date/year):_____

Agency Contact Person (Name, Title, Phone #):_____
_____
_____

I certify that the Subrecipient Organization identified above expended less than $750,000 in federal awards from all funding sources for the fiscal year ended _____or is a for-profit organization. I also certify that (**CHECK ONE**):

☐ The Subrecipient organization's financial statement audit did not include any disclosures related to current or prior years that could negatively impact Delaware County-funded programs (including, but not limited to, fraud, going concern uncertainties, financial statement misstatements and violations of contract and grant provisions), or

☐ A financial statement audit has not been conducted for the above-mentioned fiscal year.

_____
Signature

_____
Print Name/Title
(Financial Director or Designee)

_____
Date

APPENDIX U EXHIBIT C

DELAWARE COUNTY DEPARTMENT OF HUMAN SERVICES
SUBRECIPIENT REQUEST FOR EXTENSION
RELATED TO SUBMISSION OF AUDITED FINANCIAL STATEMENTS

Subrecipient Organization: _____

Address: _____

_____

_____

_____

Fiscal Year Ended: _____

Name of Subrecipient Organization Contact Person: _____

Phone #: _____ Fax #: _____

Email: _____

Subrecipient requests an extension of the due date for report submission until _____.

Explanation and Justification:

_____ _____
Signature and Title Date

Submit this request by mail, or fax to:

Mail: Delaware County Department of Human Services
Attention: Human Services Accountant
20 South 69th Street, 4th Floor
Upper Darby, PA 19082

Fax: Attention: Human Services Accountant
610-713-2326

FOR USE BY DELAWARE COUNTY

_____ Request Approved
_____ Request Not Approved

By: _____ _____
Delaware County Department of Human Services Date

INVOICING SUBMISSION REQUIREMENTS

Per your preference, invoices may be sent via mail **OR** email as follows:

Invoices submitted via mail to:

Accounts Payable Department
Department of Human Services Administration
20 South 69th Street, 4TH Floor
Upper Darby, PA 19082

Invoices submitted electronically to:

Delcohsa_ap@delcohsa.org

NOTE: TO AVOID DUPLICATION DO NOT SEND THE INVOICE IN BOTH FORMATS AND DO NOT COPY OTHER INDIVIDUALS

Basic Invoice Requirements

- All invoices must be signed, dated and include a unique invoice number as well as the County Program Office and Program Name
- All invoices must include a coversheet if client specific data is included (See sample attached of both Fee for Service & Cost Reimbursement invoice coversheets)
- All invoices must include detail to support amount due – as per directed / mandated by your Assigned Program / Fiscal County Staff

Additional Electronic Submission Requirements

- Submit invoices separately, one email for each invoice
- Invoice must be in PDF format only; any other format will be rejected by Accounts Payable
- Email subject line must include your Agency's name, County Program / Program name for which the invoice is being submitted, Invoice #, Invoice Date and Invoice amount

APPENDIX AA

COST REIMBURSEMENT INVOICE COVER SHEET

((Provider letterhead, address, etc))

To: Accounts Payable
Delaware County Department of Human Services
20 South 69th Street, 4th Floor
Upper Darby, PA 19082

DHS PROGRAM OFFICE: _____

PROGRAM NAME: _____

INVOICE DATE: _____

INVOICE # _____

SERVICE MONTH: _____

INVOICE AMOUNT: $_____

((Signature))
((Title))

APPENDIX AA

Provider Name / Location

Delaware County DHS Program Office

Program Name

Service Month

Unique Invoice Reference #

Service / Level of Care	Total Units	Rate	Total Service / Program Expenses
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
Total Invoice			$ -

Authorized Signature

Date

DELAWARE COUNTY DEPARTMENT OF HUMAN SERVICES
HIPAA BUSINESS ASSOCIATE AGREEMENT

WHEREAS, the Delaware County Department of Human Services (Covered Entity) and Provider (Business Associate) intend to protect the privacy and security of certain Protected Health Information (PHI) to which Business Associate may have access in order to provide goods or services to or on behalf of Covered Entity, in accordance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (HIPAA), the Health Information Technology for Economic and Clinical Health (HITECH) Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (ARRA), Pub. L. No. 111-5 (Feb. 17, 2009) and related regulations, the HIPAA Privacy Rule (Privacy Rule), 45 C.F.R. Parts 160 and 164, as amended, the HIPAA Security Rule (Security Rule), 45 C.F.R. Parts 160, 162 and 164), as amended, 42 U.S.C. § 602(a)(1)(A)(iv), 42 U.S.C. § 1396a(a)(7), 35 P.S. § 7607, 50 Pa.C.S. § 7111,71 P.S. § 1690.108(c), 62 P.S. §404, 55 Pa. Code Chapter 105, 55 Pa. Code Chapter 5100, 42 C.F.R. §§ 431.301-431,302, 42 C.F.R. Part 2, 45 C.F.R. § 205.50, the Pennsylvania Breach of Personal Information Notification Act, 73 P.S. § 2301 et seq., and other relevant laws, including subsequently adopted provisions applicable to use and disclosure of confidential information, and applicable agency guidance.

WHEREAS, Business Associate may receive PHI from Covered Entity, or may create or obtain PHI from other parties for use on behalf of Covered Entity, which PHI may be used or disclosed only in accordance with the Agreement and the standards established by applicable laws and agency guidance.

WHEREAS, Business Associate may receive PHI from Covered Entity, or may create or obtain PHI from other parties for use on behalf of Covered Entity, which PHI must be handled in accordance with this BAA and the standards established by HIPAA, the HITECH Act and related regulations, and other applicable laws and agency guidance.

NOW, THEREFORE, Covered Entity and Business Associate agree as follows:

1. Definitions.

A. "Agreement" shall mean all agreements between the parties pursuant to which Business Associate provides services to the Covered Entity under which it receives PHI from Covered Entity.
B. "BAA" shall mean this Business Associate Agreement.
C. "HIPAA" shall mean the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191.
D. "HITECH Act" shall mean the Health Information Technology for Economic and Clinical Health (HITECH) Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (ARRA), Pub. L. No. 111-5 (Feb. 17, 2009).
E. "Privacy Rule" shall mean the standards for privacy of individually identifiable health information in 45 C.F.R. Parts 160 and 164, as amended, and related agency guidance.
F. "Protected Health Information" or "PHI" shall have the meaning given to such term under HIPAA, the HITECH Act and applicable regulations and agency guidance, limited that which relates to or arises from the Agreement..
G. "Security Rule" shall mean the security standards in 45 C.F.R. Parts 160, 162 and 164, as amended, and related agency guidance.

H. "Unsecured PHI" shall mean PHI that is not secured through the use of a technology or methodology as specified in HITECH regulations and agency guidance or as otherwise defined in the HITECH Act.

I. The following terms used in this BAA shall have the meaning given to such terms under HIPAA, the HITECH Act and applicable regulations and agency guidance: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Required By Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

2. **Stated Purposes For Which Business Associate May Use Or Disclose PHI.** The Parties hereby agree that Business Associate shall be permitted to use and/or disclose PHI provided by or obtained on behalf of Covered Entity for the following stated purposes, except as otherwise stated in this Agreement.

NO OTHER DISCLOSURES OF PHI OR OTHER INFORMATION ARE PERMITTED.

3. **BUSINESS ASSOCIATE OBLIGATIONS:**

A. **Limits On Use And Further Disclosure Established By Agreement And Law.** Business Associate hereby agrees that the PHI provided by, or created or obtained on behalf of Covered Entity shall not be further used or disclosed other than as permitted or required by the Agreement or as required by law and agency guidance.

B. **Appropriate Safeguards.** Business Associate shall establish and maintain appropriate safeguards to prevent any use or disclosure of PHI other than as provided for by this Agreement. Appropriate safeguards shall include implementing administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic PHI that is created, received, maintained, or transmitted on behalf of the Covered Entity and limiting use and disclosure to applicable Minimum Necessary requirements as set forth in applicable federal and state statutory and regulatory requirements and agency guidance. Such safeguards shall include, without limitation, a reasonable security risk assessment and mitigation process, pursuant to which it prepares written reports. Business Associate shall provide to Covered Entity a copy of Business Associate's current risk assessment and mitigation report or reports upon request.

C. **Reports Of Improper Use Or Disclosure.** Business Associate hereby agrees that it shall report to HIPAA Compliance Officer at 20 S. 69th Street, Upper Darby, PA 19082, within two (2) days of discovery any use or disclosure of PHI not provided for or allowed by this Agreement.

D. **Reports Of Security Incidents.** In addition to following the breach notification requirements in section 13402 of the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") and related regulations, agency guidance and other applicable federal and state laws, Business Associate shall report to HIPAA Compliance Officer at 20 S. 69th Street, Upper Darby, PA 19082, within two (2) days of discovery any Security Incident of which it becomes aware.

E. **Breach Notification and Indemnification**. Upon the occurrence of any incident requiring notice under Subsection 3.C or 3.D of this BAA, Business Associate shall perform a risk assessment as contemplated by the HIPAA rules and guidance to determine whether the incident resulted in a Breach of Unsecured PHI. Business Associate shall include in the any notice provided to Covered Entity under Subsection

3.C or 3.D of this BAA (i) a summary of such risk assessment and (ii) Business Associate's conclusions with respect thereto sufficient for Covered Entity to determine whether a Breach of Unsecured PHI has occurred and to provide notification to such individuals pursuant to the Breach Notification Rule. Business Associate shall provide Covered Entity with any additional information regarding such incident reasonably requested by Covered Entity to comply with the HIPAA Rules. Covered Entity may elect, at its own discretion, to provide or direct Business Associate to provide the notification to individuals. Within five (5) days after receipt of written notice from Covered Entity, Business Associate shall, at its own cost, provide the notification of a Breach of Unsecured PHI to individuals as required by the Breach Notification Rule and applicable guidance thereunder. In advance of providing such notification, Business Associate shall provide a copy of the proposed notification or notifications to be provided to the individuals and incorporate any reasonable changes thereto requested by Covered Entity. Business Associate shall further comply with all applicable federal and state breach notification requirements. Business Associate shall indemnify the Covered Entity for costs (including, without limitation, costs related to individual notification and reasonable attorneys' fees) associated with any Security Incident or incident involving the acquisition, access, use or disclosure of PHI in a manner not permitted under federal or state law and agency guidance which Security Incident or other incident (i) arises from any act or omission of Business Associate or any Subcontractor; or (ii) occurs with respect to any PHI while in the possession, custody or control of Business Associate or any Subcontractor.

F. **Subcontractors And Agents.** Business Associate hereby agrees that any time PHI is provided or made available to any Subcontractors or agents, Business Associate shall provide only the Minimum Necessary PHI for the purpose of the covered transaction and shall first enter into a subcontract or contract with the Subcontractor or agent that contains the same terms, conditions and restrictions on the use and disclosure of PHI as contained in this BAA.

G. **Right Of Access To PHI.** At no cost to Covered Entity, Business Associate hereby agrees to allow an individual who is the subject of PHI maintained in a designated record set, to have access to and provide to him or her a copy of that individual's PHI within ten (10) business days of receiving a written request from the Covered Entity or the individual. Business Associate shall provide PHI to the extent and in the manner required by 45 C.F.R. §164.524 and other applicable federal and state law and agency guidance. If Business Associate maintains an electronic health record, Business Associate must provide the PHI in electronic format if requested. If any individual requests from Business Associate or its agents or Subcontractors access to PHI. Business Associate shall notify Covered Entity of same no less than five (5) days in advance of allowing such individual access to such designated record set. Business Associate shall further conform with and meet all of the requirements of 45 C.F.R. §164.524 and other applicable laws, including the HITECH Act and related regulations, and agency guidance.

H. **Amendment And Incorporation Of Amendments.** At no cost to Covered Entity, within five (5) business days of receiving a request from Covered Entity for an amendment of PHI maintained in a designated record set, Business Associate shall make the PHI available and incorporate the amendment to enable Covered Entity to comply with 45 C.F.R. §164.526, applicable federal and state law, including the HITECH Act and related regulations, and agency guidance. If any individual requests an amendment from Business Associate or its agents or Subcontractors, Business Associate shall notify

Covered Entity no less than five (5) days in advance of responding to incorporating any requested amendment or otherwise responding to such request. .

I. **Provide Accounting Of Disclosures.** Business Associate agrees to maintain a record of all disclosures of PHI in accordance with 45 C.F.R. §164.528 and other applicable laws and agency guidance, including the HITECH Act and related regulations. Such records shall include, for each disclosure, the date of the disclosure, the name and address of the recipient of the PHI, a description of the PHI disclosed, the name of the individual who is the subject of the PHI disclosed, and the purpose of the disclosure. Business Associate shall make such record available to the individual or the Covered Entity within five (5) business days of a request for an accounting of disclosures. Business Associate shall notify Covered Entity of any such request it receives directly from an Individual no less than five (5) days in advance of providing such accounting to the individual.

J. **Requests For Restriction.** Business Associate shall comply with requests for restrictions on disclosures of PHI about an individual if the disclosure is to a health plan for purposes of carrying out payment or health care operations (and is not for treatment purposes), and the PHI pertains solely to a health care item or service for which the service involved was paid in full out-of-pocket. For other requests for restriction, Business Associate shall otherwise comply with the Privacy Rule, as amended, and other applicable statutory and regulatory requirements and agency guidance.

K. **Access To Books And Records.** Business Associate hereby agrees to make its internal practices, books, and records relating to the use or disclosure of PHI received from, or created or received by Business Associate on behalf of the Covered Entity, available to the Secretary of Health and Human Services or designee and/or Covered Entity for purposes of determining compliance with applicable laws and agency guidance.

L. **Return Or Destruction Of PHI.** At termination of this BAA, Business Associate shall return or destroy all PHI provided by or obtained on behalf of Covered Entity. Business Associate agrees not to retain any copies of the PHI after termination of this BAA. If return or destruction of the PHI is not feasible, Business Associate agrees to extend the protections of this BAA to limit any further use or disclosure until such time as the PHI may be returned or destroyed. Upon termination of this BAA, Business Associate shall notify Covered Entity in writing regarding its plans for post-termination treatment of PHI, including without limitation return, destruction or ongoing maintenance of all PHI. If Business Associate elects to destroy the PHI, it shall certify to Covered Entity that the PHI has been destroyed.

M. **Maintenance Of PHI.** Notwithstanding Section 3.L of this BAA, Business Associate and its Subcontractors or agents shall retain all PHI throughout the term of the BAA and shall continue to maintain the information required under the various documentation requirements of this BAA (such as those in §3(h)) for a period of six (6) years after termination of the Agreement, unless Covered Entity and Business Associate agree otherwise.

N. **Mitigation Procedures.** Business Associate agrees to establish and to provide to Covered Entity upon request, procedures for mitigating, to the maximum extent practicable, any harmful effect from the use or disclosure of PHI in a manner contrary to this BAA or the Privacy Rule, as amended. Business Associate further agrees to mitigate any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of this BAA or applicable laws and agency guidance.

O. **Term**. The Term of this Agreement shall be effective on the date of execution of the Agreement, and shall terminate on the date of termination of the Agreement between the or on the date covered entity terminates for cause as authorized in paragraph (b) of this Section, whichever is sooner.

P. **Termination for Cause**. Notwithstanding any other provision of this BAA or the Agreement to the contrary, Covered Entity shall have the right to terminate this BAA and the Agreement if covered entity determines Business Associate has violated a material term of this BAA and Business Associate has failed to cure such breach within thirty days after written notice from Covered Entity.

Q. **Failure To Perform Obligations.** In the event Business Associate fails to perform its obligations under this BAA, Covered Entity may immediately discontinue providing PHI to Business Associate. Covered Entity may also, at its option, require Business Associate to submit to a plan of compliance, including monitoring by Covered Entity and reporting by Business Associate, as Covered Entity in its sole discretion determines to be necessary to maintain compliance with this BAA and applicable laws and agency guidance. Covered Entity's rights and remedies under this Subsection 3.Q are in addition to, and shall not restrict, limit or abridge, any other rights or remedies of Covered Entity under this BAA or the Agreement.

P. **Privacy Practices.** Upon execution of this BAA, Business Associate shall provide to Covered Entity a copy of its Notice of Privacy Practices and other forms that Business Associate intends to utilize with respect to individuals under the Agreement. Business Associate shall incorporate any changes thereto reasonably requested by Covered Entity. Business Associate shall promptly utilize any related forms or notices relating to compliance with the HIPAA Rules and guidance as directed by Covered Entity. Covered Entity retains the right make reasonable changes to such forms The Business Associate shall implement changes as soon as practicable, but not later than 45 days from the date of notice of the change.

4. OBLIGATIONS OF COVERED ENTITY:

A. **Provision of Notice of Privacy Practices.** Covered Entity shall provide Business Associate with the Notice of Privacy Practices that the Covered Entity produces in accordance with applicable law and agency guidance as well as changes to such notice.

B. **Permissions.** Covered Entity shall provide Business Associate with any changes in, or revocation of, permission by individual to use or disclose PHI of which Covered Entity is aware, if such changes affect Business Associate's permitted or required uses and disclosures.

C. **Restrictions.** Covered Entity shall notify Business Associate of any restriction to the use or disclosure of PHI that the Covered Entity has agreed to in accordance with 45 C.F.R. §164.522 and other applicable laws and applicable agency guidance, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

FEDERAL AWARDS

The following information is provided pursuant to the requirements of 2 CFR § 200

CONTRACTOR's registered name for DUNS _____

CONTRACTOR'S DUNS number _____

CONTRACTOR'S UNIQUE ENTITY IDENTIFER _____

The Data Universal Numbering System (DUNS) number is the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify entities. This number may be obtained by telephone (866-705-5711) or via the Internet (http://fedgov.dnb.com/webform). (See 2 CFR, Part 200, Subpart A, §200.32)

Federal Award Identification Number _____

Date of Federal Award _____

The date when the Federal award is signed by the authorized official of the Federal awarding agency. (See 2 CFR, Part 200, Subpart A, §200.39)

Start and end date for performance _____

The period of performance means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal Award. (See 2 CFR, Part 200, Subpart A, §200.77)

Amount of Federal Award obligated to Provider _____

Total amount of Federal Award _____

Project Description _____

A brief summary of the statutory or regulatory requirements of the program and its intended outcome and should align with the strategic goals and objectives within the Federal Awarding Agency's Performance Plan

Federal Awarding Agency _____

Contact information for awarding agency _____

Pass-through entity DELAWARE COUNTY DEPARTMENT OF HUMAN SERVICES

Catalog of Federal Domestic Assistance (CFDA) Number _____

CFDA Name _____

Is this award for research and development? YES _____ NO _____

Research is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. Development is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. (See 2 CFR, Part 200, Subpart A, §200.87)

Indirect Cost Rate _____

For nonprofit organizations, the costs of activities performed by the non-Federal entity primarily as a service to members, clients, or the general public when significant and necessary to the non-Federal entity's mission must be treated as direct costs whether or not allowable and be allocated an equitable share of indirect (facilities and administrative (F&A)) costs. Indirect (F&A) costs mean those costs incurred for a common or joint purpose benefitting more than one cost objective. (See 2 CFR, Part 200, Subpart A, §200.56)

CHILD PROTECTIVE SERVICES

All Providers and Contractors must comply with all of the requirements of 23 PA. C.S. Chapter 63. The Child Protective Service Law.

Please note that Delaware County requires that a new Certification of Compliance as required under CPSL Section 6344 must be obtained every Thirty-Six (36) months

The Child Protective Services Law (CPSL) was passed by the Pennsylvania legislature and signed into law by the Governor in 2014. Please review the amended requirements in Chapter 63, Title 23 (go to www.legis.state.pa.us/WU01/LI/LI/CT/HTM/23/00.063..HTM) to assure that you and/or your agency are in full compliance.

The summary below is a partial listing and is not intended to take the place of your full review of the statute or your participation in training for mandated reporters.

Required documentation for new hires: any employee who begins employment with a new agency, institution, organization or other entity that is responsible for the care, supervision, guidance or control of children is required to have the three clearances as outlined by The Child Protective Services Law, Section 6344. The employer is required to maintain copies of the documents and produce them as requested. These are:

- Report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to the applicant;
- Certification from the Pennsylvania Department of Human Services that the applicant is not named in the Statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of an Indicated or Founded report of child abuse;
- Report of Federal criminal history record information, to include fingerprint submission to the Federal Bureau of Investigation indicating that the applicant is not disqualified from obtaining employment in a childcare position.

As of January 2, 2020, provisional hires are not permitted as mandated by Act 47 of 2019 and employees must obtain all three clearances prior to the beginning of employment. The Pennsylvania Department of Human Services is authorized to grant waivers for provisional hires for 45 days upon request from child day care centers, group day care homes and family day care homes providing that certain conditions are met.

Required documentation for current staff, volunteers and foster parents: Employees and volunteers who have contact with children, prospective adoptive parents, foster parents and school employees are required to obtain new clearances (certification and criminal record checks as described above) every three years.

Written notification of new arrest, conviction or substantiated child abuse: If an employee, foster parent or volunteer subject to the CPSL is arrested for or convicted of an offense that would constitute grounds for denying employment or participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the employee, foster parent or volunteer shall provide the administrator or designee of their agency with written notice not later than 72 hours after the arrest, conviction or notification that the person has been named in the Statewide database.

Requirement for training on child abuse recognition and reporting: The following persons are required to meet new training requirements: Operators of institutions, facilities and agencies, which care for children, their employees who have direct contact with children, foster parents, and caregivers in family daycare homes. The persons listed above must participate in three hours of training, which is approved by the Pennsylvania Department of Human Services prior to the issuance of a license, approval or registration certificate, and three hours of approved training every five years thereafter. New employees and new foster parents shall receive three hours of approved training within 90 days of hire or approval as a foster parent. Free on-line training is available from the Pennsylvania Child Welfare Resource Center. Go to www.reportabusepa.pitt.edu. Check with your licensing entity to learn about other training that will meet your agency's training requirements.

All professionally licensed persons are required to submit documentation to their licensing board of completion of at least three hours of approved child abuse recognition and reporting training when applying for renewal or a new license. See your professional board information with the Pennsylvania Department of State website or your professional organization for information about the requirements for particular professional licenses.

Please have the following information available upon request from the County of Delaware to verify your compliance with the above regulations:

1. A copy of your professional license
2. Copies of your three certifications
3. A copy of a certificate showing that you have completed three hours of State approved training on Child abuse Recognition and Reporting

Please note that Delaware County requires that a new Certifications of Compliance as required under CPSL Section 6344 must be obtained every Thirty-Six (36) months

MEDICAL MARIJUANA PROHIBITION

The Contractor may not use federal funds directly or indirectly to purchase, prescribe, or provide marijuana or treatment using marijuana. Treatment in this context includes the treatment of opioid use disorder. See e.g. 45 C.F.R § 75.300(a) requiring The Department of Health and Human Services (HHS) to "ensure that Federal funding is expended... in full accordance with U.S. statutory ... requirements" and 21 U.S.C §§ 812(c) and 841 prohibiting the possession, manufacture, sale, purchase or distribution of marijuana. This prohibition does not apply to those providing such treatment in the context of clinical research permitted by the Drug Enforcement Administration (DEA) and under an FDA-approved investigational new drug application where the article being evaluated is marijuana or a constituent thereof that is otherwise a banned controlled substance under federal law.

POLITICAL CONTRIBUTION DISCLOSURE

Under Section 6-12.E of the Administrative Code of Delaware County, Contractors under certain Covered Contracts are required to provide this Disclosure Form in connection with consideration of approval of such Covered Contract by County Council. **Definitions of Contractor, Covered Contract, and certain other terms used in this Disclosure Form, as well as additional instructions for its completion, are set forth in Exhibit A attached hereto.**

Political Contribution Disclosure: Within the past twenty-four (24) months, Contractor* has:

✓ **NOT** made any Reportable Contributions.

____made Reportable Contributions as set forth on Schedule A attached hereto.

***Includes entities and persons related to a Contractor whose contributions are also required to be reported, as further described in the definition of "reportable contribution" on Exhibit A.**

Type of Business Entity

Corporation___ LLC___ Sole Proprietorship___ Other: ✓(describe) NON-PROFIT COLLEGE

Limited Partnership____ Partnership___ LLP___

Certification: In order for this Disclosure Form to be considered validly submitted, it must be properly signed by the Contractor or an officer or employee of the Contractor that is authorized to make this certification. Disclosure Forms that are not properly signed will not be considered as responsive to the requirements of the Delaware County Administrative Code.

By executing below, you:

(1) Declare and certify that you are the Contractor or an employee or officer of the Contractor and duly authorized to execute this Disclosure Form.
(2) Represent and warrant that, to the best of your knowledge after appropriate inquiry, all of the information and disclosures provided are true and contain no material misstatement or omissions.
(3) Acknowledge and agree to comply with the provisions described in Exhibit A.

Name of Contractor: Delaware County Community College
By: Dr. Patricia Benson

Name: Dr. Patricia Benson
Title: CFO
Date: 2/6/2024

Exhibit A
Delaware County
Political Contribution and Disclosure Form

Definitions and Instructions

TIMING
Contracts Subject to an RFP/Q, Invitation to Bid or other Solicitation – the Solicitation will have explicit instructions on when and how to submit this Disclosure Form. Please follow those instructions.

Other Contracts – Disclosure Forms must be received by the County at least eight (8) days prior to the County Council meeting at which the approval of a contract will be considered. They should be submitted by e-mail to centralpurchasing@co.delaware.pa.us.

In either case, failure to timely provide this Disclosure Form may delay consideration of your contract by County Council.

PUBLIC POSTING: RIGHT TO KNOW
The Disclosure Form for the selected Contractor is sought will be posted on the County website prior to the County Council meeting at which approval of the Covered Contract will be considered and included in the Agenda materials for such meeting.

The County will also provide copies of Disclosure Forms (whether or not the Contractor is awarded a Covered Contract) in response to requests under the Pennsylvania Right to Know Law.

ONGOING REPORTING
By January 30 each year, commencing January 1, 2023, each Covered Contractor under a Covered Contract with a term exceeding one year is required to provide the County Clerk with an updated Disclosure form showing any reportable contributions in the prior year indicating that are none. If a Contractor does not provide the required disclosure form within thirty (30) days of written notification from the County Solicitor of its failure to timely provide such form, the applicable Covered Contract is subject to being voided by County Council.

PENALTIES
Any Contractor which fails to provide the Disclosure Form or which submits a Disclosure Form which is materially inaccurate may be banned as a contractor or subcontractor to the County for a period of up to three (3) years, and/or, to the extent legally permitted, the covered contract in question may be terminated, in each case, by a majority vote of County Council following such investigation and consideration of such evidence as County Council deems appropriate or by action of such other entity or body as may be designated by resolution of County Council.

DEFINITIONS
"Contractor" means any non-governmental person, corporation, partnership, association or other entity, whether or not for profit, and includes any subcontractor which is reasonably anticipated to receive compensation of $50,000 or more under the applicable Covered Contract. **See the definition of "Reportable Contribution" below for entities and persons related to a contractor whose contributions are also required to be reported.**

"Covered Candidate" means any individual who seeks nomination or election to the following offices by vote of the electorate (whether or not such individual is nominated or elected): (1) County Council, District Attorney, Sheriff, Controller or Register of Wills in Delaware County; (2) Judge of the Court of Common Pleas of Delaware County or the Magisterial District Courts of Delaware County; (3) any seat in the Pennsylvania General Assembly which represents residents of Delaware County; or (4) any state-wide office in Pennsylvania (non federal).

An individual shall be deemed to be seeking nomination or election to an office if such individual has:

(1) received a contribution or made an expenditure or given consent for any other person or committee to receive a contribution or make an expenditure for the purpose of influencing his nomination or election to such office, whether or not the individual has announced the specific office for which he will seek nomination or election at the time the contribution is received, or the expenditure is made; or

(2) taken the action necessary under the laws of Pennsylvania to qualify for nomination or election to such office.

The term shall include individuals nominated or elected as write-in candidates unless they resign such nomination or elected office within 30 days of having been nominated or elected.

"Covered Contract" means any contract, agreement, memorandum of understanding or other arrangement which is (i) required to be approved by County Council and (ii) under which a Covered Contractor provides or leases goods, supplies, materials, equipment, consulting, professional or other services, and/or property to the County, whether or not payments under the Covered Contract are anticipated to be made from general revenues or another specified source of funds, but does not include grant agreements under which the County is the grantee.

"Political contribution" means any advance, conveyance, deposit, distribution, transfer of funds, loan, payment, pledge, purchase of a ticket to a testimonial or similar fund-raising affair, or subscription of contract, agreement, promise or other obligations, whether or not legally enforceable, to make a political contribution.

"Reportable Contribution" means a political contribution, to:

(A) A covered Candidate.

(B) Any Pennsylvania state committee of a political party, any County committee of a political party or any committee of a political party established at the municipal level for a municipality in the County.

(C) A contribution to a political action committee with the intent or expectation that some or all of such contribution will be directed to a covered candidate. This intent shall be presumed if a political action committee only supports one or more covered candidates.

(D) A contribution to a political action committee controlled by a person or entity described in clauses (1) through (5) below.

Reportable contributions include contributions by: (1) a Contractor; (2) any corporate parent, subsidiary or other affiliate of a Contractor; (3) an officer or director of a

Contractor; (4) a shareholder or partner of a Contractor with a 5% or greater ownership interest; and (5) the spouse of any person or entity listed in the preceding clauses; and shall also include any contribution reimbursed by a person or entity listed in the clauses (1) through (5).

QUESTIONS

Questions regarding the Disclosure Form may be directed to centralpurchasing@co.delaware.pa.us.

Schedule A
DELAWARE COUNTY

APPENDIX II

POLICITICAL CONTRIBUTION FORM

Reportable Contributions within Past 24 months

Name of Contractor: Delaware County Community College

Date: 2/6/2024

Contributor*	Candidate	Date	Amount	Relationship of Contributor to Contractor
N/A				

*Reporting required for Contractor and all other entities and persons related to Contractor whose contributions are also required to be reported, as further described in the definition of "reportable contribution" on Exhibit A.

AGENDA ITEM NO. 10.AH

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Thavy Sim,Human Services
ITEM TYPE:	Award of Contract
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval of Fiscal year 2025-2026 Department of Human Services Adult and Family Services Contracts and/or Letters of Agreements per the attached list. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	1526-4906-631000, 1726-4730-631000, 1826-4928-631000, 1526-4902-631000, 1526-4931-631000, 1526-4572-631000, 1526-4981-631000, 1526-4905-631000, 1526-4929-631000, 1526-4936-631000, 1526-4923-631000, 1526-4924-631000, 1826-4981-631000
ESTIMATED/ACTUAL COST OF REQUEST:	N/A
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Please see the attached supporting documentations.

ATTACHMENTS:

Annual Renewal Requests Adult and Family Services Fiscal Year 25_26 Contract List

Annual Renewal Requests Adult and Family Services Fiscal Year 25_26 Summary Pages and Z pages

ADULT AND FAMILY SERVICES
CONTRACTS/LETTERS OF AGREEMENT
OVER
2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEAR COMMENTS
AFS 2/26	Community Action Agency of Delaware County	Case Management Services Coordinated Entry Assessment Services Emergency Shelter Services Housing Options for Persons with AIDS Independent Living Landlord Relief Recreational Therapy Rent Assistance	7/1/25-6/30/26	$2,216,042	$1,214,408	Overall reduction of $1,001,634 for FY 25/26. $100,000 to Case Management, $10,000 to Rapid Re-Hosing Match, $25,000 to Centralized Intake Match, $19,953 to recreational Therapy. $666,534 removal of Family Management Center and $82,800 CYS-TES
AFS 3/26	Wesley House Community Corporation	Shelter Operations(Homeless Assistance Program)	7/1/25-6/30/26	$246,330	$236,330	$10,000 Reduction for FY 25/26 due to funding cuts
AFS 4/26	Cobbs Creek Housing Services Inc.	Emergency Shelter(Life Center) & Case Management (Clinican)	7/1/25-6/30/26	$215,199	$215,199	Status Quo
AFS 6/26	Community Transit of Delaware County, Inc.	Medical Assistance Transportation Program	7/1/25-6/30/26	$4,304,112	$5,552,851	Increased allocation received for the 25/26 FY
AFS 8/26	Valley Youth Committee, Inc	Transitional Age Bridge Program (Case Management and Rental Assistance Support)	7/1/25-6/30/26	$215,180	$215,180	Status Quo

ADULT AND FAMILY SERVICES
CONTRACTS/LETTERS OF AGREEMENT
OVER
2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEAR COMMENTS
AFS 10/26	Mental Health Partnerships	Connect to Permanency/Rapid Rehousing (Affordable Housing Fund)	7/1/25-6/30/26	$842,000	$712,000	Overall reduction of $100,000 for Outreach Services and removal of Warming Center Services
AFS 21/26	Family & Community Service of Delaware County	A New Day Program Transitional Housing/ Rapid Rehousing Program, Children and Youth Services Transitional Housing Program, Epidemiology Laboratory Capacity	7/1/25-6/30/26	$469,000	$439,000	Overall Reduction of $30,000 and removal of HIV Case Management and Adult Counseling Services
AFS 24/26	Catholic Social Services	Housing Opportunities for Persons with AIDS - Housing Counseling, Case Management	7/1/25-6/30/26	$197,204	$175,064	Overall reduction of $22,140 and removal of Housing Resource Coordination Services
AFS 25/26	City of Phila Office of Housing & Community Development	HOPWA - Housing Opportunities for Persons with AIDS, Case Management and Rent Assistance.	7/1/25-6/30/26	$674,100	$674,100	Status Quo
AFS 41/26	Delaware County Intermediate Unit	Family Center Programs	7/1/25-6/30/26	$245,899	$223,860	Overall reduction of $22,039 for FY 25/26 due to removal of previously required match
AFS-A 1/26	Capacity for Change, LLC	Technical Assistance with yearlong Continuum of Care planning and annual Housing and Urban Development Funding Opportunities	7/1/25-6/30/26	$36,000	$36,000	Status Quo

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Adult and Family Services

Provider: Community Action Agency of Delaware County

Contract Number: AFS 2/26

Proposed Contract Amount: $1,214,408

Estimate Expenditures for Current Fiscal Year: $2,212,000

Proposed Contract Effective Dates: 07/01/2025 06/30/2026

Funding:

Federal Funding Source(s):	Housing Opportunities for Persons with AIDS (HOPWA) 14.241	Amount:	$455,355
State Funding Source(s):	Human Services Block Grant /Homeless Assistance Services Fund App 10258	Amount:	$266,100
	Human Services Block Grant /Human Services Development Fund App 10230		$30,000
	Children & Youth Services Special Housing Grant		306,853.
Other Funding Source(s):		Amount:	
County Funding:		Amount:	$156,100

Available Budget (Only for Increase Amount):

SAP Account(s)	1526-4902-631000	Balance:	Funds to be Transferred
	1526-4905-631000		Funds to be Transferred
	1526-4906-631000		Funds to be Transferred
	1526-4923-631000		Funds to be Transferred
	1526-4924-631000		Funds to be Transferred
	1526-4931-631000		Funds to be Transferred
	1826-4981-631000		Funds to be Transferred

Services included in the Contract:

Case Management
Rent Assistance
Housing Stability
Recreation Therapy
HOPWA
Rapid ReHousing
Centralized Intake
Independent Living
Landlord Relief

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

N/A

Specific data points which will be utilized to evaluate provider:

Households served, families and single adults
Days of homelessness for each family/single unit
Households increased income at exit
Households exited to permanent housing

Metrics utilized to assess data points and acceptable thresholds:

Length of Stay
Households the increased income
Households exit to permanent housing

Results of last assessment of provider:

190 Case Management Households served, families and single adults
118 Days of homelessness for each family/single unit at Family Management Center
14 FMC Households increased income at exit
16 FMC Households exited to permanent housing

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

APPENDIX Z

Agency:	Community Action Agency		Total Contract:			1,214,408
Contract #	AFS 2/26					
Fiscal Year Ending:	June 30 2026					
County Program Office:	Adult Services					
Agency Programs:		Provider	Cost Center	Funding Type	N/A Contract?	Total Cost:
	Case Management (HAP)		1525-4902-631000			266,100
	Rent Assistance (HAP)		1525-4923-631000			30,000
	Temporary Emergency Shelter (CYS)		1825-4918-631000			-
	Temporary Emergency Shelter (HAP)		1525-4906-631000			-
	Innovative Engagement TES (HAP)		1525-4924-631000			-
	CY - Rec Therapy		1825-4918-631000			20,781
	HOPWA		1525-4905-631000			455,355
	Rapid Rehousing (AHF)		1525-4931-631000			86,000
	Centralized Intake (HAP)		1525-4902-631000			54,000
	Transitional Housing (CYS)		1825-4918-631000			-
	Centralized Intake (AHF) 2					-
	Housing Stability Program		1825-4918-631000			160,172
	Independent Living Housing Stability (CYS) Program		1825-4918-631000			132,000
	Housing Locator		1525-4931-63100			-
	CYS Homeless Service FMC		1825-4918-631000			-
	Home4 Good Rental & Utility Assistance		1525-4918-63100			-
	Landord Relief		1525-4931-631000			10,000

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Adult and Family Services

Provider: Wesley House Community Corporation

Contract Number: AFS 3/26

Proposed Contract Amount: $236,330

Estimate Expenditures for Current Fiscal Year: $246,330

Proposed Contract Effective Dates: 07/01/2025 06/30/2026

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant/ Homeless Assistance Services Fund App 10258	Amount:	97.94%
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1526-4906-631000	Balance:	Funds to be Transferred

Services included in the Contract:

Emergency Shelter and Case Management Services

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Plan to issue Request for Proposals for shelter services FY 2028.

Specific data points which will be utilized to evaluate provider:

Households served
Average Days of homelessness for households
Households increased income at exit
Households exited to permanent housing

Metrics utilized to assess data points and acceptable thresholds:

Households served
Average Days of homelessness for households
Households increased income at exit
Households exited to permanent housing

Results of last assessment of provider:

42 Households served:
56 adults and 72 children, 50 adults under 60 years old, 6 adults older than 60 years
143 Average Days of homelessness for households
21 Households increased income at exit
21 Households exited to permanent housing

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	WESLEY HOUSE COMMUNITY CORP			Total Contract:			236,330
Contract #	AFS 3/26						
Fiscal Year Ending:	June 30 2026						
County Program Office:	Adult Services						
		Provider	Cost Center	Funding Type	N/A Contract?	Total Cost:	
Agency Programs:	Emergency Shelter and Case Management Services		4906			236,330	
						236,330	

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Adult and Family Services

Provider: Cobbs Creek Housing Services Incorporated

Contract Number: AFS 4/26

Proposed Contract Amount: $215,199

Estimate Expenditures for Current Fiscal Year: $215,199

Proposed Contract Effective Dates: 07/01/2025 06/30/2026

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant/ Homeless Assistance Services Fund App 10258	Amount:	$168,737
	Human Services Block Grant/ Human Services Development Fund App 10230		$46,462
Other Funding Source(s):		Amount:	
County Funding:		Amount:	

Available Budget (Only for Increase Amount):

SAP Account(s)	1526-4906-631000	Balance:	Funds to be Transferred

Services included in the Contract:

Life Center Emergency Shelter and Case Management Services
Life Center Mental Health Clinician

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

This program can be submitted for Request for Proposal in 2027.

Specific data points which will be utilized to evaluate provider:

Individuals served: Adults, less than 60 years, more than 60 years of age
Length of time homeless
Individuals increased income at exit
Individuals exited to permanent housing

Metrics utilized to assess data points and acceptable thresholds:

Individuals served: Adults, less than 60 years, more than 60 years of age
Length of time homeless
Individuals increased income at exit
Individuals exited to permanent housing

Results of last assessment of provider:

201 Individuals served:
165 less than 60 years, 36 more than 60 years of age
167 days Length of time homeless
22 Individuals increased income at exit
46 Individuals exited to permanent housing

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	Cobbs Creek Housing Services Inc.			Total Contract:			215,199
Contract #	AFS 4/26						
Fiscal Year Ending:	June 30 2026						
County Program Office:	Adult Services						
		Provider	Cost Center	Funding Type	N/A Contract?	Total Cost:	
Agency Programs:	Emergency Shelter (Life Center / Homless Assistance Program)		4906			168,737	
	Case Management (Clinician / Human Services Development Fund)		4906			46,462	
						215,199	

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Adult and Family Services

Provider: Community Transit of Delaware County, Incorporated

Contract Number: AFS 6/26

Proposed Contract Amount: $5,552,851

Estimate Expenditures for Current Fiscal Year: $4,304,112

Proposed Contract Effective Dates: 07/01/2025 06/30/2026

Funding:

Federal Funding Source(s):	Medical Assistance Title XIX Social Security Act Funds 93.778	Amount:	50%
State Funding Source(s):	Pennsylvania Department of Human Services State Medical Assistance Transportation Funds	Amount:	50%
Other Funding Source(s):		Amount:	
County Funding:		Amount:	

Available Budget (Only for Increase Amount):

SAP Account(s)	1726-4730-631000	Balance:	Funds to be Transferred

Services included in the Contract:

Medical Assistance Transportation Program. Increase of $1,248,739. State initiative due to ridership and reimbursement.

Was a Request for Proposal Issued? Yes X No Date: 3/7/2024

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Specific data points which will be utilized to evaluate provider:

Persons receiving transportation services

Metrics utilized to assess data points and acceptable thresholds:

Passengers receiving transportation services

R,esults of last assessment of provider:

84,192 Passengers
73,775 Completed Trips

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	Community Transit of Delaware County, Incorporated			Total Contract:			5,552,851
Contract #	AFS 6/26						
Fiscal Year Ending:	June 30 2026						
County Program Office:	Adult Services						
		Provider	Cost Center	Funding Type	N/A Contract?	Total Cost:	
Agency Programs:	Medical Assistance Transportation Program					5,552,851	
						5,552,851	

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Adult and Family Services

Provider: Valley Youth House Committee, Incorporated

Contract Number: AFS 8/26

Proposed Contract Amount: $215,180

Estimate Expenditures for Current Fiscal Year: $215,180

Proposed Contract Effective Dates: 07/01/2025 06/30/2026

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Children and Youth Services Housing Grants	Amount:	$193,662
Other Funding Source(s):		Amount:	
County Funding:		Amount:	$21,518

Available Budget (Only for Increase Amount):

SAP Account(s)	1826-4928-631000	Balance:	Funds to be Transferred

Services included in the Contract:

Transitional Age Bridge Housing Program to include case management and rental assistance support.

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Consideration for issuing a Request for Proposal will be determined by Child Welfare.

Specific data points which will be utilized to evaluate provider:

Households served, adults and children
Households increased income at exit
Households exited to permanent housing

Metrics utilized to assess data points and acceptable thresholds:

Households served
Households the increased income
Households exit to permanent housing

Results of last assessment of provider:

8 Households served, 8 adults and 4 children
0 Household increased income at exit
3 Households exited to permanent housing

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	Valley Youth House				Total Contract:		215,180
Contract #	AFS 8/26						
Fiscal Year Ending:	June 30 2026						
County Program Office:	Adult Services						
		Provider	Cost Center	Funding Type	N/A Contract?	Total Cost:	
Agency Programs:	Transitional Age Bridge Program					215,180	
						215,180	

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Adult and Family Services

Provider: Mental Health Partnerships

Contract Number: AFS 10/26

Proposed Contract Amount: $712,000

Estimate Expenditures for Current Fiscal Year: $842,000

Proposed Contract Effective Dates: 07/01/2025 06/30/2026

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant/ Homeless Assistance Services Fund App 10258	Amount:	$511,108
	Pennsylvania Housing Finance Agency (PHPA)		$175,892
Other Funding Source(s):		Amount:	
County Funding:		Amount:	$25,000

Available Budget (Only for Increase Amount):

SAP Account(s)	1526-4902-631000	Balance:	Funds to be Transferred
	1526-4931-631000		Funds to be Transferred

Services included in the Contract:

Connect to Permanency/Rapid Rehousing (Affordable Housing Fund), Street Outreach Services and Temporary Emergency Shelter for Single Adults

Was a Request for Proposal Issued? Yes X No Date: 06/2023

Plan to issue Request for Proposal or rationale if not planning on issuing one:

This is a Housing and Urban Development funded grant with the contract providing only match funding through the Affordable Housing Fund. Reissuing the Rapid Rehousing program to another provider would require approval from Housing and Urban Development to transfer the grant to which this provides match dollars.

A Request for Proposals was issued for Outreach in June 2023.

Specific data points which will be utilized to evaluate provider:

Connect to Permanency/Rapid Rehousing (Affordable Housing Fund)
Individuals served
Individuals increased income

Street Outreach Services
Individuals outreached
Individuals outreached who entered shelter

Temporary Emergency Shelter for Single Adults
Individuals temporarily placed into emergency shelter

Metrics utilized to assess data points and acceptable thresholds:

Connect to Permanency/Rapid Rehousing (Affordable Housing Fund)
Individuals served
Individuals increased income

Street Outreach Services
Individuals outreached
Individuals outreached who entered shelter

Temporary Emergency Shelter for Single Adults
Individuals temporarily placed into emergency shelter

Results of last assessment of provider:

Connect to Permanency/Rapid Rehousing (Affordable Housing Fund)
17 Individuals served: 13 Adults less than 60 years, 4 Adults more than 60 years of age
6 Individuals increased income

Street Outreach Services
51 Individuals outreached

0 Individuals outreached who entered shelter

Temporary Emergency Shelter for Single Adults
0 Individuals temporarily placed into emergency shelter

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	Mental Health Partnership			Total Contract:		712,000	
Contract #	AFS 10/26						
Fiscal Year Ending:	June 30 2026						
County Program Office:	Adult Services						
		Provider	Cost Center	Funding Type	N/A Contract?	Total Cost:	
Agency Programs:	Connect to Permanency/Rapid Rehousing (Affordable Housing Fund)		4931			25,000	
	Delaware County Homeless Street Outreach		4902			511,108	
	Projects for Temporary Emergency Shelter Assistance in Transition Homeless Single Adults		4939			175,892	
						712,000	

APPENDIX Z

Delaware County Human Services Contract Summary Page for Annual Renewal Requests

Program Office: Adult and Family Services

Provider: Family and Community Services of Delaware County

Contract Number: AFS 21/26

Proposed Contract Amount: $439,000

Estimate Expenditures for Current Fiscal Year: $469,000

Proposed Contract Effective Dates: 07/01/2025 06/30/2026

Funding:

Federal Funding Source(s):	Community Project Funding/Congressionally Directed spending Non-Construction 93.493	Amount:	$50,000
State Funding Source(s):	Children & Youth Services Special Housing Grant	Amount:	$319,000
Other Funding Source(s):		Amount:	
County Funding:		Amount:	$70,000

Available Budget (Only for Increase Amount):

SAP Account(s)	Balance:
1526-4572-631000	Funds to be Transferred
1826-4981-631000	Funds to be Transferred
1526-4931-631000	Funds to be Transferred

Services included in the Contract:

A New Day Program Transitional Housing/ Rapid Rehousing Program, Delaware County Permanent Supportive Housing Program, Children and Youth Services Transitional Housing Program, Epidemiology Laboratory Capacity

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

A New Day Program, Transitional Housing/Rapid Rehousing Program is Housing and Urban Development funded and would require Housing and Urban Development's permission to transfer providers.
The Children and Youth Transitional Housing Program was put out to bid 20/21.

Specific data points which will be utilized to evaluate provider:

A New Day TH/RRH Program
Individuals Served: Adults, 60 years and under, 60 years and older
Individuals Increased Income
Individuals exited to Permanent Housing

Delaware County Permanent Supportive Housing Program
Households served: Adults, children, 60 years and under, 60 years and older
Household increased Income

Children and Youth Transitional Housing
Households served: Adults, children, 60 years and under, 60 years and older
Household increased Income
Households exited to Permanent Housing

Metrics utilized to assess data points and acceptable thresholds:

A New Day TH/RRH Program
#Individuals Served: Adults, 60 years and under, 60 years and older
#Individuals Increased Income
#Individuals exited to Permanent Housing

Delaware County Permanent Supportive Housing Program
#Households served: Adults, children, 60 years and under, 60 years and older
#Household increased Income

Children and Youth Transitional Housing
#Households served: Adults, children, 60 years and under, 60 years and older
#Household increased Income
#Households exited to Permanent Housing

Results of last assessment of provider:

A New Day TH/RRH Program
15 Individuals Served: Adults, 12 adults 60 years and under, 3 adults 60 years and older
4 Individuals Increased Income
6 Individuals exited to Permanent Housing

Delaware County Permanent Supportive Housing Program
10 Households served: 16 Adults, 6 children, 14 adults 60 years and under, 2 adults 60 years and older
8 Households increased Income

Children and Youth Transitional Housing
20 Households served: 31 Adults, 41 children, 30 adults 60 years and under, 1 adult 60 years and older
2 Households increased income
6 Households exited to Permanent Housing

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	Family & Community Services of Delaware County		Total Contract:			439,000
Contract #	AFS 21/26					
Fiscal Year Ending:	June 30 2026					
County Program Office:	Adult Services					
		Provider	Cost Center	Funding Type	N/A Contract?	Total Cost:
Agency Programs:	Transitional Housing & Rapid RehousingProgram/ Affordable Housiing Fund (AHF)		4931			55,000
	Premanent Supportive Housing/ Affordable Housing Fund (AHF)		4931			15,000
	Transitional Housing/ Children and Youth Services (CYS)		4981			319,000
	Epidemlology, Laboratory Capacity		4572			50,000
						439,000

APPENDIX

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Adult and Family Services

Provider: Catholic Social Services

Contract Number: AFS 24/26

Proposed Contract Amount: $175,064

Estimate Expenditures for Current Fiscal Year: $197,204

Proposed Contract Effective Dates: 07/01/2025 06/30/2026

Funding:

Federal Funding Source(s):	Housing Opportunities for Persons with AIDS(HOPWA) 14.241	Amount:	$175,064
State Funding Source(s):		Amount:	
Other Funding Source(s):		Amount:	
County Funding:		Amount:	

Available Budget (Only for Increase Amount):

SAP Account(s)	1526-4905-631000	Balance:	Funds to be Transferred

Services included in the Contract:

Housing Opportunities for Persons with AIDS - Housing Counseling, Case Management

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Program would require permission from the City of Philadelphia (Housing Opportunities for Persons With AIDS) to issue a Request for Proposals.

Specific data points which will be utilized to evaluate provider:

Households served: adults, children, adults under 60 years old, adult older than 60 years
Households maintaining Housing
Households increased income

Metrics utilized to assess data points and acceptable thresholds:

Households served: adults, children, adults under 60 years old, adult older than 60 years
Households maintaining Housing
Increased income

Results of last assessment of provider:

36 Households served: 40 adults, 3 children, 20 adults under 60 years old, 20 adult older than 60 years
36 Households maintaining Housing
20 Increased income

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	Catholic Social Service			Total Contract:			175,064
Contract #	AFS 24/26						
Fiscal Year Ending:	June 30 2026						
County Program Office:	Adult Services						
Agency Programs:		Provider	Cost Center	Funding Type	N/A Contract?	Total Cost:	
	Housing Options for Persons with Aids - Housing Counseling, Case Management		4905			175,064	
						175,064	

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Adult and Family Services

Provider: City of Philadelphia Office of Housing and Community Development

Contract Number: AFS 24/26

Proposed Contract Amount: $674,100

Estimate Expenditures for Current Fiscal Year: $674,100

Proposed Contract Effective Dates: 07/01/2025 06/30/2026

Funding:

Federal Funding Source(s):	Housing Opportunities for Persons with AIDS(HOPWA) 14.241	Amount:	$674,100
State Funding Source(s):		Amount:	
Other Funding Source(s):		Amount:	
County Funding:		Amount:	

Available Budget (Only for Increase Amount):

SAP Account(s)	1526-4905-631000	Balance:	Funds to be Transferred

Services included in the Contract:

Housing Options for Persons with AIDS Case Management and Rent Assistance

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

The grant is allocated to Delaware County from the City of Philadelphia; we would not issue a Request for Proposal.

Specific data points which will be utilized to evaluate provider:

Households served

Metrics utilized to assess data points and acceptable thresholds:

Households served

Results of last assessment of provider:

36 households served, 40 Adults 3 Children

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	CITY OF PHILA. OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT				**Total Contract:**	674,100
Contract #	AFS 24/26					
Fiscal Year Ending:	June 30 2026					
County Program Office:	Adult Services					
		Provider	Cost Center	Funding Type	N/A Contract?	Total Cost:
Agency Programs:	HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS CASE MANAGEMENT AND RENTAL ASSISTANCE		4905			674,100
						674,100

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Adult and Family Services

Provider: Delaware County Intermediate Unit

Contract Number: AFS 41/26

Proposed Contract Amount: $223,860

Estimate Expenditures for Current Fiscal Year: $245,899

Proposed Contract Effective Dates: 07/01/2025 06/30/2026

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Office of Child Development and Early Learning Family Centers Grant	Amount:	100%
Other Funding Source(s):		Amount:	
County Funding:		Amount:	

Available Budget (Only for Increase Amount):

SAP Account(s)	1526-4929-631000	Balance:	Funds to be Transferred

Services included in the Contract:

Family Center Programs such as Parents as Teachers, Parenting Education, Teeter Totter Play Group and open to the community Family Center events.

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

There is not a plan to issue a Request for Proposals for the Family Center Programs.

Specific data points which will be utilized to evaluate provider:

Households served, adults and children

Metrics utilized to assess data points and acceptable thresholds:

#Households served, # adults and # children

Results of last assessment of provider:

Parents as Teachers has served 19 families

Overall, 202 persons have been served, 96 Adults, 106 children

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	**Delaware County Intermidate Unit**			**Total Contract:**		**223,860**
Contract #	**AFS 41/26**						
Fiscal Year Ending:	**June 30 2026**						
County Program Office:	**Adult Services**						
		Provider	Cost Center	Funding Type	N/A Contract?	Total Cost:	
Agency Programs:	**Family Center Programs**		**4929**			**223,860**	
						223,860	

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Adult and Family Services

Provider: Capacity for Change

Contract Number: AFS-A 1/26

Proposed Contract Amount: $36,000

Estimate Expenditures for Current Fiscal Year: $36,000

Proposed Contract Effective Dates: 07/01/2025 06/30/2026

Funding:

Federal Funding Source(s):	Housing and Urban Development Continuum of Care CFDA#14.267	Amount:	$20,000
State Funding Source(s):		Amount:	
Other Funding Source(s):		Amount:	
County Funding:		Amount:	$16,000

Available Budget (Only for Increase Amount):

SAP Account(s)	1526-4936-631000	Balance:	Funds to be Transferred
	1526-4931-631000		Funds to be Transferred

Services included in the Contract:

Technical Assistance with yearlong Continuum of Care planning and Affordable Housing and Urban Development Funding Opportunities

Was a Request for Proposal Issued? Yes X No Date: 04/2023

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Specific data points which will be utilized to evaluate provider:

Ability to improve the Continuum of Care system to enable further funding opportunities.

Metrics utilized to assess data points and acceptable thresholds:

Results of last assessment of provider:

Capacity for Change has provided technical assistance in the revision of required Continuum of Care requirements such as the Governing Board Charter, creation of a Housing First Assessment, Continuum of Care Reallocation Process, Project Spending Policy as well as provided technical assistance in navigating the HUD Transition and the Notice of Funding Availability processes.

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	**Capacity for Change**		**Total Contract:**		**36,000**	
Contract #	**AFS-A 1/26**					
Fiscal Year Ending:	**June 30 2026**					
County Program Office:	**Adult Services**					
		Provider	Cost Center	Funding Type	N/A Contract?	Total Cost:
Agency Programs:	**Technical Assistane with year long Continuum of Care planning**		**4936**			**20,000**
	Affordable Housing Fund		**4931**			**16,000**
						36,000

APPENDIX Z

AGENDA ITEM NO. 10.AI

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Caitlyn Brown,Human Services
ITEM TYPE:	Award of Contract
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval of Fiscal Year 2025-2026 Department of Human Services Child Welfare Contracts and/or Letters of Agreements per the attached list. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	1826-4209, 4210, 4214, 4215, 4216, 4217, 4218, 4305, 4983-631000, 1926-4281-631000, 2026-4990-630598, 01-2306, 2361-630698
ESTIMATED/ACTUAL COST OF REQUEST:	N/A
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Please see attached supporting documentation.

ATTACHMENTS:

Annual Renewal Requests Child Welfare Services Fiscal Year 25_26 Contract List.pdf

Annual Renewal Requests Child Welfare Services Fiscal Year 25_26 Summary Pages and Appendix Z's.pdf

CHILD WELFARE
CONTRACTS/LETTERS OF AGREEMENT
OVER $25,000
2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEAR COMMENTS
CW 3/25	Adelphoi Village	Intensive Supervision Male/Female Mental Health Focus - MH, Sexual Offenses -Mental Health Focus - MH, Specialized Settings - Mental Health Focus - SM, Complex Case - CC, Enhanced Supervision - ES, Female Sexual Offenders - FS, Sexual Offenses - La Sa Quik - LQ, Secure Sexual Offenses - SS, Secure - Male/Female - SC, Specialized Independent Living - Male - IL, Detention and Pre-Paid Detention, Foster Care - Intensive - IF, Foster Care- Pregnant and Parenting - PP, Foster Care -Teen Focused - TF, Diagnostic Evaluation, Psychological Evaluation, Juvenile Sex Offender Assessment	7/1/25-6/30/26	N/A*	N/A*	Provider refused to negotiate. Rate increases range from 3% to 8%. Intensive supervision male is no longer a unit of service. Female Sex Offenders program and Juvenile Sex Offender Assesment has been added.
CW 5/25	American Monitoring Services	Electric Monitoring, Breath Alcohol Equipment, On-Call Fee	7/1/25-6/30/26	N/A*	N/A*	Add Breath Alcohol Equipment. Status Quo rates. GPS monitoring is now called Electric monitoring.
CW 12/25	Bethany Christian Services of Greater Delaware Valley dba Bethany Christian Services	Foster Care I - AS, Foster Care II - CS, Foster Care III - DS, Foster Care IV - ES, Foster Care V - FS, Medical Foster Care-Level I - KS, Medical Foster Care-Level II - LS, Medical Foster Care-Level III - MS, Medical Foster Care- Level IV - NS, Maternity - GS, Mother/Baby - HS, Safe Families for Children	7/1/25-6/30/26	N/A*	N/A	Annualize Safe Families for Children, Increase in Foster Care rates of 8% for Fiscal Year 25/26.

CHILD WELFARE
CONTRACTS/LETTERS OF AGREEMENT
OVER $25,000
2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEAR COMMENTS
CW 4/25	Board of Child Care of the UMC Inc. dba Everstand	Community Based Residential Services-Specialized Setting Shelter-Specialized Setting Supervised Independent Living - Specialized Setting	7/1/25-6/30/26	N/A*	N/A	Provider refused to negotiate. 15% rate increase. Use of Agreement requires Administration pre-approval
CW 15/25	CASA/Youth Advocates, Inc.	Court Appointed Special Advocates for Children	7/1/25-6/30/26	$121,000	$125,000.00	3% rate increase
CW 26/25	Children's Home of Easton, Inc.	Residential - RS, Shelter - Specialized Setting - ES, Group Home - GH , Foster Care Level 1 - AA , Foster Care Specialized Behavioral - BB, Specialized Setting for Older Youth - SS	7/1/25-6/30/26	N/A*	N/A*	Provider refused multiple rate counteroffers. Residential, Shelter and Group Program rates are increasing 19%. Foster care and Specialized Setting are decreasing or remaining status quo. Provider has a specialized setting shelter and two levels of Foster care.

CHILD WELFARE
CONTRACTS/LETTERS OF AGREEMENT
OVER $25,000
2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEAR COMMENTS
CW 44/25	Concilio de Organizaciones Hispanas dba Concillio	Foster/Kinship - AA, Foster/Kinship over 13 - AB, Foster/Kinship - Treatment - AC, Foster/Kinship Treatment - over 13 - AD, Foster/Kinship Mom and Baby - AE, Foster/Kinship Mom and 2 babies - AF, Foster/Kinship Mom and 3 babies - AG, Foster/Kinship Mom and Baby Treatment - BA , Foster Care Mom and 2 babies - Treatment - BB, Foster/Kinship Care Mom and 3 Babies - Treatment - BC, Professional Foster Care - 0-12 General - PA, Professional Foster Care - 13 and older General - PB, Professional Foster Care - 0 - 12 - TFC - PC, Professional Foster Care - 13 & Older - TFC - PD	7/1/25-6/30/26	N/A*	N/A*	Add levels of Professional Foster Care. Rates increasing 3% - 5.5%. Provider has added new levels of foster care with professional foster parents.
CW 37/25	County of Chester	Shelter, Detention, Psychiatric Evaluations	7/1/25-6/30/26	N/A*	N/A*	Add Psychiatric Evaluation. Rates increasing 40%. Rates are not negotiable.
CW_A 39/25	Daniel Burke	Consultant - Fiscal Services	7/1/25-6/30/26	$91,000 1800 hrs @ $50.56/hr includes $1,000 towards insurance cost	$93,744 1800 hours @ $52.08/hr	3% increase in rate and overall contract value.
CW 105/25	Delco Emergency Youth Academy LLC	Emergency Shelter One-on-One Services (Pre-Approval Required)	7/1/25-6/30/26	N/A*	N/A*	Rate is increasing 5%

CHILD WELFARE
CONTRACTS/LETTERS OF AGREEMENT
OVER $25,000
2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEAR COMMENTS
CW 42/25	Diakon Child Family & Community Ministries	Traditional Foster Care-Level I - AA, Specialized Foster Care-Level II - BB, Treatment Foster Care- III - CC, Medically Fragile Foster Care: Level I - DD, Level II - EE, Level III - FF, Level IV - GG, Intensive In-Home Protective Services, Reunification, Truancy Prevention, Bridge Program, Bridge Program No-Show, Bridge 7-day GPS, Bridge Transportation, Weekend Alternative Program, Weekend Alternative Program - Female	7/1/25-6/30/26	N/A*	N/A* $356,150	Maximum Contract value for Truancuy Prevention Diakon comment: Removal of Intensive Teen Services and "Post". Addition of weekend Alternative Program Female.
CW 49/25	Forget Me Knot Children and Youth Services	Group Home, Shelter, 1:1 Services	7/1/25-6/30/26	N/A*	N/A*	Rate for GH is increasing 1%. Rate for Shelter is increasing 6%
CW 125/25	Gateway HorseWorks	Beyond the Barn Program, Individual Session, Family Session	7/1/25-6/30/26	N/A*	N/A*	Beyond the Barn increasing 13%. Status Quo for Individual and Family sessions
CW 136/25	Hope Springs Behavioral Health, Inc.	Psychiatric Evaluation, Consultation, Clinical Meetings	8/7/25-6/30/25	N/A*	N/A*	Status Quo

CHILD WELFARE
CONTRACTS/LETTERS OF AGREEMENT
OVER $25,000
2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEAR COMMENTS
CW 66/25	Lauren Kossler, M.Ed., LPC	Group Therapy, Psychosexual Assessments. No Show Rate, Family Therapy, Individual Therapy, Cpurt Testimony, Consultation val Addendums	7/1/25-6/30/26	N/A*	N/A*	Status Quo
CW 95/25	National Assessment Center Association (NAC)	Community Presentations, Comphrensive Action Plan, Project Lead and Planning Meetings, Resources Examples, Peer to Peer Sharing Sessions	7/1/25-6/30/26	$60,000	$60,000	Status Quo
CW 84/25	Refuse to Quit RTQ Academy Education and Family Services LLC	Family Group Decision Making, Crisis Response Meetings, Youth Transition	7/1/25-6/30/26	N/A*	N/A*	Status Quo

CHILD WELFARE
CONTRACTS/LETTERS OF AGREEMENT
OVER $25,000
2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEAR COMMENTS
CW 111/25	Valley Youth House Committee, Inc.	Lehigh Shelter - SL, Bucks Shelter - SB , Thrive Base - RV, Independent Living Real Base - RA, Independent Living Real Specialized High Structure - RC, Independent Living Real Mom Specialized Settings - RM, Independent Living Real Baby Specialized Settings - RN , Independent Living Real Mom and 1 Baby Specialized, RO, Independent Living Single - SD , Independent Living Mom 1 Child Specialized - SG, Independent Living Mom 2 Child Specialized - SH, Independent Living Plus Single Specialized - SA, Independent Living Plus Specialized Pregnant - SC, Baby Daycare, Aftercare, Life Skills Group - per group, Life Skills Group - per youth/per group, Summer Camp - Daily, Summer Camp - Weekly, Independent Living Stipends, Independent Living Ancillary Services	7/1/25-6/30/26	N/A*	N/A*	Rates are increasing 3%. A weekly cost for camp has been added, as well as a per youth cost for life skills group.

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Child Welfare

Provider: Adelphoi Village

Contract Number: CW 3/25

Proposed Contract Amount: NA

Estimate Expenditures for Current Fiscal Year: $399,011.44

Proposed Contract Effective Dates: July 1, 2025 — June 30, 2026

Funding:

Federal Funding Source(s):	Foster Care Title IV-E (93.659)	Amount:	Per eligibility of child/placement
	Guardianship Assist (93.090)		Per eligibility of child/placement
	Medical Assistance (93.778)		Per eligibility of child/placement
State Funding Source(s):	Act 148	Amount:	80%/60% placement net of federal and other revenue
Other Funding Source(s):	Parental Maintenance	Amount:	Variable per child
	Social Security Payment		Variable per child
County Funding:		Amount:	20%/40% placement net of federal and other revenue

Available Budget:

SAP Account(s)	1826-4214-631000	Balance:	$2,890,116
	1826-4218-631000		$668,562.00

Services included in the Contract:

Intensive Supervision Male/Female Mental Health Focus - MH, Sexual Offenses -Mental Health Focus - MH, Specialized Settings - Mental Health Focus - SM, Complex Case - CC, Enhanced Supervision - ES, Female Sexual Offenders - FS, Sexual Offenses - La Sa Quik - LQ, Secure Sexual Offenses - SS, Secure - Male/Female - SC, Specialized Independent Living - Male - IL, Detention and Pre-Paid Detention, Foster Care - Intensive - IF, Foster Care- Pregnant and Parenting - PP, Foster Care -Teen Focused - TF, Diagnostic Evaluation, Psychological Evaluation, Juvenile Sex Offender Assessment

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Delaware County Children and Youth Services is mandated by law to provide an array of placement services to children and youth between the ages of birth to twenty-one years of age. Placement services, specifically foster and congregate care, do not require a Request for Proposal be issued by the County. The provider is part of a network of State Licensed providers that the Department of Human Services uses to provide placement services to Delaware County dependent children and delinquent youth.

Specific data points which will be utilized to evaluate provider:

Audit process and service reviews.

Metrics utilized to assess data points and acceptable thresholds:

Children and Youth Services Quality Assurance will monitor this program through the audit process. This is done in conjunction with the Department of Human Services Fiscal Unit. These audits are completed on a rotating basis. Children and Youth Services Resources Unit also works with the contracted providers to ensure provision of services as outlined in the contract.

Results of last assessment of provider:

The Department of Human Services maintains a schedule to complete program and fiscal audits of all placement providers. A Program Specialist for Children and Youth Services maintains continual contact with all placement providers, receives copies of all home studies and clearances and arranges for placements of children. Children and Youth Services complete monthly visitation at the placement residence or facility for all children in out of home care.

CHILD WELFARE CONTRACT

FISCAL YEAR 2025-2026

3 **VENDOR:** ADELPHOI VILLAGE, INC.

CONTRACT #: CW 3/25

Type of Service		NON ACT 152 Per diem
Intensive Supervision Male/Female Mental Health Focus - MH	Per Day	$473.36
Sexual Offenses Mental Health Focus - MH	Per Day	$476.80
Specialized Settings - Mental Health Focusn- SM	Per Day	$536.01
Complex Case - CC	Per Day	$1,193.02
Enhanced Supervision - ES	Per Day	$533.82
Female Sexual Offenders - FS	Per Day	$664.99
Sexual Offenses La Sa Quik - LQ	Per Day	$472.65
Secure Sexual Offenses - SS	Per Day	$604.67
Secure - Male/Female - SC	Per Day	$611.19
Specialized IL - Male - IL	Per Day	$370.42
Detention and Pre-Paid Detention	Per Day	$779.50
Foster Care - Intensive - IF	Per Day	$104.15
Foster Care - Pregnant and Parenting - PP	Per Day	$110.03
Foster Care - Teen Focused - TF	Per Day	$118.12
Diagnostic Evaluation	Per Evaluation	$3,436.13
Psychological Evaluation	Per Hour	$197.50
Juvenile Sex Offender Assessment	Per Assessment	$1,534.36

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Child Welfare

Provider: AMERICAN MONITORING SERVICES

Contract Number: CW 5/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $0

Proposed Contract Effective Dates: 7/1/2025 6/30/2026

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	ACT 148	Amount:	80%
Other Funding Source(s):	NONE	Amount:	
County Funding:		Amount:	20%

Available Budget:

SAP Account(s)	01-2361-630698	Balance:	$1,889,000

Services included in the Contract:

ELECTRONIC MONITORING, BREATH ALCOHOL EQUUPMENT, ON-CALL FEE

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Delaware County Children and Youth Services and Office of Juvenile Probation has access to a limited network of in-home electronic monitoring services.

Specific data points which will be utilized to evaluate provider:

Juvenile Probation collects and reviews monthly reports and signature sheets for all juveniles to confirm all services invoiced for are provided.

Metrics utilized to assess data points and acceptable thresholds:

Juvenile Probation and Children and Youth Services will monitor this program through the audit process to ensure provision of service as outlined in the contract. This is done in conjunction with the Department of Human Services Fiscal Unit. These audits are completed on a rotating basis.

Results of last assessment of provider:

All completed reports are reviewed by program and the Court. Program must ensure accuracy of all invoices.

CHILD WELFARE CONTRACT

FISCAL YEAR 2025-2026

5 **VENDOR:**	**AMERICAN MONITORING SERVICES**	
CONTRACT #:	**CW 5/25**	
Type of Service		**NON ACT 152 Per diem**
Electronic Home Monitoring	Per Day	$6.75
Breath Alcohol Equipment	Per Day	$6.75
On-Call fee	Per Day	$1.25

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Child Welfare

Provider: Bethany Christian Services DBA Bethany Christian Services of Greater Delaware Valley

Contract Number: CW 12/25

Proposed Contract Amount: NA

Estimate Expenditures for Current Fiscal Year: $116,991.04

Proposed Contract Effective Dates: July 1, 2025 June 30, 2026

Funding:

Federal Funding Source(s):	Foster Care Title IV-E (93.659)	Amount:	Per eligibility of child/placement
	Guardianship Assist (93.090)		Per eligibility of child/placement
	Medical Assistance (93.778)		Per eligibility of child/placement
State Funding Source(s):	Act 148	Amount:	80%/60% placement net of federal and other revenue
Other Funding Source(s):	Parental Maintenance	Amount:	Variable per child
	Social Security Payment		Variable per child
County Funding:		Amount:	20%/40% placement net of federal and other revenue

Available Budget:

SAP Account(s)	1826-4216-631000	Balance:	$4,163,956

Services included in the Contract:

Foster Care I - AS, Foster Care II - CS, Foster Care III - DS, Foster Care IV - ES, Foster Care V - FS, Medical Foster Care-Level I - KS, Medical Foster Care-Level II - LS, Medical Foster Care-Level III - MS, Medical Foster Care- Level IV - NS, Maternity - GS, Mother/Baby - HS, Safe Families for Children

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Delaware County Children and Youth Services is mandated by law to provide an array of placement services to children and youth between the ages of birth to twenty-one years of age. Placement services, specifically foster and congregate care, do not require a Request for Proposal be issued by the County. The provider is part of a network of State Licensed providers that the Department of Human Services uses to provide placement services to Delaware County dependent children and delinquent youth.
Safe Families is an existing evidence-based program providing volunteer family and community assistance to families to prevent placement and support families in their homes and communities.

Specific data points which will be utilized to evaluate provider:

Audit process and service reviews.

Metrics utilized to assess data points and acceptable thresholds:

Children and Youth Services Quality Assurance will monitor this program through the audit process. This is done in conjunction with the Department of Human Services Fiscal Unit. These audits are completed on a rotating basis. Children and Youth Services Resources Unit also works with the contracted providers to ensure provision of services as outlined in the contract.

Results of last assessment of provider:

The Department of Human Services maintains a schedule to complete program and fiscal audits of all placement providers. A Program Specialist for Children and Youth Services maintains continual contact with all placement providers, receives copies of all home studies and clearances and arranges for placements of children. Children and Youth Services complete monthly visitation at the placement residence or facility for all children in out of home care.

CHILD WELFARE CONTRACT

FISCAL YEAR 2025-2026

BETHANY CHRISTIAN SERVICES
DBA BETHANY CHRISTIAN SERVICES OF
GREATER DELAWARE VALLEY

12 **VENDOR**

CONTRACT #: **CW 12/25**

Type of Service		**NON ACT 152 Per diem**
Foster Care I - AS	Per Day	$52.51
Foster Care II - CS	Per Day	$68.39
Foster Care III - DS	Per Day	$77.69
Foster Care IV - ES	Per Day	$134.01
Foster Care V- FS	Per Day	$160.81
Medical Foster Care - Level I - KS	Per Day	$52.51
Medical Foster Care - Level II - LS	Per Day	$52.51
Medical Foster Care - Level III - MS	Per Day	$52.51
Medical Foster - Level IV - NS	Per Day	$52.51
Maternity - GS	Per Day	$87.86
Mother/Baby - HS	Per Day	$87.86
Safe Families for Children Program		$309,810 Maximum Contract Amount

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Child Welfare

Provider: Board of Child Care of UMC, Inc. dba Everstand

Contract Number: CW 1/25

Proposed Contract Amount: NA

Estimate Expenditures for Current Fiscal Year: $0.00

Proposed Contract Effective Dates: July 1, 2025 — June 30, 2026

Funding:

Federal Funding Source(s):	Foster Care Title IV-E (93.659)	Amount:	Per eligibility of child/placement
	Guardianship Assist (93.090)		Per eligibility of child/placement
	Medical Assistance (93.778)		Per eligibility of child/placement
State Funding Source(s):	Act 148	Amount:	80%/60% placement net of federal and other revenue
Other Funding Source(s):	Parental Maintenance	Amount:	Variable per child
	Social Security Payment		Variable per child
County Funding:		Amount:	20%/40% placement net of federal and other revenue

Available Budget:

SAP Account(s)	1826-4214-631000	Balance:	$2,890,116.00

Services included in the Contract:

Community Based Residential Services-Specialized Setting, Shelter-Specialized Setting, SIL Specialized Setting

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Delaware County Children and Youth Services is mandated by law to provide an array of placement services to children and youth between the ages of birth to twenty-one years of age. Placement services, specifically foster and congregate care, do not require a Request for Proposal be issued by the County. The provider is part of a network of State Licensed providers that the Department of Human Services uses to provide placement services to Delaware County dependent children and delinquent youth.

Specific data points which will be utilized to evaluate provider:

Audit process and service reviews.

Metrics utilized to assess data points and acceptable thresholds:

Children and Youth Services Quality Assurance will monitor this program through the audit process. This is done in conjunction with the Department of Human Services Fiscal Unit. These audits are completed on a rotating basis. Children and Youth Services Resources Unit also works with the contracted providers to ensure provision of services as outlined in the contract.

Results of last assessment of provider:

The Department of Human Services maintains a schedule to complete program and fiscal audits of all placement providers. A Program Specialist for Children and Youth Services maintains continual contact with all placement providers, receives copies of all home studies and clearances and arranges for placements of children. Children and Youth Services complete monthly visitation at the placement residence or facility for all children in out of home care.

CHILD WELFARE CONTRACT

FISCAL YEAR 2025-2026

12	**VENDOR**	**BOARD OF CHILD CARE OF UMC, INC. DBA EVERSTAND**
	CONTRACT #:	**CW 4/25**

Type of Service		**NON ACT 152 Per diem**
Comminity Based Residential Services - Specialized Setting	Per Day	$621.00
Shelter - Specialized Setting	Per Day	$621.00
Supervised Independent Living - Specialized Setting	Per Day	$621.00

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Child Welfare

Provider: CASA Youth Advocates, Inc.

Contract Number: CW 15/25

Proposed Contract Amount: NA

Estimate Expenditures for Current Fiscal Year: $120,989.78

Proposed Contract Effective Dates: July 1, 2025 June 30, 2026

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Act 148	Amount:	80% net of federal and other revenue
Other Funding Source(s):		Amount:	
County Funding:		Amount:	20% net of federal and other revenue

Available Budget:

SAP Account(s)	1826-4210-631000	Balance:	$6,157,394.00

Services included in the Contract:

Youth Advocate Services

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

CASA Youth Advocates in Delaware County was accredited in Delaware County in 1992 and is a fully accredited member of the National CASA Association. CASA Volunteer youth advocates are appointed by the Judge or Hearing Officer overseeing the case. An advocate will work with one child or sibling group and see them a minimum of monthly. The advocate will identify best interest and make recommendations regarding services, placement and permanency goals to the Court. CASA advocates are also appointed by the Court as special education decision makers for children in out of home care if a parent is unable or unwilling to make special education decisions.

Specific data points which will be utilized to evaluate provider:

Audit process and development of comprehensive reports to the Court for each child assigned an advocate.

Metrics utilized to assess data points and acceptable thresholds:

The Department of Human Services Fiscal Unit will complete fiscal audits for the provider. These audits are completed on a rotating basis. Children and Youth Services Service Departments and the Courts receive copies of all reports and recommendations completed by the advocate.

Results of last assessment of provider:

The Department of Human Services maintains a schedule to complete program and fiscal audits of all providers. Service management from Children and Youth Services has ongoing contact with the court appointed special advocates and all reports completed by the advocate are included in the Court file and the child's agency file.

CHILD WELFARE CONTRACT

FISCAL YEAR 2025-2026

15 **VENDOR:** **CASA YOUTH ADVOCATES INC**

CONTRACT #: **CW 15/25**

Type of Service		**NON ACT 152**
Court Appointed Special Advocates for Children	Maximum Contract Amount	$125,000.00

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Child Welfare

Provider: Children's Home of Easton, Inc

Contract Number: CW 26/25

Proposed Contract Amount: NA

Estimate Expenditures for Current Fiscal Year: $128,374.43

Proposed Contract Effective Dates: July 1, 2025 June 30, 2026

Funding:

Federal Funding Source(s):	Foster Care Title IV-E (93.659)	Amount:	Per eligibility of child/placement
	Guardianship Assist (93.090)		Per eligibility of child/placement
	Medical Assistance (93.778)		Per eligibility of child/placement
State Funding Source(s):	Act 148	Amount:	80%/60% placement net of federal and other revenue
Other Funding Source(s):	Parental Maintenance	Amount:	Variable per child
	Social Security Payment		Variable per child
County Funding:		Amount:	20%/40% placement net of federal and other revenue

Available Budget:

SAP Account(s)	1826-4214-631000	Balance:	$2,890,116.00

Services included in the Contract:

Residential - RS, Shelter - Specialized Setting - ES, Group Home - GH , Foster Care Level 1 - AA , Foster Care Specialized Behavioral - BB, Specialized Setting for Older Youth - SS

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Delaware County Children and Youth Services is mandated by law to provide an array of placement services to children and youth between the ages of birth to twenty-one years of age. Placement services, specifically foster and congregate care, do not require a Request for Proposal be issued by the County. The provider is part of a network of State Licensed providers that the Department of Human Services uses to provide placement services to Delaware County dependent children and delinquent youth.

Specific data points which will be utilized to evaluate provider:

Audit process and service reviews.

Metrics utilized to assess data points and acceptable thresholds:

Children and Youth Services Quality Assurance will monitor this program through the audit process. This is done in conjunction with the Department of Human Services Fiscal Unit. These audits are completed on a rotating basis. Children and Youth Services Resources Unit also works with the contracted providers to ensure provision of services as outlined in the contract.

Results of last assessment of provider:

The Department of Human Services maintains a schedule to complete program and fiscal audits of all placement providers. A Program Specialist for Children and Youth Services maintains continual contact with all placement providers, receives copies of all home studies and clearances and arranges for placements of children. Children and Youth Services complete monthly visitation at the placement residence or facility for all children in out of home care.

CHILD WELFARE CONTRACT

FISCAL YEAR 2025-2026

26 **VENDOR:** **CHILDREN'S HOME OF EASTON INC.**

CONTRACT #: **CW 26/25**

Type of Service		NON ACT 152 Per diem
Residential - RS	Per Day	$262.28
Shelter - Specialized Setting - ES	Per Day	$299.96
Group Home - GH	Per Day	$280.41
Foster Care Level 1 - AA	Per Day	$110.85
Foster Care Specialized Behavioral - BB	Per Day	$175.00
Specialized Setting for Older Youth - SS	Per Day	$579.00

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Child Welfare

Provider: Concilio De Organizanacions Hispanas

Contract Number: CW 44/25

Proposed Contract Amount: NA

Estimate Expenditures for Current Fiscal Year: $1,302,529.98

Proposed Contract Effective Dates: July 1, 2025 June 30, 2026

Funding:

Federal Funding Source(s):	Foster Care Title IV-E (93.659)	Amount:	Per eligibility of child/placement
	Guardianship Assist (93.090)		Per eligibility of child/placement
	Medical Assistance (93.778)		Per eligibility of child/placement
State Funding Source(s):	Act 148	Amount:	80%/60% placement net of federal and other revenue
Other Funding Source(s):	Parental Maintenance	Amount:	Variable per child
	Social Security Payment		Variable per child
County Funding:		Amount:	20%/40% placement net of federal and other revenue

Available Budget:

SAP Account(s)	1826-4216-631000	Balance:	$8,015,396.00

Services included in the Contract:

Foster/Kinship - AA, Foster/Kinship over 13 - AB, Foster/Kinship - Treatment - AC, Foster/Kinship Treatment - over 13 - AD, Foster/Kinship Mom and Baby - AE, Foster/Kinship Mom and 2 babies - AF, Foster/Kinship Mom and 3 babies - AG, Foster/Kinship Mom and Baby Treatment - BA , Foster Care Mom and 2 babies - Treatment - BB, Foster/Kinship Care Mom and 3 Babies - Treatment - BC, Professional Foster Care - 0-12 General - PA, Professional Foster Care - 13 and older General - PB, Professional Foster Care - 0 - 12 - TFC - PC, Professional Foster Care - 13 & Older - TFC - PD

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Delaware County Children and Youth Services is mandated by law to provide an array of placement services to children and youth between the ages of birth to twenty-one years of age. Placement services, specifically foster and congregate care, do not require a Request for Proposal be issued by the County. The provider is part of a network of State Licensed providers that the Department of Human Services uses to provide placement services to Delaware County dependent children and delinquent youth.

Specific data points which will be utilized to evaluate provider:

Audit process and service reviews.

Metrics utilized to assess data points and acceptable thresholds:

Children and Youth Services Quality Assurance will monitor this program through the audit process. This is done in conjunction with the Department of Human Services Fiscal Unit. These audits are completed on a rotating basis. Children and Youth Services Resources Unit also works with the contracted providers to ensure provision of services as outlined in the contract.

Results of last assessment of provider:

The Department of Human Services maintains a schedule to complete program and fiscal audits of all placement providers. A Program Specialist for Children and Youth Services maintains continual contact with all placement providers, receives copies of all home studies and clearances and arranges for placements of children. Children and Youth Services complete monthly visitation at the placement residence or facility for all children in out of home care.

CHILD WELFARE CONTRACT

FISCAL YEAR 2025-2026

44 **VENDOR:** CONCILIO DE ORGANIZANACIONS HISPANAS

CONTRACT #: CW 44/25

Type of Service		NON ACT 152 Per diem
Foster/Kinship - AA	Per Day	$68.63
Foster/Kinship - Over 13 - AB	Per Day	$78.63
Foster/Kinship - Treatment - AC	Per Day	$131.77
Foster/Kinship - Treatment Over 13 - AD	Per Day	$137.93
Foster/Kinship Mom and Baby - AE	Per Day	$78.94
Foster/Kinship Mom and Two Babies - AF	Per Day	$109.13
Foster/Kinship Care Mom and 3 Babies - AG	Per Day	$206.88
Foster/Kinship Mom and Baby - Treatment - BA	Per Day	$122.63
Foster/Kinship Care Mom and 2 Babies - Treatment - BB	Per Day	$190.58
Foster/Kinship Care Mom and 3 Babies - Treatment - BC	Per Day	$212.77
* Professional Foster Care - 0 - 12 - General - PA	Per Day	$280.03
* Professional Foster Care - 13 & Older - General - PB	Per Day	$285.03
* Professional Foster Care - 0 - 12 - TFC - PC	Per Day	$316.41
* Professional Foster Care - 13 & Older - TFC - PD	Per Day	$331.41

*** Requires pre-approval of the CYS Administrator or his/her designee**

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Child Welfare

Provider: COUNTY OF CHESTER

Contract Number: CW 37/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $260,000

Proposed Contract Effective Dates: 7/1/2025 6/30/2026

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	ACT 148	Amount:	50%
Other Funding Source(s):	NONE	Amount:	
County Funding:		Amount:	50%

Available Budget:

SAP Account(s)	01-2306-640190	Balance:	$91,000

Services included in the Contract:

SHELTER, DETENTION, PSYCHIATRIC EVALUATIONS

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Delaware County Children and Youth Services and Office of Juvenile Probation have access to a limited network of licensed secure detention and shelter providers. All providers utilized by the county are licensed by the Pennsylvania Department of Human Services, Office of Children, Youth and Families.

Specific data points which will be utilized to evaluate provider:

Juvenile Probation receives monthly invoices confirming all juveniles receiving detention and shelter services, which are then compared against our records to confirm accuracy.

Metrics utilized to assess data points and acceptable thresholds:

Juvenile Probation and Children and Youth Services will monitor this program through the audit process to ensure provision of service as outlined in the contract. This is done in conjunction with the Department of Human Services Fiscal Unit. These audits are completed on a rotating basis.

Results of last assessment of provider:

All completed reports are reviewed by program and the Court. Program must ensure accuracy of all invoices.

CHILD WELFARE CONTRACT

FISCAL YEAR 2025-2026

37 **VENDOR:** **COUNTY OF CHESTER**

CONTRACT #: **CW 37/25**

Type of Service		NON ACT 152 Per diem
Shelter	Per Day	$430.00
Detention	Per Day	$650.00
Psychiatric Evaluation	Per Evaluation	$475.00

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Child Welfare

Provider: DANIEL BURKE

Contract Number: CW 39/25

Proposed Contract Amount: $93,744.00

Estimate Expenditures for Current Fiscal Year: $90,000

Proposed Contract Effective Dates: 7/1/2025 6/30/2026

Funding:

Federal Funding Source(s):	TITLE IV-E 93.658	Amount:	16%
State Funding Source(s):	ACT 148	Amount:	67%
Other Funding Source(s):		Amount:	
County Funding:		Amount:	17%

Available Budget:

SAP Account(s)	01-2361-630698	Balance:	$1,889,000

Services included in the Contract:

Fiscal Consultation for Juvenile Probation at a Rate Of $52.08 Per Hour, Total Amount Of $93,744.

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Delaware County Children and Youth Services and Office of Juvenile Probation have access to a limited network of licensed in-home providers. All providers utilized by the county are licensed by the Pennsylvania Department of Human Services, Office of Children, Youth and Families.

Specific data points which will be utilized to evaluate provider:

Provider submits monthly invoices detailing dates and times of work, along with the tasks completed.

Metrics utilized to assess data points and acceptable thresholds:

The Pennsylvania Department of Human Services, Office of Children, Youth and Families inspects and licenses all providers on an annual basis. Juvenile Probation collects and review monthly reports and signature sheets for all juveniles to confirm all services invoiced for are provided. Juvenile Probation has a schedule to audit all agency contracted providers over a five year period.

Results of last assessment of provider:

The Department of Human Services maintains a schedule to complete program and fiscal audits of all in-home providers, a minimum of once every five years. A Quality Assurance Specialist for Juvenile Probation maintains continual contact with all in-home providers, receives copies of all reports, reviews and approves all invoices for services.

CHILD WELFARE
CONTRACT
FISCAL YEAR 2025-2026

VENDOR:	**DANIEL BURKE**
CONTRACT #:	**CW 39/25**

Type of Service		**NON ACT 152 Per diem**
FISCAL CONSULTING	PER HOUR	$ 52.08

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Child Welfare

Provider: Delaware County Emergency Youth Academy, LLC

Contract Number: CW 105/25

Proposed Contract Amount: NA

Estimate Expenditures for Current Fiscal Year: $319,953.24

Proposed Contract Effective Dates: July 1, 2025 — June 30, 2026

Funding:

Federal Funding Source(s):	Foster Care Title IV-E (93.659)	Amount:	Per eligibility of child/placement
	Guardianship Assist (93.090)		Per eligibility of child/placement
	Medical Assistance (93.778)		Per eligibility of child/placement
State Funding Source(s):	Act 148	Amount:	80%/60% placement net of federal and other revenue
Other Funding Source(s):	Parental Maintenance	Amount:	Variable per child
	Social Security Payment		Variable per child
County Funding:		Amount:	20%/40% placement net of federal and other revenue

Available Budget:

SAP Account(s)	1826-4215-631000	Balance:	$561,541

Services included in the Contract:

Emergency Shelter, One on One Services

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Delaware County Children and Youth Services is mandated by law to provide an array of placement services to children and youth between the ages of birth to twenty-one years of age. Placement services, specifically foster and congregate care, do not require a Request for Proposal be issued by the County. The provider is part of a network of State Licensed providers that the Department of Human Services uses to provide placement services to Delaware County dependent children and delinquent youth.

Specific data points which will be utilized to evaluate provider:

Audit process and service reviews.

Metrics utilized to assess data points and acceptable thresholds:

Children and Youth Services Quality Assurance will monitor this program through the audit process. This is done in conjunction with the Department of Human Services Fiscal Unit. These audits are completed on a rotating basis. Children and Youth Services Resources Unit also works with the contracted providers to ensure provision of services as outlined in the contract.

Results of last assessment of provider:

The Department of Human Services maintains a schedule to complete program and fiscal audits of all placement providers. A Program Specialist for Children and Youth Services maintains continual contact with all placement providers, receives copies of all home studies and clearances and arranges for placements of children. Children and Youth Services complete monthly visitation at the placement residence or facility for all children in out of home care.

CHILD WELFARE CONTRACT

FISCAL YEAR 2025-2026

105 **VENDOR:**	**DELCO EMERGENCY YOUTH ACADEMY, LLC**	
CONTRACT #:	**CW 105/25**	
Type of Service		**NON ACT 152 Per diem**
Emergency Shelter	Per Day	$321.21
* One-on-One Services	Per Hour	$30.00

*** This service requires the pre-approval of the CYS Administrator or his/her designee**

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Child Welfare

Provider: Diakon Child, Family and Community Ministries

Contract Number: CW 42/25

Proposed Contract Amount: NA

Estimate Expenditures for Current Fiscal Year: $513,808.96

Proposed Contract Effective Dates: July 1, 2025 — June 30, 2026

Funding:

Federal Funding Source(s):	Foster Care Title IV-E (93.659)	Amount:	Per eligibility of child/placement
	Guardianship Assist (93.090)		Per eligibility of child/placement
	Medical Assistance (93.778)		Per eligibility of child/placement
State Funding Source(s):	Act 148	Amount:	80%/60% placement net of federal and other revenue
Other Funding Source(s):	Parental Maintenance	Amount:	Variable per child
	Social Security Payment		Variable per child
County Funding:		Amount:	20%/40% placement net of federal and other revenue

Available Budget:

SAP Account(s)	1826-4209-631000	Balance:	$2,965,951.00
	1826-4216-631000		$8,015,396.00

Services included in the Contract:

Traditional Foster Care-Level I - AA, Specialized Foster Care-Level II - BB, Treatment Foster Care- III - CC, Medically Fragile Foster Care: Level I - DD, Level II - EE, Level III - FF, Level IV - GG, Intensive In-Home Protective Services, Reunification, Truancy Prevention, Bridge Program, Bridge Program No-Show, Bridge 7-day GPS, Bridge Transportation, Weekend Alternative Program, Weekend Alternative Program - Female

Was a Request for Proposal Issued? Yes X No Date: April 2018

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Delaware County Children and Youth Services is mandated by law to provide an array of placement services to children and youth between the ages of birth to twenty-one years of age. Placement services, specifically foster and congregate care, do not require a Request for Proposal be issued by the County. The provider is part of a network of State Licensed providers that the Department of Human Services uses to provide placement services to Delaware County dependent children and delinquent youth.
An RFP was issued for Intensive In-Home Services and Diakon has been providing this program since 2018.

Specific data points which will be utilized to evaluate provider:

Audit process and service reviews.

Metrics utilized to assess data points and acceptable thresholds:

Children and Youth Services Quality Assurance will monitor this program through the audit process. This is done in conjunction with the Department of Human Services Fiscal Unit. These audits are completed on a rotating basis. Children and Youth Services Resources Unit also works with the contracted providers to ensure provision of services as outlined in the contract.

Results of last assessment of provider:

The Department of Human Services maintains a schedule to complete program and fiscal audits of all placement and In- Home providers. A Program Specialist for Children and Youth Services maintains continual contact with all placement providers, receives copies of all home studies and clearances and arranges for placements of children. Children and Youth Services complete monthly visitation at the placement residence or facility for all children in out of home care. The Deputy Administrator provides oversight for the In-Home program and monthly meetings are held with the provider.

CHILD WELFARE CONTRACT

FISCAL YEAR 2025-2026

42 **VENDOR:** DIAKON CHILD FAMILY & COMMUNITY MINISTRIES

CONTRACT #: CW 42/25

Type of Service		NON ACT 152 Per diem
Traditional Foster Care - Level I - AA	Per Day	$63.27
Specialized Foster Care - Level II - BB	Per Day	$79.11
Treatment Foster Care - Level III - CC	Per Day	$94.63
Medically Fragile Foster Care:		
Level I - DD	Per Day	$78.91
Level II - EE	Per Day	$72.34
Level III - FF	Per Day	$57.15
Level IV - GG	Per Day	$46.00
Intensive In-Home Protective Services	Per Day	$71.80
Reunification	Per Day	$65.72
Truancy Prevention	Per Day	$56.52
Truancy Prevention	Maximum contract amount	$356,152.00
Bridge Program	Per Quarter Hour	$39.24
Bridge Program No-Show	Per Occurrence	$78.48
Bridge 7-day GPS	Per Day	$25.49
Bridge Transportation	Per Quarter Hour	$5.62
Weekend Alternative Program	Per Day	$221.52
Weekend Alternative Program - Female	Per Day	$260.00

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Child Welfare

Provider: Forget Me Knot Children and Youth Services

Contract Number: CW 49/25

Proposed Contract Amount: NA

Estimate Expenditures for Current Fiscal Year: $0.00

Proposed Contract Effective Dates: July 1, 2025 — June 30, 2026

Funding:

Federal Funding Source(s):	Foster Care Title IV-E (93.659)	Amount:	Per eligibility of child/placement
	Guardianship Assist (93.090)		Per eligibility of child/placement
	Medical Assistance (93.778)		Per eligibility of child/placement
State Funding Source(s):	Act 148	Amount:	80%/60% placement net of federal and other revenue
Other Funding Source(s):	Parental Maintenance	Amount:	Variable per child
	Social Security Payment		Variable per child
County Funding:		Amount:	20%/40% placement net of federal and other revenue

Available Budget:

SAP Account(s)	1826-4215-631000	Balance:	$561,451.00

Services included in the Contract:

Goup Home, Shelter

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Delaware County Children and Youth Services is mandated by law to provide an array of placement services to children and youth between the ages of birth to twenty-one years of age. Placement services, specifically foster and congregate care, do not require a Request for Proposal be issued by the County. The provider is part of a network of State Licensed providers that the Department of Human Services uses to provide placement services to Delaware County dependent children and delinquent youth.

Specific data points which will be utilized to evaluate provider:

Audit process and service reviews.

Metrics utilized to assess data points and acceptable thresholds:

Children and Youth Services Quality Assurance will monitor this program through the audit process. This is done in conjunction with the Department of Human Services Fiscal Unit. These audits are completed on a rotating basis. Children and Youth Services Resources Unit also works with the contracted providers to ensure provision of services as outlined in the contract.

Results of last assessment of provider:

The Department of Human Services maintains a schedule to complete program and fiscal audits of all placement providers. A Program Specialist for Children and Youth Services maintains continual contact with all placement providers, receives copies of all home studies and clearances and arranges for placements of children. Children and Youth Services complete monthly visitation at the placement residence or facility for all children in out of home care.

CHILD WELFARE CONTRACT

FISCAL YEAR 2025-2026

49	**VENDOR:**	**FORGET ME KNOT CHILDREN AND YOUTH SERVICES**
	CONTRACT #:	**CW 49/25**

Type of Service		**NON ACT 152 Per diem**
Group Home	Per Day	$215.00
Shelter	Per Day	$225.00

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Child Welfare

Provider: GATEWAY HORSEWORKS

Contract Number: CW 125/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $0

Proposed Contract Effective Dates: 7/1/2025 6/30/2026

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	ACT 148	Amount:	80%
Other Funding Source(s):	NONE	Amount:	
County Funding:		Amount:	20%

Available Budget:

SAP Account(s)	01-2361-630698	Balance:	$1,889,000

Services included in the Contract:

BEYOND THE BARN, INDIVIDUAL SESSIONS, FAMILY SESSIONS

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Delaware County Children and Youth Services and Office of Juvenile Probation have access to a limited network of licensed in-home providers. All providers utilized by the county are licensed by the Pennsylvania Department of Human Services, Office of Children, Youth and Families.

Specific data points which will be utilized to evaluate provider:

Juvenile Probation collects and reviews monthly reports and signature sheets for all juveniles to confirm all services invoiced for are provided.

Metrics utilized to assess data points and acceptable thresholds:

The Pennsylvania Department of Human Services, Office of Children, Youth and Families inspects and licenses all providers on an annual basis. Juvenile Probation collects and review monthly reports and signature sheets for all juveniles to confirm all services invoiced for are provided. Juvenile Probation has a schedule to audit all agency contracted providers over a five year period.

Results of last assessment of provider:

The Department of Human Services maintains a schedule to complete program and fiscal audits of all in-home providers, a minimum of once every five years. A Quality Assurance Specialist for Juvenile Probation maintains continual contact with all in-home providers, receives copies of all reports, reviews and approves all invoices for services.

CHILDREN AND YOUTH SERVICES
CONTRACT
FISCAL YEAR 2025-2026

51 **VENDOR:** **GATEWAY HORSEWORKS**
CONTRACT #: **CW 125/25**

Type of Service	**NON ACT 152 Per diem**
Beyond The Barn Program	$850.00
Individual Session	$225.00 Per Session
Family Session	$250.00 Per Session

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Child Welfare

Provider: Hope Springs Behavioral Health

Contract Number: CW 136/25

Proposed Contract Amount: NA

Estimate Expenditures for Current Fiscal Year: $2,550.00

Proposed Contract Effective Dates: July 1, 2025 June 30, 2026

Funding:

Federal Funding Source(s):	TANF (93.558)	Amount:	Per eligibility of child
State Funding Source(s):	Act 148	Amount:	80% after application of federal and other sources
Other Funding Source(s):		Amount:	
County Funding:		Amount:	20%after application of federal and other sources

Available Budget:

SAP Account(s)	1826-4305-631000	Balance:	$302,188

Services included in the Contract:

Psychiatric evaluation, consultation and clinical, Meetings

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Psychiatrists and clinicians at Hope Springs Behavioral Health are Board Certified and licensed to practice in the state of Pennsylvania.

Specific data points which will be utilized to evaluate provider:

Timely scheduling of evaluations and provision of written reports

Metrics utilized to assess data points and acceptable thresholds:

Juvenile Probation and Children and Youth Services will monitor this program through the audit process to ensure provision of service as outlined in the contract. This is done in conjunction with the Department of Human Services Fiscal Unit. These audits are completed on a rotating basis.

Results of last assessment of provider:

All completed reports are reviewed by program and the Court. Program must insure accuracy of all invoices.

CHILD WELFARE CONTRACT
FISCAL YEAR 2025-2026

53 **VENDOR:**	**HOPE SPRINGS BEHAVIORAL HEALTH, INC.**	
CONTRACT #:	**CW 136/25**	
Type of Service		**NON ACT 152 Per diem**
Psychiatric Evaluation	Per Eval	$850.00
Consultation and Clinical Meetings	Per Hour	$350.00

County Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Child Welfare

Provider: Lauren Kossler, M ED, LPC

Contract Number: CW 65/25

Proposed Contract Amount: NA

Estimate Expenditures for Current Fiscal Year: $10,350

Proposed Contract Effective Dates: July 1, 2025 June 30, 2026

Funding:

Federal Funding Source(s):	TANF (93.558)	Amount:	Per eligibility of child
State Funding Source(s):	Act 148	Amount:	80% after application of federal and other funding sources
Other Funding Source(s):	Program Income	Amount:	Variable per child
County Funding:		Amount:	20% after application of federal and other funding sources

Available Budget:

SAP Account(s)	Balance:
1826-4209-631000	$2,965,951.00

Services included in the Contract:

Evaluations – Psychosexual Assessment, Court Testimony, Consultation Evaluation Addendums, Individual Therapy, Group Therapy, Family Therapy, No-Show rate

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Lauren Kossler is a Licensed Professional Counselor in the state of Pennsylvania.

Specific data points which will be utilized to evaluate provider:

Timely scheduling of evaluations and Court Testimony when required.

Metrics utilized to assess data points and acceptable thresholds:

Children and Youth Services Quality Assurance Department will monitor this program through the fiscal audit process in conjunction with the Department of Human Services fiscal department. The provider is recognized as an expert witness by the Delaware Court of Common Pleas. All services are requested and approved through the case management system. The provider invoice is approved by an administrative assistant and copies of all reports are maintained in a secure location.

Results of last assessment of provider:

Program staff maintain contact with the provider to schedule evaluations and the Court recognizes the provider as an expert witness. The provider's invoice is approved by an administrative assistant and copies of all reports are maintained in a secure location.

CHILD WELFARE CONTRACT

FISCAL YEAR 2025-2026

VENDOR:	**LAUREN KOSSLER, M. ED., LPC**
CONTRACT #:	**CW 65/25**

Type of Service		**NON ACT 152 Per diem**
Evaluations - Psychosexual Assessment	Per Assessment	$600.00
Court Testimony	Per Hour	$200.00
ConsultationEval Addendums	Per Hour	$95.00
Individual Therapy	Per Session	$150.00
Group Therapy	Per Group	$150.00
Family Therapy	Per Dession	$150.00
No Show Rate	Per Appointmnet	$75.00

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Juvenile Detention & Rehabilitation

Provider: National Assessment Center

Contract Number: CW 95/25

Proposed Contract Amount: $60,000

Estimate Expenditures for Current Fiscal Year: $60,000

Proposed Contract Effective Dates: 7/1/2025 6/30/2026

Funding:

Federal Funding Source(s):	Delinquency Prevention (16.548)	Amount:	$60,000
State Funding Source(s):		Amount:	
Other Funding Source(s):		Amount:	
County Funding:		Amount:	

Available Budget:

SAP Account(s)	2026-4990-630598	Balance:	$60,000

Services included in the Contract:

Planning & Implementation Support

NAC staff will be active team member(s) of the Delaware County team tasked with launching the Assessment Center providing resources and guidance to support planning, implementation, and launch. NAC Staff will be available for *weekly* virtual consultation and support. Delaware County will identify 2-3 persons that will serve as the NAC's main point of contact for the project.

Utilizing the data from the CCLP Diversion Assessment, in conjunction with the NAC Assessment Center framework and standards of practice, NAC Staff will support the planning team to develop an Assessment Center action plan to include:

- Target population
- Referral Criteria
- Agreements or MOUs required to support the target population, referral criteria, and sustainability of the Assessment Center.
- Partnerships, policies, procedures, and activities needed for successful implementation.
- Resources necessary to align with Framework standards.
- Community resource and service mapping to inform referrals.
- Establishing evaluation methods and measures of success
- Operational plans

An initial review of the standards and criteria with the local planning team will allow Delaware County representatives and the NAC to develop a plan for operationalizing the criteria to best fit the use of the local Assessment Center.

NAC Staff will help provide Delaware County planning team members information and resources in order to effectively communicate the Assessment Center Framework and anticipated benefits to community members and stakeholders. Additionally, NAC Staff will hold up to three, one-hour "Assessment Center 101" sessions (in-person or virtual) for community stakeholders.

Supporting the launch of the Delaware County Assessment Center utilizing the above-mentioned action plan and implementation science, NAC Staff and/or consultants will assist in troubleshooting any potential problems and support them in their beginning months with challenges that may arise.

Included in technical assistance support is one year of NAC membership (Organization with 1-9 staff). NAC Membership provides Delaware County staff will access to relevant trainings, an online resource library complete with job descriptions, organizational charts, and form examples, and access to a network of Assessment Center colleagues.

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

N/A

Specific data points which will be utilized to evaluate provider:

***Deliverable*:** Comprehensive Action Plan
Deliverable: Resources (i.e., policies and procedures, job descriptions, forms, etc.) are provided as examples from other NAC member centers.
Deliverable: Peer-to-peer sharing sessions, coordinated by the NAC, occur that are based on needs and issues identified by the local community.
Deliverable: Three community presentations are provided that outline a foundational understanding of the Assessment Center Framework.
Deliverable: Completed intervention map
Deliverable: Frequent meetings are held between Delaware County project leads and NAC staff to ensure action plan development and implementation efforts are aligned and inform one another.

Metrics utilized to assess data points and acceptable thresholds:

Outcome: Delaware County has an Action Plan for the Assessment Center that is grounded in best practice and aligns with national standards.
Outcome: The Delaware County Assessment Center launches and begins serving the community in alignment with national standards and best practice

Results of last assessment of provider:

N/A

CHILD WELFARE CONTRACT

FISCAL YEAR 2025-2026

VENDOR: National Assessment Center Association

CONTRACT #: CW 95/25

Type of Service	NON ACT 152 RATE
Professional Services:	
Community Presentation	$ 1,750.00
Convene Asset Map Workshop (On-Site Meeting)	$ 7,250.00
Comprehensive Action Plan	$30,650.00
Project Lead and Planning Meetings	$18,850.00
Resources Examples	$ 750.00
Peer to Peer Sharing Sessions	$ 750.00
Total	$ 60,000.00

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Child Welfare

Provider: Refuse to Quit Academy Education and Family Services

Contract Number: CW 183/25

Proposed Contract Amount: NA

Estimate Expenditures for Current Fiscal Year: 308,818.18

Proposed Contract Effective Dates: July 1, 2025 June 30, 2026

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Child Welfare Special Grants	Amount:	95%
Other Funding Source(s):		Amount:	
County Funding:		Amount:	5%

Available Budget:

SAP Account(s)	1826-4983-631000	Balance:	$1,228,201.00

Services included in the Contract:

Family Group Decision Making Successful, Family Group Decision Making Incomplete, Family Group Decision Making Unsuccessful, Crisis Rapid Response Successful, Crisis Rapid Response Incomplete, Youth Transition Conference Successful, Youth Transition Conference Incomplete, Youth Transition Conference Unsuccessful

Was a Request for Proposal Issued? Yes X No Date: 2018

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Specific data points which will be utilized to evaluate provider:

Audit process and service reviews.

Metrics utilized to assess data points and acceptable thresholds:

Children and Youth Services Quality Assurance will monitor this program through the audit process. This is done in conjunction with the Department of Human Services Fiscal Unit. These audits are completed on a rotating basis. Children and Youth Services Family Engagement Program Specialist also works with the contracted provider to ensure provision of services as outlined in the contract.

Results of last assessment of provider:

The Department of Human Services maintains a schedule to complete program and fiscal audits of all providers. Children and Youth Services Program Specialist sends all referrals, reviews all reports and outcomes and Children and Youth Services staff attend all conferences. The provider sends outcome reports to the Child Welfare Resource Center for all conferences.

CHILD WELFARE CONTRACT

FISCAL YEAR 2025-2026

83	**VENDOR:**	**REFUSE TO QUIT RTQ ACADEMY EDUCATION AND FAMILY SERVICES LLC**	
	CONTRACT #:	**CW 83/25**	
	Type of Service		**ACT 152 Per diem**
	Family Group Decision Making Successful	Per Conference	$3,000.00
	Family Group Decision Making Incomplete	Per Conference	$1,000.00
	Family Group Decision MakingUnsuccessful	Per Conference	$250.00
	Crisis Response Meetings Successful	Per Meeting	$3,000.00
	Crisis Response Meetings Incomplete	Per Meeting	$1,000.00
	Youth Transition Successful	Per Meeting	$3,000.00
	Youth Transition Incomplete	Per Meeting	$1,000.00
	Youth Transition Unsuccessful	Per Meeting	$250.00

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Child Welfare

Provider: Valley Youth House Committee Inc

Contract Number: CW 1/25

Proposed Contract Amount: NA

Estimate Expenditures for Current Fiscal Year: $1,284,695.79

Proposed Contract Effective Dates: July 1, 2025 — June 30, 2026

Funding:

Federal Funding Source(s):	Foster Care Title IV-E (93.659)		Per eligibility of child/placement
	Guardianship Assist (93.090)		Per eligibility of child/placement
	Medical Assistance (93.778)		Per eligibility of child/placement
State Funding Source(s):	Act 148		20%/40% placement net of federal and other revenue
Other Funding Source(s):	Parental Maintenance	Amount:	Variable per child
	Social Security Payment		Variable per child
County Funding:		Amount:	20%/40% placement net of federal and other revenue

Available Budget:

SAP Account(s)	1826-4217-631000	Balance:	$674,375
	1826-4218-631000		$669,562
	1926-4281-631000		$1,582,468

Services included in the Contract:

Lehigh Shelter - SL, Bucks Shelter - SB , Thrive Base - RV, Independent Living Real Base - RA, Independent Living Real Specialized High Structure - RC, Independent Living Real Mom Specialized Settings - RM, Independent Living Real Baby Specialized Settings - RN , Independent Living Real Mom and 1 Baby Specialized, RO, Independent Living Single - SD , Independent Living Mom 1 Child Specialized - SG, Independent Living Mom 2 Child Specialized - SH, Independent Living Plus Single Specialized - SA, Independent Living Plus Specialized Pregnant - SC, Baby Daycare, Aftercare, Life Skills Group - per group, Life Skills Group - per youth/per group, Summer Camp - Daily, Summer Camp - Weekly, Independnet Living Stipends, Independent Living Ancillary Services

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Delaware County Children and Youth Services is mandated by law to provide an array of placement services to children and youth between the ages of birth to twenty-one years of age. Placement services, specifically foster and congregate care, do not require a Request for Proposal be issued by the County. The provider is part of a network of State Licensed providers that the Department of Human Services uses to provide placement services to Delaware County dependent children and delinquent youth.

Specific data points which will be utilized to evaluate provider:

Audit process and service reviews.

Metrics utilized to assess data points and acceptable thresholds:

Children and Youth Services Quality Assurance will monitor this program through the audit process. This is done in conjunction with the Department of Human Services Fiscal Unit. These audits are completed on a rotating basis. Children and Youth Services Resources Unit also works with the contracted providers to ensure provision of services as outlined in the contract.

Results of last assessment of provider:

The Department of Human Services maintains a schedule to complete program and fiscal audits of all placement providers. A Program Specialist for Children and Youth Services maintains continual contact with all placement providers, receives copies of all home studies and clearances and arranges for placements of children. Children and Youth Services complete monthly visitation at the placement residence or facility for all children in out-of-home care.
Independent Living Services work closely with the provider to ensure scheduling and participation in Life Skills groups as well as Aftercare case management services for eligible youth up to age 23.

CHILD WELFARE CONTRACT

FISCAL YEAR 2025-2026

94 VENDOR: VALLEY YOUTH HOUSE COMMITTEE, INC.

CONTRACT #: CW 94/25

Type of Service		NON ACT 152 Per diem
Lehigh Shelter	Per Day	$518.80
Bucks Shelter	Per Day	$513.61
Thrive Base	Per Day	$525.15
Independent Living Real:		
Base	Per Day	$317.30
Specialized High Structure	Per Day	$330.96
Mom Specialized Settings	Per Day	$238.53
Baby Specialized Settings	Per Day	$101.19
Mom W 1 Baby Specialized`	Per Day	$340.84
Supervised Independent Living:		
Single	Per Day	$260.24
Mom 1 Child Specialized	Per Day	$272.71
Mom 2 Children Specialized	Per Day	$300.86
Plus Single Specialized	Per Day	$276.15
Plus Specialized Pregnant	Per Day	$292.58
Baby Daycare	Per Day	$33.66
Aftercare	Per Quarter Hour	$49.75
Live Skills Group	Per Group	$3,962.31
Summer Camp	Per Night	$300.00

Stipends	$50,000 *Term Maximum
Ancillary Support Services	$25,000 **Term Maximum

*Stipends	Disbursement in accordance with the attached Valley Youth House Stipend Policy
**Ancillary Support Services	Ancillary Support Services shall require the pre-approval of the Independent Living Supervisor or Resource Manager

AGENDA ITEM NO. 10.AJ

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Ashley Farr,Human Services
ITEM TYPE:	Award of Contract
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval of Fiscal Year 2025/2026 Department of Human Services Contracts and/or Letters of Agreements per the attached list. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	1026-4701-631000, 1326-4703-631000, 1526-4910-66900, 1826-4210-631000, 1226-4351-66900, 1826-4234-630598, 1426-4990-630598, 1426-4990-630520, 1126-4701-631000, 1326-4701-631000, 1226-4351-630598
ESTIMATED/ACTUAL COST OF REQUEST:	Funds to be Transferred
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Please see attached supporting documents.

ATTACHMENTS:
Human_Services_List_FY_25_26.pdf
Human_Services_Summary Pages_Budgets_FY_25_26.pdf

HUMAN SERVICES
CONTRACTS/LETTERS OF AGREEMENT
FY 2025/2026
OVER

FINAL

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEAR COMMENTS
HS 1/25	Language Services Associates, Inc.	Provides interpreters for non-english speaking clients of the Department of Human Services	7/1/25-6/30/26	N/A*	N/A*	Status Quo
HS-A 13/25	firstPRO	Temporary Employment Services	7/1/25-6/30/26	N/A*	N/A*	Status Quo
HS-A 123/25	Kimberly A. Easter, M.A.	Contractor	7/1/25-6/30/26	$110,490.40 71.47/hr (includes $1000 for insurance)	$55,245.20 $73.61/hr (includes $1000 for insurance)	Anticipated for utilization for 25/26 FY has decreased based on systems becoming more automated for statewide data bases. 3% increase in service rate
HS-A 289/25	Delaware County Intermediate Unit	Custodial	7/1/25-6/30/26	$51,673	$51,721	Slight increase of $48.00 for FY 25/26 Custodial services will be utlized in Eddystone location 5 days per week-no services in Drexeline Plaza
HS-A 290/25	Interpreters Unlimited, Inc.	Written, Verbal, Phone and Video Translation Services	7/1/25-6/30/26	N/A*	N/A*	Status Quo

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Adminstration

Provider: Language Services Associates, Inc

Contract Number: HS 1/25

Proposed Contract Amount: N/A*

Estimate Expenditures for Current Fiscal Year: $65,226.64

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant		97.94% Program Dependent
	Early Intervention State Funding		90% Program Dependent
	Office of Youth and Children Program Act 148		90%-100% Program Dependent
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% - 20% Program Dependent

Available Budget:

SAP Account(s)		
1026-4701-631000	Balance	Funds to be Transferred
1326-4703-631000		Funds to be Transferred
1526-4910-669000		Funds to be Transferred
1826-4210-631000		Funds to be Transferred
1226-4351-669000		Funds to be Transferred

Services included in the Contract:

Interpretation and Translation services.

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

There is no plan to issue a Request for Proposal at this time as Language Services Associates provides a professional service adding to the department's network of agencies offering this level of service and is also utilized by other County departments and agencies.

Specific data points which will be utilized to evaluate provider:

Department of Human Services program and fiscal staff will monitor provider usage to ensure that the system is working effectively, and the provider is invoicing in Accordance within The Agreement

Metrics utilized to assess data points and acceptable thresholds:

N/A

Results of last assessment of provider:

N/A

LSA 2025

FY 25/26 PRICE QUOTE for Delaware County Department of Human Services

Interpreting by Telephone	Rate
All Other Languages (Over 230)	$1.25 Per Minute
3rd Party Dial Out	$0.30 Per Minute
Dedicated Toll-Free Number	Included
Complete Implementation	Included
Real-Time Reporting Tools and Materials	Included
Dedicated Support and Account Management	Included
Unlimited INTERPRETRAC® License	Included
Utilization Reviews	Included
3rd Party Dial Out	$0.30 Per Minute
Dual Handset Phones	$6.99 Per Month / Per Phone
Dual Handset Converter (DHC)	$7.00 Per DHC
Cordless Dual Handset Phones	$3.99 Per Month / Per Phone
VOIP Dual Handset Phones	$6.99 Per Month / Per Phone

- Telephonic interpreting invoices are issued on a monthly basis.
- All scheduled calls require a 30-minute minimum and a 24-hour notice of cancellation.
- Scheduled calls reserved for more than 30 minutes, started late or no-shows are billable for the total time booked. All other services will be billed on a project-by-project basis. Depending on the scope of the service platform, development fees may be incurred. The method and / or means of implementation will be determined by LSA during the on- boarding process. LSA reserves the right to re-negotiate per minute rates if volume and/or language distribution changes significantly during the contract term.
- *Additional fees apply for International 3rd party calling.
- LSA reserves the right to re- negotiate rates based on changes in regulatory and/or compliance requirements.

Proprietary Equipment. Customer agrees that the equipment provided on a monthly rental arrangement under this Agreement is the property of LSA and must be returned to LSA within thirty (30) days, following the date of termination of this Agreement, at the Customer's expense. A charge equal to one hundred dollars ($100) for dual hand set phones, one hundred twenty-five dollars ($125) for cordless phones and digital cradles will be assessed and invoiced for any LSA equipment not returned within the said thirty (30) day period. The above fees will be assessed, upon termination or at any time during the term of this Agreement, in the event equipment is lost, stolen or otherwise damaged in such a way to render them not useable. LSA may at any time, at its sole discretion, decrease the number of phones or equipment rented to the Customer.

On-site Interpretation	Rates (Tier I)	Rates (Tier II – after 2,500 hours)
American Sign Language (ASL) • Standard • After-hours/holidays	$80.00 Per Hour / Per Interpreter $120.00 Per Hour / Per Interpreter	$80.00 Per Hour / Per Interpreter $120.00 Per Hour / Per Interpreter
Spanish	$48.90 Per Hour / Per Interpreter	$47.00 Per Hour / Per Interpreter

Arabic, Bengali, Cambodian, French, Hindi, Nepali, Polish, Portuguese, Russian, Somali, Vietnamese	$62.75 Per Hour / Per Interpreter	$60.00 Per Hour / Per Interpreter
Albanian, Bosnian, Cantonese, Haitian Creole, Gujarati, Korean, Mandarin	$65.00 Per Hour / Per Interpreter	$60.00 Per Hour / Per Interpreter
Other Languages	$74.00 Per Hour / Per Interpreter	$70.00 Per Hour / Per Interpreter
Shift Differential (after hours / weekends)	Additional $7.00 Per Hour / Per Interpreter	Additional $7.00 Per Hour / Per Interpreter
AOPC Certified	Additional $15.00 Per Hour / Per Interpreter	Additional $15.00 Per Hour / Per Interpreter
Mileage (IRS Prevailing Rate)	*after first 20 miles	*after first 20 miles

Two-hour minimum. Two-hour minimum will be incurred for assignments canceled within 24 hours' notice of scheduled assignment.

ASL and Japanese require two business days' notice for cancellation. Weekend and Monday cancellations must be made prior to the proceeding Thursday. Number of interpreters required for ASL Onsite interpreting depends on the scope of the assignment. Please note that ASL interpretation services are billed for the total time booked. If services are canceled, all hours booked to take place within the cancellation period are billable.

No mileage if the assignment is less than 20 miles roundtrip, over 100 miles roundtrip must be pre-approved by the requesting agency. Mileage will be reimbursed at the current prevailing state rate.

*Shift differential additional to the rate charged for the requested language. After hours is defined as any work performed outside of 7am-6pm, Monday through Friday.

Translation and Localization – TEP Translation – From English **

Language	Price (Per Word)	Language	Price (Per Word)
Afar	$0.33	Khmer	$0.28
Albanian	$0.28	Korean	$0.24
Amharic	$0.32	Kpelle	$0.50
Arabic	$0.25	Krio	$0.50
Armenian	$0.28	Kurdish	$0.57
Bengali	$0.27	Lao	$0.28
Bosnian	$0.29	Latvian	$0.26
Bulgarian	$0.26	Lithuanian	$0.28
Burmese (Myanmar)	$0.26	Malay	$0.26
Catalan	$0.22	Malayalam	$0.25
Chinese (Hong Kong)	$0.26	Maltese	$0.34
Chinese (PRC)	$0.20	Mongolian	$0.40
Chinese (Taiwan)	$0.26	Navajo	$0.57
Croatian	$0.28	Nepali	$0.28
Chuukese	$0.50	Norwegian	$0.36
Czech	$0.24	Pashto	$0.28
Danish	$0.36	Polish	$0.24
Dari	$0.26	Portuguese (Brazil)	$0.20
Dutch (Netherlands)	$0.27	Portuguese (Portugal)	$0.24
Dutch (Belgium)	$0.27	Punjabi	$0.25
Estonian	$0.28	Romanian	$0.24
Farsi	$0.23	Russian	$0.21
Finnish	$0.36	Serbian (Cyrillic)	$0.28
French (Canada)	$0.25	Slovak	$0.24
French (France)	$0.25	Slovenian	$0.24
Gaelic (Ireland)	$0.34	Somali	$0.32
Gaelic (Scotland)	$0.32	Spanish (Castilian)	$0.17

Georgian	$0.28	Spanish (International Sort)	$0.17
German (Austria)	$0.29	Spanish (Mexico)	$0.17
German (Germany)	$0.29	Spanish (Puerto Rican)	$0.17
Greek	$0.24	Swahili	$0.29
Gujarati	$0.26	Swedish	$0.36
Haitian	$0.23	Tagalog	$0.29
Hausa	$0.27	Tamil	$0.28
Hebrew	$0.27	Thai	$0.26
Hindi	$0.24	Tigrinya	$0.36
Hmong	$0.43	Turkish	$0.23
Hungarian	$0.23	Ukrainian	$0.23
Icelandic	$0.37	Urdu	$0.25
Ilocano	$0.43	Uzbek (Latin)	$0.24
Indonesian	$0.28	Vietnamese	$0.26
Italian	$0.24	Welsh	$0.24
Japanese	$0.27	Yiddish	$0.28
Kazakh	$0.26	Yiddish	$0.28

Translation Memory Rates	
100% Match and Repetitions	25% of the Per Word Rate
75% - 99%	Fuzzy Matches: Charge 50% of the Per Word Rate
0% - 74%	Charge Full Per Word Rate
Editing	$50 per hour
Proofreading	$50 per hour
Testing	$50 per hour
File preparation	$50 per hour
Ancillary Services	
Desktop Publishing	$75 Per Hour
Programming	$250 Per Hour
Minimum Fee	$250
Rush Fee	25%
TNL Memory Creation	Quote
TNL Memory Maintenance	Quote
Archive Retrieval	Quote

* Translation into English from any of these languages is charged at +15%

Translation and localization services are invoiced on a project basis. Payment terms are Net forty-five (45) Days from date of invoice. All invoices will be submitted electronically no later than the 10th business day of the month. Per word pricing may be higher or lower depending on content matter and / or for rare language requests. Rush charges may apply as determined by LSA. Depending on the scope of the project, a project management fee may also apply.

LSA Point of Contact Information

Sales	Contract Administration	Invoices
Tom Benton Strategic Sales Manager 215.259.7000 X 55128 tom.benton@lsa.inc	**Jane Robideau** Senior Contract Administrator 215.259.7000 X 55254 jane.robideau@lsa.inc	**Accounts Receivable** Language Services Associates P.O. Box 829752 Philadelphia, PA 19182-9752 ar@lsa.inc

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Adminstration

Provider: Kimberly A Easter, M.A.

Contract Number: HS 123/25

Proposed Contract Amount: $55,245.20

Estimate Expenditures for Current Fiscal Year: $119,635.77

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):	FosterCare CFDA #93.658	Amount:	16% Program Dependent
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% Program Dependent
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget:

SAP Account(s)

1826-4234-630598	Balance	Funds to be Transferred
1426-4990-630598		Funds to be Transferred

Services included in the Contract:

Database consultant, providing development follow-up, enhancement and assistance in the management and oversight of several Department of Human Services Contract/Fiscal databases, personnel data collection database, Children & Youth staff course database, databases backup, creation, and generation of required data extraction reports on a as needed basis, etc.

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

There is not a current plan to issue a Request for Proposal.

Specific data points which will be utilized to evaluate provider:

N/A

Metrics utilized to assess data points and acceptable thresholds:

The oversite of this contact is provided by the Department's Chief Financial Officer and various categorical program Administrators, completed work assignments and monthly invoices are reviewed to ensure they align with contractual obligations.

Results of last assessment of provider:

Based on systems becoming more automated for statewide databases, the anticipated need for the 25/26 fiscal year has decreased.

firstPRO

firstPRO Philadelphia Accounting & Finance Division
1800 John F. Kennedy Blvd. STE 1300 Philadelphia, PA 19103

The following Agreement shall serve as the agreement between *first***PRO,** Inc**.** Accounting & Finance and Human Resources & Administration divisions(*first***PRO**) and **Department of Human Services for Fiscal year 2025-2026.** This Agreement shall be in effect for an initial term of one (1) year and shall remain in effect on a month-to-month basis unless terminated by either party by doing so in writing.

SUMMARY

*first***PRO** is a professional staffing and recruiting company focused on providing clients with contingent recruiting services and supplemental Accounting & Finance staff augmentation (Contractors) on a temporary, temp-to-hire, and/or direct hire basis. It is mutually agreed that *first***PRO** and Client desire to engage in a staffing partnership based on the terms and conditions of this Agreement. This agreement, including stated pricing, guarantees, and terms of service delivery, is applicable for the *first***PRO** Philadelphia office Accounting & Finance Division only. Should Client choose to partner with other divisions of *first***PRO**, Client shall be responsible in establishing a separate contract, service agreement, and/or statement of work by the respective *first***PRO** division. None of the following terms, pricing, or obligations may be assigned to other *first***PRO** divisions under this agreement.

Based on the mutual promises and guidelines contained herein, both parties agree to the following:

1. *first***PRO** is an equal opportunity employer and provides technical and financial staff, regardless of sex, race, color, religion, national origin, creed, ancestry, physical handicap, marital status, age, or any other protected civil right under the applicable Federal and/or State laws.
2. Under the terms of this Agreement, *first***PRO**, agrees to become a supplier of Contractors that the Client may utilize on their own premises under their own supervision and direction. Client will ensure that *first***PRO**, Contractors have ready access at their work site to a person who offers supervisory capabilities. *first***PRO** retains the right to control, either unilaterally or in coordination with Client, the manner and means by which its Contractors perform their work including review of Contractor performance, physical inspection, corrective actions, and enforcement *first***PRO** or Client policies**.**
3. *first***PRO** will serve as an independent contractor of Client. *first***PRO** Contractors will be employees of *first***PRO** and therefore *first***PRO** will be responsible for the coverage and administration of Contractors' salaries, taxes, withholdings, benefits, worker's compensation, unemployment, and any other legal requirements.
4. Prior to any *first***PRO** Contractor beginning an assignment, Client and *first***PRO** will communicate in writing a mutually agreed upon hourly bill rate for each contractor placement.
5. Upon 720 hours of continuous Contractor assignment with Client, Client has the right to hire Contractor on a permanent basis with no additional fees. Prior to soliciting Contractor, Client agrees to inform *first***PRO.** If Client wishes to hire a Contractor prior to the 720-hour contract period, Client agrees to pay *first***PRO** a conversion fee in accordance with the schedule provided below:

   0 – 160 Hours = Fee: 20% of Base salary
   161 – 320 Hours = Fee: 18% of Base salary
   321– 480 Hours = Fee: 15% of Base salary
   481 – 600 Hours = Fee: 10% of Base salary
   601 – 720 Hours = Fee: 5% of Base
   721+ Hours = No Conversion Fee
6. *first***PRO** Contractors are required to submit to *first***PRO** a completed and signed timesheet every Monday morning documenting the previous week's hours worked. Client agrees to have a Client Supervisor provide timesheet authorization via signature or electronic approval each week. Client agrees that any timesheet errors or corrections on previously Client authorized timesheets must be raised with *first***PRO** prior to the Contractor's assignment completion date.
7. Client acknowledges and agrees to payment terms of **Net 30 days** from *first***PRO** invoice date. *first***PRO** will invoice Client weekly through via mail or email delivery.
8. Should payment not be received within 30 days, Client agrees that *first***PRO** reserves the right to terminate any or all active contractor assignments and that such assignment termination will in no way affect Client's payment obligations.
9. *first***PRO** will pay Contractors in accordance with applicable laws, rules, and regulations. It is agreed that *first***PRO** will bill Client at an overtime rate of 1.5x the normal hourly billing rate for any hours worked in excess of forty (40) hours in one work week period unless otherwise determined. *first***PRO** will adhere to a standard work week of Monday thru Sunday unless otherwise determined.

*first*PRO

*first*PRO Philadelphia Accounting & Finance Division
1800 John F. Kennedy Blvd. STE 1300 Philadelphia, PA 19103

10. Subject to *first*PRO's compliance with Client's Travel & Expense policy and Client pre-approval, Client agrees to reimburse *first*PRO for all Client approved Contractor expenses including business travel and cost associated with transportation to alternate work sites other than the Contractors' primary assignment location. Any mileage reimbursement will be paid and expensed based on the current IRS approved rate. It is mutually agreed that all Contractor expenses will be subject to Client providing advance approval directly to *first*PRO. Client agrees that it will be responsible for the timely authorization of a Contractor expense report which will be included with the *first*PRO invoice.
11. Candidates that are presented by *first*PRO are subject to the fee agreement for 12 consecutive months following initial presentation.
12. Any information provided to Client by *first*PRO pertaining to *first*PRO candidates is solely for the purpose of evaluating the candidate for possible employment and may not be divulged to anyone outside of the Client organization. Cancellation of this agreement in no way affects the aforementioned and shall continue indefinitely.
13. For purposes of compliance with the employer responsibility provisions of the Patient Protection and Affordable Care Act (PPACA), should Client be determined by a government agency or court of law to be the common-law employer of *first*PRO Contractor assigned to Client, *first*PRO shall be considered Client's agent for the purpose of Client's obligation. As agent, *first*PRO shall be obligated to offer PPACA-compliant coverage to the Contractors assigned to Client and Client shall not be liable if *first*PRO fails to pay benefits due under *first*PRO's plan.

Direct Hire Recruitment & Permanent Placement:
A placement fee of 20% the employee's starting base salary will be charged for all Direct Hire placements. *first*PRO offers a 90-day prorated replacement guarantee. Therefore, should termination occur either voluntarily or involuntarily by either party within the first 90 days of employment and such termination is not due to significant change in position description, change in compensation, company lay-off, or elimination of position, *first*PRO will offer a replacement based on the cost schedule below.

- 0-30 days of employee's start of employment, 100% of original placement Fee is credited towards replacement;
- 31-60 days of employee's start of employment, 66% of original Placement Fee is credited towards replacement;
- 61-90 days of employee's start of employment, 33% of original Placement Fee is credited towards replacement;
- After 91 days of employee's start of employment, the complete placement fee is earned by *first*PRO.

Payment for all direct hire placements will be due to be received by *first*PRO within 30 days of candidate's start date of employment.

IN ACKNOWLEDGEMENT, WHEREOF, the parties that have enacted this Agreement, affirm the validity of this document by signing below.

_____	_____
*first*PRO, Inc. Authorization Signature	**Company** Authorization Signature
_____	_____
Date:	Date:

*first*PRO

*first*PRO Philadelphia Accounting & Finance Division
1800 John F. Kennedy Blvd. STE 1300 Philadelphia, PA 19103

SAMPLE RATES

AP Specialist	$38-48
AR Coordinator	$36-45
Payroll Specialist	$40-48
Fiscal Tech Assistant	$35-38
Fiscal Tech	$37-42
Accountant	$42-55
Fiscal Officer	$48-65
Accountant II	$48-65
Accountant III	$58-80
Accounting Manager	$60-90

HSA Contract Typist Clerk 3	$31.42
HSA Clerk 2	$27
CYS Clerk Typist 2	$30
CYS CW1	$35.33
CYS CW2	$40

PHILADELPHIA BUSINESS JOURNAL

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Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Adminstration

Provider: Delaware County Intermediate Unit

Contract Number: HS-A 289/25

Proposed Contract Amount: $51,721

Estimate Expenditures for Current Fiscal Year: $47,366.00

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget:

SAP Account(s)

1426-4990-630520	Balance	Funds to be Transferred

Services included in the Contract:

The Delaware County Intermediate Unit provides coaching support for clients who are no longer covered under the umbrella of Special Education Services. The intermediate Unit has provided extended supported employment services to individuals participating in their Options program through an Agreement to provide custodial services to the Delaware County, Department of Human Services since 1995.

Was a Request for Proposal Issued? Yes No X Date:

Plan to issue Request for Proposal or rationale if not planning on issuing one:

There is no plan to issue a Request for Proposal as this is a job training program for The Delaware County Intermediate Units Option program.

Specific data points which will be utilized to evaluate provider:

The Department's responsible fiscal staff will review the provider's invoices to ensure they are following invoicing protocols as outlined in the contractual agreement.

Metrics utilized to assess data points and acceptable thresholds:

The job coach and Options program staff meet with the Department of Human Services Administration Office Manager to discuss goals, assignments, and custodial requests daily as well as any issues that may arise as appropriate.

Results of last assessment of provider:

N/A

Department of Human services

EXPENDITURES

BUDGET CODE	ACCOUNT	DESCRIPTION	PROPOSED BUDGET 2025-2026
14 1690 XXX 00	110	SALARY - SUPERVISOR	1,285
14 1690 XXX 00	120	SALARY - COORDINATOR	2,758
14 1690 XXX 00	130	SALARY - JOB COACH	14,848
14 1690 XXX 00	160	SALARY - CUSTODIANS	17,280
		Total	**36,171**
14 1690 XXX 00	211	MEDICAL INSURANCE	1,291
14 1690 XXX 00	212	DENTAL INSURANCE	53
14 1690 XXX 00	213	LIFE INSURANCE	8
14 1690 XXX 00	214	INCOME PROTECTION INSURANCE	146
14 1690 XXX 00	215	EYE CARE INSURANCE	3
14 1690 XXX 00	216	PRESCRIPTION	415
14 1690 XXX 00	220	SOCIAL SECURITY CONTRIBUTION	1,384
14 1690 XXX 00	230	RETIREMENT CONTRIBUTIONS	6,149
14 1690 XXX 00	240	TUITION REIMBURSEMENT	20
14 1690 XXX 00	250	UNEMPLOYMENT COMPENSATION	9
14 1690 XXX 00	260	WORKMEN'S COMPENSATION	416
14 1690 XXX 00	290	OTHER EMPLOYEE BENEFITS	67
		Total	**9,961**
14 1690 XXX 00	610	GENERAL SUPPLIES	1,200
		Total	**1,200**
		FUNCTION TOTAL	**47,332**
14 2500 XXX 00	938	INDIRECT COST	4,389
		Total	**4,389**
		FUNCTION TOTAL	**4,389**
		TOTAL EXPENDITURES	**51,721**
		MONTHLY COST	**4,310**
		HOURLY COST	**89.79**

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Adminstration

Provider: Interpreters Unlimited, Inc.

Contract Number: HS-A 290/25

Proposed Contract Amount: N/A*

Estimate Expenditures for Current Fiscal Year: $18,786.55

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget:

SAP Account(s)

1126-4701-631000	Balance	Funds to be Transferred
1326-4701-631000		Funds to be Transferred
1226-4351-630598		Funds to be Transferred

Services included in the Contract:

Foreign language interpretation and translation services.

Was a Request for Proposal Issued? Yes No X Date:

Plan to issue Request for Proposal or rationale if not planning on issuing one:

The Department of Human Services will follow their plan to issue a Request for Proposal according to our five-year timeline. Advertisement for proposal for this service was last completed in January of 2020.

Specific data points which will be utilized to evaluate provider:

Program and fiscal staff will monitor this agreement to ensure effectiveness and that provider is invoicing accurately.

Metrics utilized to assess data points and acceptable thresholds:

There is not a metrics for this service. Invoices are submitted after services have been delivered.

Results of last assessment of provider:

N/A

Pricing

On-Site Interpretation

Language	Price per 15 Minutes (Weekdays 8am-5pm)	Price per 15 Minutes (After-hours, weekends, holidays)	Minimum	Time Frame	Availability
Spanish	$25.00	$25.00	2 hour minimum	Same price for both regular and emergency appointments	24/7/365
All Other Languages	$33.75	$33.75	2 hour minimum	Same price for both regular and emergency appointments	24/7/365
American Sign Language	$33.75	$33.75	2 hour minimum	Same price for both regular and emergency appointments	24/7/365

- Mileage over 50 miles roundtrip charged at the current IRS rate of $0.58 per mile
- Cancellations made within 24 hours of appointment will be charged at the minimum or time booked, whichever greater

Document Translation

Language	Price per Word	Minimum	Time Frame	Availability
Spanish	$0.15	No minimum	1-3 business days	24/7/365
All Other Languages	$0.19	No minimum	1-3 business days	24/7/365

Video Remote Interpretation – On Demand

Language	Price per Minute	Minimum	Time Frame	Availability
Spanish	$1.25	No minimum	Available Immediately	24/7/365
All Other Available Languages	$2.25	No minimum	Available Immediately	Extended Business Hours
American Sign Language	$2.25	No minimum	Available Immediately	24/7/365

- Approximately 12 threshold languages are available during extended business hours.

Over the Phone Interpretation – Scheduled

Language	Price per Minute	Minimum	Time Frame	Availability
All Languages	$1.35	No minimum	Available Immediately	24/7/365

For Video Remote Interpretation and Telephone Interpretation, please allow 3 business days for account setup. There is no charge for account setup.

AGENDA ITEM NO. 10.AK

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Thavy Sim,Human Services
ITEM TYPE:	Amendment
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to amend Contract #MH 20/24 with Horizon House, Inc. increasing the overall value of the Agreement $26,000 and reallocating funding across all categorical services. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	1025-4711-631000, 1025-4715-631000, 1025-4720-631000, 1025-4723-631000, 1025-4724-631000, 1025-4732-631000
ESTIMATED/ACTUAL COST OF REQUEST:	$26,000.00
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Please see the attached supporting documents.

ATTACHMENTS:

Horizon House, Inc. MH 20/24 Summary Page
Horizon House Inc. CURRENT Z Page
Horizon House Inc. REVISED Z Page

Social Services and Community Programs Request for Contract Amendment

Program Office: Mental Health

Provider: Horizon House, Inc

Current Contract Amount: $2,940,448.00

Current Contract Effective Dates: 7/1/2024 to 6/30/2025

Proposed Contract Amount: $2,966,448.00

Proposed Contract Increase/Decrease: $26,000.00

Proposed Contract Effective Dates: 7/1/2024 to 6/30/2025

Funding (Entire Contract):

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1025-4711-631000	Balance:	$60,235.57
	1025-4715-631000		$195,491.32
	1025-4720-631000		$173,098.79
	1025-4723-631000		$112,635.26
	1025-4724-631000		$161,157.46
	1025-4732-631000		$63,481.51

Amendment Statement:

Human Services, Mental Health requests approval to amend Contract #MH 20/24 with Horizon House, Inc., increasing the overall value of the Agreement $26,000 and reallocating funding across all categorical services. Subject to Solicitor's Approval.

Amendment Request:

Approval to increase the overall value of Contract #MH 20/24 $26,000.00, to redistribute their budget to better support their programs.

Program Need for Requested Service:

Horizon House provides a variety of services to include:

Community Residential Services - Full Care Community Residential Rehabilitation, Supported Independent Living Housing Support
Community Residential Services Housing Assistance – Assists individuals with no income become established in the community by paying their portion of the rent for a specified amount of time.
Psychiatric Rehabilitation- a broad range of rehabilitative goals and skills which can be categorized into five different domains. Programs include direct skills teaching and psychoeducation.
Community Employment - integration of the activity of vocational rehabilitation with treatment services for those with a serious mental illness
Housing Support Assessor- assist individuals in accessing all the psychiatric rehabilitation services which are available in Delaware County.
Assertive Community Treatment - Provides intensive, integrated approach to community mental health service delivery. Services are provided in the home as opposed to a more restrictive setting such as a hospital.
Certified Peer Specialist -peer support to work with individuals to create a recovery-oriented environment that focuses on desires, strengths, and ambitions.
Blended Case Management - provided to assist individuals with accessing, linking, and monitoring.
Mobile Psychiatric Rehabilitation - a broad range of rehabilitative goals and skills which can be categorized into five different domains. Programs include direct skills teaching and psychoeducation.

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Number of Proposals received: N/A

Summary of Request for Proposal Process:

N/A

Rationale for Choosing Current Provider versus Issuing a Request for Proposal:

N/A

Plan to issue Request for Proposal or rationale if not planning on issuing one:

The Department of Human Services Mental Health program office is in the process of developing and requesting approval to release Request for Proposals for some of the services provided by this agency. Residential services are not being considered at this time as they involve individual's homes.

Metrics utilized to evaluate provider and results of last assessment:

For residential programs Mental Health Residential audit tool used bi-annually to evaluate adherence to licensed regulations and recovery practices. Census is collected monthly to account for funding

For the Residential Housing Assistance, this is a new program that is funded through the block grant funds. We have not yet had widespread use of these funds. Mental Health will assess if the individuals having rental assistance have had the time to obtain their disability payments, or secure employment within the timeframe provided.

Psychiatric Rehabilitation- Data points forthcoming

Community Employment -

- Gender: Male, Femail, Transgender, Nonbinary
- Race/Ethnicity: Black/African American, Asian, White, Two or more race, Hispanic/Non-Hispanic
- Census
- Work Status: Full Time/Part Time, Seeking Employment/Not Working
- Wages: Lowest /Highest
- # of individuals with Benefits (healthcare, vacation, holiday etc.)

Assessor- This service is not monitored.

Assertive Community Treatment - Will send the following quarterly. This program will establish baseline data in 2023.

- # Admits
- #Discharges
- # of Community Care Behavioral Health funded members
- # of County Funded members
- Total census
- # Crisis Residential admits
- # Inpatient Psychiatric Admits
- # Extended Acute Care

- # Prision admits
- # D&A Admits
- # of Participates who participate in employment
- # of Participates maintained housing or moved to independent level of care

Certified Peer Specialist –This is an embedded program no outcomes are collected.
Blended Case Management - Data points forthcoming as this is a newly contracted service.
Mobile Psychiatric Rehabilitation –Datapoints are forthcoming.

For programs funded through HealthChoices, the Behavioral Health Managed Care Organization reviews programs. Mental Health Quality Improvement receives all assessments and reviews for any issues, or need for additional information

1. Customer satisfaction
2. Appropriate billing per Medical Assistance regulations
3. Clinically appropriate provision of services
4. Medical necessity
5. Adherence to regulations for the service
6. Staff are trained to provide services outlined
7. Adherence to the Program Standards and Requirements for HealthChoices.

Date Request Discussed with Human Services Director: 8/7/2025

Program Approval: _____ *Date:* _____

Fiscal Approval: _____ *Date:* _____

CFO Approval: _____ *Date:* _____

Human Services Director: Angela Hicks *Date:* 8-8-2025

APPENDIX Z

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency: Horizon House, Inc.

Total Contract: 2,940,448

Fiscal Year Ending: June 30 2025

County Program Office: Mental Health

Agency Programs:	Unit Value:	N/A Contract?	Total Cost:	Approved Cost:	Rate:
Prospect Park CRR	Day	No	517,969		$ 166.93
Supported Housing (Scattered)	0	No	637,889		
Specialized Residence CMI	Day	No	78,137		
Nyack Enhanced Support	0	No	429,921		$ 461.78
Mobile Psychiatric Rehabilitation	15 Minutes	No	64,020		$ 41.28
Psych Rehab Site Based	15 Minutes	No	82,152		
Community Employment	0	No	72,274		
Certified Peer Specialist	15 Minutes	No	13,920		$ 14.95
Administrative Case Management - Psych Assessor	15 Minutes	No	117,368		$ 94.58
Supportive Housing (HRF)	0	No	196,179		
Upland Woods	per occurrence	No	32,881		
SLS PCCD	per occurrence	No	139,297		
Assertive Community Treatment Contingency	15 Minutes	No	14,827		
Assertive Community Treatment	15 Minutes	No	238,499		$ 64.06
Assertive Community Treatment - Transitional Age (Delco ACT)	15 Minutes	No	76,800		$ 61.89
Blended Case Management (BCM)	0	No	228,315		$ 10.17

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE
MH 20/24

Revised

Agency:	Horizon House, Inc.				Total Contract:	2,966,448
Fiscal Year Ending:	June 30 2025					
County Program Office:	Mental Health					
Agency Programs:		Unit Value:	N/A Contract?	Total Cost:	Rate:	
	Prospect Park CRR	Day	No	598,076	$	192.11
	Supported Housing (Scattered)	0	No	622,989		
	Specialized Residence CMI	Day	No	78,927		
	Nyack Enhanced Support	0	No	586,958	$	461.76
	Mobile Psychiatric Rehabilitation	15 Minutes	No	42,490	$	50.25
	Psych Rehab Site Based	15 Minutes	No	82,152		
	Community Employment	0	No	21,048		
	Certified Peer Specialist	15 Minutes	No	15,531	$	14.95
	Administrative Case Management - Psych Assessor	15 Minutes	No	52,736		
	Supportive Housing (HRF)	0	No	201,045		
	Upland Woods	per occurrence	No	46,095		
	SLS PCCD	per occurrence	No	91,552		
	Assertive Community Treatment Contingency	15 Minutes	No	12,413		
	Assertive Community Treatment	15 Minutes	No	227,756	$	400.00
	Assertive Community Treatment - Transitional Age (Delco ACT)	15 Minutes	No	163,747	$	400.00
	Blended Case Management (BCM)	0	No	122,933	$	40.00

AGENDA ITEM NO. 10.AL

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Thavy Sim,Human Services
ITEM TYPE:	Award of Contract
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval of Fiscal Year 2025-2026 Department of Human Services Mental Health Contracts and /or Letters of Agreements per the attached list. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	1026-4715-631000, 1026-4702-631000, 1026-4704-631000, 10-26-4705-631000, 1026-4711-631000, 1026-4720-631000, 1026-4722-631000, 1026-4724-631000, 1026-4723-631000, 1026-4735-631000, 1026-4713-631000, 1026-4701-631000, 1026-4706-631000, 1026-4732-631000
ESTIMATED/ACTUAL COST OF REQUEST:	N/A
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Please see the attached supporting documents.

ATTACHMENTS:

Annual Renewal Requests Mental Health Services Fiscal Year 25_26 Contract List

Annual Renewal Requests Mental Health Services Fiscal Year 25_26 Summary Pages and Z Pages.pdf

MENTAL HEALTH
CONTRACTS/LETTERS OF AGREEMENT
OVER 2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
MH 1/25	Salisbury Behavioral Health, LLC	Residential one to one Service	7/1/25-6/30/26	$185,328	$185,328	Status Quo
MH 10/25	Lenape Valley Foundation	Enhanced Community Residential Service	7/1/25-6/30/26	$102,392	$102,392	Status Quo
MH 11/25	Merakey Delaware County	Base/Administrative Case Management, Blended Case Management, Student Assistance Program, Residential (Cloverly, Locksley, Sylvan CRR, Stidman, Aston CRR, CRR Secane Moderate Care, CRR Secane 1:1 Services Only), Psychiatric Rehabilitation, Outpatient (MH Psychotherapy, Clozaril Monitor, MH Group Therapy, MH Psychotherapy, MH Psychotherapy, MH Group Therapy, E/M Existing Cons High, E/M Existing Cons High Sev, Clozaril Sup & Training, MH Family Therapy w/client, Psychiatric Evaluation Adult), Supported Employment, Mobile Restoration for Competency	7/1/25-6/30/26	$6,760,195	$5,688,981	Decreased overall contract value removing LTSR allocated funding.

MENTAL HEALTH
CONTRACTS/LETTERS OF AGREEMENT
OVER 2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
MH 18/25	Voice and Vision, Inc.	Professional Services, CSP Fiduciary, Consumer & Family Satisfaction, Family Road Map Training, CompeerCORPS Program, Compeer	7/1/25-6/30/26	$619,789	$619,789	status Quo
MH 22/25	Holcomb Behavioral Health Systems	Residential (Upper Darby CRR, Burmont CRR, Kirk Lane MISA, and Aston - SPCH)	7/1/25-6/30/26	$2,766,206	$2,843,080	Increased by $76,874 due to increased residential needs related to closure of the LTSR and Davis Personal Care Home.
MH 28/25	CareLink Community Support Services of Pennsylvania	Residential (Lansdowne Supportive Housing, Folcroft, Jefferson CRR, Providence Road SPCH, Crum Lynne CRR, Torrey House SPCH, Transition Age Site), Community Employment (Fac Based Vocational Rehabilitation), Adult Mobile Psychiatric Services, Psychiatric Rehabilitation Program Assessor	7/1/25-6/30/26	$6,963,429	$6,934,634	Decreased by $28,795 based on provider's submitted budget

MENTAL HEALTH
CONTRACTS/LETTERS OF AGREEMENT
OVER 2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
MH 29/25	Child and Family Focus, Inc.	Leave School Based Outpatient Psychiatric Services, Delco Contact, Residential Treatment Facility Referral Program	7/1/25-6/30/26	$1,152,000	$1,052,000	Decreased by $100,000 due to Systems Of Care Grant that will end by the end of December 2025 and removal of First Epsiode Psychosis II Step-Down Service from Agreement
MH 32/25	GEO Reentry, Inc	Transitional Housing Beds	7/1/25-6/30/26	$1,203,568	$282,931	Remove Community Restoration of Competency program reducing overall value $920,637
MH 33/25	Mount Trexler Manor, Inc.	Residential	7/1/25-6/30/26	$375,000	$375,000	Status Quo
MH 71/25	Community Interactions, Inc.	Community Residential Services Housing Assistance (Residential)	7/1/25-6/30/26	$2,017,735	$2,017,735	Status Quo

MENTAL HEALTH
CONTRACTS/LETTERS OF AGREEMENT
OVER 2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
MH 97/25	Mental Health Partnerships	Adult Social Rehabilitation, Recovery Institute, Rep Payee Program, Family Advocate Program (Mental Health Crisis Court), Blended Case Management.	7/1/25-6/30/26	$875,090	$842,685	Decreased Blended Case Management because the provider needs to bill Community Care Behavioral Health for HealthChoices eligible clients
MH-A 7/25	PMHCC, Inc.	Fair Share Rent - Delaware County/SE Regional Office and Portion of SE Regional Office Director of Data Analyst Salary	7/1/25-6/30/26	$32,943	$32,943	Status Quo
MH-A 11/25	National Council for Behavioral Health dba National Council for Mental Welbeing	Mental Health First Aid, Youth Mental Health First Aid Training	7/1/25-6/30/26	$89,000	$53,100	Remaining Balance of Last Year's Contract

MENTAL HEALTH
CONTRACTS/LETTERS OF AGREEMENT
OVER 2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
MH-A 14/25	Multicultural Community Family Services Inc.	Delaware County Cultural and Linguistic Competence Collaborative	7/1/2025-12/31/2025	$59,500	$29,750	6 months Contract due to Systems Of Care Grant Ending in December 2025
MH-A 203/25	Law Offices of Sean Kilkenny, LLC	Legal Services	7/1/25-6/30/26	$75,000	$75,000	Status Quo
MH-A 281/25	NAMI PA Main Line	Professional Provider Training, Family Advocacy	7/1/25-6/30/26	$61,921	$61,921	Status Quo
MH-A 284/25	Stars Behavioral Health Group, Inc. dba Stars Training Academy	Transition to Independence Process training and Train the Trainer	7/1/25-6/30/26	$25,338	$25,338	Status Quo

MENTAL HEALTH
CONTRACTS/LETTERS OF AGREEMENT
OVER 2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
MH-A 23/25	Davis' Personal Care Home II, Inc.	Personal Home Care	7/1/2025-12/31/2025	$76,260	$38,130	6 months Contract due to program closing and need to move individuals

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: Salisbury Behavioral Health, LLC

Contract Number: MH 1/25

Proposed Contract Amount: $185,328

Estimate Expenditures for Current Fiscal Year: $185,328

Proposed Contract Effective Dates: 7/1/2025 to 6/30/2026

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $181,510
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06 % = $3,818

Services included in the Contract:

Residential One-to-One Service – Services to provide a safe therapeutic environment for an individual living in the Cherry Hill Lane regional Long Term Structured Residence

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

This service is specific to a regional service for individuals needing additional support for short periods of time to maintain their tenancy at the Long-Term Structured Residence. A request for proposal will not be issued for this service.

Specific data points which will be utilized to evaluate provider:

The contract will pay for one-to-one services for a specific individual in an existing regional residential program. The program is a regional program not managed by Delaware County Mental Health

Metrics utilized to assess data points and acceptable thresholds:

This is a regional residential program. Delaware County Mental Health does not manage this program. Information related to this program is shared with the Southeast Regional Group.

Results of last assessment of provider:

As of fiscal year 24/25, there were no incidents or complaints shared Delaware County. This provider is in good standing.

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE
MH 1/25

Agency:	**Salisbury Behavioral Health, LLC**	**Total Contract Amount**	**$ 185,328.00**
Fiscal Year Ending:	**June 30 2026**		
County Program Office:	**Mental Health**		

Agency Programs:	Unit Value:	Funding Type	N/A Contract	Total Cost:
Residential One-to-One Services	**Day**	**FFS**	**No**	$ 185,328.00

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: Lenape Valley Foundation

Contract Number: MH 10/25

Proposed Contract Amount: $102,392

Estimate Expenditures for Current Fiscal Year: $102,392

Proposed Contract Effective Dates: 7/1/2025 to 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $100,283
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% = $2,109

Services included in the Contract:

Enhanced Community Residential Service - voluntary residential program where residents can actively pursue their chosen recovery and rehabilitation goals in an environment of support and hope. The program is a diversion site for individuals who would have traditionally accessed higher levels of institutional care.

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

This is a regional program for the Southeast region. A request for service will not be issued for this program as it is not primarily a Delaware County program.

Specific data points which will be utilized to evaluate provider:

This is a regional program located in Bucks County. Delaware County Mental Health has three allocated beds. Mental Health does not conduct audits of this program. Mental Health receives information regarding vacancies and any issues that might arise.

Metrics utilized to assess data points and acceptable thresholds:

This is a regional program located in Bucks County. Delaware County Mental Health has three allocated beds. Mental Health does not conduct audits of this program. Mental Health receives information regarding vacancies and any issues that might arise.

Results of last assessment of provider:

As of Fiscal Year 24/25, the Department of Human Services Office of Mental Health has not received reports of any issues related to the services provided in this residence from Bucks County.

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE
MH 10/25

Agency:	**Lenape Valley Foundation**		**Total Contract Amount**	**$**	**102,392.00**	
Fiscal Year Ending:	**June 30 2026**					
County Program Office:	**Mental Health**					
		Unit Value:	Funding Type	N/A Contract	Total Cost:	
Agency Programs:	**Enhanced Community Residential Service**	**Day**	**FFS**	**No**	$ 102,392.00	

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: Merakey Delaware County

Contract Number: MH 11/25

Proposed Contract Amount: $5,688,981

Estimate Expenditures for Current Fiscal Year: $6,760,195

Proposed Contract Effective Dates: 7/1/2025 to 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $5,571,788
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% = $117,193

Services included in the Contract:

Base/Administrative Case Management – Intake Services
Blended Case Management- provided to assist individuals with accessing, linking, and monitoring
Student Assistance - program to assist school personnel in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to students' success.
Residential (Cloverly, Locksley, Sylvan CRR, Stidman, Aston CRR, CRR Secane Moderate Care, CRR Secane 1:1 Services Only) - Community Residential Services - Personal Care, Full & Moderate Care Community Residential Services
Psychiatric Rehabilitation - a broad range of rehabilitative goals and skills which can be categorized into five different domains. Programs include direct skills teaching and psychoeducation.
Outpatient (MH Psychotherapy, Clozaril Monitor, MH Group Therapy, MH Psychotherapy, MH Psychotherapy, MH Group Therapy, E/M Existing Cons High, E/M Existing Cons High Sev, Clozaril Sup & Training, MH Family Therapy w/client, Psychiatric Evaluation Adult) - Psychiatric Consultation, ongoing individual, group, couples, and family psychotherapy
Supported Employment - Integration of the activity of vocational rehabilitation with treatment services for those with a serious mental illness

Mobile Restoration for Competency - Competency restoration is the process used when an individual charged with a crime is found by a court to be incompetent to stand trial, typically due to an active mental illness or an intellectual disability. A criminal defendant must be restored to competency before the legal process can continue. This program will allow the service to be provided where the individual resides.

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Mental Health will not issue a request for proposal for residential services as these are individuals' homes. Mental Health contracts for Merakey to provide services to individuals not eligible for HealthChoices. These services mirror the services provided under HealthChoices. Mental Health will issue a request for proposal for services managed soley by Mental Health.

Specific data points which will be utilized to evaluate provider:

For programs funded through HealthChoices, the Behavioral Health Managed Care Organization reviews programs. Mental Health Quality Improvement receives all assessments and reviews for any issues, or need for additional information

1. Customer satisfaction
2. Appropriate billing per Medical Assistance regulations
3. Clinically appropriate provision of services
4. Medical necessity
5. Adherence to regulations for the service
6. Staff are trained to provide services outlined
7. Adherence to the Program Standards and Requirements for HealthChoices.

Delaware County housing audit tool used bi-annually to evaluate satisfaction adherence to licensed regulations and recovery practices. Census is collected monthly to reconcile funding

For the Residential Housing Assistance, this is a new program that is funded through the block grant funds. We have not yet had widespread usage of these funds. Mental Health will assess if the individuals having rental assistance have had the time to obtain their disability payments, or secure employment within the timeframe provided.
CPS

Metrics utilized to assess data points and acceptable thresholds:

For programs funded through HealthChoices and the Mental Health the Behavioral Health Managed Care organization periodically assesses the programs for the following metrics. Mental Health Quality Improvement receives the outcomes of those reviews

1. Voice and Vision – consumer satisfaction is evaluated by the third-party vendor that contracts with Mental Health. Individuals are chosen by random within a particular service and are then surveyed by staff and feedback is reported to the behavioral health managed care organization as well as Mental Health. Issues are then resolved with the provider.
2. Chart reviews - The behavioral health managed care organization periodically reviews charts to determine that the Medical Assistance requirements, state and federal requirements are being met. Chart reviews also allow for the review of appropriate and justifiable billing

supported by documentation, medical necessity and adherence to HealthChoices program standards and requirements.

3. Billing instruments – The behavioral health managed care organization uses review of billing instruments to assess appropriate billing procedures, and adherence to the requirements set forth in regulations, including Centers for Medicaid and Medicare Services
4. Provider Staff interviews – the behavioral health managed care organization will also interview staff to access their knowledge of the regulations, fraud waste and abuse, and appropriate care and treatment of individuals in their care.

Results of last assessment of provider:

Merakey's Housing program continues to meet the above standards.
Residential programs were not on rotation audits in the contract year 2023. To date all residential programs are fully licensed. 68 individuals receiving residential services eight were discharged in the reporting periods with 6 individuals with a positive discharge. Positive discharges are defined as moving into independent living with a subsidy (3) or without a subsidy (2), moving in with a family member (1). Across the board it was reported that Merakey's residentials received their licenses from the Office of Mental health and Substance Abuse services.

Community Employment served 19 individuals with all individual working at least 30 hours and receiving wages above the Federal Minium Wage with the highest wage being 16.00 an hour.

The following services maintained good standing with state licensure. Blended Case Management. The program served 619 HealthChoices individuals offering resource coordination or connections to Social Determinant of Health Needs. Outpatient Services through HealthChoices served 1681 individual.

Merakey had not billing or fraud waste or abuse reports from Delaware County's Behavioral Health Managed Care Organization. Overall, Merakey is meeting their contractual obligations.

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency: Merakey Delaware County Total Contract: $ 5,688,981.00

Fiscal Year Ending: June 30 2026

County Program Office: Mental Health

Agency Programs:	Provider Type:	Specialty Code:	Procedure Code:	Price Modifier:	Info Modifier:	Location Code:	Unit Value:	Cost Center:	Funding Type:	N/A Contract?	Total Cost:	Approved Cost:	Rate:	Comments:
Base Administrative Management	21	215	T1016	HX	0	0	15 MINUTES	3.20	FFS	No	744,379		$ 81.35	
Outpatient	8	110	VARIOUS	0	0	117	VARIOUS	0.00	FFS	No	60,000			
Blended Case Management	21	222	T1017	UB-UC	0	53	15 MINUTES	0.00	PROGRAM FUNDED	No	183,500		$ 40.00	
SAP	0	0	0	0	0	0	0	0.00	FFS	No	384,878			
Supported Employment	0	0	0	0	0	0	0	3.40	FFS	No	211,450		$ 155.48	
Cloverly	52	456	T2048	HW	0	158	DAY	3.16	FFS	No	543,831		$ 584.14	
Locksley	52	456	T2048	HW	0	159	DAY	3.16	FFS	No	551,798		$ 592.69	
Sylvan CRR	52	456	T2048	0	0	145	DAY	3.16	FFS	No	600,718		$ 242.03	
Stidman	52	456	T2048	HW	0	160	DAY	3.16	FFS	No	519,240		$ 239.06	
Aston CRR	52	456	T2048	0	0	145	DAY	3.16	FFS	No	541,337		$ 349.02	
CRR Secane Moderate Care	52	456	T2048	0	0	145	DAY	3.16	FFS	No	757,739		$ 111.01	
Mobile Restoration of Competency	0	0	0	0	0	0	15 MINUTES	0.00	PROGRAM FUNDED	No	377,867			
Psych Rehab	11	123	H0036	HK	0	58	15 MINUTES	3.24	FFS	No	139,920			This is an APA. $11,660 per month
MH Psychotherapy	8	110	90806	UB	0	117	45 minutes	0.00	FFS	No	-		$ 68.00	
Clozaril Monitor	8	110	Z9999	0	0	117	15 MINUTES	0.00	FFS	No	-		$ 44.00	
MH Group Therapy	8	110	Z9999	0	0	117	30 min	0.00	FFS	No	-		$ 16.00	
MH Psychotherapy	8	110	90808	UB	0	117	53+ min	0.00	FFS	No	-		$ 84.00	
MH Psychotherapy	8	110	90832	0	0	117	16-37 min	0.00	FFS	No	-		$ 34.00	
MH Group Therapy	8	110	Z9999	0	0	117	15 MINUTES	0.00	FFS	No	-		$ 8.00	
E/M Existing Cons High	8	110	90862	0	0	117	25 min	0.00	FFS	No	-		$ 50.40	
E/M Existing Cons High Sev	8	110	99213	0	0	117	40 minutes	0.00	FFS	No	-		$ 63.00	
Clozaril Sup & Training	8	110	Z9999	0	0	117	45 min	0.00	FFS	No	-		$ 132.00	
MH Family Therapy w/client	8	110	90847	0	0	117	45-50 min	0.00	FFS	No	-		$ 70.00	
Psychiatric Evaluation Adult	8	110	90791	UB	0	117	event	0.00	FFS	No	-		$ 168.00	
CRR Secane 1:1 Services Only	52	456	T2048	0	0	145	DAY	3.16	FFS	No	72,324			Funds To Be Spent Upon Approval of DHS Program Administrator Within the First Quarter of FY2526

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: Voice and Vision, Incorporated

Contract Number: MH 18/25

Proposed Contract Amount: $619,789

Estimate Expenditures for Current Fiscal Year: $619,789

Proposed Contract Effective Dates: 7/1/2025 to 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $607,021
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% = $12,768

Services included in the Contract:

Consumer & Family Satisfaction-Voice & Vision Member & Family Satisfaction Team with lived experience interview members and family members of children receiving behavior health services to ascertain if those services are meeting people's needs, identify what is working well, and make recommendations for change. Support is offered to the member or family member through the engagement and interviewing process, and those who request help or advocacy are referred to appropriate resources.

Professional Services - Administrative fee will include the office managers' time, accountant's time, preparation of reports, documentation review by an auditor, and supplies related to disbursements for the Community Support Program.

Community Support Program Fiduciary - The Delaware County Department of Human Services Office of Mental Health empowers the Community Support Program (CSP) Committee to follow the principles of CSP by establishing their annual work plan, conducting outreach, providing information and resources, and developing goals, objectives, and a budget. Voice and Vision's CSP Fiduciary role provides fiduciary support to the CSP Committee (pay bills, develop financial reports, bill the county, etc), so the CSP can concentrate on doing their work.

Compeer-To promote and support recovery of persons with serious and persistent mental illness through establishing a supportive friendship match with a caring, trained, adult volunteer with the objectives to decrease the person's isolation, reduce their need for hospitalization, and increase opportunities and experiences that help the person successfully integrate into the community.
Family Road Map Training- trainers will facilitate workshops for Delaware County families that have children with special needs. Forty family members per year will be trained.
CompeerCorps - CompeerCORPS connects a Veteran with another Veteran in recovery to foster hope, develop friendships, and offer supportive help where needed.

Was a Request for Proposal Issued? Yes X No Date: 2017

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Voice and Vision has been very flexible in adding services and assisting with the program needs. At this time, there is not a plan to release a request for proposal, however the program will continue to reevaluate this option.

Specific data points which will be utilized to evaluate provider:

Professional Services Community Support Program Fiduciary-this is administrative oversight. There are no data points collected.
Family Road Map Training- number of attendees, number of attendees completed and satisfaction results from training.
Consumer & Family Satisfaction: Voice & Vision provides regular updates to the Office of Mental Health regarding the outcomes of satisfaction surveys. In addition, we work with the program to identify areas of need for the consumer and family surveys. Voice & Vision submits:

- Quarterly project tracker
- Total number of Surveys completed
- PEPS standard 101

Compeer/ CompeerCorps: Number of matches made, and hours of service completed

Metrics utilized to assess data points and acceptable thresholds:

Due to Voice and Vision overseeing a variety of programs. The metrics used to analyze each programs success will vary.
Family Road Map training will be accessed the year in which they occur with another training planned for the fiscal year 25/26.
Consumer & Family Satisfaction is accessed annually through an audit to ensure they are meeting Appendix L requirements. The expectation is that the team meets the Appendix L requirements 100%. Additionally, the team contracts to survey up to 700 residents per year with a benchmark of 90% (630) success rate of survey completion due to the projection that at least 10% of individuals will decline to participate as surveys are per their choice. The threshold expectation is that the team will meet the Office of Mental Health's review which held every two years at a 100%.
Compeer/ CompeerCorps: Reports their outputs quarterly.

Results of last assessment of provider:

Voice and Vision continue to be a high performing program meeting all standard indicators. Please see the attached Summary report for Compeer/Compeer Corps and the Consumer & Family Satisfaction Team.

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency: Voice and Vision, Inc. Total Contract: 619,789

Fiscal Year Ending: June 30 2026

County Program Office: Mental Health

Agency Programs:	Provider Type:	Specialty Code:	Procedure Code:	Price Modifier:	Info Modifier:	Location Code:	Unit Value:	N/A Contract?	Total Cost:	Approved Cost:	Rate:
Compeer	0	0	0	0	0	0	0	No	124,634		
CSP Fiduciary	0	0	0	0	0	0	0	No	9,900		
Consumer/Family Satisfaction Team	0	0	0	0	0	0	0	No	399,510		
Professional Services	0	0	0	0	0	0	0	No	990		
Family Road Map Training	0	0	0	0	0	0	0	No	5,573		
CompeerCORP	0	0	0	0	0	0	0	No	79,182		

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: Holcomb Behavioral Health Systems

Contract Number: MH 22/25

Proposed Contract Amount: $2,843,080

Estimate Expenditures for Current Fiscal Year: $2,766,206

Proposed Contract Effective Dates: 7/1/2025 to 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $2,784,513
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% = $58,567

Services included in the Contract:

Residential (Upper Darby CRR, Burmont CRR, Kirk Lane MISA, and Aston - SPCH)
- Community Residential Services -Personal Care, Full & Moderate Care, Community Residential Rehabilitation, Long Term Structured Residence.

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

The program is evaluating which programs will need a request for proposal and the plan to ensure that the requests for proposals are issued once every 5 years for programs that are not HealthChoices eligible. Mental Health contracts with providers for HealthChoices eligible services to provide the same level of services to individuals who are not HealthChoices eligible. The contracts are held by the behavioral health managed care organizations and the rates are determined by the managed care organization in consultation with Mental Health. The Managed Care organization is required to have adequate providers to serve the needs of the Delaware County Members.

Specific data points which will be utilized to evaluate provider:

Residential Programs- will continue to be assessed through the County and State reviews.

- A homelike, non-institutional environment providing maximum opportunity to learn the skills necessary for more independent living.
- A residential setting providing each client with maximum possible autonomy, independence, and self-determination.
- A program which constantly strives to enable clients to move to less restrictive living settings.
- Responsible staff to support and assist the client as needed in his movement to independence.
- Well-developed cooperative efforts with other agencies in the service delivery system to ensure coordinated, continuous, and effective services for the rehabilitation of clients.

Community Residential Services Housing Assistance –This program has been utilized by some providers and has been instrumental in housing individuals who do not yet have a source of income,

Family-Based/Family Support-This program will be monitored through the HealthChoices contract and the Commonwealth licensures. Projected Data points:

Mental Health Outpatient Services – This program will be monitored through the HealthChoices contract and claims data. Baseline data will be established in 2023.

Metrics utilized to assess data points and acceptable thresholds:

Residential Program

1. A homelike, non-institutional environment providing maximum opportunity to learn the skills necessary for more independent living. Met (X) Not Met ()
2. A residential setting providing each client with maximum possible autonomy, independence, and self-determination. Met (X) Not Met ()
3. A program which constantly strives to enable clients to move to less restrictive living settings. Met(X) Not Met ()
4. Responsible staff to support and assist the client as needed in his movement to independence. Met (X) Not Met ()
5. Well-developed cooperative efforts with other agencies in the service delivery system to ensure coordinated, continuous, and effective services for the rehabilitation of clients. Met (X) Not Met ()

Results of last assessment of provider:

Residential Programs are in good standing. There are no reported health and safety concerns and were awarded a full license.
Family Based Services: Thirty-eight families were received services. The program has no Fraud Waste and Abuse report or Advertise Incidents reported to the Behavioral Health Managed Care Organization.

Mental Health Outpatients: Two hundred twenty-six members received services. The program has no Fraud Waste and Abuse report, or Advertise Incidents reported to the Behavioral Health Managed Care Organization.

Overall, this provider is in good standing with Behavioral Health Managed Care Organization and the Delaware County Department of Human Services Office of Mental Health.

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	**Holcomb Behavioral Health Systems**	Total Contract:	2,843,080
Fiscal Year Ending:	**June 30 2026**		
County Program Office:	**Mental Health**		

Agency Programs:	Provider Type:	Specialty Code:	Procedure Code:	Price Modifier:	Info Modifier:	Location Code:	Unit Value:	N/A Contract?	Total Cost:	Approved Cost:	Rate:
Upper Darby CRR	**52**	**456**	**T2048**	**0**	**0**	**73**	**per diem**	**No**	978,159		$ 137.07
Burmont CRR	**52**	**456**	**T2048**	**0**	**0**	**74**	**per diem**	**No**	760,726		$ 245.16
Kirk Lane MISA	**52**	**456**	**T2048**	**0**	**HW**	**77**	**per diem**	**No**	419,177		$ 450.24
Aston - SPCH	**52**	**456**	**T2048**	**0**	**HW**	**78**	**per diem**	**No**	685,018		$ 275.99

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: CareLink Community Support Services of Pennsylvania

Contract Number: MH 28/25

Proposed Contract Amount: $6,934,634

Estimate Expenditures for Current Fiscal Year: $6,963,429

Proposed Contract Effective Dates: 7/1/2025 to 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $6,791,781
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% = $142,853

Available Budget:

Services included in the Contract:

Residential (Lansdowne Supportive Housing, Folcroft, Jefferson CRR, Providence Road SPCH, Crum Lynne CRR, Torrey House SPCH, Transition Age Site) - Community Residential Services - Personal Care, Full & Moderate Care Community Residential Rehabilitation Services, Long Term Structured Residence

Community Employment (Fac Based Vocational Rehabilitation) - integration of the activity of vocational rehabilitation with treatment services for those with a serious mental illness

Adult Mobile Psychiatric Services - a broad range of rehabilitative goals and skills which can be categorized into five different domains. Programs include direct skills teaching and psychoeducation

Psychiatric Rehabilitation Program Assessor - assist individuals in accessing all the psychiatric rehabilitation services which are available in Delaware County

Was a Request for Proposal Issued? Yes x No Date: 2004

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Community Residential Services – A request for proposal was issued in 2004 when this program was expanded. A new Request for Proposal would not be issued in the future as this program is a longer-term living opportunity for individuals with Serious Mental Illness.

Long Term Structured Residence – An initial request for proposal was not issued for this program. The Department of Mental Health is currently developing a plan for issuing a request for proposal in all programs that are not network services.

Adult Mobile Psychiatric Services – This is an in-network service with set rates, no request for proposal is needed.

Vocational - An initial request for proposal was not issued for this program. The Office of Mental Health will follow the plan for issuing a request for proposal in all programs that are not network services

Specialized Treatment and Rehabilitation – This is an in-network service with set rates, no request for proposal is needed.

Psychiatric Rehabilitation Program Assessor – This is an in-network service with set rates, no request for proposal is needed.

Specific data points which will be utilized to evaluate provider:

Community Residential Services – For Residential Services, Mental Health utilizes the Residential audit tool bi-annually to evaluate adherence to licensed regulations and recovery practices. Satisfaction is captured as well. Census is collected monthly to reconcile funding.

Long Term Structured Residence – Data points forthcoming
Vocational --

- Age: 18-20/21-65
- Gender: Male, Femail, Transgender, Nonbinary
- Race/Ethnicity: Black/African American, Asian, White, Two or more race, Hispanic/Non-Hispanic
- Census
- Work Status: Full Time/Part Time, Seeking Employment/Not Working
- Wages: Lowest /Highest
- # of individuals with Benefits (healthcare, vacation, holiday etc.)

For programs funded through HealthChoices, (Certified Peer Specialist, Psychiatric Rehabilitation Program Assessor, Specialized Treatment and Rehabilitation, Adult Mobile Psychiatric Services, and Long-Term Structured Residence) the Behavioral Health Managed Care Organization reviews programs. Mental Health Quality Improvement receives all assessments and reviews for any issues, or need for additional information

1. Customer satisfaction
2. Appropriate billing per Medical Assistance regulations
3. Clinically appropriate provision of services
4. Medical necessity
5. Adherence to regulations for the service
6. Staff are trained to provide services outlined

7. Adherence to the Program Standards and Requirements for HealthChoices.

Metrics utilized to assess data points and acceptable thresholds:

For Residential Services, the metrics include the following:

1. A homelike, non-institutional environment providing maximum opportunity to learn the skills necessary for more independent living. Met (X) Not Met ()
2. A residential setting providing each client with maximum possible autonomy, independence, and self-determination. Met (X) Not Met ()
3. A program which constantly strives to enable clients to move to less restrictive living settings. Met(X) Not Met ()
4. Responsible staff to support and assist the client as needed in his movement to independence. Met (X) Not Met ()
5. Well-developed cooperative efforts with other agencies in the service delivery system to ensure coordinated, continuous, and effective services for the rehabilitation of clients. Met (X) Not Met ()

For programs funded through HealthChoices, the Behavioral Health Managed Care Organization reviews programs. Mental Health Quality Improvement receives all assessments and reviews for any issues, or need for additional information

1. Customer satisfaction
2. Appropriate billing per Medical Assistance regulations
3. Clinically appropriate provision of services
4. Medical necessity
5. Adherence to regulations for the service
6. Staff are trained to provide services outlined
7. Adherence to the Program Standards and Requirements for HealthChoices

Results of last assessment of provider:

Certified Peer Specialist: At this time, County monitoring is focused on building census as they have low census serving an average of 15-17 individuals per month.

Residential Services: This provider has a full license from the Pennsylvania Department of Human Services Office of Mental Health and Substance Abuse Service. They currently have no complaints or incidents reported and have met their residential criteria.

Mobile Psychiatric Rehabilitation Services: For the reporting year of 24/25 this service served an average of 11 distinct individual who are seen any where from 1 to 3 a week depending on the member's needs. This service is based on in home and community supports. The majority of individuals seek help with activities of daily living such as house keeping, budgeting and grocery shopping. This program has no Fraud Waste or Abuse concerns from the Behavioral Health Managed Care Organization.

Supported Employment: Served an average of 13 distinct members of these individuals 4 maintained working part time of 30 hrs or less. One individual has maintained employment for the year working over 30 hrs per week which included benefits such as sick and vacation time. All employed individuals earn above the Pennsylvania State Minium Wage averaging $10.00-$19.00 per our hour.

This provider is in good standing with the Delaware County Office of Mental Health.

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	Carelink Community Support Services of Pennsylvania	Total Contract:	$ 6,934,634.00
Fiscal Year Ending:	June 30 2026		
County Program Office:	Mental Health		

Agency Programs:	Provider Type:	Specialty Code:	Procedure Code:	Price Modifier:	Info Modifier:	Location Code:	Unit Value:	N/A Contract?	Total Cost:	Approved Cost:	Rate:
Psychiatric Rehabilitation - Mobile	11	123	H0036	0	HB	64	15 Minutes	No	$ 156,257		
Lansdowne Supportive Housing	11	595	H2015	0	HE	66	Day	No	$ 721,584		
Folcroft	52	456	T2048	0	HW	0048?	Day	No	$ 638,572		$ 342.95
Jefferson CRR	52	456	T2048	0	0	61	Day	No	$ 652,186		$ 262.77
Providence Road SPCH	52	456	T2048	0	0	61	Day	No	$ 1,185,197		$ 636.52
Crum Lynne CRR	52	456	T2048	0	0	61	Day	No	$ 875,975		$ 235.29
Torrey House SPCH	52	456	T2048	0	HW	0036?	Day	No	$ 1,763,420		$ 405.94
Transition Age Site	52	456	T2048	0	0	61	Day	No	$ 779,154		$ 418.45
Administrative Case Management/Assessor	21	215	T1016	0	HX	35	15 Minutes	No	$ 12,996		
Fac Based Vocational Rehabilitation	53	531	H2023	0	HX	34	15 Minutes	No	$ 149,293		

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: Child and Family Focus, Incorporated

Contract Number: MH 29/25

Proposed Contract Amount: $1,052,000

Estimate Expenditures for Current Fiscal Year: $1,152,000

Proposed Contract Effective Dates: 7/1/2025 to 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $1,030,329
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% = $21,671

Services included in the Contract:

First Episode Psychosis Program – Program to assist young adults experiencing their first encounter with a psychotic episode.
Residential Treatment Facility Referral Program – Manage referral process for children in need of residential treatment facility placement
School Based Outpatient Psychiatric Services - Provide therapeutic behavioral health supports in a school setting.
Delco Contact – Provides support for families and children waiting for openings in needed services.

Was a Request for Proposal Issued? Yes X No Date: 2017 unknown

Plan to issue Request for Proposal or rationale if not planning on issuing one:

No Request for Proposals for this reporting period.

Specific data points which will be utilized to evaluate provider:

For First Episode Psychosis

- Decrease in hospitalizations
- Increased employment rates
- Increased school enrollment
- Decrease in suicide attempts/ideation
- Significantly improved symptoms

For Transition to Independence Program

- Group Supervisions Conducted
- Group Supervisions that included Transition to Independence solutions review
- First Futures plan Reviews conducted
- First futures Plan reviews where the young person completed a satisfaction survey
- Number of discharges
- Discharges where young person completed a satisfaction survey
- Meeting's conducted

Residential Treatment Facility Referral Program

- # of monthly referrals received by inpatient providers
- # of referrals completed per quarter
- # of members placed within 14 days
- # of outstanding placements with reason

School Based Outpatient Psychiatric Services is in its early implementation phase. Data points will be created on program has received their licenses.

Metrics utilized to assess data points and acceptable thresholds:

The programs provided by Child and Family Focus, Incorporated have Fidelity Instruments that identify the implementation and outcomes of the program.

Results of last assessment of provider:

Delco Contact: There were 118 members seen in the FY 23/24 reporting year. The top Behavioral Health Service referred to was Mental Health Outpatient (48). Top Community Resource Referrals: Food resources (9), Medical Insurance (11), Social/Community Connections (13), and Education (11).
Residential Treatment Facility Referral Program: In the calendar year 2024 there were 137 youth receiving referrals to this level of care. The average length of stay was 3 to 5 months. Fifty-four youth were on the waiting list for an average of 3 months before placement. Which falls in line with the Pennsylvania State average.
CPS: Capacity is 26, currently serving 12. No waitlist it should be noted that this program serves youth with complex needs.

Transition to Independence: This program is still in its first-year implementation phase. County Quality Improvement staff and provider are working creating outcomes.

This program is in good standing with no health, safety or licensure concerns.

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	Child and Family Focus, Inc.	Total Contract:	1,052,000
Fiscal Year Ending:	June 30 2026		
County Program Office:	Mental Health		

Agency Programs:	Provider Type:	Specialty Code:	Procedure Code:	Price Modifier:	Info Modifier:	Location Code:	Unit Value:	N/A Contract?	Total Cost:	Approved Cost:	Rate:
First Episode Psychosis	0	0	0	0	0	0	0	No	120,000		
Delco Contact	0	0	0	0	0	0	0	No	100,000		
RRM/RTF	0	0	0	0	0	0	0	No	100,000		
School Based Outpatient DCIU	0	0	0	0	0	0	0	No	732,000		

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: GEO Reentry, Incorporated

Contract Number: MH 32/25

Proposed Contract Amount: $282,931

Estimate Expenditures for Current Fiscal Year: $1,203,568

Proposed Contract Effective Dates: 7/1/2025 to 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $277,103
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% = $5,828

Services included in the Contract:

Transitional Housing Beds - designed to provide individuals with mental health, co-occurring diagnoses and criminal justice system a safe supportive, stable environment for personal growth and opportunities to acquire the skills and system supports they will need to successfully transition to life in the community at large.

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

The program is assessing all services and developing a plan to issue Request for Proposals for all services that have not had one issued in the last 5 years. The transitional housing program was developed as a result of the ACLU lawsuit and receives Community Hospital Integration Program Project allocations from the Office of Mental Health and Substance Abuse Services. The community competency restoration program currently is a pilot and Mental Health will issue a request for proposal if the program is to move forward.

Specific data points which will be utilized to evaluate provider:

Delaware County will use the following data points:

- Newly Quarterly admission
- # of residents referred to Behavioral Health (Mental Health & Drug & Alcohol) treatment within 7 days
- # of residents referred to Behavioral Health treatment (Mental Health & Drug & Alcohol) within 30 days
- # of residents receiving Behavioral Health (Mental Health & Drug & Alcohol) treatment withing 30-60 days of admission
- # of follow up contacts with Behavioral Health (Mental Health & Drug & Alcohol) providers within 30 days of referral

GEO also has an ongoing discharge satisfaction survey, adherence to licensed regulations and recovery practices. Census is collected monthly to reconcile funding. Quarterly outcomes report is submitted by provider, analyzed and summarized to develop an annual report. Quarterly reports include reporting on demographics, behavioral health, social, employment and physical health outcomes. Quarterly reports have been submitted timely.

Metrics utilized to assess data points and acceptable thresholds:

Serenity Transistional Housing Outcomes
Referrals to community providers: Housing agencies, Mental Health providers, Drug & Alcohol, providers, Physical health providers, Employment agencies, educational institutions, Recreational programs, Legal aid, ACT program, Other
Successful Residents employed or participation educational or training programs: Residents employed, Residents in educational programs, Residents in training programs, Residents involved with MH Treatment Court, Housing **Placements:** Independent Housing, Living with Family/Friends, Support Living Site

Results of last assessment of provider:

Transitional Housing Program: This program served 73 individuals with an average waitlist of 17 individuals. Referrals to community providers: Housing agencies (15), Mental Health providers (7), Drug & Alcohol providers (4), Physical health providers (0), Employment agencies (28), Educational institutions (12), Recreational programs (34), Legal aid (2), ACT program (1), Other (0)
Successful Residents employed or participating in educational or training activities: Residents employed (39), Residents in educational programs (8), Residents in training programs (5), Residents involved with MH Treatment Court (10). Successful Housing **Placements:** Independent Housing: (11), Living with Family/Friends: (5), Support Living Site: (1). There has been no health and safety concerns. The provider has no corrective action plan for the reporting year.

This provider is in good standing with the Delaware County, Department of Human Services Office of Mental Health.

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	**GEO ReEntry, Inc.**	Total Contract:	282,931
Fiscal Year Ending:	**June 30 2026**		
County Program Office:	**Mental Health**		

Agency Programs:	Provider Type:	Specialty Code:	Procedure Code:	Cost Center:	N/A Contract?	Total Cost:	Rate:
Transitional Housing	**11**	**126**	**H2016**	**3.22**	**No**	282,931	$ 182.42

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: Mount Trexler Manor, Incorporated

Contract Number: MH 33/25

Proposed Contract Amount: $3750,000

Estimate Expenditures for Current Fiscal Year: $375,000

Proposed Contract Effective Dates: 7/1/2025 to 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $367,275
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% = $7,725

Services included in the Contract:

Residential – This program was developed to serve individuals with Traumatic Brain Injury who are also forensically involved.

Was a Request for Proposal Issued? Yes X No Date: 12/4/2018

Plan to issue Request for Proposal or rationale if not planning on issuing one:

The Request for Proposal was issued and reviewed in accordance with the Department of Human Services policy and procedures. Human Services Mental Health began to work with the provider; however, it was determined that the provider could not provide the needed services. The Request for proposal was not reissued due to the Office of Mental Health and Substance Abuse Services recommending the Mount Trexler program and advocating with them on our behalf to develop this new and needed service. Mental Health will not reissue a request for proposal for this program. This program is home to currently two, and eventually three individuals with Traumatic Brain Injury.

Specific data points which will be utilized to evaluate provider:

Mental Health audit tool used bi-annually to evaluate satisfaction, adherence to licensed regulations, and recovery practices. Census is collected monthly to reconcile funding. Quarterly outcomes report is submitted by provider, analyzed, and summarized to develop an annual report. This is a new program.

Metrics utilized to assess data points and acceptable thresholds:

Assessment will be completed in 2025

1. A homelike, non-institutional environment providing maximum opportunity to learn the skills necessary for more independent living.
2. A residential setting providing each client with maximum possible autonomy, independence, and self-determination.
3. A program which constantly strives to enable clients to move to less restrictive living settings.
4. Responsible staff to support and assist the client as needed in his movement to independence.
5. Well-developed cooperative efforts with other agencies in the service delivery system to ensure coordinated, continuous, and effective services for the rehabilitation of clients.

Results of last assessment of provider:

Provider currently is in good standing with the Delaware County Department of Human Services Office of Mental Health. To date this provider has no corrective action plans. No health and safety concerns.

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	**Mount Trexler (New Vitae)**	Total Contract:	375,000
Fiscal Year Ending:	**June 30 2026**		
County Program Office:	**Mental Health**		

Agency Programs:	Provider Type:	Specialty Code:	Procedure Code:	Price Modifier:	Info Modifier:	Location Code:	Unit Value:	N/A Contract?	Total Cost:	Approved Cost:	Rate:
Supported Living	**11**	**595**	**H2016**	**0**	**0**	**20**	**per diem**	**No**	375,000		$ 600.00

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: Community Interactions, Incorporated

Contract Number: MH 71/25

Proposed Contract Amount: $2,017,735

Estimate Expenditures for Current Fiscal Year: $2,017,735

Proposed Contract Effective Dates: 7/1/2025 to 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $1,976,171
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% = $41,565

Services included in the Contract:

Residential (Bullens, Brookside, and Verona Rd) - Community Residential Services - three person homes-long-term, non-time-limited housing resource with low demand expectations placed on residents.

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

This service is a long-term residential program that is home to three individuals, A request for proposal will not be issued for this service.

Specific data points which will be utilized to evaluate provider:

Delaware County audit tool will be used bi-annually to satisfaction, evaluate adherence to licensed regulations and recovery practices. Census is collected monthly to reconcile funding.

For the Residential Housing Assistance, this is a new program that is funded through the block grant funds. We have not yet had widespread usage of these funds. Mental Health will assess if the individuals having rental assistance have had the time to obtain their disability payments, or secure employment within the timeframe provided.

Metrics utilized to assess data points and acceptable thresholds:

1. A homelike, non-institutional environment providing maximum opportunity to learn the skills necessary for more independent living. Met [x] Not Met []
2. A residential setting providing each client with maximum possible autonomy, independence, and self-determination. Met [x] Not Met []
3. A program which constantly strives to enable clients to move to less restrictive living settings. Met [x] Not Met []
4. Responsible staff to support and assist the client as needed in his movement to independence. Met [x] Not Met
5. Well-developed cooperative efforts with other agencies in the service delivery system to ensure coordinated, continuous, and effective services for the rehabilitation of clients. Met [x] Not Met

Results of last assessment of provider:

This provider has no health, and safety concerns and continues to meet expected goals. There have been no corrective action plans for this provider. They remain in good standing with the Office of Mental Health.

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	**Community Interactions**	Total Contract:	2,017,735
Fiscal Year Ending:	**June 30 2026**		
County Program Office:	**Mental Health**		

Agency Programs:	Provider Type:	Specialty Code:	Procedure Code:	Price Modifier:	Info Modifier:	Location Code:	Unit Value:	N/A Contract?	Total Cost:	Approved Cost:	Rate:
Bullens	**52**	**456**	**T2048**	**HW**	**0**	**178**	**per diem**	**No**	666,778		$ 641.13
Brookside	**52**	**456**	**T2048**	**HW**	**0**	**179**	**per diem**	**No**	731,729		$ 703.59
Verona Rd	**52**	**456**	**T2048**	**HW**	**0**	**181**	**per diem**	**No**	619,228		$ 595.41

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: Mental Health Partnerships

Contract Number: MH 97/25

Proposed Contract Amount: $842,685

Estimate Expenditures for Current Fiscal Year: $875,090

Proposed Contract Effective Dates: 7/1/25 to 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $825,326
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% = $17,359

Services included in the Contract:

Adult Social Rehabilitation - provides recovery education classes and activities to all individuals who go to the center. Self-Help and Recovery Exchange also provides basic services like showers and laundry services. There is also a computer lab and recreational activities.
Recovery Institute - Training and ongoing learning opportunities for Certified Peer Support Services.
Representative Payee Program - Bill paying and funds distribution services to individuals with mental health conditions
Family Advocate Program (Mental Health Crisis Court) - individualized and recovery-oriented support, information, and resources to family members, partners, and friends who attend Mental Health Crisis court proceedings that involve a 303 petition hearing.
Blended Case Management - provided to assist individuals with accessing, linking, and monitoring.

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

All programs that are not in network services will have a Request for Proposal issued and will adhere to the County requirement of the issuance of a Request for Proposal on a 5-year cycle.

Specific data points which will be utilized to evaluate provider:

Adult Social Rehabilitation SHARE- include:
1. Provide Quality & Compliance Monitoring Plan for each program including, staff supervision and training, ongoing data collection, staff responsible for monitoring, and frequency.
2. How will you ensure that the SHARE program has a robust offering of learning, social and peer support opportunities? How will participants provide input and/or feedback regarding opportunities?
3. How will you monitor number of individuals utilizing services who are living with a mental illness?
4. How will you ensure that staff are adequately trained on program roles and responsibilities?

Recovery Institute- Metrics include:
1. Identify permanent Training and Development staff to continue enhancement project.
2. Maintain current Continuous Quality Improvement Plan.

Rep Payee Program-Metrics include:
1. Provide Quality & Compliance Monitoring Plan for each program including, staff supervision and training, ongoing data collection, staff responsible for monitoring, and frequency.
2. How will you ensure that start/end dates, transition from one level to another and rationale are documented for each participant?
3. How will you ensure that the Rep Payee Account Specialist and Case Manager document activities conducted during interactions?

Blended Case Management – This is a new program and data point will be forthcoming.

Certified Peer Specialist Training –

- # of applications submitted for training
- # of applicants accepted
- # of applicants graduated from training
- # of graduates found employment within 3, 6,9 and 12 months of training.

Metrics utilized to assess data points and acceptable thresholds:

Program and Quality staff continue to meet regularly with the provider to determine compliance with contracted services. This provider has struggled with some aspects of documentation, however, has made progress according to program staff information.

Results of last assessment of provider:

BCM FY23/24: This program started reporting outcomes in the 4th quarter within that quarter Mental Health's Partnerships served 42 people between the ages of 18 and 79 years old. Fourteen individuals voluntarily discharged. Services that were requested and had success connections were to Certified Peer Specialist, transportation services, housing resources, Medical Insurance, and Primary Health Care services.

Family Peer Support FY23/24: is the smallest County Funded program for this contract. Individuals served are first time family members who were petitioners, therefore, the expectation for the year would be less than 100 individuals accessing service would be considered a successful program implementation. In the FY 23/24 a total of 35 individuals requested resources from this program.

Project Share FY 23/24: There were 5,660 duplicated contacts with 1,301 individuals accepting services. Individuals may access multiple services or use services multiple times in a day such food/meals. Daily services accessed were showers (108), laundry services (77), and meals (6,868). Long term services offer was housing search supports (227), assistance with connecting to DPW (31), computer/employment skills (652), case management (31), and support groups for drug and alcohol and mental health services (91).

Representative Payee services FY 23/24: This program has an average monthly enrollment of 88 individuals per month with the majority of individuals working on basic budgeting and financial skills. Overall Mental Health Partnerships is in good standing with the Office of Mental Health. No corrective action plans for the time frame being reported.

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency:	**Mental Health Partnerships**	Total Contract:	842,685
Fiscal Year Ending:	**June 30 2026**		
County Program Office:	**Mental Health**		

Agency Programs:	Provider Type:	Specialty Code:	Procedure Code:	Price Modifier:	Info Modifier:	Location Code:	Unit Value:	N/A Contract?	Total Cost:	Approved Cost:	Rate:
Adult Social Rehab	**11**	**76**	**H0038**	**0**	**0**	**33**	**15 minutes**	**No**	514,000		
Recovery Institute	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**No**	158,529		
Rep Payee	**11**	**595**	**H0046**	**0**	**0**	**25**	**15 minutes**	**No**	120,120		$ 91.00
FAP - Mental Health Crisis Court	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**No**	10,000		
Blended Case Management	**21**	**222**	**T1017**	**UB**	**UC**	**47**	**15 minutes**	**No**	40,036		$ 40.00

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: PMHCC, Incorporated

Contract Number: MH-A 7/25

Proposed Contract Amount: $32,943

Estimate Expenditures for Current Fiscal Year: $32,943

Proposed Contract Effective Dates: 7/1/2025 to 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $32,264
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% = $679

Services included in the Contract:

Fair Share Rent - Delaware County/SE Regional Office and Portion of SE Regional Office Director of Data Analyst Salary – 1/5 Delaware County/Southeast Regional Office and 1/5 Portion of Southeast Regional Office Director of Data Analyst Salary. The regional office provides supports to the 5 counties in the Southeast region.

Was a Request for Proposal Issued? Yes [ ] No [x] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Delaware County participates in this regional development group to meet the needs of County residents with shared resources. The group was started as a result of the closure of state hospitals. No Request for Proposal is needed.

Specific data points which will be utilized to evaluate provider:

Mental Health has not reviewed this entity. Mental Health participates in this collaborative with the five-county southeast region.

Metrics utilized to assess data points and acceptable thresholds:

N/A

Results of last assessment of provider:

N/A

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE
MH-A 7/25

Agency:	**PMHCC, Incorporated**		**Total Contract Amount**		**$32,943.00**	
Fiscal Year Ending:	**June 30 2026**					
County Program Office:	**Mental Health**					
		Unit Value:	Funding Type	N/A Contract	Total Cost:	
Agency Programs:	**Fair Share Rent - Delaware County/SE Regional Office**			**No**	$7,943.00	
	Portion of SE Regional Office Director of Data Analyst Salary			**No**	$ 25,000.00	

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: National Council for Behavioral Health dba National Council for Mental Wellbeing

Contract Number: MH-A 11/25

Proposed Contract Amount: $53,100

Estimate Expenditures for Current Fiscal Year: $35,900

Proposed Contract Effective Dates: 7/1/2025 to 6/30/2026

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $52,006
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% = $1,094

Services included in the Contract:

Mental Health First Aid, Youth Mental Health First Aid Training

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

This is proprietary training that provides information and techniques for interacting with youth to support good mental health. A request for proposal will not be issued.

Specific data points which will be utilized to evaluate provider:

The program does not evaluate this provider.

Metrics utilized to assess data points and acceptable thresholds:

The program does not evaluate this provider.

Results of last assessment of provider:

The program does not evaluate this provider.

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE
MH-A 11/25

Agency:	National Council for Behavioral Health dba National Council for Mental Wellbeing	Total Contract Amount	$53,100
Fiscal Year Ending:	June 30 2026		
County Program Office:	Mental Health		

Agency Programs:	Unit Value:	Funding Type	N/A Contract	Total Cost:
Mental Health First Aid, Youth Mental Health First Aid Training			No	$53,100

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: Multicultural Community and Family Services

Contract Number: MH-A 14/25

Proposed Contract Amount: $29,750

Estimate Expenditures for Current Fiscal Year: $59,500

Proposed Contract Effective Dates: 7/1/2025 to 12/31/2025

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $29,137
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% = $613

Services included in the Contract:

Delaware County Cultural and Linguistic Competence Collaborative - Multicultural Community and Family Services will be supporting the County of Delaware's commitment to support cultural & linguistic competency through the development of the Delaware County Cultural and Linguistic Competence Collaborative. It will be developed in 3 phases which are: Assessment, Cultural and Linguistic Competence Plan development, and Cultural and Linguistic Competence Implementation.

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

This program provides specific consultative services that are focused on Cultural and Linguistic competence. A Request for Proposal for this service will not be issued

Specific data points which will be utilized to evaluate provider:

This provider is not assessed by The Office of Mental Health. This program is a proprietary program, and the individuals providing the service possess unique skills to deliver the program.

Metrics utilized to assess data points and acceptable thresholds:

N/A

Results of last assessment of provider:

N/A

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE
MH-A 14/25

Agency:	**Multicultural Community Family Services Inc**	**Total Contract Amount**	**$ 29,750.00**
Fiscal Year Ending:	**December 31 2025**		
County Program Office:	**Mental Health**		

		Unit Value:	Funding Type	N/A Contract	Total Cost:
Agency Programs:	**Delaware County Cultural and Linguistic Competence Collaborative**			**No**	$ 29,750.00

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: Law Offices of Sean Kilkenny, LLC

Contract Number: MH-A 203/25

Proposed Contract Amount: $75,000

Estimate Expenditures for Current Fiscal Year: $75,000

Proposed Contract Effective Dates: 7/1/2025 to 6/30/26

Funding:

Federal Funding Source(s):		Amount	
State Funding Source(s):	Human Services Block Grant	Amount	97.94% = $73,455
Other Funding Source(s):		Amount	
County Funding:		Amount	2.06% = $1,545

Services included in the Contract:

Legal Services – Mental Health Court Services

Was a Request for Proposal Issued? Yes ____ No x Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

The program is assessing all services and developing a plan to issue Request for Proposals for all services that have not had a request for proposal issued in the last 5 years.

Specific data points which will be utilized to evaluate provider:

Due to this provider supporting Delaware County's Mental Health participants and the sensitivity of the service provided. The Office of Mental Health does not collect data on this program.

Metrics utilized to assess data points and acceptable thresholds:

N/A

Results of last assessment of provider:

N/A

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE
MH-A 203/25

Agency:	**Law Offices of Sean Kilkenny, LLC**		**Total Contract Amount**	**$**	**75,000.00**	
Fiscal Year Ending:	**June 30 2026**					
County Program Office:	**Mental Health**					
		Unit Value:	Funding Type	N/A Contract	Total Cost:	
Agency Programs:	**Legal Services**	**Monthly**		**No**	$ 75,000.00	

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: NAMI PA Main Line

Contract Number: MH-A 281/25

Proposed Contract Amount: $61,921

Estimate Expenditures for Current Fiscal Year: $61,921

Proposed Contract Effective Dates: 7/1/25 to 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $60,645
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% = $1,276

Services included in the Contract:

Professional Provider Training, Family Advocacy - The National Alliance On Mental Illness – Provides advocacy, education, support, and public awareness so that all individuals and families affected by mental illness can build better lives and its vision as "a world where all people affected by mental illness live healthy, fulfilling lives supported by a community that cares". National Alliance On Mental Illness offers classes and trainings for people living with mental illnesses, their families, community members, and professionals, including what is termed psychoeducation, or education about mental illness.

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

This provider is a nation-wide advocacy group that provides supports to individuals and families with mental illness. The program will not be issuing a Request for Proposal for this organization.

Specific data points which will be utilized to evaluate provider:

Delaware County does not evaluate/assess this program.

Metrics utilized to assess data points and acceptable thresholds:

N/A

Results of last assessment of provider:

N/A

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE
MH-A 281/25

Agency:	**Nami PA Main Line**		**Total Contract Amount**	**$**	**61,921.00**	
Fiscal Year Ending:	**June 30 2026**					
County Program Office:	**Mental Health**					
		Unit Value:	Funding Type	N/A Contract	Total Cost:	
Agency Programs:	**Professional Provider Training, Family Advocacy**			**No**	$ 61,921.00	

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: Stars Behavioral Health Group, Inc dba Stars Training Acadamy

Contract Number: MH-A 284/25

Proposed Contract Amount: $25,338

Estimate Expenditures for Current Fiscal Year: $25,338

Proposed Contract Effective Dates: 07/01/2025 to 6/30/2026

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $24,816
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% = $522

Services included in the Contract:

Transition to Independence Process training and Train the Trainer - for our Mental Health services providers, and Community Care Behavioral Healthcare and Delaware County staff.

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

This training is proprietary; the provider will train county staff and provider staff to support individuals transitioning to adulthood. A request for proposal will not be issued.

Specific data points which will be utilized to evaluate provider:

The program does not evaluate this provider.

Metrics utilized to assess data points and acceptable thresholds:

The program does not evaluate this provider.

Results of last assessment of provider:

The program does not evaluate this provider.

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE
MH-A 284/25

Agency:	**Stars Behavioral Health Group, Inc dba Stars Training Acadamy**		**Total Contract Amount**	**$**	**25,338.00**	
Fiscal Year Ending:	**June 30 2026**					
County Program Office:	**Mental Health**					
		Unit Value:	Funding Type	N/A Contract	Total Cost:	
Agency Programs:	**Transition to Independence Process training and Train the Trainer**			**No**	$25,338.00	

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Mental Health

Provider: Davis Personal Care Home II, Incorporated

Contract Number: MH-A 23/25

Proposed Contract Amount: $38,130

Estimate Expenditures for Current Fiscal Year: $76,260

Proposed Contract Effective Dates: 7/1/2025 to 12/31/2025

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94% = $37,345
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06% = $785

Services included in the Contract:

Personal Home Care - Long-term, non-time limited housing resource with low demand expectations for residents

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

This program is a long-term residential placement for residents. Mental Health will not issue a request for proposal for this program

Specific data points which will be utilized to evaluate provider:

Mental Health audit tool used bi-annually to evaluate satisfaction, adherence to licensed regulations and recovery practices. Census is collected monthly to reconcile funding.

Metrics utilized to assess data points and acceptable thresholds:

Delaware County Office of Mental Health Quality Improvement will be completed in 2022. Metrics include the following

1. A homelike, non-institutional environment providing maximum opportunity to learn the skills necessary for more independent living.
2. A residential setting providing each client with maximum possible autonomy, independence, and self-determination.
3. A program which constantly strives to enable clients to move to less restrictive living settings.
4. Responsible staff to support and assist the client as needed in his movement to independence.
5. Well-developed cooperative efforts with other agencies in the service delivery system to ensure coordinated, continuous, and effective services for the rehabilitation of clients.

Results of last assessment of provider:

Davis Personal Care Home was issued full license by Bureau of Human services issued a full license with no health and safety violations. The program was issued a full license from the Pennsylvania Department of Health's Office of Mental Health and Substance Abuse Services.

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE
MH-A 23/25

Agency:	**Davis Personal Care Home II, Incorporated**		**Total Contract Amount**	**$**	**38,130.00**	
Fiscal Year Ending:	**December 31 2025**					
County Program Office:	**Mental Health**					
		Unit Value:	Funding Type	N/A Contract	Total Cost:	
Agency Programs:	**Personal Home Care**			**No**	$ 38,130.00	

AGENDA ITEM NO. 10.AM

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Ashley Farr,Human Services
ITEM TYPE:	Amendment
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval to continue to work with CliftonLarsonAllen, LLP, by increasing allocated funding through the remainder of the Agreement's term for the provision of accounting and finance assistance under the direction of the Department's management to the fiscal office. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	1426-4990-630598
ESTIMATED/ACTUAL COST OF REQUEST:	N/A
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Please see attached supporting documents.

ATTACHMENTS:
CliftonLarsonAllen, LLP HS-A 296_24.pdf

Docusign Envelope ID: 2A434009-4A76-4852-B00F-0F4423220A14



CliftonLarsonAllen LLP
https://www.claconnect.com

MSA Date November 11, 2024

Master Services Agreement

This master service agreement ("MSA") documents the terms, objectives, and the nature and limitations of the services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for County of Delaware Dept of Human Services ("you," or "your"). The terms of this MSA will apply to the initial and each subsequent statement of work ("SOW"), unless the MSA is changed in a communication that you and CLA both sign or is terminated as permitted herein.

1. **Scope of Professional Services**
   CLA will provide services as described in one or more SOW that will reference this MSA. The SOW will describe the scope of professional services; the nature, limitations, and responsibilities related to the specific services CLA will provide; and the fees for such services.

   If modifications or changes are required during CLA's performance of requested services, or if you request that we perform any additional services, we will provide you with a separate SOW for your signature. Such SOW will advise you of the additional fee and time required for such services to facilitate a clear understanding of the services.

   Our services cannot be relied upon to disclose all errors, fraud, or noncompliance with laws and regulations. Except as described in the scope of professional services section of this MSA or any applicable SOW, we have no responsibility to identify and communicate deficiencies in your internal controls as part of any services.

2. **Management responsibilities**
   You acknowledge and understand that our role is to provide the services identified in an SOW and that management, and any other parties engaging CLA, have responsibilities that are fundamental to our undertaking to perform the identified services.

3. **Fees and terms**
   See the applicable SOW for the fees for the services.

   Work may be suspended if your account becomes 60 days or more overdue for undisputed fees that have been brought to our attention within 10 business days of the invoice and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagements will be deemed to have been completed even if we have not completed the services.

AGREEMENT #HS-A 296/24

You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Payments may be made utilizing checks, Bill.com, your online banking platform, CLA's electronic payment platform, or any other client-initiated payment method approved by CLA. CLA's electronic online bill pay platform claconnect.com/billpay accepts credit card and Automated Clearing House (ACH) payments. Instructions for you to make direct bank to bank wire transfers or ACH payments will be provided upon request.

4. **Other Fees**

You agree to compensate us for reasonable time and expenses, including time and expenses of outside legal counsel, we may incur in responding to a subpoena, a formal third-party request for records or information, or participating in a deposition or any other legal, regulatory, or other proceeding relating to services we provide pursuant to a SOW.

5. **Dispute Resolution**

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties (i.e., you and CLA). The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

6. **Limitation of remedies**

These limitation of remedies provisions are not applicable for any audit or examination services provided to you.

Our role is strictly limited to the services described in an SOW, and we offer no assurance as to the results or ultimate outcomes of any services or of any decisions that you may make based on our communications with you. You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents (each a "CLA party").

You further agree that you will not hold CLA or any other CLA party liable for any claim, cost, or damage, whether based on warranty, tort, contract, or other law, arising from or related to this MSA, the services provided under an SOW, the work product, or for any plans, actions, or results of an SOW, except to the extent authorized by this MSA or a SOW. In no event shall you or any CLA party be liable to the other party for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees (except to the extent specifically provided in this MSA or a SOW).

Unless otherwise provided in a SOW, the exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this MSA and the specific SOW thereunder, but any recovery on any such claims shall not exceed the fees paid by you to CLA pursuant to the SOW that gives rise to the claims.

7. **Governing Laws, Jurisdiction, and Venue**

This MSA shall be governed in all respects by the laws of the Commonwealth of Pennsylvania without giving effect to its rules relating to conflicts of laws. The exclusive venue for any action and/or proceeding concerning, arising from, and/or relating to this MSA shall be the state and federal courts located, respectively, within the Commonwealth of Pennsylvania, Delaware County and/or the United States District Court for the Eastern District of Pennsylvania. Each party hereto waives any and all objections to the foregoing designated jurisdiction(s), including without limitation those that may be based on the theory of an inconvenient forum.

8. **Time limitations**

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any dispute that may arise between you and any CLA party. The parties (you and CLA) agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute, including one arising out of this MSA or the services performed under an SOW, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against any CLA party must be commenced as provided below, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery. An action to recover on a dispute shall be commenced within these periods ("Limitation Period"), which vary based on the services provided, and may be modified as described in the following paragraph:

Service	Time after the date we deliver the services or work product*
All Other Services	48 months

* pursuant to the SOW on which the dispute is based

If the MSA is terminated or your ongoing relationship with CLA is terminated, then the applicable Limitation Period is the lesser of the above periods or 12 months after termination of MSA or your ongoing relationship with CLA. The applicable Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a dispute.

9. **Confidentiality**

Except as permitted by the "Consent" section of this MSA, CLA will not disclose any of your confidential, proprietary, or privileged information to any person or party, unless you authorize us to do so, it is published or released by you, it becomes publicly known or available other than through disclosure by us, or disclosure is required by law, regulation, or professional standard. In the event disclosure of Confidential Information is required under provisions of any law or court or regulatory order, to the extent allowable, CLA will use all reasonable efforts to notify you of the obligation to make such disclosure sufficiently in advance of the disclosure that you will have a reasonable opportunity to intervene and object. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us. You also consent to our disclosure of information regarding the nature of services we provide to you to another independent network member of CLA Global, for the limited purpose of complying with professional obligations regarding independence and conflicts of interest.

The Internal Revenue Code contains a limited privilege for confidentiality of tax advice between you and our firm. In addition, the laws of some states likewise recognize a confidentiality privilege for some accountant-client communications. You understand that CLA makes no representation, warranty or promise, and offers no opinion with respect to the applicability of any confidentiality privilege to any information supplied or communications you have with us, and, to the extent that we follow instructions from you to withhold such information or communications in the face of a request from a third party (including a subpoena, summons or discovery demand in litigation), you agree to hold CLA harmless should the privilege be determined not to apply to particular information or communications.

The workpapers and files supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers and files to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers and files in accordance with our record retention policy that typically provides for a retention period of seven years. After this period expires, our workpapers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The workpapers and files of our firm are not a substitute for your records.

Pursuant to authority given by law, regulation, or professional standards we may be requested to make certain workpapers and files available to a regulator for its regulatory oversight purposes. We will notify you of any such request, if permitted by law. Access to the requested workpapers and files will be provided to the regulator under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers and files to such regulator. The regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

10. Other provisions

You agree that CLA will not be assuming any fiduciary responsibility on your behalf during the course of this MSA, except as may be assumed in an SOW.

CLA may, at times, utilize external web applications to receive and process information from our clients; however, any sensitive data, including protected health information and personally identifiable information, must be redacted by you to the maximum extent possible prior to uploading the document or file. In the event that you are unable to remove or obscure all sensitive data, please contact us to discuss other potential options for transmitting the document or file.

CLA and certain owners of CLA are licensed by the California State Board of Accountancy. However, CLA has owners not licensed by the California State Board of Accountancy who may provide services under this MSA. If you have any questions regarding licensure of the personnel performing services under this MSA, please do not hesitate to contact us.

During the course of the engagement, there may be communication via fax or email. You are responsible to ensure that communications received by you or your personnel are secured and not shared with unauthorized individuals.

CLA to carry general liability insurance of at least $3,000,000, professional liability. insurance of at least $3,000,000 as well as Cyber insurance of at least $3,000,000.

Title to all deliverables generated by Contractor in performance of this Agreement shall be vested in the County to use in any manner and for any
purpose it may desire. Contractor shall not publish any deliverables generated in its performance of this Agreement without the written consent of the
County, to be given or withheld in its sole discretion.

11. HIPAA Business Associate Agreement

To protect the privacy and provide for the security of any protected health information, as such is defined by the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the regulations and policy guidances thereunder (HIPAA), we acknowledge that County of Delaware Dept of Human Services and CLA have entered into a HIPAA Business Associate Agreement (BAA) as attached hereto as Exhibit 1. If the attached HIPAA Business Associate Agreement is acceptable but has not yet been executed, please sign, date, and return it to us.

12. Consent to send you publications and other materials

For your convenience, CLA produces a variety of publications, hard copy and electronic, to keep you informed about pertinent business and personal financial issues. This includes published articles, invitations to upcoming seminars, webinars and webcasts, newsletters, surveys, and press releases. To determine whether these materials may be of interest to you, CLA will need to use your tax return

information. Such tax information includes your name and address as well as the business and financial information you provided to us.

By signing and dating this MSA, you authorize CLA to use the information that you provide to CLA during the preparation of your tax returns to determine whether to offer you relevant materials. Your consent is valid until further notice.

13. **Subcontractors**
CLA may, at times, use subcontractors to perform services under this MSA, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this MSA.

14. **Technology**
CLA may, at times, use third-party software applications to perform services under this MSA. You acknowledge the software vendor may have access to your data.

15. **Termination of MSA**
This MSA shall continue for five years from September 6, 2024, unless terminated earlier by giving appropriate notice. Either party may terminate this MSA at any time by giving 30 days written notice to the other party.

Upon termination of the MSA, the provisions of this MSA shall continue to apply to all services rendered prior to termination.

16. **Agreement**
We appreciate the opportunity to be of service to you and believe this MSA accurately summarizes the significant terms of our relationship. This MSA, along with the applicable addendum(s) and SOW(s), constitute the entire agreement regarding services to be performed and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our relationship as described in this MSA, please sign, date, and return. This MSA and any SOW executed hereunder may only be amended in a writing executed by both parties.

CliftonLarsonAllen LLP

Response:
This MSA correctly sets forth the understanding of County of Delaware Dept of Human Services.

CLA	**Client**
CliftonLarsonAllen LLP	County of Delaware Dept of Human Services
DocuSigned by: Michael Johns	
Michael Johns, Principal	Dr. Monica Taylor, Council Chair

HIPAA Business Associate Agreement

THIS HIPAA BUSINESS ASSOCIATE AGREEMENT ("Agreement") is made by and between County of Delaware Dept of Human Services (hereinafter referred to as "Client") and CliftonLarsonAllen LLP (hereinafter referred to as "CLA"). This Agreement is effective as of the date signed by Client.

RECITALS

WHEREAS, Client is a "covered entity" within the meaning of 45 CFR § 160.103;

WHEREAS, CLA provides accounting, consulting, or other services to Client and, in connection therewith, Client wishes to disclose "protected health information" within the meaning of 45 CFR § 160.103 to CLA and CLA wishes to receive protected health information and, on behalf of Client, create, maintain, or transmit protected health information (collectively, "Client's PHI");

WHEREAS, CLA is a "business associate" within the meaning of 45 CFR § 160.103;

WHEREAS, Client and CLA intend to protect the privacy and provide for the security of Client's PHI in compliance with the Health Insurance Portability and Accountability Act of 1996, the Health Information Technology for Economic and Clinical Health Act of 2009, and the regulations and policy guidance thereunder ("HIPAA Rules");

WHEREAS, the HIPAA Rules require that Client receive adequate assurances that CLA will comply with certain obligations with respect to Client's PHI and, accordingly, the parties hereto desire to enter into this Agreement for the purpose of setting forth in writing the terms and conditions for the use, disclosure, and safeguarding of Client's PHI, including provisions required by the HIPAA Rules as the same may be amended from time to time;

NOW, THEREFORE, in consideration of the foregoing recitals and mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

TERMS OF AGREEMENT

1. **Obligations and Activities of CLA**

   a. **Permitted and Required Uses and Disclosures.**
   CLA shall not use or disclose Client's PHI except as permitted or required by this Agreement or as required by law. Specifically, CLA agrees as follows:

      i. CLA may only use or disclose Client's PHI as necessary to perform the services set forth in the service agreement, if any, between Client and CLA, to perform functions, activities, or services for, or on behalf of, Client as requested by Client from time to time, or as required by law.

ii. CLA shall use or disclose only the "Minimum Necessary" amount of information, as such term is defined in the HIPAA Rules, required to conduct the authorized activities herein, except that CLA will limit disclosures to a limited data set as set forth in 45 CFR § 164.514(e)(2) as required by the HIPAA Rules.

iii. CLA may not use or disclose Client's PHI in a manner that would violate Subpart E of 45 CFR Part 164 if done by Client, except that CLA may use or disclose Client's PHI for the proper management and administration of CLA or to carry out the legal responsibilities of CLA, provided the use or disclosures are required by law or CLA obtains reasonable assurances from the person to whom the information is disclosed that Client's PHI will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies CLA of any instances of which it is aware in which the confidentiality of Client's PHI has been breached.

iv. CLA may use Client's PHI to provide "data aggregation services" relating to the health care operations of Client within the meaning of 45 CFR § 164.501.

v. CLA shall not disclose Client's PHI in a manner that would violate any restriction thereof which has been duly communicated to CLA.

vi. Except as permitted by the HIPAA Rules, CLA shall not directly or indirectly receive remuneration in exchange for any of Client's PHI unless authorized in writing by Client.

b. **Safeguards**

CLA shall use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of Client's PHI other than as provided in this Agreement.

i. **Administrative Safeguards.**

CLA shall implement all required administrative safeguards pursuant to 45 CFR § 164.308 as such are made applicable to business associates pursuant to the HIPAA Rules. Additionally, CLA shall either implement or properly document the reasons for non-implementation of all administrative safeguards of 45 CFR § 164.308 that are designated as "addressable" as such are made applicable to business associates pursuant to the HIPAA Rules.

ii. **Physical Safeguards.**

CLA shall implement all required physical safeguards pursuant to 45 CFR § 164.310 as such are made applicable to business associates pursuant to the HIPAA Rules. Additionally, CLA shall either implement or properly document the reasons for non-implementation of all physical safeguards of 45 CFR § 164.310 that are designated as "addressable" as such are made applicable to business associates pursuant to the HIPAA Rules.

iii. **Technical Safeguards.**
CLA shall implement all required technical safeguards pursuant to 45 CFR § 164.312 as such are made applicable to business associates pursuant to the HIPAA Rules. Additionally, CLA shall either implement or properly document the reasons for non-implementation of all technical safeguards of 45 CFR § 164.312 that are designated as "addressable" as such are made applicable to business associates pursuant to the HIPAA Rules.

c. **Reporting of Disclosures**
CLA shall report to Client any use or disclosure of Client's PHI not provided for by this Agreement of which CLA becomes aware, including any acquisition, access, use or disclosure (i.e., "breach") of "unsecured protected health information," within the meaning of 45 CFR § 164.403, and any security incident of which CLA becomes aware. CLA shall make such report to Client without unreasonable delay and in no case later than sixty (60) calendar days following discovery of the breach. CLA's notice to Client shall include all information needed by Client to provide notice to affected individuals and otherwise satisfy the requirements of 45 CFR § 164.410.

d. **CLA's Subcontractors.**
CLA may disclose Client's PHI to one or more subcontractors and may allow its subcontractors to create, receive, maintain, or transmit Client's PHI on behalf of CLA. CLA shall obtain satisfactory assurances from any such subcontractor that it will appropriately safeguard Client's PHI in accordance with 45 CFR § 164.314(a) and shall ensure that the subcontractor agrees in writing to the same or more stringent restrictions, conditions, and requirements that apply to CLA with respect to Client's PHI. Upon CLA contracting with a subcontractor regarding Client's PHI, CLA shall provide Client written notice of such executed agreement and copy of agreement.

e. **Satisfying Requests for Access.**
CLA shall make available to Client Client's PHI in a "designated record set," within the meaning of 45 CFR § 164.501, as Client may require to satisfy its obligations to respond to a request for access pursuant to 45 CFR § 164.524. If CLA receives a request for access directly from an individual or an individual's designee, CLA shall forward such request within five (5) calendar days to Client for Client to fulfill. Alternatively, if directed by Client and agreed to by CLA, CLA shall make available to the individual or the individual's designee Client's PHI in a designated record set, as necessary to satisfy the requirements of 45 CFR § 164.524. CLA shall provide such access within thirty (30) calendar days of receiving a request for access and shall confirm to Client in writing that such request has been fulfilled.

f. **Satisfying Requests for Amendment.**
CLA shall make any amendments to Client's PHI in a designated record set, as Client may require to satisfy its obligations to respond to a request for amendment pursuant to 45 CFR § 164.526. If CLA receives a request for amendment directly from an individual or an individual's designee, CLA shall forward such request within ten (10) calendar days to Client for Client to fulfill. Alternatively, if directed by Client and agreed to by CLA, CLA shall make an amendment

to Client's PHI in a designated record set, as necessary to satisfy the requirements of 45 CFR § 164.526. CLA shall make such amendment within sixty (60) calendar days of receiving a request for amendment and shall confirm to Client in writing that such request has been fulfilled.

g. **Internal Practices.**
CLA shall make its internal practices, books and records relating to the use and disclosure of Client's PHI available to the Secretary of the United States Department of Health and Human Services or his or her designee for purposes of determining compliance with the HIPAA Rules.

h. **Accounting.**
CLA shall document disclosures of Client's PHI and information related to such disclosures and otherwise maintain and make available the information required to provide an accounting of disclosures to the Client as necessary to permit the Client to respond to a request for an accounting pursuant to 45 CFR § 164.528. If CLA receives a request for an accounting directly from an individual or an individual's designee, CLA shall forward such request within ten (10) calendar days to Client for Client to fulfill. Alternatively, if directed by Client and agreed to by CLA, CLA shall provide an accounting as necessary to satisfy the requirements of 45 CFR § 164.528. CLA shall satisfy such request within sixty (60) calendar days of receiving a request for an accounting and shall confirm to Client in writing that such request has been fulfilled.

i. **Policies and Procedures; Documentation.**
CLA shall develop appropriate policies and procedures relating to its compliance with the administrative, physical, and technical safeguards set forth in Section 1.b. and shall document, retain, and update such policies and procedures as required by 45 CFR § 164.316.

j. **Compliance as if Covered Entity.**
To the extent CLA is to carry out one or more of the obligations imposed on the Client as a "covered entity" under Subpart E of 45 CFR Part 164, CLA shall comply with the requirements of said Subpart E that apply to the Client in the performance of such obligations.

2. **Client Obligations.**
Client shall provide notice to CLA of any of the following:

a. Any limitations in the notice of privacy practices of Client under 45 CFR § 164.520, as well as any changes to such limitations, to the extent that such limitation may affect CLA's use or disclosure of Client's PHI.

b. Any changes in, or revocation of, the permission by an individual to use or disclose his or her protected health information, to the extent that such changes may affect CLA's use or disclosure of Client's PHI.

c. Any restriction on the use or disclosure of protected health information that Client has agreed to or is required to abide by under 45 CFR § 164.522, to the extent that such restriction may affect CLA's use or disclosure of Client's PHI.

Client shall not request CLA to use or disclose Client's PHI in any manner that would not be permissible under the HIPAA Rules if done by Client, except that Client may request CLA to provide to Client "data aggregation services" relating to the health care operations of the Client within the meaning of 45 CFR § 164.501, as permitted by 45 CFR § 164.504(e)(2)(i)(B).

3. **Termination of Agreement**

a. This Agreement shall terminate on the earliest to occur of the date either party terminates the Agreement "for cause," as described in Section 3.b., the date CLA terminates as described in Section 3c., or pursuant to Section 5 upon either party's failure to negotiate or enter into an amendment to this Agreement.

b. Termination for Cause.
A breach of any provision of this Agreement by either party, as determined by the non-breaching party, shall constitute a material breach of the Agreement and shall provide grounds for termination of the Agreement for cause if the breaching party is unable to cure such breach to the other party's satisfaction within ten (10) days following written notice of such breach. The breaching party shall cooperate with the other party as necessary to mitigate the extent of any unauthorized disclosures of Client's PHI or any damages or potential damages and liability under the HIPAA Rules caused by any violation of this Agreement or other unauthorized use of Client's PHI.

c. Termination by CLA.
Upon thirty (30) days' advance written notice, CLA shall have the right to terminate this Agreement if Client imposes additional restrictions or requirements regarding the use, disclosure, or maintenance of Client's PHI that CLA reasonably determines will materially affect CLA's ability to perform its responsibilities under this Agreement or will materially increase CLA's costs to perform its responsibilities under this Agreement.

4. **Treatment of Client's PHI after Termination.**
Upon termination of this Agreement for any reason, CLA, with respect to Client's PHI, shall:

a. Retain only that portion of Client's PHI which is necessary for CLA to continue its proper management and administration or to carry out its legal responsibilities;

b. Return to Client or, if agreed to by Client, destroy remaining Client's PHI that CLA still maintains in any form and retain no copies of such Client's PHI;

c. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of Client's PHI, other than as provided for in this Section, for as long as CLA retains any Client's PHI;

d. Not use or disclose Client's PHI retained by CLA other than for the purposes for which Client's PHI was retained and subject to the same conditions, as set forth in Section 2, which applied prior to termination;

e. Return to Client or, if agreed to by Client, destroy remaining Client's PHI retained by CLA when it is no longer needed by CLA for its proper management and administration or to carry out its legal responsibilities and retain no copies of such Client's PHI;

f. Obtain or ensure the destruction of any Client's PHI created, received, or maintained by any of CLA's subcontractors; and

g. Within thirty (30) calendar days after termination of this Agreement, certify in a written statement signed by a senior officer of CLA, that all Client's PHI has been returned or disposed of as required above.

If the parties mutually agree that return or destruction is not feasible, this Agreement shall continue to apply to Client's PHI and, without limitation to the foregoing, the obligations of CLA under this Agreement shall survive the termination of this Agreement with respect to any Client's PHI retained by CLA. CLA shall limit further use and disclosure of Client's PHI to those purposes that make the return or destruction of Client's PHI infeasible.

5. **Amendment to Comply with Law.**
The parties acknowledge that state and federal laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The parties agree to promptly enter into negotiations concerning the terms of an amendment to this Agreement embodying written assurances consistent with the HIPAA Rules or other applicable law upon the written request of either party. Either party may terminate this Agreement upon thirty (30) days' written notice in the event (i) the other party does not promptly enter into negotiations to amend this Agreement upon the request of the party giving notice or (ii) the other party fails to execute an amendment to this Agreement upon the request of the party giving notice.

6. **No Third Party Beneficiaries.**
Nothing expressed or implied in this Agreement is intended to confer, nor shall anything herein confer, upon any person other than Client, CLA, and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.

7. **Interpretation.**
This Agreement shall be interpreted as broadly as necessary to implement and comply with the HIPAA Rules. The parties agree that any ambiguity in this Agreement shall be resolved in favor of a meaning that complies and is consistent with the HIPAA Rules. There shall be no presumption for or against either party, by reason of one of the parties causing this Agreement to be drafted, with respect to the interpretation or enforcement of this Agreement.

8. **Notices.**
All notices and other communications required or permitted hereunder or necessary or convenient in connection herewith shall be in writing and shall be deemed to have been given when hand delivered or mailed by registered or certified mail, as follows (provided that notice of change of address shall be deemed given only when received):

If to Client:
County of Delaware Dept of Human Services
20 S. 69th Street, Upper Darby, PA, 19082
Attention: TBD

If to CLA:
CliftonLarsonAllen LLP
220 South Sixth Street, Suite 300
Minneapolis, MN 55402-1436
Attention: Legal

or to such other names or addresses as Client or CLA, as the case may be, shall designate by notice to the other in the manner specified in this Section 9.

9. **Survival.**
The obligations contained in this Agreement which by their nature or context survive or are expressly intended to survive the termination of this Agreement will so survive and continue in full force and effect. Without limiting the generality of the foregoing, Sections 2, 4, and 7 shall survive the termination of this Agreement.

10. **Severability.**
If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the remaining provisions of this Agreement shall remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.

11. **Entire Agreement.**
This Agreement constitutes the entire agreement between the parties on the matters contained herein. All prior and contemporaneous negotiations and agreements between the parties on the matters contained in this Agreement are superseded by this Agreement.

12. **Non-Waiver.**
No failure or delay in exercising any right or remedy under this Agreement and no course of dealing between the parties operates as a waiver or estoppel of any right, remedy, or condition. A waiver made in writing on one occasion is effective only in that instance and only for the purpose that it is given and is not to be construed as a waiver on any future occasion.

13. **Governing Law.**
This Agreement shall be governed, construed, and interpreted in accordance with the laws of the State of Minnesota without regard to such state's conflict of laws provisions.

Signatures

IN WITNESS WHEREOF, the parties have signed this Agreement.

CLA	**Client**
CliftonLarsonAllen LLP	County of Delaware Dept of Human Services
DocuSigned by: Michael Johns	
Michael Johns, Principal	Dr. Monica Taylor, Council Chair

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CliftonLarsonAllen LLP
https://www.claconnect.com

Outsourcing Statement of Work

Date: November 11, 2024

This agreement constitutes a Statement of Work ("SOW") to the Master Service Agreement ("MSA") made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and County of Delaware Dept of Human Services ("you" and "your") dated November 11, 2024 or any superseding MSA. The purpose of this SOW is to outline certain services you wish us to perform in connection with that agreement.

1. Scope of professional services

CLA will provide interim accounting and finance assistance under the direction of management to include:

> Assisting with various accounting tasks and operations including account reconciliations, month-end close, grant reporting, and journal entries. Supporting management in guiding the accounting staff. Understanding and improving existing accounting processes and providing recommendations for consistent procedures and reporting. Focus on the clean up of the prior years financial records to provide audit ready files.

Under the direction of County of Delaware Dept of Human Services's management we may be asked to assist your team in their preparation of financial statements; however, we have not been engaged to prepare, compile, review, or audit (as defined by professional standards) your financial statements and, accordingly, we will not present financial statements to you, nor will we express an opinion, a conclusion, or provide any form of assurance on your financial statements. Therefore, our firm should not be discussed or associated with your financial statements. Furthermore, material departures from accounting principles generally accepted in the United States of America (U.S. GAAP) or a special purpose framework may exist and the effects of those departures, if any, on the financial statements you generate may not be disclosed. Because of the extent of material departures that may exist in, or required disclosures that may be omitted from, the financial statements you generate, we make no representations regarding the appropriateness of such statements for your intended use or for any other purpose. Moreover, because of the nature of this engagement, we are not responsible for communicating any such departures or omissions to you.

2. Engagement limitations and responsibilities

We cannot be recognized or act in the capacity of your chief financial officer or controller. For all nonattest services we may provide to you, your management agrees to assume all management

responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Your management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

We will perform this engagement in accordance with the Statement on Standards for Consulting Services issued by the American Institute of Certified Public Accountants (AICPA) and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement. You agree that we shall not be responsible for any misstatements in the entity's financial statements that may not be identified as a result of misrepresentations made to us by you.

CLA's relationship with you shall be solely that of an independent contractor and nothing in the MSA or a SOW shall be construed to create or imply any relationship of employment, agency, partnership, or any relationship other than an independent contractor.

3. **Schedule**

We expect that your needs will require approximately 40 or more hours of services per week starting TBD . As the engagement progresses, we will update time estimates and engage you in conversation about the project status. If possible, we request a two-week advance notice of your intent to release the consultant back to CLA to ensure adequate time to re-schedule the consultant to another engagement.

4. **Fees**

The professional fees for services rendered for the scope of services described in this SOW will be billed at and agreed in advance at rates of $160 - $190 per hour for actual time spent for consultants assigned to the project. If a technical project leader is needed for consultant these services will be billed at $300 per hour. We will also add a technology and client support fee of five percent (5%) of all professional fees billed.

Any hours over 40 in any given week will be billed at one and a half times (1 1/2) the normal hourly rate.

Fees for travel time will be billed at the normal hourly rate. We will also bill you in arrears for reimbursement of any out-of-pocket travel expenses incurred (e.g., hotel, airfare, meals as actual or per diem, etc.) on a pass-through basis. You must pre-approve any payment of expenses, and all travel will be reimbursed at the federal GSA rate found at https://www.gsa.gov/travel/plan-book/per-diem-rates including lodging, airfare, and rental car expenses.

Should the duration of this engagement go beyond 6 months or the scope of services change, CLA retains the right to discuss an hourly rate adjustment.

Fees, plus applicable state and local taxes, will be billed twice per month in arrears, due upon receipt.

5. **Consultant**
Karen Robinson is responsible for the services identified in this agreement. Consultant(s) will be identified for project and reviewed with team prior to adding to the engagement.

6. **Non-Solicitation**
You agree that during the term and for a period of one year after the expiration or termination date of the MSA, you will not solicit, hire, contract with, or engage the services of any person providing services to you on behalf of CLA without the prior written consent of CLA.

Indemnity

For the services described in this SOW, to the extent permitted by law, each party agrees to indemnify and hold harmless the other party, its successors and affiliates, officers, employees, and agents from any claims brought or asserted by any other person, third party, or governmental body for any loss, damages, liabilities, remedies, or cause of action, and from any reasonable expenses incurred in defending against any such claims or actions (including attorney fees) arising from or relating to the parties gross negligence or willful misconduct.

7. **Termination of SOW**
Either party (you or CLA) may terminate this particular SOW at any time by giving 30 days written notice to the other party. Upon termination of this particular SOW, the provisions of this SOW and the existing MSA shall continue to apply to all services rendered prior to termination. CLA's fees shall only be payable as accrued through the date of termination and if this SOW is terminated for any reason, you shall not be liable to CLA for any damages, claims, losses, or any other amounts arising from or related to such termination.

8. **Agreement**
We appreciate the opportunity to provide the services described in this SOW under the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below and return a signed copy to us to indicate your acknowledgment and understanding of, and agreement with, this SOW.

CliftonLarsonAllen LLP
Karen Robinson
Client Relationship Leader

(267) 419-1137
karen.robinson@claconnect.com

Response

This SOW correctly sets forth the understanding of County of Delaware Dept of Human Services and is accepted by:

CLA	**Client**
CliftonLarsonAllen LLP	County of Delaware Dept of Human Services
Signed by: Karen Robinson	
Karen Robinson, Client Relationship Leader	Dr. Monica Taylor, Council Chair

Electronic Record and Signature Disclosure

DocuSign

Certificate Of Completion

Envelope Id: 2A4340094A764852B00F3F4423220A14
Status: Completed
Subject: CLA Docusign: Master Services Agreement_CLA_11112024_Final sent.docx, Outsourcing Sta...
Client Name: County of Delaware Dept of Human Services
Client Number: TBD
Source Envelope:
Document Pages: 19
Signatures: 3
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-06:00) Central Time (US & Canada)

Envelope Originator:
Vanessa Canny
220 S 6th St Ste 300
Minneapolis, MN 55402-1418
Vanessa.Canny@claconnect.com
IP Address: 72.74.140.218

Record Tracking

Status: Original
11/11/2024 3:22:41 PM
Holder: Vanessa Canny
Vanessa.Canny@claconnect.com
Location: DocuSign

Signer Events	Signature	Timestamp
Karen Robinson Karen.Robinson@claconnect.com Security Level: Email, Account Authentication (None)	Signed by: Karen Robinson 76B0C683404B440... Signature Adoption: Pre-selected Style Using IP Address: 165.225.8.199	Sent: 11/11/2024 3:31:49 PM Viewed: 11/11/2024 3:36:20 PM Signed: 11/11/2024 3:37:46 PM
Electronic Record and Signature Disclosure: Accepted: 11/11/2024 3:36:20 PM ID: 958a2ceb-fedd-4e0b-b734-97685a5e4e76		
Michael Johns michael.johns@claconnect.com Principal CLA Security Level: Email, Account Authentication (None)	DocuSigned by: Michael Johns D00F2FABBB9640D... Signature Adoption: Pre-selected Style Using IP Address: 136.226.69.85	Sent: 11/11/2024 4:16:46 PM Viewed: 11/11/2024 4:18:57 PM Signed: 11/11/2024 4:19:07 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
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Envelope Updated	Security Checked	11/11/2024 4:16:45 PM
Certified Delivered	Security Checked	11/11/2024 4:18:57 PM
Signing Complete	Security Checked	11/11/2024 4:19:07 PM
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INSURANCE

Before the contract is awarded, and unless otherwise approved by the County of Delaware's (hereinafter referred to as the 'County') representative in writing, the Contractor/Provider shall, at its sole cost and expense, procure the following minimum types and limits of insurance, on forms reasonably acceptable to the County. Such insurance shall be maintained in full force and effect until completion of the Services or final acceptance of the entire Project or the completion of all post-acceptance warranty or related work by Contractor/Provider, whichever is later.

Coverage shall be obtained from reputable insurance carriers authorized to transact that class of business in the state where the work will be performed, or otherwise acceptable to the County, having an A.M. Best Rating of A- VII or better.

All insurance required herein shall be written on an "occurrence" basis, not "claims-made", with the exception of Professional Liability insurance, unless specifically approved by the County in writing.

The County of Delaware reserves the right to grant exception(s) to specific contractors with respect to the requirements herein, if deemed reasonable and if determined that such exception(s) are in the best interests of the County.

1. General Liability:

Commercial General Liability, written on an occurrence basis, covering bodily injury including death, and/or property damage to third parties, which may arise from ongoing and completed operations under the contract, whether such operations are performed by the Contractor/Provider or its subcontractors/subconsultants, anyone directly or indirectly employed by them, or anyone for whom they may be liable, with limits not less than:

Each Occurrence	$1,000,000
Personal and Advertising Injury	$1,000,000
Products/Completed Operations Aggregate	$2,000,000
Per Project Aggregate	$2,000,000
Damage to Rented Premises	$ 50,000
Medical Payments	$ 10,000
Abuse/Molestation (if applicable to services provided)	$1,000,000

The General Liability policy shall include contractual liability, covering liability assumed by the Contractor/Provider under the Indemnification and other provisions of the contract.

Any deductible under this coverage is subject to the County's approval, and shall be the sole responsibility of the Contractor/Provider.

2. Business Automobile Liability:

Business Automobile Liability coverage for bodily injury and property damage arising out of the ownership, maintenance, or use of owned, non-owned, hired, and leased vehicles, including uninsured/underinsured motorists coverage, with limits not less than:

Combined Single Limit	$ 1,000,000
Uninsured/Underinsured Motorists Liability Limit	$ 1,000,000

3. Workers' Compensation and Employers Liability

Workers' Compensation and Employers Liability as required by the state in which the work will be performed, including "other states" coverage (if applicable), and USL&H and Jones Act coverage (if applicable), with limits not less than:

Workers' Compensation	Statutory
Bodily Injury, each Employee	$500,000
Bodily Injury, each Accident	$500,000
Disease, each Employee	$500,000

If Contractor/Provider is an exempt self-insurer, sole proprietor, or independent contractor in Pennsylvania, a current exemption certificate shall be provided in lieu of evidence of Workers' Compensation coverage.

4. Umbrella Liability

Umbrella Liability applying excess of the General Liability, Automobile Liability, and Employers Liability policies, on a following-form basis, with limits not less than:

Each Occurrence	$5,000,000
Aggregate	$5,000,000

Hazardous work may require higher limits, as requested by the County.

5. All Risk Builders Risk (if applicable)

All Risk (Special Form) Builders Risk insurance, including Earthquake and Flood to the extent reasonably commercially available, providing protection for building, structures, and materials or equipment to be installed in the project, while in the course of construction, in transit to the project site, and while being retained in off-site storage.

The Builders Risk policy shall be written to cover 100% of the completed value of the project, at replacement cost valuation, with an agreed amount provision (coinsurance waived).

Any deductible under this coverage shall be no more than $25,000 and shall be the sole responsibility of the Contractor.

The policy shall cover the insurable interests of the County, Contractor and Subcontractors in the Work. The County and Contractor waive all rights against each other for damages caused by fire or other perils to the extent payment is actually made under insurance provided under this paragraph, except such rights as they may have to the proceeds of such insurance held by the County. The Contractor shall require similar waivers by Subcontractors.

The County will procure such Builders Risk coverage in compliance with the above provisions, subject to information contained in Appendix 1, which shall be provided by Contractor following award of the bid.

6. Professional Liability/Errors & Omissions Insurance (if applicable)

All Contractors/Providers who will perform, or retain others to perform, professional services in connection with the work (including but not limited to Consultants, Architects, Engineers, Design-Build, Project/Construction Managers) shall provide Professional Liability insurance covering negligent acts, errors, or omissions in the performance of their work, with limits not less than:

Each Claim	$3,000,000
Annual Aggregate	$3,000,000

7. Cyber Insurance

Provider shall maintain, at its own expense throughout the Term, cyber liability insurance coverage or a cyber liability insurance rider in the Errors and Omissions policy providing privacy response coverage and third party liability coverage covering Provider for claims, losses, liabilities, judgements, settlements, lawsuits, regulatory actions, and other costs or damages arising out of its performance under this Agreement, including any negligent or otherwise wrongful acts or omissions by Provider or any employee or agent thereof in such amounts and on such terms as are reasonably acceptable to Client, but in no event less than the following: $3,000,000. This includes, but is not limited to: any breach of any law or regulation governing confidentiality of PHI (as defined under HIPAA) and Personal Information (as defined under the PA Act). Upon request, Provider shall furnish Client, upon request, as evidence of coverage, a certificate of insurance for Cyber Liability and/or Errors and Omissions insurance. Provider shall not cancel or reduce any such insurance without prior written consent of Client. Provider shall notify Client in writing within five business days if it receives notice that its insurance carrier intends to terminate, cancel, non-renew or rescind cyber liability insurance or errors and omissions insurance.

8. Contractors Pollution Liability (if applicable)

All Contractors who will perform environmental services (including but not limited to asbestos or lead abatement, testing or remediation) shall provide Contractors Pollution Liability with limits not less than:

Each Claim or Occurrence	$5,000,000
Annual Aggregate	$5,000,000

The Contractors Pollution Liability policy shall include coverage for Emergency Response Costs, Contingent Transportation, Non-Owned Disposal Sites, and Natural Resource Damage. If coverage is written on a claims-made basis, an Extended Reporting Period, or tail coverage, shall be provided for two (2) years following completion of the insured's services. In the alternative, the Contractors Pollution Liability policy shall be renewed for not less than two years following completion. The policy retroactive date shall be no later than the effective date of this Agreement.

9. Performance & Other Bonds

Contractor shall furnish performance and payment Bonds, each in an amount at least equal to the Contract Price as security for the faithful performance and payment of all Contractor's obligations.

Contractor shall furnish a Maintenance Bond in an amount equal to ten percent (10%) of the Contract including Change Orders. This Maintenance Bond shall be effective for a period of one (1) year following the date established by the certificate of Substantial Completion.

All Bonds shall be executed by such Sureties as (i) are licensed to conduct business in the state where the Project is located, and (ii) are named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by the Audit Staff Bureau of Accounts, U.S. Treasury Department. All Bonds signed by an agent must be accompanied by a certified copy of the authority to act and the Surety's financial statement.

If the Surety on any Bond furnished by Contractor is declared bankrupt or becomes insolvent or its right to do business is terminated in any state where any part of the Project is located, Contractor shall within five (5) days thereafter substitute another Bond and Surety, both of which shall be acceptable to County.

General Insurance Provisions

All policies required hereunder other than Workers Compensation, Professional Liability, and Builders Risk shall name the County of Delaware, and its departments, county offices or agencies as applicable, and their officers, directors, agents, employees, and volunteers as additional insureds on a primary and noncontributory basis, for losses arising from the negligence of the Contractor/Provider or its subcontractors, or anyone for whom they may be liable. Additional insured status shall apply to Completed Operations.

All policies shall provide a Waiver of Subrogation in favor of the County of Delaware, and its departments, county offices or agencies as applicable, and their officers, directors, agents, employees, and volunteers, and/or other parties designated by the County.

Policies shall not be canceled, terminated, or non-renewed unless sixty (60) days prior written notice is sent by the insurer to the insured Contractor/Provider. Contractor/Provider shall immediately forward any such notice to County.

Contractor/Provider shall furnish to County Certificates of Insurance prior to the start of work, evidencing that all requirements have been met, and detailing the insurers providing coverage, types and limits of coverage, class of operations covered, and effective and expiration dates of coverage. Certificates shall specifically confirm the terms of coverage required herein, including Additional Insured status, waiver of subrogation, and that coverage is included for Abuse/Molestation (if applicable). A copy of the Additional Insured, Waiver of Subrogation, and Abuse/Molestation policy provisions or endorsements must be submitted with the Certificate. A renewal Certificate must be provided to County prior to the expiration date thereof.

Subcontractor/Subconsultants

Contractor/Provider shall require each subcontractor or subconsultant to provide insurance as outlined above. Such policies shall name the County of Delaware and its departments, offices, and agencies; Contractor/Provider; and the officers, directors, employees, agents, and volunteers of both, as additional insureds on a primary/noncontributory basis, for losses arising from the negligence of the subcontractor/subconsultant. Additional insured status shall apply to Completed Operations.

All policies shall provide a Waiver of Subrogation in favor of the Additional Insured parties.

Contractor/Provider shall be responsible for securing and maintaining certificates of insurance from all subcontractors/subconsultants evidencing the insurance coverages required herein.

The insurance coverages and limits required herein are designed to meet the minimum requirements of the County. They are not designed as a recommended insurance program for Contractor/Provider or its subcontractors/subconsultants. **Meeting these minimum requirements shall in no way limit or relieve the Contractor/Provider liability and obligations under any other provision of the Contract.** The Contractor/Provider shall acquire,

at its own expense, any other Additional Insurance coverage it deems necessary for the protection of its work under this contract.

Self-Insurance

If Contractor/Provider maintains a self-insured program or a limited self-insurance program for any or all of the coverages listed above, a complete description of the program, with information on excess carriers and funding arrangements, and a copy of the Provider's most recent audited financial statement, must be provided to County for review and approval, such approval not to be unreasonably withheld.

If County grants such approval, Contractor/Provider understands and agrees that the County of Delaware, county offices or agencies as applicable, and their officers, directors, agents, employees, and volunteers shall receive the same coverages and benefits under Contractor/Provider's self-insurance program that they would have received had the insurance requirements set forth above been satisfied with coverage provided by a commercial insurance company.

Non-Waiver of Indemnification

The insurance (including self-insurance) requirements set forth herein are not intended and shall not be construed to modify, limit, or reduce the indemnifications required of Contractor/Provider, nor to limit Contractor/Provider's liability under this contract to the limits of the policies of insurance (or self-insurance) required to be maintained by Contractor/Provider hereunder.

DELAWARE COUNTY DEPARTMENT OF HUMAN SERVICES
APPENDIX U
AUDIT REQUIREMENTS

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DELAWARE COUNTY DEPARTMENT OF HUMAN SERVICES
APPENDIX U
AUDIT REQUIREMENTS FOR SUBRECIPIENT ORGANIZATIONS

U-I OVERVIEW

Introduction

The purpose of Appendix U is to set forth audit guidance for provider organizations receiving financial assistance from the Delaware County Department of Human Services (County) either directly or as a subrecipient of a pass-through award. This audit guidance is applicable to the following Delaware County Human Services programs:

- Mental Health
- Intellectual and Developmental Disabilities
- Early Intervention
- Drug and Alcohol
- Adult and Family Services
- Child Welfare

Depending on the type and amount of funding received, an audit of the financial assistance provided in connection with the County contract may be required. Awards received from the County may include federal, state, or county financial assistance. In addition to Federal audit requirements, the Commonwealth of Pennsylvania Department of Human Services (DHS) and the Pennsylvania Department of Drug and Alcohol (DDAP) have unique audit requirements which need to be considered in the determination of audit compliance.

Any pass-through of federal awards is required to be reported by subrecipients on the same basis as is required for federal financial assistance received directly from a federal awarding agency.

The County is responsible for ensuring that the financial statements of its subrecipients are appropriately audited in accordance with *Government Auditing Standards* (the Yellow Book), applicable program requirements and contract provisions, and, when appropriate, the Single Audit Act Amendments of 1996, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) of the Office of Management and Budget (OMB), the Pennsylvania Department of Human Services Single Audit Supplement, and the Pennsylvania Department of Drug and Alcohol audit guidelines.

Obtaining an Engagement Letter

For all audits performed in accordance with the provisions of Appendix U, the subrecipient organization must have executed a written engagement letter with its independent auditor establishing an understanding about the services to be performed. The engagement letter should specify the responsibilities of both the subrecipient organization and the auditor and the objectives and scope of the engagement.

Interpretation of Appendix U

Any questions pertaining to Appendix U should be referred to:

Department of Human Services
Attn: Contracting Unit
20 South 69th Street, 4th Floor
Upper Darby, PA 19082
Phone No.: 610-713-2116
Fax No.: 610-713-2326

Auditor Independence

Subrecipient organizations shall ensure that the audit organization and the auditors performing the audit work are independent of mind as well as in appearance. It is crucial that the audit organization and the audit team act with integrity and exercise objectivity and professional skepticism.

Audit Objectives

The audit must be conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* (GAGAS or Yellow Book), issued by the Comptroller General of the United States. A Yellow Book audit can be required by law, regulation, agreement, contract, or policy. The most common Yellow Book audits are those required as part of a Single Audit performed under Subpart F of the Uniform Guidance, which supersedes OMB Circular A-133 audit requirements. A Single Audit is required if the organization expends more than a specified amount of federal awards. Another common way an organization may be subject to the Yellow Book requirements is because of provisions included in grant agreements or contracts regardless of the amount of federal awards expended. The Yellow Book incorporates GAAS. Thus, performing a financial audit requires auditing the financial statements in accordance with GAAS, as well as following the additional general, field work, and reporting standards contained in *Government Auditing Standards*. This includes testing and reporting on compliance with laws, regulations, and provisions of contracts or grant agreements for which noncompliance would be

material to the financial statements. An audit of financial statements in accordance with the Yellow Book may include additional reporting and documentation responsibilities.

The subrecipient organization may satisfy the audit requirements of this contract by obtaining a Single Audit in accordance with the provisions of Subpart F of the Uniform Guidance. Either a Program Specific Audit or an organization-wide Single Audit, performed in accordance with applicable federal, state and county requirements, may be acceptable. In some instances, the auditee may elect to have a series of audits covering departments, agencies, or other organizational units that expended or otherwise administered federal awards, providing that each such audit encompasses the necessary financial reporting requirements for each such department, agency, or other organizational unit.

The subrecipient organization's audited financial report is utilized by the County to meet its responsibilities in overseeing its programs and assuring the integrity of funds expended. Upon completion of the audit, the supporting audit workpapers shall be made available, upon request, in connection with a quality review, to resolve any audit findings or to carry out oversight responsibilities.

Audit Reporting Package Submission

The County requests that one copy of the audit reporting package conforming to this Appendix U be delivered to the County at the following address:

Department of Human Services
Attn: Contracting Unit
20 South 69th Street, 4th Floor
Upper Darby, Pennsylvania 19082

The audit reporting package submission date is 30 days after completion of the audit, but in any event, not later than 9 months after the end of the audit period. However, earlier submission to the County is encouraged.

Extension of Submission Date for Audit Reporting Package

If it is determined that the audit reporting package cannot be submitted to the County before the due date, a written request for extension must be made by submission of Exhibit C to the County. The request must be received by the County at least 2 weeks prior to the due date.

The County may impose sanctions whenever the audit package is not timely submitted and an extension request has not been granted.

Allocations of Indirect Costs

Indirect costs are those costs incurred for a common or joint purpose benefiting more than one cost objective or not readily assignable to the cost objective specifically benefited without effort disproportionate to the results achieved. Indirect costs can be allocated on an individual line-item basis or collected in an expense pool and allocated in total, utilizing an appropriate base on which to allocate the indirect expenses. In order to achieve equitable cost allocation, a plan must be established to define which costs are to be charged directly and which costs are to be treated as common or indirect costs.

If indirect costs are allocated, then the auditor has responsibility concerning the reasonableness of the allocation. The main purpose in allocating indirect costs is to ensure that each program bears its fair share of costs compared to other programs. Indirect costs are charged by way of a cost allocation plan. The cost allocation plan should ensure that:

- Costs are consistent and logical;
- The allocation includes only costs incurred for a common or joint purpose that benefit more than one program and are not readily assignable to one program;
- Each program bears its fair share of costs compared to other programs;
- Indirect costs are not charged as both direct and indirect costs; and
- The same indirect costs are not being charged to different programs.

Retained Revenue

Delaware County Human Services programs may approve retained revenue allowances by subrecipients by specifically including special retained revenue provisions in the contract. In no case will retained revenue allowances exceed 3% of the total gross revenues applicable to any contract funding representing pass-through funding from Pennsylvania Department of Human Services.

Fraud and Illegal Acts

If fraud or illegal acts are discovered, the auditor should notify the primary executive officer of the subrecipient organization. The subrecipient organization should then promptly notify the County. If the subrecipient's primary executive officer is in any way involved with the acts, the auditor should then notify the County directly. The County will, in turn, take the matter to the funding agency. There is no level of materiality to be considered when reporting fraud or illegal acts.

Additional Audit Provisions

Subrecipient organizations can be required to have audits by contract or other means, even when the audit would not be required by law.

The County, federal, and state agencies, or their authorized representatives, reserve the right to perform additional audits of a financial and/or performance nature, if deemed necessary in carrying out their program administration and monitoring responsibilities. Any such additional work may rely on the work already performed by the Subrecipient's auditor, and the costs for any additional work performed will be borne by those agencies at no additional expense to the Subrecipient. A federal awarding agency may request that a specific federal program be audited as a major program in lieu of the federal awarding agency conducting or arranging for additional audits.

If it is decided by the County that an audit of this contract will be performed, the Subrecipient will be given advance notice. The Subrecipient shall maintain books, records, and documents that support the services provided, that the fees retained are in accordance with the contract, and that the Subrecipient has complied with the contract terms and conditions. The Subrecipient agrees to make available, upon reasonable notice, at the office of the Subrecipient, during normal business hours, for the term of this contract and the retention period set forth in this Appendix U, all books, records, and documents for inspection, audit, or reproduction by the County or a state or federal agency or their authorized representative.

Audit working papers and audit reports must be retained by the Subrecipient's auditor for a minimum of three years from the date of issuance of the audit report, unless the Subrecipient or the Subrecipient's auditor is notified in writing by the cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or the County, to extend the retention period. The term "cognizant agency" means any Federal or State agency that has the primary audit or oversight responsibility for a particular contractor or grantee. Audit working papers must be made available, upon request, to the cognizant or oversight agency for audit or its designee, cognizant agency for indirect costs, a federal agency, General Accounting Office, the County or its designee at the completion of the audit, as part of a quality review, to resolve audit findings, or to carry out oversight responsibilities. Access to audit documentation includes the right to obtain copies of audit documentation, as is reasonable and necessary.

The Subrecipient shall preserve all books, records, and documents related to the program year for at least three years from the contract expiration date, or until all questioned costs or activities have been resolved to the satisfaction of the grantor or pass-through agency, or as required by applicable federal laws and regulations, whichever is longer. If the program contract is completely or partially terminated,

the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.

Special Purpose Reports

The County may require the subrecipient organization or its auditor to issue other reports in addition to those reports addressed in Appendix U. Special Purpose Reports will generally be referenced in the contract.

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U-II GENERAL AUDIT REQUIREMENTS

A. Federally Mandated Audit Requirements

Subpart F

The subrecipient organization must comply with all federal, state, and county audit requirements including the *Single Audit Act*, as amended, Subpart F of the Uniform Guidance, *Audits of States, Local Governments, and Non-Profit Organizations*, state audit supplements and audit requirements, other applicable laws or regulations, and any amendments to such other applicable laws or regulations which may be enacted or promulgated by federal, state, or local government.

Local Governments or Non-Profit Organizations

If the subrecipient organization expends total federal awards of $750,000 or more (from all funding sources) during its fiscal year, either directly from the federal government or indirectly from a recipient of federal funds, the subrecipient organization is required to have a Single Audit or Program Specific Audit performed in accordance with the provisions of Subpart F of the Uniform Guidance.

If the subrecipient organization expends total federal awards of less than $750,000 (from all funding sources) during its fiscal year, it is exempt from these audit requirements. However, it is required to maintain auditable records of federal, state, and local funds that supplement such awards, and to provide access to such records by federal, state, and local agencies or their designees for a period of at least 5 years after the report release date or for any additional period requested. An organization expending less than $750,000 in federal funds may nevertheless be subject to audit requirements specific to the programs from which they receive funds.

For-Profit Organizations

The Uniform Guidance applies primarily to state and local governments, Indian tribes, institutions of higher education and nonprofit organizations that carry out a federal award as a recipient or subrecipient. However, a subrecipient organization is not exempt from reporting requirements on the basis that it is a for-profit entity. Where funding has been passed through to a for-profit subrecipient, the primary recipient or subrecipient must ensure compliance with applicable laws and regulations. This can be accomplished through pre-award audits, monitoring and post-award audits. Specific audit requirements may also be included in the contract with the for-profit recipient. In some cases, program-specific audits may be required.

B. Federal Expenditures Notification

Subrecipient organizations receiving funding from the Delaware County Department of Human Services are required to provide the County with notification regarding federal expenditures. The purpose of this notification is to determine which of the County's subrecipient organizations has met the Uniform Guidance Single Audit threshold. The notification is to be completed and forwarded to the Delaware County Department of Human Services within 45 days after the subrecipient's fiscal year end. The schedule format appears as Exhibit B on page 17 of this Appendix U. Subrecipient organizations not meeting the Single Audit threshold are required to provide the County with certain information described on page 2 of Exhibit B.

C. Types of Federal Audits

1. Single Audits Performed Under the Uniform Guidance

General: The Single Audit shall be conducted in accordance with GAGAS/Yellow Book. The audit shall cover the entire operations of the auditee or at the option of the auditee, a series of audits that cover departments, agencies, and other organizational units which expended, or otherwise administered, federal awards during the fiscal year. Each such audit shall encompass the financial statements and Schedule of Expenditures of Federal Awards. The audited financial statements and the Schedule of Expenditures of Federal Awards shall be presented for the same fiscal year.

Financial Statements: The auditor shall determine whether the financial statements of the auditee are presented fairly in all material respects in conformity with U.S. generally accepted accounting principles. The auditor shall also determine whether the Schedule of Expenditures of Federal Awards is presented fairly in all material respects in relation to the auditee's financial statements taken as a whole.

Other Reports: The auditor shall issue a Yellow Book report on internal control over financial reporting and on compliance and other matters and a Single Audit report on compliance with requirements that could have a direct and material effect on each major program and on internal control over compliance.

Audit Follow-up: The auditor shall follow-up on prior audit findings, perform procedures to assess the reasonableness of the Summary Schedule of Prior Audit Findings prepared by the auditee, and report, as a current year audit finding, if it is concluded that the Summary Schedule of Prior Audit Findings materially misrepresents the status of any prior year finding. The auditor shall perform audit follow-up procedures, regardless of whether a prior audit finding relates to a major program, in the current year.
Single Audit Reporting Package Requirements Checklist:

- Financial statements that reflect financial position, results of operations, or changes in net assets and, when appropriate, cash flows for the fiscal year.
- Schedule of Expenditures of federal, state & local awards for the period covered by the financial statements.
- Summary schedule of prior audit findings
- The auditor's opinion (or disclaimer of opinion) as to whether the financial statements are presented fairly in all material respects in accordance with generally accepted accounting principles and an opinion (or disclaimer of opinion) as to whether the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.
- A report on internal control over financial reporting and compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, noncompliance with which could have a material effect on the financial statements. This report must describe the scope of testing of internal control and compliance and the results of the tests, and, where applicable, it will refer to the separate schedule of findings and questioned costs.
- A report on compliance for each major program and on internal control over compliance. This report must describe the scope of testing of internal control over compliance, include an opinion or modified opinion as to whether the auditee complied with Federal statutes, regulations, and the terms and conditions of Federal awards which could have a direct and material effect on each major program and refer to the separate schedule of findings and questioned costs.
- A schedule of findings and questioned costs which must include the following three components:

  (1) A summary of the auditor's results, which must include:

  (i) The type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP (i.e., unmodified opinion, qualified opinion, adverse opinion, or disclaimer of opinion);

  (ii) Where applicable, a statement about whether significant deficiencies or material weaknesses in internal control were disclosed by the audit of the financial statements;

  (iii) A statement as to whether the audit disclosed any noncompliance that is material to the financial statements of the auditee;

  (iv) Where applicable, a statement about whether significant deficiencies or material weaknesses in internal control over major programs were disclosed by the audit;

(v) The type of report the auditor issued on compliance for major programs (i.e., unmodified opinion, qualified opinion, adverse opinion, or disclaimer of opinion);

(vi) A statement as to whether the audit disclosed any audit findings that the auditor is required to report;

(vii) An identification of each individual major program, or in the case of a cluster of programs, the cluster name as shown on the Schedule of Expenditures of Federal Awards;

(viii) The dollar threshold used to distinguish between Type A and Type B programs; and

(ix) A statement as to whether the auditee qualified as a low-risk auditee under the criteria for a low-risk auditee.

(2) Findings relating to the financial statements which are required to be reported in accordance with GAGAS.

(3) Findings and questioned costs for Federal awards.

(i) Audit findings (e.g., internal control findings, compliance findings, questioned costs, or fraud) that relate to the same issue should be presented as a single audit finding. Where practical, audit findings should be organized by Federal agency or pass-through entity.

(ii) Audit findings that relate to both the financial statements and Federal awards should be reported in both sections of the schedule.

- Corrective action plan on all current year findings and a summary schedule of prior audit findings. When audit findings were not corrected or only partially corrected, the summary schedule must describe the reasons for the finding's recurrence and planned corrective action.
- Data Collection Form stating whether the audit was completed in accordance with the standards for the audit of non-federal entities expending federal awards. The Data Collection Form also provides information about the auditee, its federal programs, and the results of the audit.
- Management Letter issued by the auditor.
- Delaware County Supplemental Schedule and related report (Appendix U -Exhibit A).

2. Program Specific Audits Performed Under the Uniform Guidance

A subrecipient that expends $750,000 in federal awards in any year may elect to have a Program Specific Audit, an audit of one federal program, rather than a Single Audit, if the subrecipient expends its federal awards under only one program (CFDA No.), excluding research and development, and that federal program's laws, regulations, or grant requirements do not require a financial statement audit of the entity.

Some federal assistance programs make available a Program Specific Audit Guide. If such a guide exists, it must be followed. A Program Specific Audit Guide provides specific guidance with respect to internal control, compliance requirements, suggested audit procedures, and audit reporting requirements. A listing of current program-specific audit guides can be found in the compliance supplement, including federal awarding agency contact information and a web site where a copy of the guide can be obtained. The auditor shall follow GAGAS/Yellow Book and the audit guide when performing a Program Specific Audit.

In those instances where a Federal Program Specific Audit Guide is available, the audit reporting package for a Program Specific Audit may be different and should be prepared in accordance with the audit guide. If a guide does not exist, the same basic responsibilities exist for the federal program as they would for an audit of a major program in a Single Audit.

The auditor must perform an audit of the financial statement(s) for the federal program in accordance with GAGAS/Yellow Book, must obtain an understanding of the subrecipient's internal control, and must perform tests of internal control as would be required for a major program. Also, the auditor must determine whether the auditee has complied with laws, regulations, and the provision of the grant agreements that could have a direct and material effect on the program as would be required for a major program, follow-up on prior year findings, and report any current year findings.

Program Specific Audit Reporting Package Checklist (when an audit guide is not available):

The Auditee Responsibilities

- Financial statements for the federal program that include, at a minimum, a schedule of federal expenditures of federal awards for the program and notes that describe the significant accounting policies used in preparing the schedule.
- Summary schedule of prior audit findings.
- Audit findings follow-up.
- Corrective action plan.

The Auditor Responsibilities

- Perform an audit in accordance with GAGAS.
- Obtain an understanding of internal controls and perform tests of internal controls over the federal program.
- Perform procedures to determine that the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on the federal program.
- Follow up on prior audit findings and perform procedures to assess the reasonableness of the summary schedule of prior audit findings.
- Report on audit findings.
- Issue the following reports:
  - (i) An opinion (or disclaimer of opinion) as to whether the financial statement(s) of the Federal program is/are presented fairly in all material respects in accordance with the stated accounting policies;
  - (ii) A report on internal control related to the Federal program, which must describe the scope of testing of internal control and the results of the tests;
  - (iii) A report on compliance which includes an opinion (or disclaimer of opinion) as to whether the auditee complied with laws, regulations, and the terms and conditions of Federal awards which could have a direct and material effect on the Federal program; and
  - (iv) A schedule of findings and questioned costs for the Federal program that includes a summary of the auditor's results relative to the Federal program.

In certain instances, a Yellow Book report on compliance and on internal control over financial reporting with appropriate report modifications for a program-specific audit may be required.

U-III THE COUNTY'S FUNDING SOURCES

The Delaware County Department of Human Services funds its human services programs primarily by the pass-through of funding received from the Pennsylvania Department of Human Services (DHS) and the Pennsylvania Department of Drug and Alcohol (DDAP). Auditors of subrecipient organizations should become familiar with the DHS Single Audit Supplement, Pennsylvania Code Title 55, the Bureau of Drug and Alcohol Fiscal Manual and the Pennsylvania Department of Health Audit Requirements.

A. Pennsylvania Department of Human Services (DHS) Audit Guidelines

DHS requires the County to be responsible for ensuring that its subrecipients/ subcontractors are audited in accordance with the Yellow Book and, when appropriate, with the Single Audit Act and the Uniform Guidance. The County manages its subrecipient organization audits by contract.

A Single Audit or program-specific audit in accordance with the Uniform Guidance is acceptable from any entity required to have one. However, the County may require an audit in accordance with Generally Accepted Government Auditing Standards even when expenditures do not exceed the Single Audit threshold.

DHS issues an Administrative Bulletin annually for the purpose of updating and releasing its Single Audit Supplement. Independent auditors of programs funded via DHS either directly or as pass-through funds are responsible for reviewing and implementing the procedures contained in the Single Audit Supplement. Accordingly, the County herewith passes down all applicable sections of the DHS Single Audit Supplement to its subrecipients who receive DHS funds passed through the County. DHS includes the Single Audit Supplement on the DHS website:

http://www.dhs.state.pa.us/publications/index.htm

The Single Audit Supplement contains Common Requirements representing compliance requirements applicable to all programs funded through DHS. It also provides compliance requirements specific to DHS funded programs. It specifies certain suggested audit procedures that are applicable to subrecipients of service. The Single Audit Supplement is not intended to supersede federal or Commonwealth of Pennsylvania policy, nor is it intended to serve as an all-inclusive audit manual or to supplant the auditor's judgment concerning the audit work required. The DHS Audit Supplement also follows the Uniform Guidance regarding the determination of major programs. Activities are governed by PA Code Regulations: Title 55.

The Bureau of Financial Operations plans, organizes, directs, and controls financial support within the Pennsylvania Department of Human Services. These activities include the resolution of audits, providing technical support on county and subrecipient human services programs and conducting performance audits and reviews of DHS-funded programs. BFO's Audit Resolution Section manages and reviews DHS's subrecipient audits from counties and non-profit agencies and these audits can become the basis for any audit adjustments to the contracts and grants.

B. Pennsylvania Department of Drug and Alcohol Audit Guidelines

The Pennsylvania Department of Drug and Alcohol was formerly administered under the Department of Health. In 2012, it became a department in its own right.

The audit requirements for DDAP funded contracts are incorporated by reference to its funding requirements. DDAP's audit requirements were last revised in July 2015. The Department has also published a Fiscal Manual, which covers the period July 2015 through June 2020.

DDAP subscribes to the federally mandated audit requirements for contracts that are federally funded. Accordingly, if total federal awards of $750,000 or more received either directly from the federal government or indirectly from a recipient of federal funds are expended during the organization's fiscal year, an audit in accordance with the provisions of the Uniform Guidance is required. This requirement is stipulated regardless of the amount of state funds expended.

DDAP mandates performance of a financial audit made in accordance with the provisions of GAGAS for any contract if less than $750,000 of federal funds but more than $500,000 of state funds are expended during the state fiscal year (July 1 - June 30).

Unless stated otherwise in the contract, DDAP does not require an audit if:

- The organization expends less than $500,000 of state funds under the contract during the state fiscal year and expends less than $750,000 in federal awards received from all sources during its fiscal year; or
- All contract funds are received on a strictly fee-for-service basis.

Even if the recipient organization is not required to have an audit performed, it is required to maintain auditable records of federal, state, and county awards and expenditures and to provide access to its records by federal, state, and county agencies or their designees.

SUPPLEMENTARY FINANCIAL SCHEDULES AND AGREED-UPON PROCEDURES REPORT

Whenever Delaware County Human Services awards are passed down to subrecipient organizations, the recipient organizations are required to submit supplementary financial schedules to the County. The supplemental financial schedules should be considered an integral part of the subrecipient's audit package. The supplemental financial schedule required under Appendix U Exhibit A identifies all revenue support received by the subrecipient organization from Delaware County Human Services and reconciles that information to the total of all revenue reported by the subrecipient organization in its audited financial statements for that period. This schedule is to be accompanied by an auditor's report on additional information accompanying the basic financial statements.

An illustrative presentation of the format of the supplementary financial schedule report on additional information is presented below.

A. Reconciliation of Support Received from Delaware County Department of Human Services (Appendix U Exhibit A)

EXAMPLE – Report on Reconciliation of Support Received

INDEPENDENT AUDITOR'S REPORT
ON ADDITIONAL INFORMATION

To _____

We have audited the financial statements of _____ as of and for the year ended June 30, ___, and have issued our report thereon dated _____, which contained (an unqualified opinion) on those financial statements. Our report was performed for the purpose of forming an opinion on the financial statements as a whole. The Reconciliation of Support Received from Delaware County Department of Human Services (Appendix U Exhibit A) is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other re cords used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Auditor's Signature

Date of report on the basic financial statements.

_____

(NAME OF SUBRECIPIENT ORGANIZATION)
RECONCILIATION OF SUPPORT RECEIVED FROM
DELAWARE COUNTY DEPARTMENT OF HUMAN SERVICES
YEAR ENDED JUNE 30, _____

Revenue recognized as support received from Delaware County
(indicate by Delaware County Program):

	Federal	State and Local	Other	Total
Mental Health	_____	_____	_____	_____
Intellectual and Developmental Disabilities	_____	_____	_____	_____
Early Intervention	_____	_____	_____	_____
Drug and Alcohol	_____	_____	_____	_____
Adult and Family Services	_____	_____	_____	_____
Children & Youth Services	_____	_____	_____	_____
Juvenile Probation	_____	_____	_____	_____
Total	_____	_____	_____	_____
Other revenue recognized	_____	_____	_____	_____
Total revenue recognized	_____	_____	_____	_____

Note: Total revenue should be reconcilable to the audited financial statements of the subrecipient organization.

NOTIFICATION OF SINGLE AUDIT STATUS

This is to certify that _____ (subrecipient organization) is subject to compliance with the item marked below for the Fiscal Year Ending _____ (Last Day of Entity Fiscal Year):

☐ The Organization Expended $750,000 or more in federal financial assistance during the fiscal year ended _____. We understand that a copy of our Single Audit Report must be submitted to Delaware County Department of Human Services within the earlier of 30 days after completion of the audit, or nine months after the end of the fiscal year.

☐ The Organization expended $750,000 or more in federal financial assistance on **a single federal program**, therefore we have elected to have a program-specific audit of the contract in lieu of a single audit. We understand that a copy of our program-specific audit must be submitted to Delaware County Department of Human Services within the earlier of 30 days after completion of the program audit, or nine months after the end of the audit period.

☐ The Organization expended total federal financial assistance of less than $750,000 during the fiscal year ended _____, therefore it is exempt with respect to filing a Single Audit Report for that year. We understand however, that we may be asked to provide access to the records we are required to maintain concerning such federal assistance. (Submit page 2 within nine months after the end of the fiscal year.)

☐ The Organization is a for-profit organization and is therefore not subject to the requirements of the Uniform Guidance. (Submit page 2 within nine months after the end of the fiscal year.)

We understand that a copy of the applicable report must be submitted by the required deadline to:

Department of Human Services
Attn: Contracting Unit
20 South 69th Street, 4th Floor
Upper Darby, PA 19082

We further understand that our failure to submit any applicable report(s) by the required deadline may result in the suspension of payments or prevent the award of future grants.

_____ _____
Signature of Authorized Official Date

_____
Title of Authorized Official

AUDIT STATUS NOTIFICATION LETTER

(Required for Subrecipient Organizations claiming exemption from audit submission requirements)

Please complete the following information, sign after the statement below, and fax it to 610-713-2326. The form is due to the Delaware County Department of Human Services within nine months after the end of the subrecipient organization's fiscal year.

Subrecipient Organization:_____

Address:_____

Fiscal Year Ended (month/date/year):_____

Agency Contact Person (Name, Title, Phone #):_____
_____
_____

I certify that the Subrecipient Organization identified above expended less than $750,000 in federal awards from all funding sources for the fiscal year ended _____or is a for-profit organization. I also certify that (**CHECK ONE**):

☐ The Subrecipient organization's financial statement audit did not include any disclosures related to current or prior years that could negatively impact Delaware County-funded programs (including, but not limited to, fraud, going concern uncertainties, financial statement misstatements and violations of contract and grant provisions), or

☐ A financial statement audit has not been conducted for the above-mentioned fiscal year.

_____
Signature

_____
Print Name/Title
(Financial Director or Designee)

_____
Date

APPENDIX U EXHIBIT C

DELAWARE COUNTY DEPARTMENT OF HUMAN SERVICES
SUBRECIPIENT REQUEST FOR EXTENSION
RELATED TO SUBMISSION OF AUDITED FINANCIAL STATEMENTS

Subrecipient Organization: _____

Address: _____

_____

_____

_____

Fiscal Year Ended: _____

Name of Subrecipient Organization Contact Person: _____

Phone #: _____ Fax #: _____

Email: _____

Subrecipient requests an extension of the due date for report submission until _____.

Explanation and Justification:

_____ _____
Signature and Title Date

Submit this request by mail, or fax to:

Mail: Department of Human Services
Attn: Contracting Unit
20 South 69th Street, 4th Floor
Upper Darby, PA 19082

Fax: Attention: Human Services Accountant
610-713-2326

FOR USE BY DELAWARE COUNTY

_____ Request Approved
_____ Request Not Approved

By: _____ _____
Delaware County Department of Human Services Date

INVOICING SUBMISSION REQUIREMENTS

Per your preference, invoices may be sent via mail **OR** email as follows:

Invoices submitted via mail to:

Accounts Payable Department
Department of Human Services Administration
20 South 69th Street, 4TH Floor
Upper Darby, PA 19082

Invoices submitted electronically to:

Delcohsa_ap@delcohsa.org

NOTE: TO AVOID DUPLICATION DO NOT SEND THE INVOICE IN BOTH FORMATS AND DO NOT COPY OTHER INDIVIDUALS

Basic Invoice Requirements

- All invoices must be signed, dated and include a unique invoice number as well as the County Program Office and Program Name
- All invoices must include a coversheet if client specific data is included (See sample attached of both Fee for Service & Cost Reimbursement invoice coversheets)
- All invoices must include detail to support amount due – as per directed / mandated by your Assigned Program / Fiscal County Staff

Additional Electronic Submission Requirements

- Submit invoices separately, one email for each invoice
- Invoice must be in PDF format only; any other format will be rejected by Accounts Payable
- Email subject line must include your Agency's name, County Program / Program name for which the invoice is being submitted, Invoice #, Invoice Date and Invoice amount

((Provider letterhead, address, etc))

To: Accounts Payable
Delaware County Department of Human Services
20 South 69th Street, 4th Floor
Upper Darby, PA 19082

DHS PROGRAM OFFICE: _____

PROGRAM NAME: _____

INVOICE DATE: _____

INVOICE # _____

SERVICE MONTH: _____

INVOICE AMOUNT: $_____

((Signature))
((Title))

APPENDIX AA

Provider Name / Location

Delaware County DHS Program Office

Program Name

Service Month

Unique Invoice Reference #

Service / Level of Care	Total Units	Rate	Total Service / Program Expenses
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
Total Invoice			**$ -**

Authorized Signature

Date

DELAWARE COUNTY DEPARTMENT OF HUMAN SERVICES
HIPAA BUSINESS ASSOCIATE AGREEMENT

WHEREAS, the Delaware County Department of Human Services (Covered Entity) and Provider (Business Associate) intend to protect the privacy and security of certain Protected Health Information (PHI) to which Business Associate may have access in order to provide goods or services to or on behalf of Covered Entity, in accordance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (HIPAA), the Health Information Technology for Economic and Clinical Health (HITECH) Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (ARRA), Pub. L. No. 111-5 (Feb. 17, 2009) and related regulations, the HIPAA Privacy Rule (Privacy Rule), 45 C.F.R. Parts 160 and 164, as amended, the HIPAA Security Rule (Security Rule), 45 C.F.R. Parts 160, 162 and 164), as amended, 42 U.S.C. § 602(a)(1)(A)(iv), 42 U.S.C. § 1396a(a)(7), 35 P.S. § 7607, 50 Pa.C.S. § 7111,71 P.S. § 1690.108(c), 62 P.S. §404, 55 Pa. Code Chapter 105, 55 Pa. Code Chapter 5100, 42 C.F.R. §§ 431.301-431,302, 42 C.F.R. Part 2, 45 C.F.R. § 205.50, the Pennsylvania Breach of Personal Information Notification Act, 73 P.S. § 2301 et seq., and other relevant laws, including subsequently adopted provisions applicable to use and disclosure of confidential information, and applicable agency guidance.

WHEREAS, Business Associate may receive PHI from Covered Entity, or may create or obtain PHI from other parties for use on behalf of Covered Entity, which PHI may be used or disclosed only in accordance with the Agreement and the standards established by applicable laws and agency guidance.

WHEREAS, Business Associate may receive PHI from Covered Entity, or may create or obtain PHI from other parties for use on behalf of Covered Entity, which PHI must be handled in accordance with this BAA and the standards established by HIPAA, the HITECH Act and related regulations, and other applicable laws and agency guidance.

NOW, THEREFORE, Covered Entity and Business Associate agree as follows:

1. Definitions.

A. "Agreement" shall mean all agreements between the parties pursuant to which Business Associate provides services to the Covered Entity under which it receives PHI from Covered Entity.
B. "BAA" shall mean this Business Associate Agreement.
C. "HIPAA" shall mean the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191.
D. "HITECH Act" shall mean the Health Information Technology for Economic and Clinical Health (HITECH) Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (ARRA), Pub. L. No. 111-5 (Feb. 17, 2009).
E. "Privacy Rule" shall mean the standards for privacy of individually identifiable health information in 45 C.F.R. Parts 160 and 164, as amended, and related agency guidance.
F. "Protected Health Information" or "PHI" shall have the meaning given to such term under HIPAA, the HITECH Act and applicable regulations and agency guidance, limited that which relates to or arises from the Agreement..
G. "Security Rule" shall mean the security standards in 45 C.F.R. Parts 160, 162 and 164, as amended, and related agency guidance.

H. "Unsecured PHI" shall mean PHI that is not secured through the use of a technology or methodology as specified in HITECH regulations and agency guidance or as otherwise defined in the HITECH Act.

I. The following terms used in this BAA shall have the meaning given to such terms under HIPAA, the HITECH Act and applicable regulations and agency guidance: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Required By Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

2. **Stated Purposes For Which Business Associate May Use Or Disclose PHI.** The Parties hereby agree that Business Associate shall be permitted to use and/or disclose PHI provided by or obtained on behalf of Covered Entity for the following stated purposes, except as otherwise stated in this Agreement.

NO OTHER DISCLOSURES OF PHI OR OTHER INFORMATION ARE PERMITTED.

3. **BUSINESS ASSOCIATE OBLIGATIONS:**

A. **Limits On Use And Further Disclosure Established By Agreement And Law.** Business Associate hereby agrees that the PHI provided by, or created or obtained on behalf of Covered Entity shall not be further used or disclosed other than as permitted or required by the Agreement or as required by law and agency guidance.

B. **Appropriate Safeguards.** Business Associate shall establish and maintain appropriate safeguards to prevent any use or disclosure of PHI other than as provided for by this Agreement. Appropriate safeguards shall include implementing administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic PHI that is created, received, maintained, or transmitted on behalf of the Covered Entity and limiting use and disclosure to applicable Minimum Necessary requirements as set forth in applicable federal and state statutory and regulatory requirements and agency guidance. Such safeguards shall include, without limitation, a reasonable security risk assessment and mitigation process, pursuant to which it prepares written reports. Business Associate shall provide to Covered Entity a copy of Business Associate's current risk assessment and mitigation report or reports upon request.

C. **Reports Of Improper Use Or Disclosure.** Business Associate hereby agrees that it shall report to HIPAA Compliance Officer at 20 S. 69th Street, Upper Darby, PA 19082, within two (2) days of discovery any use or disclosure of PHI not provided for or allowed by this Agreement.

D. **Reports Of Security Incidents.** In addition to following the breach notification requirements in section 13402 of the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act") and related regulations, agency guidance and other applicable federal and state laws, Business Associate shall report to HIPAA Compliance Officer at 20 S. 69th Street, Upper Darby, PA 19082, within two (2) days of discovery any Security Incident of which it becomes aware.

E. **Breach Notification and Indemnification**. Upon the occurrence of any incident requiring notice under Subsection 3.C or 3.D of this BAA, Business Associate shall perform a risk assessment as contemplated by the HIPAA rules and guidance to determine whether the incident resulted in a Breach of Unsecured PHI. Business Associate shall include in the any notice provided to Covered Entity under Subsection

3.C or 3.D of this BAA (i) a summary of such risk assessment and (ii) Business Associate's conclusions with respect thereto sufficient for Covered Entity to determine whether a Breach of Unsecured PHI has occurred and to provide notification to such individuals pursuant to the Breach Notification Rule. Business Associate shall provide Covered Entity with any additional information regarding such incident reasonably requested by Covered Entity to comply with the HIPAA Rules. Covered Entity may elect, at its own discretion, to provide or direct Business Associate to provide the notification to individuals. Within five (5) days after receipt of written notice from Covered Entity, Business Associate shall, at its own cost, provide the notification of a Breach of Unsecured PHI to individuals as required by the Breach Notification Rule and applicable guidance thereunder. In advance of providing such notification, Business Associate shall provide a copy of the proposed notification or notifications to be provided to the individuals and incorporate any reasonable changes thereto requested by Covered Entity. Business Associate shall further comply with all applicable federal and state breach notification requirements. Business Associate shall indemnify the Covered Entity for costs (including, without limitation, costs related to individual notification and reasonable attorneys' fees) associated with any Security Incident or incident involving the acquisition, access, use or disclosure of PHI in a manner not permitted under federal or state law and agency guidance which Security Incident or other incident (i) arises from any act or omission of Business Associate or any Subcontractor; or (ii) occurs with respect to any PHI while in the possession, custody or control of Business Associate or any Subcontractor.

F. **Subcontractors And Agents.** Business Associate hereby agrees that any time PHI is provided or made available to any Subcontractors or agents, Business Associate shall provide only the Minimum Necessary PHI for the purpose of the covered transaction and shall first enter into a subcontract or contract with the Subcontractor or agent that contains the same terms, conditions and restrictions on the use and disclosure of PHI as contained in this BAA.

G. **Right Of Access To PHI.** At no cost to Covered Entity, Business Associate hereby agrees to allow an individual who is the subject of PHI maintained in a designated record set, to have access to and provide to him or her a copy of that individual's PHI within ten (10) business days of receiving a written request from the Covered Entity or the individual. Business Associate shall provide PHI to the extent and in the manner required by 45 C.F.R. §164.524 and other applicable federal and state law and agency guidance. If Business Associate maintains an electronic health record, Business Associate must provide the PHI in electronic format if requested. If any individual requests from Business Associate or its agents or Subcontractors access to PHI. Business Associate shall notify Covered Entity of same no less than five (5) days in advance of allowing such individual access to such designated record set. Business Associate shall further conform with and meet all of the requirements of 45 C.F.R. §164.524 and other applicable laws, including the HITECH Act and related regulations, and agency guidance.

H. **Amendment And Incorporation Of Amendments.** At no cost to Covered Entity, within five (5) business days of receiving a request from Covered Entity for an amendment of PHI maintained in a designated record set, Business Associate shall make the PHI available and incorporate the amendment to enable Covered Entity to comply with 45 C.F.R. §164.526, applicable federal and state law, including the HITECH Act and related regulations, and agency guidance. If any individual requests an amendment from Business Associate or its agents or Subcontractors, Business Associate shall notify

Covered Entity no less than five (5) days in advance of responding to incorporating any requested amendment or otherwise responding to such request. .

I. **Provide Accounting Of Disclosures.** Business Associate agrees to maintain a record of all disclosures of PHI in accordance with 45 C.F.R. §164.528 and other applicable laws and agency guidance, including the HITECH Act and related regulations. Such records shall include, for each disclosure, the date of the disclosure, the name and address of the recipient of the PHI, a description of the PHI disclosed, the name of the individual who is the subject of the PHI disclosed, and the purpose of the disclosure. Business Associate shall make such record available to the individual or the Covered Entity within five (5) business days of a request for an accounting of disclosures. Business Associate shall notify Covered Entity of any such request it receives directly from an Individual no less than five (5) days in advance of providing such accounting to the individual.

J. **Requests For Restriction.** Business Associate shall comply with requests for restrictions on disclosures of PHI about an individual if the disclosure is to a health plan for purposes of carrying out payment or health care operations (and is not for treatment purposes), and the PHI pertains solely to a health care item or service for which the service involved was paid in full out-of-pocket. For other requests for restriction, Business Associate shall otherwise comply with the Privacy Rule, as amended, and other applicable statutory and regulatory requirements and agency guidance.

K. **Access To Books And Records.** Business Associate hereby agrees to make its internal practices, books, and records relating to the use or disclosure of PHI received from, or created or received by Business Associate on behalf of the Covered Entity, available to the Secretary of Health and Human Services or designee and/or Covered Entity for purposes of determining compliance with applicable laws and agency guidance.

L. **Return Or Destruction Of PHI.** At termination of this BAA, Business Associate shall return or destroy all PHI provided by or obtained on behalf of Covered Entity. Business Associate agrees not to retain any copies of the PHI after termination of this BAA. If return or destruction of the PHI is not feasible, Business Associate agrees to extend the protections of this BAA to limit any further use or disclosure until such time as the PHI may be returned or destroyed. Upon termination of this BAA, Business Associate shall notify Covered Entity in writing regarding its plans for post-termination treatment of PHI, including without limitation return, destruction or ongoing maintenance of all PHI. If Business Associate elects to destroy the PHI, it shall certify to Covered Entity that the PHI has been destroyed.

M. **Maintenance Of PHI.** Notwithstanding Section 3.L of this BAA, Business Associate and its Subcontractors or agents shall retain all PHI throughout the term of the BAA and shall continue to maintain the information required under the various documentation requirements of this BAA (such as those in §3(h)) for a period of six (6) years after termination of the Agreement, unless Covered Entity and Business Associate agree otherwise.

N. **Mitigation Procedures.** Business Associate agrees to establish and to provide to Covered Entity upon request, procedures for mitigating, to the maximum extent practicable, any harmful effect from the use or disclosure of PHI in a manner contrary to this BAA or the Privacy Rule, as amended. Business Associate further agrees to mitigate any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of this BAA or applicable laws and agency guidance.

O. **Term**. The Term of this Agreement shall be effective on the date of execution of the Agreement, and shall terminate on the date of termination of the Agreement between the or on the date covered entity terminates for cause as authorized in paragraph (b) of this Section, whichever is sooner.

P. **Termination for Cause**. Notwithstanding any other provision of this BAA or the Agreement to the contrary, Covered Entity shall have the right to terminate this BAA and the Agreement if covered entity determines Business Associate has violated a material term of this BAA and Business Associate has failed to cure such breach within thirty days after written notice from Covered Entity.

Q. **Failure To Perform Obligations.** In the event Business Associate fails to perform its obligations under this BAA, Covered Entity may immediately discontinue providing PHI to Business Associate. Covered Entity may also, at its option, require Business Associate to submit to a plan of compliance, including monitoring by Covered Entity and reporting by Business Associate, as Covered Entity in its sole discretion determines to be necessary to maintain compliance with this BAA and applicable laws and agency guidance. Covered Entity's rights and remedies under this Subsection 3.Q are in addition to, and shall not restrict, limit or abridge, any other rights or remedies of Covered Entity under this BAA or the Agreement.

P. **Privacy Practices.** Upon execution of this BAA, Business Associate shall provide to Covered Entity a copy of its Notice of Privacy Practices and other forms that Business Associate intends to utilize with respect to individuals under the Agreement. Business Associate shall incorporate any changes thereto reasonably requested by Covered Entity. Business Associate shall promptly utilize any related forms or notices relating to compliance with the HIPAA Rules and guidance as directed by Covered Entity. Covered Entity retains the right make reasonable changes to such forms The Business Associate shall implement changes as soon as practicable, but not later than 45 days from the date of notice of the change.

4. OBLIGATIONS OF COVERED ENTITY:

A. **Provision of Notice of Privacy Practices.** Covered Entity shall provide Business Associate with the Notice of Privacy Practices that the Covered Entity produces in accordance with applicable law and agency guidance as well as changes to such notice.

B. **Permissions.** Covered Entity shall provide Business Associate with any changes in, or revocation of, permission by individual to use or disclose PHI of which Covered Entity is aware, if such changes affect Business Associate's permitted or required uses and disclosures.

C. **Restrictions.** Covered Entity shall notify Business Associate of any restriction to the use or disclosure of PHI that the Covered Entity has agreed to in accordance with 45 C.F.R. §164.522 and other applicable laws and applicable agency guidance, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

FEDERAL AWARDS

The following information is provided pursuant to the requirements of 2 CFR § 200

CONTRACTOR's registered name for DUNS _____

CONTRACTOR'S DUNS number _____

CONTRACTOR'S UNIQUE ENTITY IDENTIFER _____

The Data Universal Numbering System (DUNS) number is the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify entities. This number may be obtained by telephone (866-705-5711) or via the Internet (http://fedgov.dnb.com/webform). (See 2 CFR, Part 200, Subpart A, §200.32)

Federal Award Identification Number _____

Date of Federal Award _____

The date when the Federal award is signed by the authorized official of the Federal awarding agency. (See 2 CFR, Part 200, Subpart A, §200.39)

Start and end date for performance _____

The period of performance means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal Award. (See 2 CFR, Part 200, Subpart A, §200.77)

Amount of Federal Award obligated to Provider _____

Total amount of Federal Award _____

Project Description _____

A brief summary of the statutory or regulatory requirements of the program and its intended outcome and should align with the strategic goals and objectives within the Federal Awarding Agency's Performance Plan

Federal Awarding Agency _____

Contact information for awarding agency _____

Pass-through entity DELAWARE COUNTY DEPARTMENT OF HUMAN SERVICES

Catalog of Federal Domestic Assistance (CFDA) Number _____

CFDA Name _____

Is this award for research and development? YES _____ NO _____

Research is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. Development is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. (See 2 CFR, Part 200, Subpart A, §200.87)

Indirect Cost Rate _____

For nonprofit organizations, the costs of activities performed by the non-Federal entity primarily as a service to members, clients, or the general public when significant and necessary to the non-Federal entity's mission must be treated as direct costs whether or not allowable and be allocated an equitable share of indirect (facilities and administrative (F&A)) costs. Indirect (F&A) costs mean those costs incurred for a common or joint purpose benefitting more than one cost objective. (See 2 CFR, Part 200, Subpart A, §200.56)

CHILD PROTECTIVE SERVICES

All Providers and Contractors must comply with all of the requirements of 23 PA. C.S. Chapter 63. The Child Protective Service Law.

Please note that Delaware County requires that a new Certification of Compliance as required under CPSL Section 6344 must be obtained every Thirty-Six (36) months

The Child Protective Services Law (CPSL) was passed by the Pennsylvania legislature and signed into law by the Governor in 2014. Please review the amended requirements in Chapter 63, Title 23 (go to www.legis.state.pa.us/WU01/LI/LI/CT/HTM/23/00.063..HTM) to assure that you and/or your agency are in full compliance.

The summary below is a partial listing and is not intended to take the place of your full review of the statute or your participation in training for mandated reporters.

Required documentation for new hires: any employee who begins employment with a new agency, institution, organization or other entity that is responsible for the care, supervision, guidance or control of children is required to have the three clearances as outlined by The Child Protective Services Law, Section 6344. The employer is required to maintain copies of the documents and produce them as requested. These are:

- Report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to the applicant;
- Certification from the Pennsylvania Department of Human Services that the applicant is not named in the Statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of an Indicated or Founded report of child abuse;
- Report of Federal criminal history record information, to include fingerprint submission to the Federal Bureau of Investigation indicating that the applicant is not disqualified from obtaining employment in a childcare position.

As of January 2, 2020, provisional hires are not permitted as mandated by Act 47 of 2019 and employees must obtain all three clearances prior to the beginning of employment. The Pennsylvania Department of Human Services is authorized to grant waivers for provisional hires for 45 days upon request from child day care centers, group day care homes and family day care homes providing that certain conditions are met.

Required documentation for current staff, volunteers and foster parents: Employees and volunteers who have contact with children, prospective adoptive parents, foster parents and school employees are required to obtain new clearances (certification and criminal record checks as described above) every three years.

Written notification of new arrest, conviction or substantiated child abuse: If an employee, foster parent or volunteer subject to the CPSL is arrested for or convicted of an offense that would constitute grounds for denying employment or participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the employee, foster parent or volunteer shall provide the administrator or designee of their agency with written notice not later than 72 hours after the arrest, conviction or notification that the person has been named in the Statewide database.

Requirement for training on child abuse recognition and reporting: The following persons are required to meet new training requirements: Operators of institutions, facilities and agencies, which care for children, their employees who have direct contact with children, foster parents, and caregivers in family daycare homes. The persons listed above must participate in three hours of training, which is approved by the Pennsylvania Department of Human Services prior to the issuance of a license, approval or registration certificate, and three hours of approved training every five years thereafter. New employees and new foster parents shall receive three hours of approved training within 90 days of hire or approval as a foster parent. Free on-line training is available from the Pennsylvania Child Welfare Resource Center. Go to www.reportabusepa.pitt.edu. Check with your licensing entity to learn about other training that will meet your agency's training requirements.

All professionally licensed persons are required to submit documentation to their licensing board of completion of at least three hours of approved child abuse recognition and reporting training when applying for renewal or a new license. See your professional board information with the Pennsylvania Department of State website or your professional organization for information about the requirements for particular professional licenses.

Please have the following information available upon request from the County of Delaware to verify your compliance with the above regulations:

1. A copy of your professional license
2. Copies of your three certifications
3. A copy of a certificate showing that you have completed three hours of State approved training on Child abuse Recognition and Reporting

Please note that Delaware County requires that a new Certifications of Compliance as required under CPSL Section 6344 must be obtained every Thirty-Six (36) months

MEDICAL MARIJUANA PROHIBITION

The Contractor may not use federal funds directly or indirectly to purchase, prescribe, or provide marijuana or treatment using marijuana. Treatment in this context includes the treatment of opioid use disorder. See e.g. 45 C.F.R § 75.300(a) requiring The Department of Health and Human Services (HHS) to "ensure that Federal funding is expended... in full accordance with U.S. statutory ... requirements" and 21 U.S.C §§ 812(c) and 841 prohibiting the possession, manufacture, sale, purchase or distribution of marijuana. This prohibition does not apply to those providing such treatment in the context of clinical research permitted by the Drug Enforcement Administration (DEA) and under an FDA-approved investigational new drug application where the article being evaluated is marijuana or a constituent thereof that is otherwise a banned controlled substance under federal law.

POLITICAL CONTRIBUTION DISCLOSURE

Under Section 6-12.E of the Administrative Code of Delaware County, Contractors under certain Covered Contracts are required to provide this Disclosure Form in connection with consideration of approval of such Covered Contract by County Council. **Definitions of Contractor, Covered Contract, and certain other terms used in this Disclosure Form, as well as additional instructions for its completion, are set forth in Exhibit A attached hereto.**

Political Contribution Disclosure: Within the past twenty-four (24) months, Contractor* has:

____**NOT** made any Reportable Contributions.

__X_made Reportable Contributions as set forth on Schedule A attached hereto.

***Includes entities and persons related to a Contractor whose contributions are also required to be reported, as further described in the definition of "reportable contribution" on Exhibit A.**

Type of Business Entity

Corporation___ LLC___ Sole Proprietorship___ Other: ___(describe)

Limited Partnership____ Partnership___ LLP_X__

Certification: In order for this Disclosure Form to be considered validly submitted, it must be properly signed by the Contractor or an officer or employee of the Contractor that is authorized to make this certification. Disclosure Forms that are not properly signed will not be considered as responsive to the requirements of the Delaware County Administrative Code.

By executing below, you:

(1) Declare and certify that you are the Contractor or an employee or officer of the Contractor and duly authorized to execute this Disclosure Form.
(2) Represent and warrant that, to the best of your knowledge after appropriate inquiry, all of the information and disclosures provided are true and contain no material misstatement or omissions.
(3) Acknowledge and agree to comply with the provisions described in Exhibit A.

Name of Contractor: _____CLA (CliftonLarsonAllen) _____
By:

Name: Karen Robinson
Title: Client Relationship Leader
Date: 11/11/2024

Exhibit A
Delaware County
Political Contribution and Disclosure Form

Definitions and Instructions

TIMING
Contracts Subject to an RFP/Q, Invitation to Bid or other Solicitation – the Solicitation will have explicit instructions on when and how to submit this Disclosure Form. Please follow those instructions.

Other Contracts – Disclosure Forms must be received by the County at least eight (8) days prior to the County Council meeting at which the approval of a contract will be considered. They should be submitted by e-mail to centralpurchasing@co.delaware.pa.us.

In either case, failure to timely provide this Disclosure Form may delay consideration of your contract by County Council.

PUBLIC POSTING: RIGHT TO KNOW
The Disclosure Form for the selected Contractor is sought will be posted on the County website prior to the County Council meeting at which approval of the Covered Contract will be considered and included in the Agenda materials for such meeting.

The County will also provide copies of Disclosure Forms (whether or not the Contractor is awarded a Covered Contract) in response to requests under the Pennsylvania Right to Know Law.

ONGOING REPORTING
By January 30 each year, commencing January 1, 2023, each Covered Contractor under a Covered Contract with a term exceeding one year is required to provide the County Clerk with an updated Disclosure form showing any reportable contributions in the prior year indicating that are none. If a Contractor does not provide the required disclosure form within thirty (30) days of written notification from the County Solicitor of its failure to timely provide such form, the applicable Covered Contract is subject to being voided by County Council.

PENALTIES
Any Contractor which fails to provide the Disclosure Form or which submits a Disclosure Form which is materially inaccurate may be banned as a contractor or subcontractor to the County for a period of up to three (3) years, and/or, to the extent legally permitted, the covered contract in question may be terminated, in each case, by a majority vote of County Council following such investigation and consideration of such evidence as County Council deems appropriate or by action of such other entity or body as may be designated by resolution of County Council.

DEFINITIONS
"Contractor" means any non-governmental person, corporation, partnership, association or other entity, whether or not for profit, and includes any subcontractor which is reasonably anticipated to receive compensation of $50,000 or more under the applicable Covered Contract. **See the definition of "Reportable Contribution" below for entities and persons related to a contractor whose contributions are also required to be reported.**

"Covered Candidate" means any individual who seeks nomination or election to the following offices by vote of the electorate (whether or not such individual is nominated or elected): (1) County Council, District Attorney, Sheriff, Controller or Register of Wills in Delaware County; (2) Judge of the Court of Common Pleas of Delaware County or the Magisterial District Courts of Delaware County; (3) any seat in the Pennsylvania General Assembly which represents residents of Delaware County; or (4) any state-wide office in Pennsylvania (non federal).

An individual shall be deemed to be seeking nomination or election to an office if such individual has:

(1) received a contribution or made an expenditure or given consent for any other person or committee to receive a contribution or make an expenditure for the purpose of influencing his nomination or election to such office, whether or not the individual has announced the specific office for which he will seek nomination or election at the time the contribution is received, or the expenditure is made; or

(2) taken the action necessary under the laws of Pennsylvania to qualify for nomination or election to such office.

The term shall include individuals nominated or elected as write-in candidates unless they resign such nomination or elected office within 30 days of having been nominated or elected.

"Covered Contract" means any contract, agreement, memorandum of understanding or other arrangement which is (i) required to be approved by County Council and (ii) under which a Covered Contractor provides or leases goods, supplies, materials, equipment, consulting, professional or other services, and/or property to the County, whether or not payments under the Covered Contract are anticipated to be made from general revenues or another specified source of funds, but does not include grant agreements under which the County is the grantee.

"Political contribution" means any advance, conveyance, deposit, distribution, transfer of funds, loan, payment, pledge, purchase of a ticket to a testimonial or similar fund-raising affair, or subscription of contract, agreement, promise or other obligations, whether or not legally enforceable, to make a political contribution.

"Reportable Contribution" means a political contribution, to:

(A) A covered Candidate.

(B) Any Pennsylvania state committee of a political party, any County committee of a political party or any committee of a political party established at the municipal level for a municipality in the County.

(C) A contribution to a political action committee with the intent or expectation that some or all of such contribution will be directed to a covered candidate. This intent shall be presumed if a political action committee only supports one or more covered candidates.

(D) A contribution to a political action committee controlled by a person or entity described in clauses (1) through (5) below.

Reportable contributions include contributions by: (1) a Contractor; (2) any corporate parent, subsidiary or other affiliate of a Contractor; (3) an officer or director of a

Contractor; (4) a shareholder or partner of a Contractor with a 5% or greater ownership interest; and (5) the spouse of any person or entity listed in the preceding clauses; and shall also include any contribution reimbursed by a person or entity listed in the clauses (1) through (5).

QUESTIONS
Questions regarding the Disclosure Form may be directed to centralpurchasing@co.delaware.pa.us.

Schedule A
DELAWARE COUNTY

APPENDIX II

Schedule A
DELAWARE COUNTY
POLICITICAL CONTRIBUTION FORM

Reportable Contributions within Past 24 months

Name of Contractor: CLA (Clifton Larson Allen, LLP)

Date: November 11, 2024

Contributor*	Candidate	Date	Amount	Relationship of Contributor to Contractor
Cathy Schweiger	Red, Wine & Blue (PAC)	Oct 2024	$100	employee
Emily Gunther	PICPA PAC	Dec 2023/Jan 2024	$500.00	Employee
James Watson	PICPA PAC	Dec 2023/Jan 2024	$1,000.00	Employee
Catherine Heckman	PICPA PAC	Dec 2023/Jan 2024	$250.00	Employee
David Jacobson	PICPA PAC	Dec 2023/Jan 2024	$500.00	Employee
Andrew Lee	PICPA PAC	Dec 2023/Jan 2024	$300.00	Employee
Eileen Dempsey	PICPA PAC	Dec 2023/Jan 2024	$250.00	Employee
Seo Han	PICPA PAC	Dec 2023/Jan 2024	$35.00	Employee
Alice Ritter	PICPA PAC	Dec 2023/Jan 2024	$150.00	Employee
Kevin McGinn	PICPA PAC	Dec 2023/Jan 2024	$250.00	Employee
Jay Triolo	PICPA PAC	Dec 2023/Jan 2024	$350.00	Employee
Jen Feist	PICPA PAC	Dec 2023/Jan 2024	$100.00	Employee
Glenn Miller	PICPA PAC	Dec 2023/Jan 2024	$100.00	Employee
Cheryl Hopkins	PICPA PAC	Dec 2023/Jan 2024	$100.00	Employee
Jim Mahoney	PICPA PAC	Dec 2023/Jan 2024	$25.00	Employee
Brett Wolf	PICPA PAC	Dec 2023/Jan 2024	$25.00	Employee
Chris Hegarty	PICPA PAC	Dec 2023/Jan 2024	$250.00	Employee
Celeste Suchko	PICPA PAC	Dec 2023/Jan 2024	$250.00	Employee
Manesh Makwana	PICPA PAC	Dec 2023/Jan 2024	$100.00	Employee
Rick Nagle	PICPA PAC	Dec 2023/Jan 2024	$50.00	Employee
Mallory Good	PICPA PAC	Dec 2023/Jan 2024	$200.00	Employee
Chris Short	PICPA PAC	Dec 2023/Jan 2024	$150.00	Employee

Barry Hetzel	PICPA PAC	Dec 2023/Jan 2024	$100.00	Employee
Michael Johns	PICPA PAC	Dec 2023/Jan 2024	$250.00	Employee
Denise Hozza	PICPA PAC	Dec 2023/Jan 2024	$250.00	Employee
Mandy Merchant	PICPA PAC	Dec 2023/Jan 2024	$100.00	Employee
June Park	PICPA PAC	Dec 2023/Jan 2024	$100.00	Employee
Emily Gunther	PICPA PAC	Fall 2024	$500.00	Employee
Chris Short	PICPA PAC	Fall 2024	$175.00	Employee
Susan Hart	PICPA PAC	Fall 2024	$100.00	Employee
George Kotridis	PICPA PAC	Fall 2024	$500.00	Employee
Seo Han	PICPA PAC	Fall 2024	$35.00	Employee
James Watson	PICPA PAC	Fall 2024	$1,000.00	Employee
Catherine Heckman	PICPA PAC	Fall 2024	$250.00	Employee
Andrew Lee	PICPA PAC	Fall 2024	$350.00	Employee
Fran Spino	PICPA PAC	Fall 2024	$100.00	Employee
Kevin McGinn	PICPA PAC	Fall 2024	$250.00	Employee
Glenn Miller	PICPA PAC	Fall 2024	$100.00	Employee
Jocie Dye	PICPA PAC	Fall 2024	$250.00	Employee
Geoffrey Smith	PICPA PAC	Fall 2024	$250.00	Employee
David Jacobson	PICPA PAC	Fall 2024	$500.00	Employee

*Reporting required for Contractor and all other entities and persons related to Contractor whose contributions are also required to be reported, as further described in the definition of "reportable contribution" on Exhibit A.

AGENDA ITEM NO. 10.AN

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Phalina Sim,Human Services
ITEM TYPE:	Award of Contract
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval of Intellectual and Developmental Disabilities Contracts and Letters of Agreements as outlined on the attached list. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	1126-4711,4716,4730,4727,4728,4715,4726,4703,4715,4703,4714,4729,47631000
ESTIMATED/ACTUAL COST OF REQUEST:	N/A*
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Please see attached supporting Documents.

ATTACHMENTS:
Intellectual_Developmental_Disabilities_Fiscal_Year_25_26_Lists.pdf
Intellectual Developmental Disabilities Services Fiscal Year 25_26 Summary Pages and Appendix Z's.pdf

INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
CONTRACTS/LETTERS OF AGREEMENT
OVER $25,000
FY 2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
ID 1/25	Community Integrated Services	Supported Employment - Career Assessment, Job Finding/Job Development, Job Support - 1:1, Public Transportation - SEPTA Rate - Zone 1 , Zone 2, Zone 3 Transpass, Benefits Counseling	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 2/25	PRN Staffing Home Care, LLC	In-Home & Community Support (Level 2), Companion Services (Level 2), Nursing (1:1) LPN & RN	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 4/25	Kaleidoscope Family Solutions, Inc.	In-Home & Community Supports Basic (Level 1-3) (Level 2-3 Enhanced), Behavioral Supports Level 1 (Initial/Ongoing), Respite - Unlicensed (level 3 1:1) In-Home, Supported Employment - Career Assessment, Job Finding/Job Development, Job Support - 1:1, Companion Services (Level 2)	7/1/25-6/30/26	N/A*	N/A*	Status Quo

INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
CONTRACTS/LETTERS OF AGREEMENT
OVER $25,000
FY 2025/2026

FINAL

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
ID 6/25	1 of 2 The Arc of Chester County	In-Home and Community Supports (Level 2) In-Home and Community Supports (Level 2) Enhanced Communication In-Home & Community Supports (Level 3) In-Home & Community Supports (Level 3) Enhanced Communication In-Home & Community Supports (Level 2 Enhanced) In-Home & Community Supports (Level 2 Enhanced) Enhanced Communication In-Home & Community Supports (Level 3 Enhanced) Enhanced Communication In-Home & Community Supports (Level 3 Enhanced) Enhanced Communication In-Home and Community Supports (Level 2) Excluding Benefits In-Home and Community Supports (Level 2) Enhanced Communication Excluding Benefits In-Home & Community Supports (Level 3) Excluding Benefits In-Home & Community Supports (Level 3) Enhanced Communication Excluding Benefits In-Home & Community Supports (Level 2 Enhanced)Excluding Benefits In-Home & Community Supports (Level 2 Enhanced) Enhanced Communication Excluding Benefits In-Home & Community Supports (Level 3 Enhanced) Enhanced Communication Excluding Benefits In-Home & Community Supports (Level 3 Enhanced) Enhanced Communication Excluding Benefits Companion Services Companion Services Enhanced Communication Companion Services Companion Services Enhanced Communication Excluding Benefits In-Home Respite and Unlicensed Out-of Home Respite services Level 3 In-Home Respite and Unlicensed Out-of Home Respite services Level 3 Enhanced Communication In-Home Respite and Unlicensed Out-of Home Respite services Level 4 In-Home Respite and Unlicensed Out-of Home Respite services Level 4 Enhanced Communication In-Home Respite and Unlicensed Out-of Home Respite services Level 3 In-Home Respite and Unlicensed Out-of Home Respite services Level 3 Enhanced Communication In-Home Respite and Unlicensed Out-of Home Respite services Level 4 In-Home Respite and Unlicensed Out-of Home Respite services Level 4 Enhanced Communication In-Home Respite and Unlicensed Out-of Home Respite services Level 3 Excluding Benefits In-Home Respite and Unlicensed Out-of Home Respite services Level 3 Enhanced Communication Excluding Benefits In-Home Respite and Unlicensed Out-of Home Respite services Level 4 Excluding Benefits In-Home Respite and Unlicensed Out-of Home Respite services Level 4 Enhanced Communication Excluding Benefits In-Home Respite and Unlicensed Out-of Home Respite services Level 3 Excluding Benefits In-Home Respite and Unlicensed Out-of Home Respite services Level 3 Enhanced Communication Excluding Benefits In-Home Respite and Unlicensed Out-of Home Respite services Level 4 Excluding Benefits In-Home Respite and Unlicensed Out-of Home Respite services Level 4 Enhanced Communication Excluding Benefits In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced- Level 3 In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced- Level 3 Enhanced Communication In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 4 In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 4 Enhanced Communication In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 3 In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 3 Enhanced Communication In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced	7/1/25-6/30/26	N/A*	N/A*	Services added for 25/26 n-Home & Community Supports (Basic) In-Home & Community Supports (Level 1) In-Home & Community Supports (Level 2) Respite-Unlicensed-(Basic 1:4) Respite-Unlicensed-(Level 3, 1:1)Out-of-Home Supported Employment-Career Assessment Supported Employment-Job Finding/Job Development Supported Employment-Job Support - 1:1

INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
CONTRACTS/LETTERS OF AGREEMENT
OVER $25,000
FY 2025/2026

FINAL

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
ID 6/25	2 of 2 The Arc of Chester County	Communication Supported Employment -Job Finding and Development Excluding Benefits Supported Employment -Job Finding and Development Enhanced Communication Excluding Benefits In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced excludes benefits Enhanced Communication Transportation - Mileage Public Transportation - SEPTA Rate - Zone 1 Transpass Public Transportation - SEPTA Rate - Zone 2 Transpass Public Transportation - SEPTA Rate - Zone 3 Transpass Home Accessibility Adaptations Vehicle Accessibility Adaptations Administrative Fee Specialized Supplies Participant Directed Goods and Services Behavioral Supports-Level 1-Initial/Ongoing Supports Broker Supports Broker Enhanced Communication Supports Broker Excluding Benefits Supports Broker Enhanced Communication Excluding Benefits Homemaker Homemaker Excluding Benefits Chore Chore Excluding Benefits In-Home & Community Supports (Basic) In-Home & Community Supports (Level 1) In-Home & Community Supports (Level 2) Respite-Unlicensed- (Basic 1:4) Respite-Unlicensed-(Level 3, 1:1)Out-of-Home Supported Employment-Career Assessment Supported Employment-Job Finding/Job Development Supported Employment-Job Support - 1:1				
ID 7/25	Epic Health Services (PA), LLC dba Aveanna Healthcare	**In-Home & Community Support, Basic, Level 1,2,3) (Level 2 Enhanced) (Level 2 Enhanced LPN) (Level 3 Enhanced RN)** **Companion Services (Basic, Level 1 & 2)** **Nursing (1:1) LPN and RN** **Respite-Unlicensed- (Level 3, 1:1 Enhanced)** **Respite-Unlicensed- (Level 1, 1:3) In-Home** **Respite-Unlicensed- (Level 2, 1:2)In-Home** **Respite-Unlicensed- (Level 3, 1:1)In-Home** **Respite-Unlicensed-Day (Level 3, 1:1 Enhanced) In-Home** **Respite-Unlicensed-Day (Level 3, 1:1) In-Home**	7/1/25-6/30/26	N/A*	N/A*	Services added for FY 25/26 Level 2 Enhanced

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CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
ID 8/25	Maxim Healthcare Services, Inc.	In-Home & Community Supports (Basic, Level 1-3), (Level 2-3 Enhanced), Nursing (1:1) LPN, Nursing (1:1) RN Companion Services Basic, Level 1&2, Homemaker, Permanent-1 Hour, In-Home & Community Supports (Level 2 and Level 3 Enhanced) LPN and RN Respite-Unlicensed (Basic 1-4), (Level 3, 1:1 Enhanced), (Level 1, 1:3) In-Home, (Level 2, 1:2) In-Home, (Level 4, 2:1 Enhanced), (Level 4, 2:1) In-Home; Respite-Unlicensed-Day (Basic 1:4) In-Home, (Level 1, 1:3) In-Home, (Level 2, 1:2) In-Home, (Level 3, 1:1 Enhanced) In-Home, (Level 3, 1:1) In-Home, (Level 4, 2:1 Enhanced) In-Home, (Level 4, 2:1) In-Home	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 11/25	GSI Home Care Solutions LLC	In-Home & Community Supports (Level2) Respite-Unlicensed-15-minute (Level 3, 1:1) In-Home Respite-Unlicensed-Day (Level 3, 1:1) In-Home Companion Services (Level 1) Companion Services (Level 2)	7/1/25-6/30/26	N/A*	N/A*	Status Quo

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CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
ID 13/25	Delta Community Supports, Inc.	Unlicensed Residential Supports (NS) Residential Habilitation-1 Person-Needs Group 1-4 Eligible Residential Habilitation-1Person-Needs Group 1-4 Eligible-with Day Supports Residential Habilitation-2 Person-Needs Group 1-4 Eligible Residential Habilitation-2 Person-Needs Group 1-4 Eligible-with Day Supports Residential Habilitation-3 Person-Needs Group 1-4 Eligible Residential Habilitation-3 Person-Needs Group 1-4 Eligible-with Day Supports Residential Habilitation-4 Person-Needs Group 1-4 Eligible Residential Habilitation-4 Person-Needs Group 1-4 Eligible-with Day Supports Residential Habilitation-Licensed-1-4 Person-Ineligible Respite-Licensed-Day-2 person-Needs Group 1- 4 Respite-Licensed-Day-3 person-Needs Group 1-4, Supplemental Habilitation 1:1 and 2:1 , In-Home and Community Supports Level 2; Supported Employment-Job Finding/Job Development	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 14/25	MG Therapeutic Services LLC	Psychological With Adaptive Assessment, Adaptive Assessment, and Review Psychological Testing	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 15/25	Merakey Delaware County	Residential Habilitation1 Person-Needs Group 1-4-Eligible Residential Habilitation-1 Person-Needs Group 1-4-Eligible-with Day Supports Residential Habilitation-2 Person-Needs Group 1-4-Eligible Residential Habilitation-2 Person-Needs Group 1-4-Eligible-with Day Supports Residential Habilitation-3 Person-Needs Group 1-4-Eligible Residential Habilitation-3 Person-Needs Group 1-4-Eligible-with Day Supports, Residential Habilitation Licensed 1-3 Person-Ineligible, In-Home and Community Supports (Level 2), Supplemental Habilitation 1:1 & 2:1	7/1/25-6/30/26	N/A*	N/A*	Status Quo

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CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
ID 16/25	Passionate Care Services	In-Home & Community Supports (Level 2), Residential Habilitation-Licensed 3 Person-Ineligible, Residential Habilitation-3 Person-Needs Group1-4-Eligible, Residential Habilitation-3 Person-Needs Group 1-4-Eligible with Day Supports, Companion Services (Level 1&2) Supplemental Habilitation 1:1 & 2:1, Respite-Licensed-Day-1 person- Needs Group 3 & Needs Group 3 Emergency, Respite-Licensed-Day-1 person-Needs Group 4 and Needs Group 4 Emergency, Respite-Licensed-Day-2 person-Needs Group 1 and Needs Group 1 Emergency, Respite-Licensed-Day-2 person-Needs Group 2 and Needs Group 2 Emergency, Respite-Licensed-Day-2 person-Needs Group 3 and Needs Group 3 Emergency, Respite-Licensed-Day-2 person-Needs Group 4 and Needs Group 4 Emergency, Respite- Licensed-Day-3 person-Needs Group 1 and Needs Group 1 Emergency, Respite-Licensed-Day-3 person Needs Group 2 Needs Group 2 Emergency, Respite-Licensed-Day-3 person-Needs Group 3 and Needs Group 3 Emergency, Respite-Licensed-Day-3 person-Needs Group 4 and Needs Group 4 Emergency, Respite-Unlicensed-15 minutes (Level 1, 1:3) Out-of-Home, (Level 2, 1:2) Out-of Home, Respite-Unlicensed-Day (Level 1,1:3) Out-of-Home, Respite-Unlicensed-Day (Level 2, 1:2) Out-of-Home	7/1/25-6/30/26	N/A*	N/A*	Remove Level 2 Services for FY 25/26

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CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
ID 17/25	Brian's House, Inc.	Residential, Residential Habilitation-1 Person-Needs Groups 1,2 & 3, 1-4 Eligible, Residential Habilitation-1 Person-Needs Groups 1,2 & 3, 1-4 with Day Supports, Residential Habilitation-2 Person-Needs Groups 1,2 & 3, 1-4 Eligible, Residential Habilitation-2 Person-Needs Groups 1,2 & 3, 1-4 with Day Supports, Residential Habilitation-3 Person-Needs Groups 1,2 & 3, 1-4 Eligible Residential Habilitation-3 Person-Needs Groups 1,2 & 3, 1-4 with Day Supports, Residential Habilitation-Licensed-1-3 Person-Ineligible Community Participation Supports Community 1:1,1:2, or 1:3,2:1,2:3 Community Participation Supports Community 1:1 Enhanced, 1:1 LPN, 1:1 Enhanced RN, Community Participation Supports Facility 1:1,1:2,1:3, Enhanced, Enhanced LPN, Enhanced RN, Community Participation Supports Facility 1:11 to 1:15, 1:4 to 1:6, 1:7 to 1:10, Community Participation Supports Facility 2:1, 2:1 Enhanced, 2:1 Enhanced LPN and RN, Community Participation Supports: Community On Call/Remote Support, Supplemental Habilitation 1:1; Supported Employment, Job Finding/ Development, Supported Career Assessment, Small Group Employment (Level 1&2), Supported Employment-Job Support-1:1	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 18/25	Quality Progressions	Supports Coordination	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 19/25	OneWell LLC	Respite-Unlicensed-Day (Level 3, 1:1) In-home	7/1/25-6/30/26	N/A*	N/A*	Status Quo

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CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
ID 20/25	Handi-Crafters, Inc.	Community Participation Supports Community 1:1,1:2 or 1:3, 2:3 Community Participation Supports Facility 1:1 and Facility 1:1 Enhanced Community Participation Supports Facility 1:1 Enhanced LPN & RN Community Participation Supports Facility 1:11 to 1:15, 1:2 to 1:3,1:4 to 1:6, 1:7 to 1:10 Community Participation Supports: Community On Call/Remote Support Community Participation Supports Facility 2:1 and Facilty 2:1 Enhanced Community Participation Supports Facility 2:1 Enhanced LPN and RN Supported Employment-Job Finding/Job Development Supported Employment-Job Support-1:1	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 25/25	Tutoring for Adult Life Learners, LLC	Supported Employment-Job Support 1:1 Supported Employment-Job Finding, Supported Employment-Job Development	7/1/25-6/30/26	N/A*	N/A*	Add Services for FY 25/26 Supported Employment-Job Finding, Supported Employment-Job Development

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CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
ID 28/25	Pediatric Services of America, Inc. dba Aveanna Healthcare	In-Home & Community Supports (Basic, Level 1,2,3), (Levels 2-3) Enhanced, Companion Service (Basic Level 2), Nursing (1:1) LPN & RN, Respite- Unlicensed-15 Minutes- (Level 3-1:1 Enhanced) Respite- Unlicensed- 15 Minutes (Level 1-1:3) In-Home, Respite-Unlicensed- 15 Minutes (Level 3 1:1) In-Home, Respite-Unlicensed-Day (Level 1-1:3)In-Home, Respite-Unlicensed-Day (Level 3-1:1 Enhanced) Out-of-Home, Respite-Unlicensed-Day (Level 3, 1:1) Out-of-Home	7/1/25-6/30/26	N/A*	N/A*	Add Services for FY 25/26 Companion Service (Basic Level 2)
ID 29/25	Royer-Greaves School for Blind	Community Participation Supports Community 1:1, 1:2 or 1:3, 2:1, 2:3 Community Participation Supports Facility- 1:1, 1:1 Enhanced, 1:1 Enhanced (LPN & RN) Community Participation Supports Facility 2:1 Community Participation Supports, Community On call/Remote Support Life Sharing-Needs Group-1 person-Eligible-Needs Group-1-4 (over 30 hours per week) Residential Habilitation-2 Person-Needs Group 1-4-Eligible Residential Habilitation-2 Person-Needs Group 1-4 Eligible-with Day Supports Residential Habilitation-3 Person-Needs Group 1-4-Eligible Residential Habilitation-3 Person-Needs Group 1-4-Eligible-with Day Supports Residential Habilitation-4 Person-Needs Group 1-4-Eligible Residential Habilitation-4 Person-Needs Group 1-4-Eligible with Day Supports Residential Habilitation Licensed 2-3 -4 person In-eligible.	7/1/25-6/30/26	N/A*	N/A*	Add Services for FY 25/26 Community Residential Licensed Habilitation 2-3 -4 person In-eligible.

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ID 30/25	Delaware County Intermediate Unit	In-Home & Community Supports, (Level 1,2,3), Small Group Employment (Level 2) Small Group Employment (Level 3), Supported Employment - Career Assessment Supported Employment - Job Finding/Job Development, Supported Employment-Job Support- 1:1	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 31/25	Partnership for Community Supports	Supports Coordination	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 32/25	Associates Home Care, Inc.	In-Home and Community Support (Level 1-3), Respite-Unlicensed-15-minutes (Level 3, 1:1) In-Home, Respite-Unlicensed-Day (Level 3, 1:1) In-Home, Companion Services (level 1 & 2)	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 35/25	LinGroup, Inc.	In-Home & Community Supports(Basic, Level 1,2,3)	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 37/25	People First Supports Coordination	Supports Coordination	7/1/25-6/30/26	N/A*	N/A*	Status Quo

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ID 39/25	Keystone Service Systems, Inc.	Supplemental Habilitation – 1:1 and 2:1 Residential Habilitation-1 Person-Needs Group 1-4-Eligible Residential Habilitation-1 Person-Needs Group 1-4 Eligible-with Day Supports Residential Habilitation-2 Person-Needs Group 1-4 Eligible Residential Habilitation-2 Person-Needs Group 1-4 Eligible-with Day Supports Residential Habilitation-3 Person-Needs Group 1-4 Eligible Residential Habilitation-3 Person-Needs Group 1-4 Eligible-with Day Supports Residential Habilitation-Licensed-1-3 Person Ineligible Life Sharing-1 Person-Eligible Unlicensed Less Than 30 Hours	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 40/25	Spectra Support Services, LLC	In-Home & Community Supports (Level 2), (Level 2-Enhanced), (Level 3), (Level 3-Enhanced), Respite-Unlicensed-15-minutes (Level 3, 1:1)In-Home Respite-Unlicensed-15-minutes (Level 4, 2:1) In-Home Respite-Unlicensed-Day (Level 3, 1:1) In-Home Behavioral Supports-Level 1-Initial/Ongoing Residential Habilitation, 1 Person-Needs Group 4-Eligible Residential Habilitation-1 Person-Needs Group 4-Eligible-with Day Supports Residential Habilitation-Licensed-1 Person-Ineligible Residential Habilitation-2 Person-Needs Group 4-Eligible Residential Habilitation-2 Person-Needs Group 4-Eligible-with Day Supports Residential Habilitation-Licensed-2 Person-Ineligible, Supplemental Habilitation 1:1 & 2:1	7/1/25-6/30/26	N/A*	N/A*	Status Quo

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ID 42/25	YCB, Inc. dba Home Helpers	In-Home & Community Supports (Level 2), Companion Services (Level 1-2)	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 44/25	Neighbours International, Inc.	Administrative fee	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 46/25	Precise Point Inc. dba Unique Aid	In-Home & Community Supports (Basic, Level 1-3), In-Home & Community Supports (Level 2 & 3 Enhanced), Companion Services (Basic), (Level 1) (Level 2)Respite-Licensed-Day-1 person-Needs Group 3 & 4, Respite-Licensed-Day-2 person-Needs Group 3 & 4, Respite-Licensed-Day-3 person-Needs Group 1-4, Respite-Licensed-Day-4 person-Needs Group 1-4, Respite-Licensed-Day-4 person-Needs Group 1-4, Emergency, Respite-Unlicensed-15-minutes (Basic 1:4), Respite-Unlicensed-15-minutes (Level 3, 1:1 Enhanced), Respite-Unlicensed-15-minutes (Level 1, 1:3) Out-of-Home, Respite-Unlicensed-15 minute-(Level 2, 1:2) & (Level 3, 1:1) Out-of-Home, Respite-Unlicensed-Day (Basic, 1:4), Out-of-Home Respite-Unlicensed-Day (Level 1, 1:3) Out-of-Home, Respite-Unlicensed-Day (Level 2, 1:2) Out-of-Home, Respite-Unlicensed-Day (Level 3, 1:1 Enhanced) Out-of-Home, Respite-Unlicensed-Day (Level 3, 1:1) Out-of-Home, Respite-Unlicensed-Day (Level 4, 2:1 Enhanced) In-Home, Respite-Unlicensed-Day (Level 4, 2:1) Out-of-Home, Chore-Permanent & Temporary 1 Hour, Home Maker Permanent & Temporary 1 Hour, Nursing (1:1)-LPN & RN-15 minutes, (1:2)-LPN & RN	7/1/25-6/30/26	N/A*	N/A*	Status Quo

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ID 49/25	Aegis Residential Services, Inc	Residential Habilitation-3 Person-Needs Group 1-4 Eligible, Residential Habilitation-3 Person-Needs Group 1-4 Eligible-with Day Supports, Residential Habilitation-Licensed-3 Person Ineligible, Supplemental Habilitation 1:1 and 2:1, Residential Habilitation-1 Person-Needs Group 1-4, Eligible, Residential Habilitation-1 Person-Needs Group 1-4 Eligible with Day Supports, Residential Habilitation-2 Person-Needs Group 1-4 Eligible, Residential Habilitation-2 Person-Needs Group 1-4 Eligible with Day Supports, Residential Habilitation Licensed 1 & 2 person Inelgible Respite-Licensed-Day-1 person-Needs Group 3 & Needs Group 3 Emergency, Respite-Licensed-Day-1 person-Needs Group 4 & Needs Group 4 Emergency, Respite-Licensed-Day-2 person-Needs Group 1-4 & Needs Group 1-4 Emergency, Respite-Licensed-Day-3 person-Needs Group 1-4 & Needs Group 1-4 Emergency	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 50/25	Penstate Best Care, Inc. dba Haskins House	Residential-Boarding Home, Residential Care in a Privately Licensed Facility	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 54/25	West Philadelphia Mental Health Consortium dba The Consortium	Supports Coordination	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 57/25	Lenape Valley Foundation	Supports Coordination	7/1/25-6/30/26	N/A*	N/A*	Status Quo

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ID 58/25	Samaritans At Last, LLC	In-Home & Community Supports Basic, (Level 1, 2 & 3) Companion Services Basic, (Level 1&2) , Respite-Unlicensed- 15-minute (Basic 1:4) Respite-Unlicensed-15-minunte (Level 1, 1:3) In-Home Respite-Unlicensed-15-minute (Level 2, 1:2) In-Home Respite-Unlicensed-15-minute (Level 3, 1:1) In-Home Respite-Unlicensed-15-minute (Level 4, 2:1) In-Home Respite-Unlicensed-Day (Basic 1:4) In-Home Respite-Unlicensed-Day (Level 1, 1:3) In-Home Respite-Unlicensed-Day (Level 3, 1:1) In-Home Respite-Unlicensed-Day (Level 4, 2:1) In-Home, Behavioral Supports Level 1 Intial/ Ongoing	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 59/25	Cypress Support, LLC	Supports Coordination	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 60/25	The ARC Alliance Advocacy Services	Supports Coordination	7/1/25-6/30/26	N/A*	N/A*	Status Quo

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ID 93/25	KenCrest Services	In-Home & Community Supports (Level 1 & 3) Unlicensed Residential (AF), Residential (KS) Residential Habilitation-1 Person-Needs Group 1-4Eligible Residential Habilitation-1Person-Needs Group 1-4Eligible-with Day Supports Residential Habilitation-2 Person-Needs Group 1-4Eligible Residential Habilitation-2 Person-Needs Group 1-4Eligible-with Day Supports Residential Habilitation-3 Person-Needs Group 1-4Eligible Residential Habilitation-3 Person-Needs Group 1-4Eligible-with Day Supports Residential Habilitation-4 Person-Needs Group 1-4Eligible Residential Habilitation-4 Person-Needs Group 1-4Eligible-with Day Supports Residential Habilitation-Licensed-1-4 Person-Ineligible, Behavioral Supports Level 1&2 intial & on-going, Life Sharing 1 Person-Eligible Needs Group 1-4 More Than 30 Hours, Life Sharing 2 Person-Eligible Needs Group 1-4 More Than 30 Hours, Life Sharing-1 person-Eligible-Unlicensed-By Relative-Less Than 30 Hours Life Sharing-1 person-Eligible-Unlicensed-Less Than 30 Hours Life Sharing-2 person-Eligible-Unlicensed-Less Than 30 Hours Life Sharing-2 person-Eligible-Unlicensed-By Relative-Less Than 30 Hours	7/1/25-6/30/26	N/A*	N/A*	Add Services for FY 25/26 Residential (KS) Life Sharing-1 person-Eligible-Unlicensed-By Relative-Less Than 30 Hours Life Sharing-1 person-Eligible-Unlicensed-Less Than 30 Hours Life Sharing-2 person-Eligible-Unlicensed-Less Than 30 Hours Life Sharing-2 person-Eligible-Unlicensed-By Relative-Less Than 30 Hours
ID 101/25	Children and Adult Disability and Educational Services	In-Home & Community Supports (Level 2 & 3), Community Participation Supports Community (1:1, 1:2 or 1:3, 2:1, 2:3), Community Participation Supports Community On Call/Remote Support, Community Participation Supports Facility 1:1, 1:1 Enhanced, 1:1 Enhanced LPN, 1:1 Enhanced RN, Community Participation Supports Facility 1:11 to 1:15, 1:2 to 1:3, 1:4 to 1:6, 1:7 to 1:10, Community Participation Supports Facility 2:1, 2:1 Enhanced, 2:1 Enhanced LPN, 2:1 Enhanced RN, Residential Habilitation-Licensed-1-4 Person-Ineligible, Residential Habilitation-1 Person-Needs Group 1-4 Eligible, Residential Habilitation-1 Person-Needs Group 1-4Eligible-with Day Supports, Residential Habilitation-2 Person-Needs Group 1-4 Eligible, Residential Habilitation-2 Person-Needs Group 1-4Eligible-with Day Supports, Residential Habilitation-3 Person-Needs Group 1-4 Eligible, Residential Habilitation-3 Person-Needs Group 1-4Eligible-with Day Supports, Residential Habilitation-4 Person-Needs Group 1-4 Eligible, Residential Habilitation-4 Person-Needs Group 1-4Eligible-with Day Supports, Supplemental Habilitation 1:1, 2:1, Respite-Licensed-Day-4 Person-Needs Group 3-Emergency	7/1/25-6/30/26	N/A*	N/A*	Status Quo

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ID 102/25	LifePath, Inc.	Residential Habilitation-Licensed & Unlicensed 1-Individual Home (Ineligible) Residential Habilitation-1-3 Person-Needs Group 1-4 Eligible Residential Habilitation-1-3 Person-Needs Group 1-4 Eligible-with Day Supports Residential Habilitation-Licensed-1-3 Person-Ineligible Community Participation Support Community 1:1, 1:2 or 1:3, 2:1, 2:3 Community Participation Support Facility 1:1, 1:1 Enhanced & 1:1 Enhanced LPN&RN Community Participation Support Facility 2:1, 2:1 Enhanced & 2:1 Enhanced LPN&RN Community Participation Support Facility 1:11 to 1:15, 1:2 to 1:3, 1:4 to 1:6, 1:7 to 1:10, Community Participation Supports: Community On Call/Remote Support	7/1/25-6/30/26	N/A*	N/A*	Status Quo

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CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
ID 103/25	Community Interactions, Inc.	Unlicensed Residential (MS-Manchester) In-Home & Community Supports (Basic, Level 1-3, Level 3 Enhanced) Community Participation Supports Community 1:1, 1:2 or 1:3, 2:1, 2:3, 2:1 Enhanced, Community Participation Supports Facility 1:1, 1:1 Enhanced, 1:1 Enhanced LPN & RN Community Participation Supports Facility 1:11 to 1:15, 1:2 to 1:3, 1:4 to 1:6, 1:7 to 1:10 Community Participation Supports Facility 2:1, 2:1 Enhanced, 2:1 Enhanced LPN & RN Community Participation Supports Community On call/remote supports, Supported Employment- Job supports: 1:1 and 1:2 Life Sharing Needs Group-1 per-Eligible-Unlicensed (less than 30 Hours Per Week) Respite-Licensed-Day-1 person-Needs Group 3, Needs Group 3 Emergency Respite-Licensed-Day-1 person-Needs Group 4, Needs Group 4- Emergency Respite-Licensed-Day-2 person-Needs Group 1, Needs Group 1-Emergency Respite-Licensed-Day-2 person-Needs Group 2, Needs Group 2-Emergency Respite-Licensed-Day-2 person-Needs Group 3, Needs Group 3-Emergency Respite-Licensed-Day-2 person-Needs Group 4, Needs Group 4-Emergency Respite-Licensed-Day-3 person-Needs Group 1, Needs Group 1-Emergency Respite-Licensed-Day-3 person-Needs Group 2, Needs Group 2-Emergency Respite-Licensed-Day-3 person-Needs Group 3, Needs Group 3-Emergency Respite-Licensed-Day-3 person-Needs Group 4, Needs Group 4-Emergency Respite-Licensed-Day-4 person-Needs Group 1, Needs Group 1-Emergency Respite-Licensed-Day-4 person-Needs Group 2, Needs Group 2-Emergency Respite-Licensed-Day-4 person-Needs Group 3, Needs Group 3-Emergency Respite-Licensed-Day-4 person-Needs Group 4, Needs Group 4-Emergency Respite-Unlicensed-Day (Level 3, 1:1) Out-of-Home Respite-Unlicensed-Day (Level 4, 2:1) Out-of-Home Residential Habilitation-Licensed 1-4 Person-Ineligible Residential Habilitation 5-8 Person Needs Group 1-4 Eligible with day support Residential Habilitation-Licensed 5-8 Person-Ineligible Residential Habilitation-1 Person-Needs Group 1-4 Eligible Residential Habilitation-1 Person-Needs Group 1-4 Eligible-with Day Supports Residential Habilitation-2 Person-Needs Group 1-4 Eligible Residential Habilitation-2 Person-Needs Group 1-4 Eligible-with Day Supports Residential Habilitation-3 Person-Needs Group 1-4 Eligible Residential Habilitation-3 Person-Needs Group 1-4 Eligible-with Day Supports Residential Habilitation-4 Person-Needs Group 1-4 Eligible Residential Habilitation-4 Person-Needs Group 1-4 Eligible-with Day Supports Residential Habilitation-5-8 Person-Needs Group 1-4 Eligible Residential Habilitation-5-8 Person-Needs Group 1-4 Eligible-with Day Supports Residential Habilitation-Licensed 5-8 Person-Ineligible	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 104/25	The Devereux Foundation dba Devereux Advanced Behavioral Health	Enhanced Residential Support 2:1 Enhanced Residential Support 1:1 Respite, Non-Waiver Setting - Needs Group/Private Licensed Facility, Needs Group-4 Respite, Non-Waiver Setting-Needs Group/Private Licensed Facility, Needs Group-2 Residential - Cottage A - (J.C.) Residential - Cottage B (B.K., B.L.) Residential - Ferdinand (R.M.) Residential - Hankin-B (R.P.) Residential - Hillcrest (B.D.; B.T.) Residential - Hilltop (J.L.) Residential - MIR Residential - Stearns Residential - Trimble (R.A.; T.G.; W.S.)	7/1/25-6/30/26	N/A*	N/A*	Status Quo

INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
CONTRACTS/LETTERS OF AGREEMENT
OVER $25,000
FY 2025/2026

FINAL

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
ID 105/25	Elwyn of Pennsylvania and Delaware	In-Home & Community Supports (Levels 1-3), (Level 2 Enhanced), Residential Habilitation-1 Person-Needs Group 1-4Eligible Residential Habilitation-1 Person-Needs Group 1-4Eligible-with Day Supports Residential Habilitation-2 Person-Needs Group 1-4Eligible Residential Habilitation-2 Person-Needs Group 1-4Eligible-with Day Supports Residential Habilitation-3 Person-Needs Group 1-4Eligible Residential Habilitation-3 Person-Needs Group 1-4Eligible-with Day Supports Residential Habilitation-4 Person-Needs Group 1-4 Eligible Residential Habilitation-4 Person-Needs Group 1-4 Eligible-with Day Supports Residential Rehabilition Licensed 5-8 Person Ineligible Residential Habilitation-Licensed-1-4 Person-Ineligible Supplemental Habilitation 1:1, 2:1 Respite-Unlicensed-15 minutes (Level 1, 1:3)) Out of Home Respite-Unlicensed-15 minutes (Level 2, 1:2) Out-of-Home Respite-Unlicensed-15 minutes (Level 3-1:1) Out of Home Respite-Unlicensed-Day (Level 2, 1:2) In-Home Respite-Unlicensed-Day (Level 3, 1:1) Out-of-Home Supported Employment- Career Assessment, Job Finding/Job Development, Job Support - 1:1 Small Group Employment (Basic- Levels 1&2) Licensed Day/Older Adult Day Unlicensed Residential at the following sites: Folcroft A21, New Orleans B25, New Orleans D8, New Orleans F4, Jamestown Apt 104 and Glen Brook 2A Unlicensed Residential -Grant Road Unlicensed Residential -Jefferson Street Unlicensed Residential-MacDade Boulevard Residential Habilitation Licensed-Cricket Lane Residential Habilitation Licensed-Ryans Run Road Residential Habilitation Licensed-School Lane Residential Habilitation Licensed-Overhill Road Residential Habilitation Licensed-Cherry Street Residential Habilitation Licensed - Shubrook Lane Residential Habilitation-Licensed-4 Person-Ineligible Residential Habilitation-Unlicensed-2 Person-Eligible & Ineligible Behavioral Supports-Level 1-Initial/Ongoing Community Participation Supports Community 1:1, 1:2 or 1:3, 2:1, 2:3 Community Participation Supports Community 2:3 -Enhanced Communication Services Community Participation Supports Facility 1:1, 1:1 Enhanced, 1:1 Enhanced LPN & RN Community Participation Supports Facility 1:1 Enhanced-Enhanced Communication Services Community Participation Supports Facility 1:1-Enhanced Communication Services Community Participation Supports Facility 1:11 to 1:15 Community Participation Supports Facility 1:11 to 1:15-Enhanced Communication Services Community Participation Supports Facility 1:2 to 1:3 Community Participation Supports Facility 1:2 to 1:3-Enhanced Communication Services Community Participation Supports Facility 1:4 to 1:6 Community Participation Supports Facility 1:4 to 1:6-Enhanced Communication Services Community Participation Supports Facility 1:7 to 1:10 Community Participation Supports Facility 1:7 to 1:10-Enhanced Communication Services Community Participation Supports Facility 2:1, 2:1 Enhanced, 2:1 Enhanced LPN & RN Community Participation Supports Facility 2:1 Enhanced-Enhanced Communication Services Community Participation Supports Facility 2:1-Enhanced Communication Services	7/1/25-6/30/26	N/A*	N/A*	Status Quo

INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
CONTRACTS/LETTERS OF AGREEMENT
OVER $25,000
FY 2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
ID 106/25	Values Into Action, Inc.	In-Home & Community Support (Level 2 & 3) (Level 2 Enhanced) Residential Habilitation–Licensed-1-2 Person-Ineligible Residential Habilitation-1-2 Person-Needs Group 1-4 Eligible Residential Habilitation-1-2 Person-Needs Group 1-4 Eligible-with Day Supports Supplemental Habilitation 1:1 & 2:1-Housing Transitions/Tenancy Sustaining Services, Companion Services (Basic), (Level 1-2), Supports Broker Services	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 112/25	Communites of Don Guanella and Divine Providence	In-Home & Community Supports Basic, (Level 2) Community Participation Supports Community 1:1 Life Sharing-Needs Group-1 person-Eligible-Unlicensed (Less Than 30 Hours Per Week) Residential Habilitation-3 Person-Needs Group 1-4Eligible Residential Habilitation-3 Person-Needs Group 1-4Eligible-with Day Supports Residential Habilitation-4 Person-Needs Group 1-4Eligible Residential Habilitation-4 Person-Needs Group 1-4Eligible-with Day Supports Residential Habilitation-Licensed-3-4 Person-Ineligible	7/1/25-6/30/26	N/A*	N/A*	Status Quo

INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
CONTRACTS/LETTERS OF AGREEMENT
OVER $25,000
FY 2025/2026

FINAL

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
ID 113/25	Senior Care Centers of Pennsylvania, Inc.	Licensed Day/Older Adult Daily Living Centers, Community Participation Supports Community 1:1,1:2 or 1:3, 2:1, 2:3 Community Participation Supports Community 2:1 Enhanced Community Participation Supports Community Enhanced LPN Community Participation Supports Community 1:1 Enhanced Community Participation Supports Community 1:1 Enhanced LPN Community Participation supports Community 1:1 Enhanced RN Community Participation Supports Facility 1:1 & 1:1 Enhanced Community Participation Supports Facility 1:1 Enhanced LPN & RN Community Participation Supports Facility 1:11 to 1:15, 1:2 to 1:3,1:4 to 1:6, 1:7 to 1:10 Community Participation Supports: Community On Call/Remote Support Community Participation Supports Facility 2:1 & 2:1 Enhanced Community Participation Supports Facility 2:1 Enhanced LPN & RN	7/1/25-6/30/26	N/A*	N/A*	Add Service for FY 25/26 Community Participation Supports Community 1:1 Enhanced Community Participation Supports Community 1:1 Enhanced LPN Community Participation supports Community 1:1 Enhanced RN
ID 121/25	Woods Services, Inc.	Residential-Mollie Woods Level 1A (West Richardson) Residential-Mollie Woods Level 1, Level 1A, Level II, Level III Day Program-Holland Adult & Senior's Center Day Program-The Woods Enterprises Day Program-Challenging Behaviors Day Program-Buttonwood Vocational Residential-Woodlands-Challenging Behaviors Residential-Woodlands-Challenging Behaviors Intensive Residential – 1:1 Aide Residential Habilitation-Licensed-4 Person-Ineligible Residential Habilitation-Licensed-5-8 Person-Ineligible Community Participation Supports Community 1:2 or 1:3, 2:3 Community Participation Supports Facility 1:1, 1:1 Enhanced, 1:1 Enhanced LPN & RN Community Participation Supports Facility 1:11 to 1:15, 1:2 to 1:3, 1:4 to 1:6, 1:7 to 1:10 Community Participation Supports Facility 2:1, 2:1 Enhanced, 2:1 Enhanced LPN & RN Community Participation Supports: Community On Call/Remote Support Behavior Support-Level 1-Initial/Ongoing Equine Therapy Licensed Day Habilitation/Older Adult Living Centers * Provider must deduct 72% of consumer's SSI and invoice rates accordingly	7/1/25-6/30/26	N/A*	N/A*	Status Quo

INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
CONTRACTS/LETTERS OF AGREEMENT
OVER $25,000
FY 2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
ID 129/25	Bancroft, A New Jersey Non-Profit Corporation	Residential Residental Habilitation-1 Person-Needs Group 1-4 Eligible Residental Habilitation-1 Person-Needs Group 1-4 Eligible-with Day Supports Residental Habilitation-2 Person-Needs Group 1-4 Eligible Residental Habilitation-2 Person-Needs Group 1-4 Eligible-with Day Supports Residental Habilitation-3 Person-Needs Group 1-4 Eligible Residental Habilitation-3 Person-Needs Group 1-4 Eligible-with Day Supports Residential Habilitation-Licensed-1-3 Person-Ineligible	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 219/25	Delaware County Advocacy & Resource Organization	Independent Monitoring for Quality Services (IM4Q), Adult Advocacy, Pennhurst Monitoring	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 250/25	Resources for Human Development, Inc.	In-Home and Community Supports (Basic, Level 1&2), Transportation - Mileage, Public Transporation - SEPTA Rate - Zone 1-3 Transpass, Home Accessibility Adaptions, Vehicle Accessibility Adaptions, Respite Camp-Day-Eligible-15 Minutes, Respite Camp-Overnight-Eligible, Administrative Fee, Specialized Supplies, Educational Support Services, Assistive Technology, Participant Directed Goods and Services	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 267/25	Your Choice Supports Coordination, LLC	Supports Coordination	7/1/25-6/30/26	N/A*	N/A*	Status Quo

INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
CONTRACTS/LETTERS OF AGREEMENT
OVER $25,000
FY 2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
ID 313/25	Clariti Care, Inc.	In Home & Community Supports (Level 2) Community Participation Supports Community 1:1 Companion Services (Level 2) Behavioral Supports-Level 1-Initial/Ongoing Behavioral Supports-Level 2-Initial/Ongoing Community Participation Supports Community 1:2 or 1:3 Community Participation Supports Community 2.1 Community Participation Supports Community 2:1 Enhanced Community Participation Supports Community 2:3 Community Participation Supports: Community OnCall/Remote Support Chore, Permanent - 1 Hour Chore, Temporary - 1 Hour Companion Services (Basic Staff Support) Companion Services (Level 1) Homemaker, Permanent - 1 Hour Homemaker, Temporary - 1 Hour In-Home & Commnty Supports (Basic) In-Home & Commnty Supports (Level 1) In-Home & Commnty Supports (Level 2 Enhanced) In-Home & Commnty Supports (Level 2 Enhanced) LPN In-Home & Commnty Supports (Level 3 Enhanced) In-Home & Commnty Supports (Level 3 Enhanced) LPN In-Home & Commnty Supports (Level 3) Respite-Unlicensed- 15 minutes (Basic 1:4) Respite-Unlicensed- 15 Minutes (Level 3, 1:1 Enhanced) Respite-Unlicensed- 15 Minutes (Level 1, 1:3) In-Home Respite-Unlicensed- 15 Minutes (Level 2, 1:2) In-Home Respite-Unlicensed- 15 Minutes (Level 3, 1:1) In-Home Respite-Unlicensed- 15 Minutes (Level 4, 2:1 Enhanced) Respite-Unlicensed- 15 Minutes (Level 4, 2:1) In-Home Respite-Unlicensed-Day (Basic 1:4) In-Home Respite-Unlicensed-Day (Level 1, 1:3) In-Home	7/1/25-6/30/26	N/A*	N/A*	Status Quo
ID 314/25	Alpha Home Health Care, LLC	In-Home and Community Supports (Level 2-1:1) Companion Services (Level 1) Companion Services (Level 2) In-Home & Community Supports (Level 2 Enhanced) In-Home & Community Supports (Level 3) Respite-Life Sharing-Day (Level 3, 1:1 Enhanced) Respite-Unlicensed-Day (Level 2, 1:2) In-Home Respite-Unlicensed-Day (Level 3, 1:1) In-Home	7/1/25-6/30/26	N/A*	N/A*	Status Quo

INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
CONTRACTS/LETTERS OF AGREEMENT
OVER $25,000
FY 2025/2026

CONTRACT NUMBER	PROVIDER	SERVICE	TERM	24/25 AMOUNT	25/26 AMOUNT	THIS YEARS COMMENTS
ID 316/25	Miracle Works LLC	Supports Coordination	7/1/25-6/30/26	N/A*	N/A*	Status Quo

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Community Integrated Services

Contract Number: ID 1/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $3,051

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4711-631000	Balance:	Funds to be transferred
	1126-4716-631000		Funds to be transferred
	1126-4730-631000		Funds to be transferred

Services included in the Contract:

Public Transportation-SEPTA Rate-Zones 1, 2, 3 Transpass
Supported Employment-Career Assessment
Supported Employment-Job Finding/Job Development
Supported Employment-Job Support-1:1
Benefits Counseling

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, therefore we do not Request for Proposal for these services. Individuals with disabilities can choose Office of Developmental Programs services to meet their needs. The provider agency has a contract with the state to provide services.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Public Transportation - SEPTA Rate - Zone 1 Transpass	W7272	N/A	105.00	Month
Public Transportation - SEPTA Rate - Zone 2 Transpass	W7272	N/A	144.00	Month
Public Transportation - SEPTA Rate - Zone 3 Transpass	W7272	N/A	174.00	Month
Supported Employment-Career Assessment	W7235	N/A	$19.34	15 minutes
Supported Employment-Job Finding/Job Development	H2023	N/A	$19.34	15 minutes
Supported Employment-Job Support - 1:1	W9794	N/A	19.34	15 minutes
Benefits Counseling	W1740	SE	$14.43	15 minutes
HCSIS ID (MPI #) 100001163 SAP Vendor ID #2007759				
Community Integrated Services				
ID 1/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: PRN Staffing Home Care, LLC

Contract Number: ID 2/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $3,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4727-63100	Balance:	Funds to be transferred

Services included in the Contract:

In-Home & Community Supports (Level 2)
Companion Services (Level 2)
Nursing (1:1) LPN and RN

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Development Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home and Community Support (Level 2)	W7060	N/A	11.10	15 minutes
Companion Services (Level 2)	W1726	N/A	8.33	15 minutes
Nursing (1:1) LPN 15 minutes	T2025	TE	14.87	15 minutes
Nursing (1:1) RN 15 minutes	T2025	TD	20.60	15 minutes
HCSIS ID (MPI#) 102505543 SAP VENDOR ID #2003615				
PRN Staffing Home Care, LLC				
ID 2/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Kaleidoscope Family Solutions, Inc.

Contract Number: ID 4/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $3,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4711-631000	Balance:	Funds to be transferred
	1126-4727-631000		Funds to be transferred

Services included in the Contract:

In-Home & Community Supports (Basic), (Level 1, 2, 3), (Enhanced- Level 2 and 3)
Behavioral Supports-Level 1-Initial/Ongoing
Respite-Unlicensed (Level 3, 1:1) In-Home
Supported Employment-Career Assessment, Job Finding/Job Development, Job Support 1:1
Companion Services (Level 2)

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates so a Request For proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home & Community Supprts (Basic)	W7058	N/A	4.42	15 minutes
In-Home & Community Supprts (Level 1)	W7059	N/A	6.22	15 minutes
In-Home & Community Supprts (Level 2 Enhanced)	W7061	N/A	15.31	15 minutes
In-Home & Community Supprts (Level 2)	W7060	N/A	11.10	15 minutes
In-Home & Community Supprts (Level 3 Enhanced)	W7069	N/A	25.64	15 minutes
In-Home & Community Supprts (Level 3)	W7068	N/A	21.42	15 minutes
Behavioral Supports-Level 1-Initial/Ongoing	W7095	N/A	23.85	15 minutes
Respite-Unlicensed-(Level 3, 1:1) In-Home	W9862	N/A	8.59	15 minutes
Supported Employment-Career Assessment	W7235	N/A	19.34	15 minutes
Supported Employment-Job Finding/Job Development	H2023	N/A	19.34	15 minutes
Supported Employment-Job Support - 1:1	W9794	N/A	19.34	15 minutes
Companion Services (Level 2)	W1726	N/A	8.33	15 minutes

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: The Arc of Chester County

Contract Number: ID 6/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $2,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)		Balance:	
	1126-4711-631000		Funds to be transferred
	1126-4727-631000		Funds to be transferred
	1126-4728-631000		Funds to be transferred
	1126-4730-631000		Funds to be transferred

Services included in the Contract:

I In-Home and Community Supports (Level 2)
In-Home and Community Supports (Level 2) Enhanced Communication
In-Home & Community Supports (Level 3)
In-Home & Community Supports (Level 3) Enhanced Communication
In-Home & Community Supports (Level 2 Enhanced)
In-Home & Community Supports (Level 2 Enhanced) Enhanced Communication
In-Home & Community Supports (Level 3 Enhanced) Enhanced Communication N/A

In-Home & Community Supports (Level 3 Enhanced) Enhanced Communication U1
In-Home and Community Supports (Level 2) Excluding Benefits
In-Home and Community Supports (Level 2) Enhanced Communication Excluding Benefits
In-Home & Community Supports (Level 3) Excluding Benefits
In-Home & Community Supports (Level 3) Enhanced Communication Excluding Benefits
In-Home & Community Supports (Level 2 Enhanced)Excluding Benefits
In-Home & Community Supports (Level 2 Enhanced) Enhanced Communication Excluding Benefits
In-Home & Community Supports (Level 3 Enhanced) Enhanced Communication Excluding Benefits U4
In-Home & Community Supports (Level 3 Enhanced) Enhanced Communication Excluding Benefits--U4; U1
Companion Services N/A
Companion Services Enhanced Communication
Companion Services U4
Companion Services Enhanced Communication Excluding Benefits
In-Home Respite and Unlicensed Out-of Home Respite Services Level 3 (15 minutes)
In-Home Respite and Unlicensed Out-of Home Respite Services Level 3 Enhanced Communication (15 minutes)
In-Home Respite and Unlicensed Out-of Home Respite Services Level 4 (15 minutes)
In-Home Respite and Unlicensed Out-of Home Respite Services Level 4 Enhanced Communication (15 minutes)
In-Home Respite and Unlicensed Out-of Home Respite Services Level 3 (Day)
In-Home Respite and Unlicensed Out-of Home Respite Services Level 3 Enhanced Communication (Day)
In-Home Respite and Unlicensed Out-of Home Respite Services Level 4 (Day)
In-Home Respite and Unlicensed Out-of Home Respite Services Level 4 Enhanced Communication (Day)
In-Home Respite and Unlicensed Out-of Home Respite Services Level 3 Excluding Benefits (15 minutes)
In-Home Respite and Unlicensed Out-of Home Respite Services Level 3 Enhanced Communication Excluding Benefits (15 minutes)
In-Home Respite and Unlicensed Out-of Home Respite Services Level 4 Excluding Benefits (15 minutes)
In-Home Respite and Unlicensed Out-of Home Respite Services Level 4 Enhanced Communication Excluding Benefits (15 minutes)
In-Home Respite and Unlicensed Out-of Home Respite Services Level 3 Excluding Benefits (Day)
In-Home Respite and Unlicensed Out-of Home Respite Services Level 3 Enhanced Communication Excluding Benefits (Day)
In-Home Respite and Unlicensed Out-of Home Respite Services Level 4 Excluding Benefits (Day)
In-Home Respite and Unlicensed Out-of Home Respite Services Level 4 Enhanced Communication Excluding Benefits (Day)
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced- Level 3 (15 minutes)
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced- Level 3 Enhanced Communication (15 minutes)
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 4 (15 minutes)
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 4 Enhanced Communication (15 minutes)
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 3 (Day)
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 3 Enhanced Communication (Day)
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced N/A

In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced U1
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced- Level 3 Excluding Benefits (15 minutes)
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced- Level 3 Enhanced Communication Excluding Benefits (15 minutes)
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 4 Excluding Benefits (15 minutes)
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 4 Enhanced Communication Excluding Benefits (15 minutes)
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 3 Excluding Benefits (Day)
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 3 Enhanced Communication Excludes Benefits (Day)
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Excludes Benefits (Day)
Supported Employment - Career Assessment
Supported Employment - Career Assessment Enhanced Communication
Supported Employment - Career Assessment Excluding Benefits
Supported Employment - Career Assessment Enhanced Communication Excluding Benefits
Supported Employment- Job Coaching and Support
Supported Employment- Job Coaching and Support Enhanced Communication
Supported Employment- Job Coaching and Support Excluding Benefits
Supported Employment- Job Coaching and Support Excluding Benefits Enhanced Communication
Supported Employment -Job Finding and Development
Supported Employment -Job Finding and Development Enhanced Communication
Supported Employment -Job Finding and Development Excluding Benefits
Supported Employment -Job Finding and Development Enhanced Communication Excluding Benefits
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Communication Excluding Benefits
Transportation - Mileage
Public Transportation - SEPTA Rate - Zone 1 Transpass
Public Transportation - SEPTA Rate - Zone 2 Transpass
Public Transportation - SEPTA Rate - Zone 3 Transpass
Home Accessibility Adaptations
Vehicle Accessibility Adaptations
Administrative Fee
Specialized Supplies
Participant Directed Goods and Services
Behavioral Supports-Level 1-Initial/Ongoing
Supports Broker
Supports Broker Enhanced Communication
Supports Broker Excluding Benefits
Supports Broker Enhanced Communication Excluding Benefits
Homemaker
Homemaker Excluding Benefits
Chore
Chore Excluding Benefits
In-Home & Community Supports (Basic)
In-Home & Community Supports (Level 1)
In-Home & Community Supports (Level 2)
Respite-Unlicensed- (Basic 1:4)

Respite-Unlicensed-(Level 3, 1:1)Out-of-Home
Supported Employment-Career Assessment
Supported Employment-Job Finding/Job Development
Supported Employment-Job Support - 1:1

Was a Request for Proposal Issued? Yes _____ No X Date: _____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are Services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide Services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review Services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide Services.
- Office of Developmental Programs: This provider continues to be in approved status to provide Services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home and Community Supports (Level 2)	W7060	N/A	8.15	15 minutes
In-Home and Community Supports (Level 2) Enhanced Communication	W7060	U1	10.17	15 minutes
In-Home & Community Supports (Level 3)	W7068	N/A	16.30	15 minutes
In-Home & Community Supports (Level 3) Enhanced Communication	W7068	U1	20.36	15 minutes
In-Home & Community Supports (Level 2 Enhanced)	W7061	N/A	10.43	15 minutes
In-Home & Community Supports (Level 2 Enhanced) Enhanced Communication	W7061	U1	13.12	15 minutes
In-Home & Community Supports (Level 3 Enhanced) Enhanced Communication	W7069	N/A	15.35	15 minutes
In-Home & Community Supports (Level 3 Enhanced) Enhanced Communication	W7069	U1	19.11	15 minutes
In-Home and Community Supports (Level 2) Excluding Benefits	W7060	U4	7.33	15 minutes
In-Home and Community Supports (Level 2) Enhanced Communication Excluding Benefits	W7060	U4:U1	9.35	15 minutes
In-Home & Community Supports (Level 3) Excluding Benefits	W7068	U4	14.66	15 minutes
In-Home & Community Supports (Level 3) Enhanced Communication Excluding Benefits	W7068	U4:U1	18.71	15 minutes
In-Home & Community Supports (Level 2 Enhanced)Excluding Benefits	W7061	U4	9.61	15 minutes
In-Home & Community Supports (Level 2 Enhanced) Enhanced Communication Excluding Benefits	W7061	U4:U1	12.29	15 minutes
In-Home & Community Supports (Level 3 Enhanced) Enhanced Communication Excluding Benefits	W7069	U4	13.68	15 minutes
In-Home & Community Supports (Level 3 Enhanced) Enhanced Communication Excluding Benefits	W7069	U4:U1	17.45	15 minutes
Companion Services	W1726	N/A	6.56	15 minutes
Companion Services Enhanced Communication	W1726	U1	8.12	15 minutes
Companion Services	W1726	U4	5.72	15 minutes
Companion Services Enhanced Communication Excluding Benefits	W1726	U4:U1	7.29	15 minutes
In-Home Respite and Unlicensed Out-of Home Respite Services Level 3	W9862	N/A	5.59	15 minutes
In-Home Respite and Unlicensed Out-of Home Respite Services Level 3 Enhanced Communication	W9862	U1	6.87	15 minutes
In-Home Respite and Unlicensed Out-of Home Respite Services Level 4	W9864	N/A	11.18	15 minutes
In-Home Respite and Unlicensed Out-of Home Respite Services Level 4 Enhanced Communication	W9864	U1	13.74	15 minutes
In-Home Respite and Unlicensed Out-of Home Respite Services Level 3	W9798	N/A	424.54	Day
In-Home Respite and Unlicensed Out-of Home Respite Services Level 3 Enhanced Communication	W9798	U1	521.99	Day
In-Home Respite and Unlicensed Out-of Home Respite Services Level 4	W9800	N/A	701.78	Day
In-Home Respite and Unlicensed Out-of Home Respite Services Level 4 Enhanced Communication	W9800	U1	853.99	Day
In-Home Respite and Unlicensed Out-of Home Respite Services Level 3 Excluding Benefits	W9862	U4	4.76	15 minutes
In-Home Respite and Unlicensed Out-of Home Respite Services Level 3 Enhanced Communication Excluding Benefits	W9862	U4:U1	6.04	15 minutes
In-Home Respite and Unlicensed Out-of Home Respite Services Level 4 Excluding Benefits	W9864	U4	9.53	15 minutes
In-Home Respite and Unlicensed Out-of Home Respite Services Level 4 Enhanced Communication Excluding Benefits	W9864	U4:U1	12.09	15 minutes
In-Home Respite and Unlicensed Out-of Home Respite Services Level 3 Excluding Benefits	W9798	U4	361.79	15 minutes
In-Home Respite and Unlicensed Out-of Home Respite Services Level 3 Enhanced Communication Excluding Benefits	W9798	U4:U1	459.25	Day
In-Home Respite and Unlicensed Out-of Home Respite Services Level 4 Excluding Benefits	W9800	U4	576.30	Day
In-Home Respite and Unlicensed Out-of Home Respite Services Level 4 Enhanced Communication Excluding Benefits	W9800	U4:U1	728.49	Day
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced- Level 3	W9863	N/A	10.89	15 minutes
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced- Level 3 Enhanced Communication	W9863	U1	13.71	15 minutes
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 4	W8095	N/A	16.48	15 minutes
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 4 Enhanced Communication	W8095	U1	20.57	15 minutes
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 3	W9799	N/A	764.39	Day
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 3 Enhanced Communication	W9799	U1	960.40	Day
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced	W9801	N/A	1,115.28	Day
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced	W9801	U1	1,387.39	Day
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced- Level 3 Excluding Benefits	W9863	U4	10.07	15 minutes
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced- Level 3 Enhanced Communication Excluding Benefits	W9863	U4:U1	12.88	15 minutes

In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 4 Excluding Benefits	W8095	U4	14.83	15 minutes
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 4 Enhanced Communication Excluding Benefits	W8095	U4:U1	18.92	15 minutes
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 3 Excluding Benefits	W9799	U4	701.65	Day
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Level 3 Enhanced Communication excludes benefits	W9799	U4:U1	897.66	Day
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced excludes benefits	W9801	U4	989.80	Day
Supported Employemt - Career Assessment	W7235	N/A	9.21	15 minutes
Supported Employemt - Career Assessment Enhanced Communication	W7235	U1	11.55	15 minutes
Supported Employemt - Career Assessment Excluding Benefits	W7235	U4	8.39	15 minutes
Supported Employemt - Career Assessment Enhanced Communication Excluding Benefits	W7235	U4:U1	10.72	15 minutes
Supported Employment- Job Coaching and Support	W9794	N/A	9.21	15 minutes
Supported Employment- Job Coaching and Support Enhanced Communication	W9794	U1	11.55	15 minutes
Supported Employment- Job Coaching and Support Excluding Benefits	W9794	U4	8.39	15 minutes
Supported Employment- Job Coaching and Support Excluding Benefits Enhanced Communication	W9794	U4:U1	10.72	15 minutes
Supported Employment -Job Finding and Development	H2023	N/A	9.21	15 minutes
Supported Employment -Job Finding and Development Enhanced Communication	H2023	U1	11.55	15 minutes
Supported Employment -Job Finding and Development Excluding Benefits	H2023	U4	8.39	15 minutes
Supported Employment -Job Finding and Development Enhanced Communication Excluding Benefits	H2023	U4:U1	10.72	15 minutes
In-Home Respite and Unlicensed Out-of-Home Respite Services-Enhanced Communication Excluding Benefits	W9801	U4:U1	1,262.35	Day
Transportation - Mileage	W7271	N/A	0.700	Mile
Public Transportation - SEPTA Rate - Zone 1 Transpass	W7272	N/A	96.00	Month
Public Transportation - SEPTA Rate - Zone 2 Transpass	W7272	N/A	144.00	Month
Public Transportation - SEPTA Rate - Zone 3 Transpass	W7272	N/A	174.00	Month
Home Accessibility Adaptations	W7279	N/A	$20,000 Over 10 Years Per Consumer	Outcome Based
Vehicle Accessibility Adaptations	W7278	N/A	$20,000 Over 10 Years Per Consumer	Outcome Based
Administrative Fee	W7319	N/A	336.61	Month
Specialized Supplies	W6089	N/A	500 per FY	Outcome Based
Participant Directed Goods and Services	T5999	N/A	2,000 per FY	Outcome Based
Behavioral Supports-Level 1-Initial/Ongoing	W7095	N/A	23.85	15 minute
Supports Broker	W7096	N/A	7.72	15 minutes
Supports Broker Enhanced Communication	W7096	U1	9.62	15 minutes
Supports Broker Excluding Benefits	W7096	U4	6.90	15 minutes
Supports Broker Enhanced Communication Excluding Benefits	W7096	U4:U1	8.80	15 minutes
Homemaker	W7283	N/A	18.07	hour
Homemaker Excluding Benefits	W7283	U4	14.76	hour
Chore	W7282	N/A	18.07	hour
Chore Excluding Benefits	W7282	U4	14.76	hour
In-Home & Community Supports (Basic)	W7058	N/A	4.42	15 minute
In-Home & Community Supports (Level 1)	W7059	N/A	6.22	15 minute
In-Home & Community Supports (Level 2)	W7060	N/A	11.10	15 minute
Respite-Unlicensed- (Basic 1:4)	W8096	N/A	2.44	15 minute
Respite-Unlicensed-(Level 3, 1:1)Out-of-Home	W9862	N/A	8.59	15 minute
Supported Employment-Career Assessment	W7235	N/A	19.34	15 minute
Supported Employment-Job Finding/Job Development	H2023	N/A	19.34	15 minute
Supported Employment-Job Support - 1:1	W9794	N/A	19.34	15 minute
HCSIS ID (MPI #) 100003570 SAP VENDOR ID #2024331				
The Arc of Chester County				
ID 6/25				**FY 25-26**

Social Services and Community Programs Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Epic Health Services (PA), LLC dba Aveanna Healthcare

Contract Number: ID 7/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $2,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant APPR #10255	Amount:	97.94%
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4727-631000 1126-4728-631000	Balance:	Funds to be transferred Funds to be transferred

Services included in the Contract:

In-Home & Community Supports, Basic, Levels 1, 2, 3
In-Home & Community Supports (Level 2 Enhanced)
In-Home & Community Supports Level 2 Enhanced LPN, Level 3 Enhanced RN
Companion Services (Basic, Level 1 & 2)
Nursing (1:1) LPN and RN
Respite-Unlicensed-(Level 3, 1:1) Enhanced
Respite-Unlicensed- Level 1, 1:3) In-Home

Respite-Unlicensed-(Level 2, 1:2) In-Home
Respite-Unlicensed- (Level 3, 1:1) In-Home
Respite-Unlicensed-Day (Level 3, 1:1 Enhanced) In-Home
Respite-Unlicensed-Day (Level 3, 1:1) In-Home

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home & Community Supprts (Basic)	W7058	N/A	$4.42	15 minutes
In-Home & Community Supprts (Level 1)	W7059	N/A	$6.22	15 minutes
In-Home & Community Supprts (Level 2 Enhanced)	W7061	N/A	$15.31	15 minutes
In-Home & Community Supprts (Level 2)	W7060	N/A	$11.10	15 minutes
In-Home & Community Supprts (Level 3 Enhanced) RN	W7069	N/A	$25.64	15 minutes
In-Home & Community Supprts (Level 3)	W7068	N/A	$21.42	15 minutes
Companion Services (Basic Staff Support)	W1724	N/A	$3.45	15 minutes
Companion Services (Level 1)	W1725	N/A	4.77	15 minutes
Companion Services (Level 2)	W1726	N/A	8.33	15 minutes
Nursing - (1:1) LPN	T2025	TE	14.87	15 minutes
Nursing - (1:1) RN	T2025	TD	20.6	15 minutes
Respite-Unlicensed- (Level 3, 1:1 Enhanced)	W9863	N/A	$13.28	15 minutes
Respite-Unlicensed-(Level 1, 1:3) In-Home	W9860	N/A	3.22	15 minutes
Respite-Unlicensed-(Level 2, 1:2) In-Home	W9861	N/A	$4.75	15 minutes
Respite-Unlicensed-(Level 3, 1:1) In-Home	W9862	N/A	$8.59	15 minutes
Respite-Unlicensed-Day (Level 3, 1:1 Enhanced) In-Home	W9799	N/A	$531.24	Day
Respite-Unlicensed-Day (Level 3, 1:1) In-Home	W9798	N/A	$343.22	Day
In-Home & Commnty Supports (Level 2 Enhanced) LPN	W7061	TE	15.31	15 minutes
HCSIS ID (MPI #) 101413311 SAP VENDOR ID #2033231				
Epic Health Services (PA) LLC dba Aveanna Healthcare				
ID 7/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Maxim Healthcare Services, Inc.

Contract Number: ID 8/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $3,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4727-631000	Balance:	Funds to be transferred
	1126-4728-631000		Funds to be transferred

Services included in the Contract:

In-Home & Community Supports (Basic), (Level 1-3)
In-Home & Community Supports (Level 2 and 3 Enhanced)
Nursing - (1:1) LPN and RN
Companion Services (Basic), (Level 1-2)
Homemaker, Permanent - 1 Hour
In-Home & Community Supports (Level 2 and Level 3 Enhanced) LPN and RN

Respite-Unlicensed-(Basic 1:4)
Respite-Unlicensed-(Level 3, 1:1 Enhanced)
Respite-Unlicensed-(Level 1, 1:3) In-Home

Respite-Unlicensed-(Level 2, 1:2) In-Home
Respite-Unlicensed-(Level 4, 2:1 Enhanced) and (In-Home)
Respite-Unlicensed-Day (Basic 1:4) In-Home
Respite-Unlicensed-Day (Level 1, 1:3) In-Home
Respite-Unlicensed-Day (Level 2, 1:2) In-Home
Respite-Unlicensed-Day (Level 3, 1:1 Enhanced) In-Home
Respite-Unlicensed-Day (Level 3, 1:1) In-Home
Respite-Unlicensed-Day (Level 4, 2:1 Enhanced) In-Home
Respite-Unlicensed-Day (Level 4, 2:1) In-Home"

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates so an Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services.

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- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home & Community Supports (Basic)	W7058	N/A	4.42	15 minutes
In-Home & Community Supports (Level 1)	W7059	N/A	6.22	15 minutes
In-Home & Community Supports (Level 2 Enhanced)	W7061	N/A	15.31	15 minutes
In-Home & Community Supports (Level 2)	W7060	N/A	11.1	15 minutes
In-Home & Community Supports (Level 3 Enhanced)	W7069	N/A	25.64	15 minutes
In-Home & Community Supports (Level 3)	W7068	N/A	21.42	15 minutes
Nursing - (1:1) LPN	T2025	N/A	14.87	15 minutes
Nursing - (1:1) RN	T2025	N/A	20.60	15 minutes
Companion Services (Basic Staff Support)	W1724	N/A	3.45	15 minutes
Companion Services (Level 1)	W1725	NA	4.77	15 minutes
Companion Services (Level 2)	W1726	N/A	8.33	15 minutes
Homemaker, Permanent - 1 Hour	W7283	N/A	24.55	15 minutes
In-Home & Community Supports (Level 2 Enhanced) LPN	W7061	TE	15.31	15 minutes
In-Home & Community Supports (Level 2 Enhanced) RN	W7061	TD	15.31	15 minutes
In-Home & Community Supports (Level 3 Enhanced) LPN	W7069	TE	25.64	15 minutes
In-Home & Community Supports (Level 3 Enhanced) RN	W7069	TD	25.64	15 minutes
Respite-Unlicensed-(Basic 1:4)	W8096	N/A	2.44	15 minutes
Respite-Unlicensed-(Level 3, 1:1 Enhanced)	W9863	N/A	13.28	15 minutes
Respite-Unlicensed-(Level 1, 1:3) In-Home	W9860	N/A	3.22	15 minutes
Respite-Unlicensed-(Level 2, 1:2) In-Home	W9861	N/A	4.75	15 minutes
Respite-Unlicensed-(Level 4, 2:1 Enhanced)	W8095	N/A	21.74	15 minutes
Respite-Unlicensed-(Level 4, 2:1) In-Home	W9864	N/A	17.03	15 minutes
Respite-Unlicensed-Day (Basic 1:4) In-Home	W9795	N/A	97.84	Day
Respite-Unlicensed-Day (Level 1, 1:3) In-Home	W9796	N/A	128.64	Day
Respite-Unlicensed-Day (Level 2, 1:2) In-Home	W9797	N/A	190.26	Day
Respite-Unlicensed-Day (Level 3, 1:1 Enhanced) In-Home	W9799	N/A	531.24	Day
Respite-Unlicensed-Day (Level 3, 1:1) In-Home	W9798	N/A	343.22	Day
Respite-Unlicensed-Day (Level 4, 2:1 Enhanced) In-Home	W9801	N/A	869.48	Day
Respite-Unlicensed-Day (Level 4, 2:1) In-Home	W9800	N/A	681.46	Day
HCSIS ID (MPI #) 100729832 SAP VENDOR ID #2010913				
Maxim Healthcare Services, Inc.				
ID 8/25				**FY 25-26**

APPENDIX Z

Social Services and Community Services Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: GSI Home Care Solutions LLC

Contract Number: ID 11/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $3,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4727-631000	Balance:	Funds to be transferred
	1126-4728-631000		Funds to be transferred

Services included in the Contract:

In-Home & Community Supports (Level2)
Respite-Unlicensed-15-minutes (Level 3, 1:1) In-Home
Respite-Unlicensed-Day (Level 3, 1:1) In-Home
Companion Services (Level 1) and (Level 2)

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home & Community Supports (Level 2)	W7060	N/A	11.10	15 minutes
Respite-Unlicensed-15-minute (Level 3, 1:1) In-Home	W9862	N/A	$8.59	15 minutes
Respite-Unlicensed-Day (Level 3, 1:1) In-Home	W9798	N/A	343.22	Day
Companion Services (Level 1)	W1725	N/A	4.77	15 minutes
Companion Services (Level 2)	W1726	N/A	8.33	15 minutes
HCSIS ID (MPI #) 102505150 SAP VENDOR ID #2030898				
GSI Home Care Solutions LLC				
ID 11/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Delta Community Supports, Inc.

Contract Number: ID 13/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $170,715

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4715-631000	Balance:	Funds to be transferred
	1126-4726-631000		Funds to be transferred
	1126-4728-631000		Funds to be transferred

Services included in the Contract:

Unlicensed Residential Supports (NS)
Residential Habilitation-1 Person-Needs Group 1-4 Eligible
Residential Habilitation-1Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-2 Person-Needs Group 1-4 Eligible
Residential Habilitation-2 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-3 Person-Needs Group 1-4 Eligible
Residential Habilitation-3 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-4 Person-Needs Group 1-4 Eligible
Residential Habilitation-4 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-Licensed-1-4 Person-Ineligible

Respite-Licensed-Day-2 person-Needs Group 1-4
Respite-Licensed-Day-3 person-Needs Group 1-4
Supplemental Habilitation 1:1, 2:1
In Home Community Supports Level 2
Supported Employment – Job Finding/Job Development

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Unlicensed Residential Supports (NS)	W7079	N/A	168.73	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible	W9000	U5	554.38	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible	W9000	U6	643.34	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible-with Day Supports	W9000	U5:HI	433.05	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible-with Day Supports	W9000	U6:HI	545.91	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible	W9000	U7	980.38	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible-with Day Supports	W9000	U7:HI	790.99	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible	W9000	U8	1,185.86	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible-with Day Supports	W9000	U8:HI	871.56	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible	W9029	U5	554.38	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible-with Day Supports	W9029	U5:HI	433.05	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible	W9029	U6	643.34	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible-with Day Supports	W9029	U6:HI	545.91	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible	W9029	U7	726.82	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible-with Day Supports	W9029	U7:HI	668.54	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible	W9029	U8	869.36	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible-with Day Supports	W9029	U8:HI	730.86	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible	W9045	U5	411.03	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible-with Day Supports	W9045	U5:HI	312.16	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible	W9045	U6	468.38	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible-with Day Supports	W9045	U6:HI	361.68	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible	W9045	U7	545.05	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible-with Day Supports	W9045	U7:HI	467.35	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible	W9045	U8	662.22	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible-with Day Supports	W9045	U8:HI	513.07	Day
Residential Habilitation-Licensed-1 Person-Ineligible	W9001	N/A	105.05	Day
Residential Habilitation-Licensed-2 Person-Ineligible	W9030	N/A	57.29	Day
Residential Habilitation-Licensed-3 Person-Ineligible	W9046	N/A	41.06	Day
Residential Habilitation-Licensed-4 Person-Ineligible	W9048	N/A	31.91	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 1	W9047	U5:HI	322.49	Day
Residential Habilitation-4 Person-Needs Group 1-Eligible-with Day Supports	W9047	U5:HI	245.99	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 2	W9047	U6:HI	367.82	Day
Residential Habilitation-4 Person-Needs Group 2-Eligible-with Day Supports	W9047	U6:HI	284.31	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 3	W9047	U7:HI	425.56	Day
Residential Habilitation-4 Person-Needs Group 3-Eligible-with Day Supports	W9047	U7:HI	362.42	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 4	W9047	U8:HI	510.56	Day
Residential Habilitation-4 Person-Needs Group 4-Eligible-with Day Supports	W9047	U8HI	398.69	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 3	W9047	U7	425.56	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 4	W9047	U8	510.56	Day
Respite-Licensed-Day-2 person-Needs Group 2	W9791	U6	616.04	Day
Respite-Licensed-Day-2 person-Needs Group 3	W9791	U7	738.67	Day
Respite-Licensed-Day-2 person-Needs Group 4	W9791	U8	800.99	Day
Respite-Licensed-Day-2 person-Needs Group1	W9791	U5	503.18	Day
Respite-Licensed-Day-3 person-Needs Group 1	W9792	U6	369.73	Day
Respite-Licensed-Day-3 person-Needs Group 2	W9792	U6	419.25	Day
Respite-Licensed-Day-3 person-Needs Group 3	W9792	U7	524.92	Day
Respite-Licensed-Day-3 person-Needs Group 4	W9792	U8	570.64	Day
In-Home & Community Supports (Level 2)	W7060	N/A	11.10	15 minutes
Supplemental Habilitation 1:1	W7070	N/A	6.12	15 minutes
Supplemental Habilitation 2:1	W7084	N/A	12.22	15 minutes
Supported Employmnt-Job Finding/Job Development	H2023	N/A	19.34	15 minutes

HCSIS ID (MPI #) 100000489 SAP VENDOR ID #2012242				
Delta Community Supports, Inc.				
ID 13/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: MG Therapeutic Services, LLC

Contract Number: ID 14/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $22,384

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4703-631000	Balance:	Funds to be transferred

Services included in the Contract:

Psychological With Adaptive Assessment
Adaptive Assessment
Review Psychological Testing

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the state Office of Developmental Programs. The Office of Developmental Programs sets the rates, therefore we do not Request for Proposal these services. Individuals with disabilities can choose services to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Psychological With Adaptive Assessment	N/A	N/A	260.00	Hour
Adaptive Assessment	N/A	N/A	130.00	Hour
Review Psychological Testing	N/A	N/A	80.00	Hour

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Merakey Delaware County

Contract Number: ID 15/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $5,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.04%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4715-631000	Balance:	Funds to be transferred
	1126-4726-631000		Funds to be transferred
	1126-4727-631000		Funds to be transferred

Services included in the Contract:

Residential Habilitation1 Person-Needs Group 1-4 Eligible
Residential Habilitation-1 Person-Needs Group 1-4 Eligible with Day Supports
Residential Habilitation-2 Person-Needs Group 1-4 Eligible
Residential Habilitation-2 Person-Needs Group 1-4Eligible-with Day Supports
Residential Habilitation-3 Person-Needs Group 1-4-Eligible
Residential Habilitation-3 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-Licensed 1-3 Ineligible

In-Home and Community Supports (Level 2)
Supplemental Habilitation 1:1, 2:1

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Residential Habilitation-1 Person-Needs Group 1-Eligible	W9000	U5:HI	554.38	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible	W9000	U6:HI	643.34	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible-with Day Supports	W9000	U5	433.05	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible-with Day Supports	W9000	U6	545.91	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible	W9000	U7:HI	980.38	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible-with Day Supports	W9000	U7	790.99	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible	W9000	U8:HI	1,185.86	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible-with Day Supports	W9000	U8	871.56	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible	W9029	U5:HI	554.38	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible-with Day Supports	W9029	U5	433.05	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible	W9029	U6:HI	643.34	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible-with Day Supports	W9029	U6	545.91	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible	W9029	U7:HI	726.82	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible-with Day Supports	W9029	U7	730.86	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible	W9029	U8:HI	869.36	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible-with Day Supports	W9029	U8	730.86	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible	W9045	U5:HI	411.03	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible-with Day Supports	W9045	U5	312.16	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible	W9045	U6:HI	468.38	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible-with Day Supports	W9045	U6	361.68	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible	W9045	U7:HI	545.05	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible-with Day Supports	W9045	U7	467.35	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible	W9045	U8:HI	662.22	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible-with Day Supports	W9045	U8	513.07	Day
Residential Habilitation-Licensed-1 Person-Ineigible	W9001	N/A	105.05	Day
Residential Habilitation-Licensed-2 Person-Ineligible	W9030	N/A	57.29	Day
Residential Habilitation-Licensed-3 Person-Ineligible	W9046	N/A	41.06	Day
In-Home & Commnity Supports (Level 2)	W7060	N/A	11.10	15 minutes
Supplemental Habilitation 1:1	W7070	N/A	6.12	15 minutes
Supplemental Habilitation 2:1	W7084	N/A	12.22	15 minutes
HCSIS ID (MPI #) 100001753 SAP VENDOR ID #2032195				
Merakey Delaware County				
ID 15/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Passionate Care Services

Contract Number: ID 16/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $2,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4715-631000	Balance:	Funds to be transferred
	1126-4726-631000		Funds to be transferred
	1126-4728-631000		Funds to be transferred

Services included in the Contract:

In-Home & Community Supports (Level 2)
Residential Habilitation-Licensed 3 Person-Ineligible
Residential Habilitation-3 Person-Needs Group 1- 4-Eligible
Residential Habilitation-3 Person-Needs Group 1- 4-Eligible-with Day Supports
Companion Services (Level 1) and (Level 2)
Supplemental Habilitation 1:1 and 2:1
Respite-Licensed-Day-1 person-Needs Group 3 and Needs Group 3 Emergency
Respite-Licensed-Day-1 person-Needs Group 4 and Needs Group 4 Emergency
Respite-Licensed-Day-2 person-Needs Group 1 and Needs Group 1 Emergency
Respite-Licensed-Day-2 person-Needs Group 2 and Needs Group 2 Emergency

Respite-Licensed-Day-2 person-Needs Group 3 and Needs Group 3 Emergency
Respite-Licensed-Day-2 person-Needs Group 4 and Needs Group 4 Emergency
Respite-Licensed-Day-3 person-Needs Group 1 and Needs Group 1-Emergency
Respite-Licensed-Day-3 person-Needs Group 2 and Needs Group 2-Emergency
Respite-Licensed-Day-3 person-Needs Group 3 and Needs Group 3 Emergency
Respite-Licensed-Day-3 person-Needs Group 4 and Needs Group 4-Emergency
Respite-Unlicensed-15 minutes (Level 1, 1:3) Out-of-Home
Respite-Unlicensed-15 minutes (Level 2, 1:2) Out-of-Home
Respite-Unlicensed-Day (Level 1, 1:3) Out-of-Home
Respite-Unlicensed-Day (Level 2, 1:2) Out-of-Home

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home and Community Supports (Level 2)	W7060	N/A	11.10	15 minutes
Residential Habilitation-3 Person-Needs Group 1-Eligible	W9045	U5:HI	411.03	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible-with Day Supports	W9045	U5:HI	312.16	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible	W9045	U6:HI	468.38	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible-with Day Supports	W9045	U6:HI	361.68	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible	W9045	U7:HI	545.05	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible-with Day Supports	W9045	U7:HI	467.35	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible	W9045	U8:HI	662.22	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible-with Day Supports	W9045	U8:HI	513.07	Day
Residential Habilitation-Licensed 3 Person-Ineligible	w9046	N/A	41.06	Day
Companion Services (Level 1)	W1725	N/A	4.77	15 minutes
Companion Services (Level 2)	W1726	N/A	8.33	15 minutes
Supplemental Habilitation 1:1	W7070	N/A	6.12	15 minutes
Supplemental Habilitation 2:1	W7084	N/A	12.22	15 minutes
Respite-Licensed-Day-1 person-Needs Group 3	W9790	U7:U1	906.68	Day
Respite-Licensed-Day-1 person-Needs Group 3-Emergency	W9790	U7:U2	906.68	Day
Respite-Licensed-Day-1 person-Needs Group 4	W9790	U8	987.25	Day
Respite-Licensed-Day-1 person-Needs Group 4-Emergency	W9790	U8:U2	987.25	Day
Respite-Licensed-Day-2 person-Needs Group1	W9791	U5	503.18	Day
Respite-Licensed-Day-2 person-Needs Group 1-Emergency	W9791	U5:U2	503.18	Day
Respite-Licensed-Day-2 person-Needs Group 2	W9791	U6	616.04	Day
Respite-Licensed-Day-2 person-Needs Group 2-Emergency	W9791	U6:U2	616.04	Day
Respite-Licensed-Day-2 person-Needs Group 3	W9791	U7	738.67	Day
Respite-Licensed-Day-2 person-Needs Group 3-Emergency	W9791	U7:U2	738.67	Day
Respite-Licensed-Day-2 person-Needs Group4	W9791	U8	800.99	Day
Respite-Licensed-Day-2 person-Needs Group 4-Emergency	W9791	U8:U2	800.99	Day
Respite-Licensed-Day-3 person-Needs Group 1	W9792	U5:U1	369.73	Day
Respite-Licensed-Day-3 person-Needs Group 1-Emergency	W9792	U5:U2	369.73	Day
Respite-Licensed-Day-3 person-Needs Group 2	W9792	U6	419.25	Day
Respite-Licensed-Day-3 person-Needs Group 2-Emergency	W9792	U6:U2	419.25	Day
Respite-Licensed-Day-3 person-Needs Group 3	W9792	U7	524.92	Day
Respite-Licensed-Day-3 person-Needs Group 3-Emergency	W9792	U7:U2	524.92	Day
Respite-Licensed-Day-3 person-Needs Group 4	W9792	U8	570.64	Day
Respite-Licensed-Day-3 person-Needs Group 4-Emergency	W9792	U8:U2	570.64	Day
Respite-Unlicensed-15-minutes (Level 1, 1:3) Out-of-Home	W9860	N/A	3.22	15 minutes
Respite-Unlicensed-15-minutes (Level 2, 1:2) Out-of-Home	W9861	N/A	4.75	15 minutes
Respite-Unlicensed-Day (Level 1, 1:3) Out-of-Home	W9796	N/A	128.64	Day
Respite-Unlicensed-Day (Level 2, 1:2) Out-of-Home	W9797	N/A	190.26	Day
HCSIS ID (MPI #) 102662993 SAP VENDOR ID #2029703				
Passionate Care Services				
ID 16/25				**FY 25-26**

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Brian's House, Inc.

Contract Number: ID 17/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $3,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR# 10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4711-631000	Balance:	Funds to be transferred
	1126-4715-631000		Funds to be transferred
	1126-4727-631000		Funds to be transferred

Services included in the Contract:

Residential
Residential Habilitation-1 Person-Needs Groups 1, 2 & 3, 1-4 Eligible
Residential Habilitation-1 Person-Needs Groups 1, 2 & 3, 1-4 with Day Supports
Residential Habilitation-2 Person-Needs Groups 1, 2 & 3, 1-4 Eligible
Residential Habilitation-2 Person-Needs Groups 1, 2 & 3, 1-4 with Day Supports
Residential Habilitation-3 Person-Needs Groups 1, 2 & 3, 1-4 Eligible
Residential Habilitation-3 Person-Needs Groups 1, 2 & 3, 1-4 with Day Supports
Residential Habilitation -Licensed-1-3 Person-Ineligible
Community Participation Supports Community 1:1,1:2 or 1:3, 2:1, 2:3
Community Participation Supports Community 1:1 Enhanced, 1:1 Enhanced LPN & RN

Community Participation Supports Facility 1:1, 1:1 Enhanced, 1:1 Enhanced LPN & RN
Community Participation Supports Facility 1:11 to 1:15, 1:4 to 1:6, 1:7 to 1:10
Community Participation Supports Facility 1:2 to 1:3
Community Participation Supports Facility 2:1, 2:1 Enhanced, 2:1 Enhanced LPN & RN
Community Participation Supports: Community On Call/Remote Support
Small Group Employment (Level 1) and (Level 2)
Supplemental Habilitation 1:1
Supported Employment-Career Assessment, Job Finding/Job Development, Job Support - 1:1

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Residential Habilitation-1 Person-Needs Group 1-Eligible	W9000	U5:HI	554.38	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible	W9000	U6:HI	643.34	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible-with Day Supports	W9000	U5	433.05	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible-with Day Supports	W9000	U6	545.91	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible	W9000	U7:HI	980.38	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible-with Day Supports	W9000	U7	790.99	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible	W9000	U8:HI	1,185.86	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible-with Day Supports	W9000	U8	871.56	Day
Residential Habilitation-Licensed-1 Person-Ineligible	W9001	N/A	105.05	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible	W9029	U5:HI	554.38	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible-with Day Supports	W9029	U5	433.05	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible	W9029	U6:HI	643.34	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible-with Day Supports	W9029	U6	545.91	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible	W9029	U7:HI	726.82	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible-with Day Supports	W9029	U7	668.54	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible	W9029	U8:HI	869.36	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible-with Day Supports	W9029	U8	730.86	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible	W9045	U5:HI	411.03	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible-with Day Supports	W9045	U5	312.16	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible	W9045	U6:HI	468.38	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible-with Day Supports	W9045	U6	361.68	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible	W9045	U7:HI	545.05	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible-with Day Supports	W9045	U7	467.35	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible	W9045	U8:HI	662.22	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible-with Day Supports	W9045	U8	513.07	Day
Residential Habilitation-Licensed-2 Person-Ineligible	W9030	N/A	57.29	Day
Residential Habilitation-Licensed-3 Person-Ineligible	W9046	N/A	41.06	Day
Community Participation Supports Community 1:1	W5996	N/A	13.83	15 minutes
Community Participation Supports Community 1:2 or 1:3	W9351	N/A	7.54	15 minutes
Community Participation Supports Community 1:1 Enhanced	W9353	N/A	18.65	15 minutes
Community Participation Supports Community 1:1 Enhanced LPN	W9353	TE	18.65	15 minutes
Community Participation Supports Community 1:1 Enhanced RN	W9353	TD	18.65	15 minutes
Community Participation Supports Community 2:1	W5993	N/A	26.59	15 minutes
Community Participation Supports Community 2:3	W9352	N/A	11.26	15 minutes
Community Participation Supports Facility 1:1	W7244	N/A	13.39	15 minutes
Community Participation Supports Facility 1:1 Enhanced	W9353	N/A	18.65	15 minutes
Community Participation Supports Facility 1:1 Enhanced LPN	W9353	TE	18.65	15 minutes
Community Participation Supports Facility 1:1 Enhanced RN	W9353	TD	18.65	15 minutes
Community Participation Supports Facility 1:11 to 1:15	W7222	N/A	3.20	15 minutes
Community Participation Supports Facility 1:2 to 1:3	W7224	N/A	7.39	15 minutes
Community Participation Supports Facility 1:4 to 1:6	W7226	N/A	5.65	15 minutes
Community Participation Supports Facility 1:7 to 1:10	W7223	N/A	3.43	15 minutes
Community Participation Supports Facility 2:1	W7269	N/A	25.67	15 minutes
Community Participation Supports Facility 2:1 Enhanced	W9356	N/A	30.94	15 minutes
Community Participation Supports Facility 2:1 Enhanced LPN	W9356	TE	30.94	15 minutes
Community Participation Supports Facility 2:1 Enhanced RN	W9356	TD	30.94	15 minutes
Community Participation Supports: Community OnCall/Remote Support	W9400	N/A	1.77	15 minutes
Small Group Employment (Level 1)	W7239	N/A	3.82	15 minutes
Small Group Employment (Level 2)	W7241	N/A	7.52	15 minutes
Supplemental Habilitation 1:1	W7070	N/A	6.12	15 minutes
Supported Employment-Career Assessment	W7235	N/A	19.34	15 minutes
Supported Employment-Job Finding/Job Development	H2023	N/A	19.34	15 minutes
Supported Employment-Job Support - 1:1	W9794	N/A	19.34	15 minutes
HCSIS ID (MPI #) 101112176 SAP VENDOR ID #2000490				
Brian's House, Inc.				
ID 17/25				FY 25-26

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Quality Progressions

Contract Number: ID 18/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $2,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant APPR #10255	Amount:	97.94%
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4703-631000	Balance:	Funds to be transferred

Services included in the Contract:

Supports Coordination

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the state Office of Developmental Programs. The Office of Developmental Programs sets the rates, therefore we do not submit a Request for Proposal for these services. Individuals with disabilities can choose services to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Supports Coordination	W7210	N/A	27.21	15 minutes
HCSIS ID (MPI #) 100945550 SAP VENDOR ID #2033218				
Quality Progressions				
ID 18/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: OneWell LLC

Contract Number: ID 19/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $40,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4728-631000	Balance:	Funds to be transferred

Services included in the Contract:

Respite-Unlicensed-Day (Level 3,1:1) In-Home

Was a Request for Proposal Issued? Yes No X Date:

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Respite-Unlicensed-Day (Level 3,1:1) In-Home	W9798	N/A	343.42	Day
HCSIS ID (MPI #) 104005367 SAP VENDOR ID #				
OneWell, LLC				
ID 19/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Handi-Crafters, Inc.

Contract Number: ID 20/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $16,724

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4727-631000	Balance:	Funds to be transferred
	1126-4711-631000		

Services included in the Contract:

Community Participation Supports Community 1:1,1:2 or 1:3, 2:3
Community Participation Supports Facility 1:1, 1:1 Enhanced, 1:1 Enhanced LPN and RN
Community Participation Supports Facility 1:11 to 1:15, 1:2 to 1:3, 1:4 to 1:6, 1:7 to 1:10
Community Participation Supports: Community On Call/Remote Support
Community Participation Supports Facility 2:1, 2:1 Enhanced, 2:1 Enhanced LPN and RN
Supported Employment-Job Finding/Job Development, Job Support - 1:1

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Community Participation Supports Community 1:1	W5996	N/A	13.83	15 minutes
Community Participation Supports Community 1:2 OR 1:3	W9351	N/A	7.54	15 minutes
Community Participation Supports Community 2:3	W9352	N/A	11.26	15 minutes
Community Participation Supports Facility 1:1	W7244	N/A	13.39	15 minutes
Community Participation Supports Facility 1:1 Enhanced	W9353	N/A	18.65	15 minutes
Community Participation Supports Facility 1:1 Enhanced LPN	W9353	TE	18.65	15 minutes
Community Participation Supports Facility 1:1 Enhanced RN	W9353	TD	18.65	15 minutes
Community Participation Supports Facility 1:11 to 1:15	W7222	N/A	3.20	15 minutes
Community Participation Supports Facility 1:2 to 1:3	W7224	N/A	7.39	15 minutes
Community Participation Supports Facility 1:4 to 1:6	W7226	N/A	5.65	15 minutes
Community Participation Supports Facility 1:7 to 1:10	W7223	N/A	3.43	15 minutes
Community Participation Supports Facility 2:1	W7269	N/A	25.67	15 minutes
Community Participation Supports Facility 2:1 Enhanced	W9356	N/A	30.94	15 minutes
Community Participation Supports Facility 2:1 Enhanced LPN	W9356	TE	30.94	15 minutes
Community Participation Supports Facility 2:1 Enhanced RN	W9356	TD	30.94	15 minutes
Community Participation Supports:Community OnCall/Remote Support	W9400	N/A	1.77	15 minutes
Supported Employment-Job Finding/Job Development	H2023	N/A	19.34	15 minutes
Supported Employment-Job Support - 1:1	W9794	N/A	19.34	15 minutes
HCSIS ID (MPI #) 100002151 SAP VENDOR ID #2008252				
Handi-Crafters, Inc.				
ID 20/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Tutoring for Adult Life Learners, LLC

Contract Number: ID 25/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $5,000

Proposed Contract Effective Dates: 7/01/2025 06/30/2026

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4711-631000	Balance:	Funds to be transferred

Services included in the Contract:

Supported Employment-Job Finding/Job Development
Supported Employment-Job Support-1:1

Was a Request for Proposal Issued? Yes _____ No X Date: _____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The state sets the rate so a Request For Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet Office of Developmental Programs standards to maintain their approved contract.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Supported Employment-Job Finding/Job Development	**H2023**	**N/A**	**19.34**	**15 Minutes**
Supported Employment-Job Support - 1:1	W9794	N/A	19.34	15 Minutes

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Pediatric Services of America, Inc. dba Aveanna Healthcare

Contract Number: ID 28/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $2,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4727-631000	Balance:	Funds to be transferred
	1126-4728-631000		Funds to be transferred

Services included in the Contract:

In-Home & Community Supports (Basic, Level 1, 2, 3)
In-Home & Community Supports (Level 2 Enhanced and Level 3 Enhanced)
Companion Services (Basic), (Level 2)
Nursing - (1:1) LPN and RN
Respite-Unlicensed-15-minutes (Level 3, 1:1 Enhanced)
Respite-Unlicensed-15 minutes (Level 1, 1:3) In-Home
Respite-Unlicensed-15 minutes (Level 3, 1:1) In-Home

Respite-Unlicensed-Day (Level 1, 1:3) In-Home
Respite-Unlicensed-Day (Level 3, 1:1 Enhanced) Out-of-Home
Respite-Unlicensed-Day (Level 3, 1:1) Out-of-Home

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home & Community Supports (Basic)	W7058	N/A	4.42	15 minutes
In-Home & Community Supports (Level 1)	W7059	N/A	6.22	15 minutes
In-Home & Community Supports (Level 2 Enhanced)	W7061	N/A	15.31	15 minutes
In-Home & Community Supports (Level 2)	W7060	N/A	11.1	15 minutes
In-Home & Community Supports (Level 3 Enhanced)	W7069	N/A	25.64	15 minutes
In-Home & Community Supports (Level 3)	W7068	N/A	21.42	15 minutes
Companion Services (Basic Staff Support)	W1724	N/A	3.45	15 minutes
Companion Services (Level 2)	W1726	N/A	8.33	15 minutes
Nursing - (1:1) LPN	T2025	TE	14.87	15 minutes
Nursing - (1:1) RN	T2025	TD	20.6	15 minutes
Respite-Unlicensed-15-minutes (Level 3, 1:1 Enhanced)	W9863	N/A	13.28	15 minutes
Respite-Unlicensed-15 minutes(Level 1, 1:3) In-Home	W9860	N/A	3.22	15 minutes
Respite-Unlicensed-15 minutes(Level 3, 1:1)In-Home	W9862	N/A	8.59	15 minutes
Respite-Unlicensed-Day (Level 1, 1:3) In-Home	W9796	N/A	128.64	Day
Respite-Unlicensed-Day (Level 3, 1:1 Enhanced) Out-of-Home	W9799	N/A	531.24	Day
Respite-Unlicensed-Day (Level 3, 1:1) Out-of-Home	W9798	N/A	343.22	Day

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Royer-Greaves School for Blind

Contract Number: ID 29/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $3,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4715-631000	Balance:	Funds to be transferred
	1126-4716-631000		Funds to be transferred
	1126-4727-631000		Funds to be transferred

Services included in the Contract:

Residential Habilitation-2 Person-Needs Group 1-4-Eligible
Residential Habilitation-2 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-3 Person-Needs Group 1-4Eligible
Residential Habilitation-3 Person-Needs Group 1-4Eligible-with Day Supports
Residential Habilitation-4 Person-Needs Group 1-4 Eligible
Residential Habilitation-4 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-Licensed-2, 3 and 4 Person-Ineligible

Community Participation Supports Community 1:1, 1:2 or 1:3, 2:1, 2:3
Community Participation Supports Facility- 1:1, 1:1 Enhanced, 1:1 Enhanced LPN and RN
Community Participation Supports Facility 2:1
Community Participation Supports: Community On call/Remote Support
Life Sharing-Needs Group-1 person-Eligible-Needs Group-1-4 (over 30 hours per week)

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the state Office of Developmental Programs. The Office of Developmental Programs sets the rates; therefore, we do not complete a request for proposal for these services. Individuals with disabilities can choose services to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Residential Habilitation-2 Person-Needs Group 1-Eligible	W9029	U5:HI	554.38	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible-with Day Supports	W9029	U5	433.05	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible	W9029	U6:HI	643.34	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible-with Day Supports	W9029	U6	545.91	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible	W9029	U7:HI	726.82	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible-with Day Supports	W9029	U7	668.54	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible	W9029	U8:HI	869.36	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible-with Day Supports	W9029	U8	730.86	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible	W9045	U5:HI	411.03	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible-with Day Supports	W9045	U5	312.16	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible	W9045	U6:HI	468.38	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible-with Day Supports	W9045	U6	361.68	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible	W9045	U7:HI	545.05	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible-with Day Supports	W9045	U7	467.35	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible	W9045	U8:HI	662.22	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible-with Day Supports	W9045	U8	513.07	Day
Residential Habilitation-Licensed-2 Person-Ineligible	W9030	N/A	57.29	Day
Residential Habilitation-Licensed-3 Person-Ineigible	W9046	N/A	41.06	Day
Residential Habilitation-Licensed-4 Person-Ineligible	W9048	N/A	31.91	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 1	W9047	U5:HI	322.49	Day
Residential Habilitation-4 Person-Needs Group 1-Eligible-with Day Supports	W9047	U5	245.99	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 2	W9047	U6:HI	367.82	Day
Residential Habilitation-4 Person-Needs Group 2-Eligible-with Day Supports	W9047	U6	284.31	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 3	W9047	U7:HI	425.56	Day
Residential Habilitation-4 Person-Needs Group 3-Eligible-with Day Supports	W9047	U7	362.42	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 4	W9047	U8:HI	510.56	Day
Residential Habilitation-4 Person-Needs Group 4-Eligible-with Day Supports	W9047	U8	398.69	Day
Community Participation Supports Facility 2:1	W7269	N/A	23.98	15 minutes
Community Participation Supports:Community OnCall/Remote Support	W9400	N/A	1.77	15 minutes
Community Participation Supports Community 1:1	W5996	N/A	13.83	15 minutes
Community Participation Supports Community 1:2 or 1:3	W9351	N/A	7.54	15 minutes
Community Participation Supports Community 2:1	W5993	N/A	26.59	15 minutes
Community Participation Supports Community 2:3	W9352	N/A	11.26	15 minutes
Community Participation Supports Facility 1:1	W7244	N/A	13.39	15 minutes
Community Participation Supports Facility 1:1 Enhanced	W9353	N/A	18.65	15 minutes
Community Participation Supports Facility 1:1 Enhanced LPN	W9353	N/A	18.65	15 minutes
Community Participation Supports Facility 1:1 Enhanced RN	W9353	N/A	18.65	15 minutes
Life Sharing-Needs Group-1 person-Eligible-Needs Group-1 (over 30 hours per week)	W8593	N/A	181.63	Day
Life Sharing-Needs Group-1 person-Eligible-Needs Group-2 (over 30 hours per week)	W8593	N/A	216.55	Day
Life Sharing-Needs Group-1 person-Eligible-Needs Group-3 (over 30 hours per week)	W8593	N/A	296.35	Day
Life Sharing-Needs Group-1 person-Eligible-Needs Group-4 (over 30 hours per week)	W8593	N/A	376.95	Day
HCSIS ID (MPI #) 100003542 SAP VENDOR ID #2006003				
Royer-Greaves School for Blind				
ID 29/25				**FY 25-26**

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Delaware County Intermediate Unit

Contract Number: ID 30/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $12,260

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APR#10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4711-631000	Balance:	Funds to be transferred
	1126-4727-631000		Funds to be transferred

Services included in the Contract:

In-Home & Community Supports (Level 1, 2, 3)
Small Group Employment (Level 2)
Small Group Employment (Level 3)
Supported Employment-Career Assessment
Supported Employment-Job Finding/Job Development
Supported Employment-Job Support - 1:1

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home & Community Supprts (Level 1)	W7059	N/A	6.22	15 Minutes
In-Home & Community Supprts (Level 2)	W7060	N/A	11.10	15 Minutes
In-Home & Community Supprts (Level 3)	W7068	N/A	21.42	15 Minutes
Small Group Employment (Level 2)	W7241	N/A	7.52	15 Minutes
Small Group Employment (Level 3)	W7245	N/A	14.20	15 Minutes
Supported Employment-Career Assessment	W7235	N/A	19.34	15 Minutes
Supported Employment-Job Finding/Job Development	H2023	N/A	19.34	15 Minutes
Supported Employment-Job Support - 1:1	W9794	N/A	19.34	15 Minutes

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Partnership for Community Supports

Contract Number: ID 31/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $8,292

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4703-63100	Balance:	Funds to be transferred

Services included in the Contract:

Supports Coordination

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Supports Coordination	W7210	N/A	27.21	15 minutes
HCSIS ID (MPI #) 102662993 VENDOR ID 2032041				
Partnership for Community Supports				
ID 31/25				**FY 25-26**

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Associates Home Care Inc.

Contract Number: ID 32/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $2,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR#10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4727-631000	Balance:	Funds to be transferred
	1126-4728-631000		Funds to be transferred

Services included in the Contract:

In-Home and Community Support (Levels 1-3)
Respite-Unlicensed-15-minutes (Level 3, 1:1) In-Home
Respite-Unlicensed-Day (Level 3, 1:1) In-Home
Companion Services (Levels 1 & 2)

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates so an Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home & Community Supports (Level 1)	W7059	N/A	6.22	15 minutes
In-Home & Community Supports (Level 2)	W7060	N/A	11.10	15 minutes
In-Home & Community Supports (Level 3)	W7068	N/A	21.42	15 minutes
Respite-Unlicensed-15-minutes (Level 3, 1:1) In-Home	W9862	N/A	8.59	15 minutes
Respite-Unlicensed-Day (Level 3, 1:1) In-Home	W9798	N/A	343.22	Day
Companion Services (Level 1)	W1725	N/A	4.77	15 minutes
Companion Services (Level 2)	W1726	N/A	8.33	15 minutes

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: LinGroup, Inc.

Contract Number: ID 35/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $31,519

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant APPR #10255	Amount:	97.94%
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4727-631000	Balance:	Funds to be transferred

Services included in the Contract:

In-Home & Community Supports (Basic) (Levels 1, 2, 3)

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home & Community Supports (Basic)	W7058	N/A	4.42	15 minutes
In-Home & Community Supports (Level 1)	W7059	N/A	6.22	15 minutes
In-Home & Community Supports (Level 2)	W7060	N/A	11.1	15 minutes
In-Home & Community Supports (Level 3)	W7068	N/A	21.42	15 minutes

Delaware County Human Services Contract Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: People First Supports Coordination

Contract Number: ID 37/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant APPR #10255	Amount:	97.94%
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4703-631000	Balance:	Funds to be transferred

Services included in the Contract:

Supports Coordination

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the state Office of Developmental Programs. The Office of Developmental Programs sets the rates, therefore we do not Request for Proposal these services. Individuals with disabilities can choose services to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Supports Coordination	W7210	N/A	27.21	15 minutes
HCSIS ID (MPI #) 103899765 SAP VENDOR ID #2029835				
People First Supports Coordination				
ID 37/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Keystone Service Systems, Inc.

Contract Number: ID 39/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $2,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4715-631000	Balance:	Funds to be transferred
	1126-4726-631000		Funds to be transferred

Services included in the Contract:

Supplemental Habilitation – 1:1 and 2:1
Residential Habilitation-1 Person-Needs Group 1-4-Eligible
Residential Habilitation-1 Person-Needs Group 1-4-Eligible-with Day Supports
Residential Habilitation-2 Person-Needs Group 1-4-Eligible
Residential Habilitation-2 Person-Needs Group 1-4-Eligible-with Day Supports
Residential Habilitation-3 Person-Needs Group 1-4-Eligible
Residential Habilitation-3 Person-Needs Group 1-4-Eligible-with Day Supports

Residential Habilitation-Licensed-1-3 Person-Ineligible
Lifesharing 1 person–Eligible-Unlicensed less than 30 hours

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Supplemental Habilitation 1:1	W7070	N/A	6.12	15 minutes
Supplemental Habilitation 2:1	W7084	N/A	12.22	15 minutes
Residential Habilitation-2 Person-Needs Group 1-Eligible	W9029	U5:HI	554.38	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible-with Day Supports	W9029	U5	433.05	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible	W9029	U6:HI	643.34	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible-with Day Supports	W9029	U6	545.91	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible	W9029	U7:HI	726.82	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible-with Day Supports	W9029	U7	668.54	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible	W9029	U8:HI	869.36	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible-with Day Supports	W9029	U8	730.86	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible	W9045	U5:HI	411.03	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible-with Day Supports	W9045	U5	312.16	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible	W9045	U6:HI	468.38	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible-with Day Supports	W9045	U6	361.68	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible	W9045	U7:HI	545.05	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible-with Day Supports	W9045	U7	467.35	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible	W9045	U8:HI	662.22	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible-with Day Supports	W9045	U8	513.07	Day
Residential Habilitation-Licensed-2 Person-Ineligible	W9030	N/A	57.29	Day
Residential Habilitation-Licensed-3 Person-Ineligible	W9046	N/A	41.06	Day
Residential Habilitation-Licensed-1 Person-Ineligible	W9001	N/A	105.05	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible	W9000	U5:HI	554.38	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible	W9000	U6:HI	643.34	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible-with Day Supports	W9000	U5	433.05	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible-with Day Supports	W9000	U6	545.91	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible	W9000	U7:HI	980.38	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible-with Day Supports	W9000	U7	790.99	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible	W9000	U8:HI	1,185.86	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible-with Day Supports	W9000	U8	871.56	Day
Life Sharing-1 person-Eligible-Unlicensed More Less 30 Hrs	W7037	N/A	156.49	day
HCSIS ID (MPI #) 100001038 SAP VENDOR ID #2013975				
Keystone Service Systems, Inc.				
ID 39/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Spectra Support Services, LLC

Contract Number: ID 40/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $1,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4715-631000	Balance:	Funds to be transferred
	1126-4726-631000		Funds to be transferred
	1126-4727-631000		Funds to be transferred

Services included in the Contract:

In-Home & Community Supports Level 2 and Level 3
In-Home & Community Supports Level 2 and Level 3 Enhanced
Respite-Unlicensed-15-minutes (Level 3, 1:1) In-Home
Respite-Unlicensed-15-minutes (Level 4, 2:1) In-Home
Respite-Unlicensed-Day (Level 3, 1:1) In-Home
Behavioral Supports-Level 1-Initial/Ongoing
Residential Habilitation, 1 Person-Needs Group 4-Eligible

Residential Habilitation-1 Person-Needs Group 4-Eligible-with Day Supports
Residential Habilitation-Licensed-1 Person-Ineligible
Residential Habilitation-2 Person-Needs Group 4-Eligible
Residential Habilitation-2 Person-Needs Group 4-Eligible-with Day Supports
Residential Habilitation-Licensed-2 Person-Ineligible
Supplemental Habilitation 1:1, 2:1

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home & Community Supports (Level 2 Enhanced)	W7061	N/A	15.31	15 minutes
In-Home & Community Supports (Level 2)	W7060	N/A	11.10	15 minutes
In-Home & Community Supports (Level 3 Enhanced)	W7069	N/A	25.64	15 minutes
In-Home & Community Supports (Level 3)	W7068	N/A	2,142.00	15 minutes
Respite-Unlicensed-15-minutes(Level 3, 1:1)In-Home	W9862	N/A	8.59	15 minutes
Respite-Unlicensed-15-minutes(Level 4, 2:1) In-Home	W9864	N/A	17.03	15 minutes
Respite-Unlicensed-Day (Level 3, 1:1) In-Home	W9798	N/A	424.54	Day
Behavioral Supports-Level 1-Initial/Ongoing	W7095	N/A	23.85	15 minutes
Residential Habilitation-1 Person-Needs Group 4-Eligible	W9000	U8:HI	1,185.86	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible-with Day Supports	W9000	U8	871.56	Day
Residential Habilitation-Licensed-1 Person-Ineligible	W9001	U5:HI	105.05	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible	W9029	U8:HI	869.36	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible-with Day Supports	W9029	U8	730.86	Day
Residential Habilitation-Licensed-2 Person-Ineligible	W9030	N/A	57.29	Day
Supplemental Habilitation 1:1	W7070	n/a	6.12	15 minutes
Supplemental Habilitation 2:1	W7084	n/a	12.22	15 minutes
HCSIS ID (MPI #) 102781715 SAP VENDOR ID #2030787				
Spectra Support Services, LLC				
ID 40/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: YCB, Inc. dba Home Helpers

Contract Number: ID 42/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $1,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant APPR #10255	Amount:	97.94%
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4727-631000	Balance:	Funds to be transferred

Services included in the Contract:

In-Home and Community Supports (Level 2)
Companion Services (Level 1)
Companion Services (Level 2)

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In Home and Community Supports (Level 2)	W7060	N/A	11.10	15 minutes
Companion Services (Level 1)	W1725	N/A	4.77	15 minutes
Companion Services (Level 2)	W1726	N/A	8.33	15 minutes
HCSIS ID (MPI #) 001936230 SAP VENDOR ID #2007724				
YCB, Inc. dba Home Helpers				
ID 42/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Neighbours International, Inc.

Contract Number: ID 44/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $375,348

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4714-631000	Balance:	Funds to be transferred
	1126-4728-631000		Funds to be transferred

Services included in the Contract:

Administrative Fee

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the state to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Administrative Fee	N/A	N/A	15%	Per invoice

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Precise Point Inc. dba Unique Aid

Contract Number: ID 46/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $2,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4727-631000	Balance:	Funds to be transferred
	1126-4728-631000		Funds to be transferred

Services included in the Contract:

In-Home & Community Supports (Basic, Levels 1-3)
In-Home & Community Supports (Levels 2 & 3 Enhanced)
Companion Services (Basic), (Level 1), (Level 2)
Respite-Licensed-Day-1 person-Needs Group 3-4
Respite-Licensed-Day-2 person-Needs Group 3-4
Respite-Licensed-Day-3 person-Needs Group 1-4

Respite-Licensed-Day-4 person-Needs Group 1-4
Respite-Licensed-Day-4 person-Needs Group 1-4-Emergency
Respite-Unlicensed- 15-minutes (Basic 1:4)
Respite-Unlicensed- 15-minutes (Level 3, 1:1 Enhanced)
Respite-Unlicensed-15-minutes (Level 1, 1:3) Out-of-Home
Respite-Unlicensed-15-minutes (Level 2, 1:2) Out-of-Home
Respite-Unlicensed-15-minutes (Level 3, 1:1) Out-of-Home
Respite-Unlicensed-Day (Basic 1:4) Out-of-Home
Respite-Unlicensed-Day (Level 1, 1:3) Out-of-Home
Respite-Unlicensed-Day (Level 2, 1:2) Out-of-Home
Respite-Unlicensed-Day (Level 3, 1:1 Enhanced) Out-of-Home
Respite-Unlicensed-Day (Level 3, 1:1) Out-of-Home
Respite-Unlicensed-Day (Level 4, 2:1 Enhanced) In-Home
Respite-Unlicensed-Day (Level 4, 2:1) Out-of-Home
Chore, Permanent - 1 Hour
Chore, Temporary - 1 Hour
Homemaker, Permanent - 1 Hour
Homemaker, Temporary - 1 Hour
Nursing (1:2) LPN and RN 15 minutes
Nursing - (1:1) LPN and RN 15 minutes

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates so a Request For proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home & Community Supports (Basic)	W7058	N/A	4.42	15 minutes
In-Home & Community Supports (Level 1)	W7059	N/A	6.22	15 minutes
In-Home & Community Supports (Level 2 Enhanced)	W7061	N/A	15.31	15 minutes
In-Home & Community Supports (Level 2)	W7060	N/A	11.10	15 minutes
In-Home & Community Supports (Level 3 Enhanced)	W7069	N/A	25.64	15 minutes
In-Home & Community Supports (Level 3)	W7068	N/A	21.42	15 minutes
Companion Services (Basic)	W1724	N/A	3.45	15 minutes
Companion Services (Level 1)	W1725	N/A	4.77	15 minutes
Companion Services (Level 2)	W1726	N/A	8.33	15 minutes
Respite-Licensed-Day-1 person-Needs Group 3	W9790	U7	906.68	Day
Respite-Licensed-Day-1 person-Needs Group 4	W9790	U8	987.25	Day
Respite-Licensed-Day-2 person-Needs Group 3	W9791	U7	738.67	Day
Respite-Licensed-Day-2 person-Needs Group 4	W9791	U8	800.99	Day
Respite-Licensed-Day-3 person-Needs Group 1	W9792	U5	369.73	Day
Respite-Licensed-Day-3 person-Needs Group 2	W9792	U6	419.25	Day
Respite-Licensed-Day-3 person-Needs Group 3	W9792	U7	524.92	Day
Respite-Licensed-Day-3 person-Needs Group 4	W9792	U8	570.64	Day
Respite-Licensed-Day-4 person-Needs Group 1	W9793	U5	295.27	Day
Respite-Licensed-Day-4 person-Needs Group 2	W9793	U6	333.59	Day
Respite-Licensed-Day-4 person-Needs Group 3	W9793	U7	411.70	Day
Respite-Licensed-Day-4 person-Needs Group 4	W9793	U8	447.97	Day
Respite-Licensed-Day-4 person-Needs Group 1-Emergency	W9793	U5:U2	295.27	Day
Respite-Licensed-Day-4 person-Needs Group 2-Emergency	W9793	U6:U2	333.59	Day
Respite-Licensed-Day-4 person-Needs Group 3-Emergency	W9793	U7:U2	411.70	Day
Respite-Licensed-Day-4 person-Needs Group 4-Emergency	W9793	U8:U2	447.97	Day
Respite-Unlicensed- 15-minutes (Basic 1:4)	W8096	N/A	2.44	15 minutes
Respite-Unlicensed- 15-minutes (Level 3, 1:1 Enhanced)	W9863	N/A	13.28	15 minutes
Respite-Unlicensed-15-minutes (Level 1, 1:3) Out-of-Home	W9860	N/A	3.22	15 minutes
Respite-Unlicensed-15-minutes (Level 2, 1:2) Out-of-Home	W9861	N/A	4.75	15 minutes
Respite-Unlicensed-15-minutes (Level 3, 1:1) Out-of-Home	W9862	N/A	8.59	15 minutes
Respite-Unlicensed-Day (Basic 1:4) Out-of-Home	W9795	N/A	97.84	Day
Respite-Unlicensed-Day (Level 1, 1:3) Out-of-Home	W9796	N/A	128.64	Day
Respite-Unlicensed-Day (Level 2, 1:2) Out-of-Home	W9797	N/A	190.26	Day
Respite-Unlicensed-Day (Level 3, 1:1 Enhanced) Out-of-Home	W9799	N/A	531.24	Day
Respite-Unlicensed-Day (Level 3, 1:1) Out-of-Home	W9798	N/A	343.22	Day
Respite-Unlicensed-Day (Level 4, 2:1 Enhanced) In-Home	W9801	N/A	869.48	Day
Respite-Unlicensed-Day (Level 4, 2:1) Out-of-Home	W9800	N/A	681.46	Day
Chore, Permanent - 1 Hour	W7282	n/a	24.55	Hour
Chore, Temporary - 1 Hour	W7282	UA	24.55	Hour
Homemaker, Permanent - 1 Hour	W7283	n/a	24.55	Hour
Homemaker, Temporary - 1 Hour	W7283	UA	24.55	Hour
Nursing (1:2) LPN	T2025	TE:UN	7.64	15 minutes
Nursing (1:2) RN	T2025	TD:UN	10.50	15 minutes
Nursing - (1:1) LPN-15 minutes	T2025	TE	14.87	15 minutes
Nursing - (1:1) RN-15 minutes	T2025	TD	20.60	15 minutes
HCSIS ID (MPI #) 101555193 SAP VENDOR ID #2024762				
Precise Point Inc. dba Unique Aid				
ID 46/25				**FY 25-26**

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Aegis Residential Services Inc.

Contract Number: ID 49/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $3,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APR#10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4726-631000	Balance:	Funds to be transferred
	1126-4727-631000		Funds to be transferred
	1126-4728-631000		Funds to be transferred

Services included in the Contract:

Residential Habilitation-3 Person-Needs Group 1-4 Eligible
Residential Habilitation-3 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-Licensed-3 Person-Ineligible
Supplemental Habilitation 1:1, 2:1
Residential Habilitation-1 Person-Needs Group 1-4-Eligible
Residential Habilitation-1 Person-Needs Group 1-4-Eligible-with Day Supports
Residential Habilitation-2 Person-Needs Group 1-4-Eligible
Residential Habilitation-2 Person-Needs Group 1-4-Eligible-with Day Supports"
Residential Habilitation-Licensed-1-2 Person-Ineligible
Respite-Licensed-Day-1 person-Needs Group 3-4

Respite-Licensed Day-1 person-Needs Group 3-4 Emergency
Respite-Licensed-Day-2 person-Needs Group 1-4
Respite-Licensed-Day-2 person-Needs Group 1-4-Emergency
Respite-Licensed-Day-3 person-Needs Group 1-4
Respite-Licensed-Day-3 person-Needs Group 1-4-Emergency

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates so an Request For Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Residential Habilitation-3 Person-Needs Group 1-Eligible	W9045	U5:HI	411.03	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible-with Day Supports	W9045	U5	312.16	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible	W9045	U6:HI	468.38	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible-with Day Supports	W9045	U6	361.68	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible	W9045	U7:HI	545.05	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible-with Day Supports	W9045	U7	467.35	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible	W9045	U8:HI	662.22	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible-with Day Supports	W9045	U8	513.07	Day
Residential Habilitation-Licensed-3 Person-InEligible	W9046	N/A	41.06	Day
Supplemental Habilitation 1:1	W7070	N/A	8.01	15 minutes
Supplemental Habilitation 2:1	W7084	N/A	12.22	15 minutes
Residential Habilitation-1 Person-Needs Group 1-Eligible	W9000	U5:HI	554.38	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible-with Day Supports	W9000	U5	433.05	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible	W9000	U6:HI	643.34	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible-with Day Supports	W9000	U6	545.91	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible	W9000	U7:HI	980.38	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible-with Day Supports	W9000	U7	790.99	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible	W9000	U8:HI	1,185.86	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible-with Day Supports	W9000	U8	871.56	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible	W9029	U5:HI	554.38	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible-with Day Supports	W9029	U5	433.05	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible	W9029	U6:Hi	643.34	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible-with Day Supports	W9029	U6	545.91	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible	W9029	U7:Hi	726.82	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible-with Day Supports	W9029	U7	668.54	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible	W9029	U8:HI	869.36	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible-with Day Supports	W9029	U8	730.86	Day
Residential Habilitation-Licensed-1 Person-Ineligible	W9001	N/A	105.05	Day
Residential Habilitation-Licensed-2 Person-Ineligible	W9030	NA	57.29	Day
Respite-Licensed-Day-1 person-Needs Group 3	W9790	U7	906.68	Day
Respite-Licensed-Day-1 person-Needs Group 3-Emergency	W9790	U7:U2	906.68	Day
Respite-Licensed-Day-1 person-Needs Group 4	W9790	U8	987.25	Day
Respite-Licensed-Day-1 person-Needs Group 4-Emergency	W9790	U8:U2	987.25	Day
Respite-Licensed-Day-2 person-Needs Group 1-Emergency	W9791	U5:U2	503.18	Day
Respite-Licensed-Day-2 person-Needs Group 2	W9791	U6	616.04	Day
Respite-Licensed-Day-2 person-Needs Group 2-Emergency	W9791	U6	616.04	Day
Respite-Licensed-Day-2 person-Needs Group 3	W9791	U7	738.67	Day
Respite-Licensed-Day-2 person-Needs Group 3-Emergency	W9791	U7:U2	738.67	Day
Respite-Licensed-Day-2 person-Needs Group 4	W9791	U8	800.99	Day
Respite-Licensed-Day-2 person-Needs Group 4-Emergency	W9791	U8:U2	800.99	Day
Respite-Licensed-Day-3 person-Needs Group 1	W9792	U5	369.73	Day
Respite-Licensed-Day-3 person-Needs Group 1-Emergency	W9792	U5:U2	369.73	Day
Respite-Licensed-Day-3 person-Needs Group 2	W9792	U6	419.25	Day
Respite-Licensed-Day-3 person-Needs Group 2-Emergency	W9792	U6:U2	419.25	Day
Respite-Licensed-Day-3 person-Needs Group 3	W9792	U7	524.92	Day
Respite-Licensed-Day-3 person-Needs Group 3-Emergency	W9792	U7:U2	524.92	Day
Respite-Licensed-Day-3 person-Needs Group 4	W9792	U8	570.64	Day
Respite-Licensed-Day-3 person-Needs Group 4-Emergency	W9792	U8:U2	570.64	Day
HCSIS ID (MPI #) 102912791 SAP VENDOR ID #2031503				
Aegis Behavioral Health				
ID 49/25				**FY 25-26**

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Penstate Best Care, Inc. dba Haskins House

Contract Number: ID 50/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $33,272

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant APPR #10255	Amount:	97.94%
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4715-631000	Balance:	Funds to be transferred

Services included in the Contract:

Residential - Boarding Home Residential Care in a Private Licensed Facility (Billed Outside of HCSIS)

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the state Office of Developmental Programs. The Office of Developmental Programs sets the rates, therefore we do not Request for Proposal these services. Individuals with disabilities can choose services to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Residential - Boarding HomeResidential Care in a Private Licensed Facility	N/A	N/A	$80.00	Day
(Billed Outside of HCSIS)				

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: West Philadelphia Mental Health Consortium dba The Consortium

Contract Number: ID 54/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $2,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4703-631000	Balance:	Funds to be transferred

Services included in the Contract:

Supports Coordination

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Supports Coordination	W7210	N/A	27.21	15 minutes
HCSIS ID (MPI #) 100715523 SAP VENDOR ID #2031838				
West Philadelphia Mental Health Consortium dba The Consortium				
ID 54/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Lenape Valley Foundation

Contract Number: ID 57/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $6,042

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant APPR #10255	Amount:	97.94%
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4703-631000	Balance:	Funds to be transferred

Services included in the Contract:

Supports Coordination

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, therefore we do not submit a Request for Proposal these services. Individuals with disabilities can choose services to meet their needs. The agency has a contract with the Office Developmental Programs to provide services.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Supports Coordination	W7210	N/A	27.21	15 minutes
HCSIS ID (MPI #) 100772252 SAP VENDOR ID #2032257				
Lenape Valley Foundation				
ID 57/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Samaritans At Last, LLC

Contract Number: ID 58/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $2,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4727-631000	Balance:	Funds to be transferred
	1126-4728-631000		Funds to be transferred

Services included in the Contract:

In-Home & Community Supports Basic, (Levels 1, 2 & 3)
Companion Services (Basic), (Level 1 & 2)
Respite-Unlicensed- 15 minutes (Basic 1:4)
Respite-Unlicensed-15 minuntes (Level 1, 1:3) In-Home
Respite-Unlicensed-15 minutes (Level 2, 1:2) In-Home
Respite-Unlicensed-15 minutes (Level 3, 1:1) In-Home
Respite-Unlicensed-15 minutes (Level 4, 2:1) In-Home

Respite-Unlicensed-Day (Basic 1:4) In-Home
Respite-Unlicensed-Day (Level 1, 1:3) In-Home
Respite-Unlicensed-Day (Level 3, 1:1) In-Home
Respite-Unlicensed-Day (Level 4, 2:1) In-Home
Behavioral Supports –Level 1–Initial/Ongoing

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the the Office of Developmental Disabilities to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home & Community Supports (Basic)	W7058	N/A	4.42	15 minutes
In-Home & Community Supports (Level 1)	W7059	N/A	6.22	15 minutes
In-Home & Community Supports (Level 2)	W7060	N/A	11.10	15 minutes
In-Home & Community Supports (Level 3)	W7068	N/A	21.42	15 minutes
Companion Services (Basic)	W1724	N/A	3.45	15 minutes
Companion Services (Level 1)	W1725	N/A	4.77	15 minutes
Companion Services (Level 2)	W1726	N/A	8.33	15 minutes
Respite-Unlicensed- 15-minutes (Basic 1:4)	W8096	N/A	2.44	15 minutes
Respite-Unlicensed-15-minutes (Level 1, 1:3) In-Home	W9860	N/A	3.22	15 minutes
Respite-Unlicensed-15-minutes (Level 2, 1:2) In-Home	W9861	N/A	4.75	15 minutes
Respite-Unlicensed-15-minutes (Level 3, 1:1) In-Home	W9862	N/A	8.59	15 minutes
Respite-Unlicensed-15-minutes (Level 4, 2:1) In-Home	W9864	N/A	17.03	15 minutes
Respite-Unlicensed-Day (Basic 1:4) In-Home	W9795	N/A	97.84	Day
Respite-Unlicensed-Day (Level 1, 1:3) In-Home	W9796	N/A	128.64	Day
Respite-Unlicensed-Day (Level 3, 1:1) In-Home	W9798	N/A	343.22	Day
Respite-Unlicensed-Day (Level 4, 2:1) In-Home	W9800	N/A	681.46	Day
Behavioral Supports-Level 1-Initial/Ongoing	W7095	N/A	23.85	15 minutes

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Cypress Support, LLC

Contract Number: ID 59/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $4,988

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4703-631000	Balance:	Funds to be transferred

Services included in the Contract:

Supports Coordination

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Supports Coordination	W7210	N/A	27.21	15 minutes

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: The Arc Alliance Advocacy Services

Contract Number: ID 60/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $33,516

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant APPR #10255	Amount:	97.94%
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4703-631000	Balance:	Funds to be transferred

Services included in the Contract:

Supports Coordination

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the state Office of Developmental Programs. The Office of Developmental Programs sets the rates; therefore, we do not complete a request for proposal for these services. Individuals with disabilities can choose services to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Supports Coordination	W7210	N/A	27.21	15 minutes
HCSIS ID (MPI #) 102471051 SAP VENDOR ID #2032906				
The ARC Alliance Advocacy Services				
ID 60/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: KenCrest Services

Contract Number: ID 93/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $137,506

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4715-631000	Balance:	Funds to be transferred

Services included in the Contract:

In-Home & Community Supports (Level 1 & 3)
Unlicensed Residential (AF)
Residential (KS)
Residential Habilitation-1 Person-Needs Group 1-4-Eligible
Residential Habilitation-1Person-Needs Group 1-4-Eligible-with Day Supports
Residential Habilitation-2 Person-Needs Group 1-4-Eligible
Residential Habilitation-2 Person-Needs Group 1-4-Eligible-with Day Supports
Residential Habilitation-3 Person-Needs Group 1-4-Eligible
Residential Habilitation-3 Person-Needs Group 1-4-Eligible-with Day Supports
Residential Habilitation-4 Person-Needs Group 1-4-Eligible

Residential Habilitation-4 Person-Needs Group 1-4-Eligible-with Day Supports
Residential Habilitation-Licensed-1-4 Person-Ineligible
Behavioral Supports-Levels 1 & 2-Initial/Ongoing
Life Sharing-1 person-Eligible-Needs Group 1-4-More Than 30 Hours
Life Sharing-2 person-Eligible-Needs Group 1-4-More Than 30 Hours
Life Sharing-1 person-Eligible-Unlicensed-By Relative-Less Than 30 Hours
Life Sharing-1 person-Eligible-Unlicensed-Less Than 30 Hours
Life Sharing-2 person-Eligible-Unlicensed-Less Than 30 Hours
Life Sharing-2 person-Eligible-Unlicensed-By Relative-Less Than 30 Hours

Was a Request for Proposal Issued? Yes _____ No X Date: _____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home and Community Supports (Level 1)	W7059	N/A	6.22	15 minutes
In-Home and Community Supports (Level 3)	W7068	N/A	21.42	15 minutes
Unlicensed Residential (AF)	W7078	N/A	138.27	Day
Residential (KS)	W9048	N/A	322.39	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible	W9000	U5:HI	554.38	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible	W9000	U6:HI	643.34	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible-with Day Supports	W9000	U5	433.05	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible-with Day Supports	W9000	U6	545.91	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible	W9000	U7:HI	980.38	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible-with Day Supports	W9000	U7	790.99	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible	W9000	U8:HI	1,185.86	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible-with Day Supports	W9000	U8	871.56	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible	W9029	U5:HI	554.38	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible-with Day Supports	W9029	U5	433.05	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible	W9029	U6:HI	643.34	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible-with Day Supports	W9029	U6	545.91	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible	W9029	U7:HI	726.82	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible-with Day Supports	W9029	U7	668.54	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible	W9029	U8:HI	869.36	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible-with Day Supports	W9029	U8	730.86	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible	W9045	U5:HI	411.03	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible-with Day Supports	W9045	U5	312.16	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible	W9045	U6:HI	468.38	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible-with Day Supports	W9045	U6	361.68	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible	W9045	U7:HI	545.05	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible-with Day Supports	W9045	U7	467.35	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible	W9045	U8:HI	662.22	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible-with Day Supports	W9045	U8	513.07	Day
Residential Habilitation-Licensed-1 Person-Ineligible	W9001	N/A	105.05	Day
Residential Habilitation-Licensed-2 Person-Ineligible	W9030	N/A	57.29	Day
Residential Habilitation-Licensed-3 Person-Ineligible	W9046	N/A	41.06	Day
Residential Habilitation-Licensed-4 Person-Ineligible	W9048	N/A	31.91	Day
Residential Habilitation-4 Person-Needs Group 1-Eligible-with Day Supports	W9047	U5	245.99	Day
Residential Habilitation-4 Person-Needs Group 2-Eligible-with Day Supports	W9047	U6	284.31	Day
Residential Habilitation-4 Person-Needs Group 3-Eligible-with Day Supports	W9047	U7	362.42	Day
Residential Habilitation-4 Person-Needs Group 4-Eligible-with Day Supports	W9047	U8	398.69	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 1	W9047	U5:HI	322.49	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 2	W9047	U6:HI	367.82	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 3	W9047	U7:HI	425.56	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 4	W9047	U8:HI	398.69	Day
Behavioral Supports-Level 1-Initial/Ongoing	W7095	N/A	23.85	15 minutes
Behavioral Supports-Level 2-Initial/Ongoing	W8996	N/A	25.55	15 minutes
Life Sharing-1 person-Eligible-Needs Group 1 More Than 30 Hours	W8593	U5	181.63	Day
Life Sharing-1 person-Eligible-Needs Group 2 More Than 30 Hours	W8593	U6	216.55	Day
Life Sharing-1 person-Eligible-Needs Group 3 More Than 30 Hours	W8593	U7	296.35	Day
Life Sharing-1 person-Eligible-Needs Group 4 More Than 30 Hours	W8593	U8	376.95	Day
Life Sharing-2 person-Eligible-Needs Group 1 More Than 30 Hours	W8595	U5	128.04	Day
Life Sharing-2 person-Eligible-Needs Group 2 More Than 30 Hours	W8595	U6	153.53	Day
Life Sharing-2 person-Eligible-Needs Group 3 More Than 30 Hours	W8595	U7	208.88	Day
Life Sharing-2 person-Eligible-Needs Group 4 More Than 30 Hours	W8595	U8	251.39	Day
Life Sharing-1 person-Eligible-Unlicensed-By Relative-Less Than 30 Hours	W7037	SE	156.49	Day
Life Sharing-1 person-Eligible-Unlicensed-Less Than 30 Hours	W7037	N/A	156.49	Day

Life Sharing-2 person-Eligible-Unlicensed-Less Than 30 Hours	W7039	N/A	111.44	Day
Life Sharing-2 person-Eligible-Unlicensed-By Relative-Less Than 30 Hours	W7039	SE	111.44	Day
HCSIS ID (MPI #) 100000999 SAP VENDOR ID #2002321				
KenCrest Services				
ID 93/25				**FY 25-26**

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Children and Adult Disability and Educational Services

Contract Number: ID 101/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $5,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR# 10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	Balance:
1126-4715-631000	Funds to be transferred
1126-4726-631000	Funds to be transferred
1126-4727-631000	Funds to be transferred
1126-4728-631000	Funds to be transferred

Services included in the Contract:

In-Home & Community Supports (Level 2 & 3)
Community Participation Supports Community 1:1, 1:2 or 1:3, 2:1, 2:3
Community Participation Supports Facility 1:1, 1:1 Enhanced, 1:1 Enhanced LPN & RN
Community Participation Supports Facility 1:11 to 1:15, 1:2 to 1:3, 1:4 to 1:6, 1:7 to 1:10
Community Participation Supports Facility 2:1, 2:1 Enhanced, 2:1 Enhanced LPN & RN
Community Participation Supports: Community On call and Remote Supports
Residential Habilitation-Licensed-1-4 Person-Ineligible
Residential Habilitation-1 Person-Needs Group 1-4-Eligible
Residential Habilitation-1 Person-Needs Group 1-4-Eligible-with Day Supports
Residential Habilitation-2 Person-Needs Group 1-4-Eligible

Residential Habilitation-2 Person-Needs Group 1-4-Eligible-with Day Supports
Residential Habilitation-3 Person-Needs Group 1-4 Eligible
Residential Habilitation-3 Person-Needs Group 1-4-Eligible-with Day Supports
Residential Habilitation-4 Person-Needs Group 1-4-Eligible
Residential Habilitation-4 Person-Needs Group 1-4Eligible-with Day Supports
Respite-Licensed-Day-4 Person-Needs Group 3-Emergency
Supplemental Habilitation 1:1, 2:1

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home and Community Supports (Level 2)	W7060	N/A	11.10	15 minutes
In-Home and Community Supports (Level 3)	W7068	N/A	21.42	15 minutes
Community Participation Supports Community 1:1	W5996	N/A	13.83	15 minutes
Community Participation Supports Community 1:2 or 1:3	W9351	N/A	7.54	15 minutes
Community Participation Supports Community 2:1	W5993	N/A	26.59	15 minutes
Community Participation Supports Community 2:3	W9352	N/A	11.26	15 minutes
Community Participation Supports Facility 1:1	W7244	N/A	13.39	15 minutes
Community Participation Supports Facility 1:1 Enhanced	W9353	N/A	18.65	15 minutes
Community Participation Supports Facility 1:1 Enhanced LPN	W9353	N/A	18.65	15 minutes
Community Participation Supports Facility 1:1 Enhanced RN	W9353	N/A	18.65	15 minutes
Community Participation Supports Facility 1:11 to 1:15	W7222	N/A	3.20	15 minutes
Community Participation Supports Facility 1:2 to 1:3	W7224	N/A	7.39	15 minutes
Community Participation Supports Facility 1:4 to 1:6	W7226	N/A	5.65	15 minutes
Community Participation Supports Facility 1:7 to 1:10	W7223	N/A	3.43	15 minutes
Community Participation Supports Facility 2:1	W7269	N/A	25.67	15 minutes
Community Participation Supports Facility 2:1 Enhanced	W9356	N/A	30.94	15 minutes
Community Participation Supports Facility 2:1 Enhanced LPN	W9356	N/A	30.94	15 minutes
Community Participation Supports Facility 2:1 Enhanced RN	W9356	N/A	30.94	15 minutes
Community Participation Supports:Community OnCall/Remote Support	W9400	N/A	1.77	15 minutes
Residential Habilitation-2 Person-Needs Group 1-Eligible	W9029	U5:HI	554.38	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible-with Day Supports	W9029	U5	433.05	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible	W9029	U6:HI	643.34	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible-with Day Supports	W9029	U6	545.91	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible	W9029	U7:HI	726.82	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible-with Day Supports	W9029	U7	668.54	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible	W9029	U8:HI	869.36	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible-with Day Supports	W9029	U8	730.86	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible	W9045	U5:HI	411.03	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible-with Day Supports	W9045	U5	312.16	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible	W9045	U6:HI	468.38	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible-with Day Supports	W9045	U6	361.68	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible	W9045	U7:HI	545.05	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible-with Day Supports	W9045	U7	467.35	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible	W9045	U8:HI	662.22	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible-with Day Supports	W9045	U8	513.07	Day
Residential Habilitation-Licensed-2 Person-InEligible	W9030	N/A	57.29	Day
Residential Habilitation-Licensed-3 Person-InEligible	W9046	N/A	41.06	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible	W9000	U5:HI	554.38	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible	W9000	U6:HI	643.34	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible-with Day Supports	W9000	U5	433.05	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible-with Day Supports	W9000	U6	545.91	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible	W9000	U7:HI	980.38	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible-with Day Supports	W9000	U7	790.99	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible	W9000	U8:HI	1,185.86	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible-with Day Supports	W9000	U8	871.56	Day
Residential Habilitation-Licensed-1 Person-InEligible	W9001	N/A	105.05	Day
Residential Habilitation-Licensed-4 Person-InEligible	W9048	N/A	31.91	Day
Residential Habilitation-4 Person-Needs Group 1-Eligible-with Day Supports	W9047	U5	245.99	Day
Residential Habilitation-4 Person-Needs Group 2-Eligible-with Day Supports	W9047	U6	284.31	Day
Residential Habilitation-4 Person-Needs Group 3-Eligible-with Day Supports	W9047	U7	362.42	Day
Residential Habilitation-4 Person-Needs Group 4-Eligible-with Day Supports	W9047	U8	398.69	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 3	W9047	U7:HI	425.56	Day

Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 4	W9047	U8:HI	510.56	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 1	W9047	U5:HI	322.49	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 2	W9047	U6:HI	367.82	Day
Respite-Licensed-Day-4 person-Needs Group 3-Emergency	W9793	U7:U2	411.70	Day
Supplemental Habilitation 1:1	W7070	N/A	6.12	15 minutes
Supplemental Habilitation 2:1	W7084	N/A	12.22	15 minutes
HCSIS ID (MPI #) 100002053 SAP VENDOR ID #2004481				
Children and Adult Disability and Educational Services (CADES)				
ID 101/25				**FY 25-26**

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: LifePath Inc.

Contract Number: ID 102/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $106,872

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4715-631000	Balance:	Funds to be transferred
	1126-4726-631000		Funds to be transferred

Services included in the Contract:

Residential Habilitation- Licensed and Unlicensed 1-Individual Home (Ineligible)
Residential Habilitation-1 Person-Needs Group 1-4 Eligible
Residential Habilitation-1 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-2 Person-Needs Group 1-4 Eligible
Residential Habilitation-2 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-3 Person-Needs Group 1-4 Eligible
Residential Habilitation-3 Person-Needs Group 1-4 Eligible-with Day Supports

Residential Habilitation-Licensed-1-3 Person-Ineligible
Community Participation Supports Community 1:1, 1:2 or 1:3, 2:1, 2:3
Community Participation Supports Facility 1:1, 1:1 Enhanced, 1:1 Enhanced LPN & RN
Community Participation Supports Facility 1:11 to 1:15, 1:2 to 1:3, 1:4 to 1:6, 1:7 to 1:10
Community Participation Supports Facility 2:1, 2:1 Enhanced, 2:1 Enhanced LPN & RN
Community Participation Supports: Community On Call/Remote Support

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rate so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

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- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Residential Habilitation-Unlicensed 1-Individual Home (Eligible)	W7078	N/A	140.44	Day
Residential Habilitation-Unlicensed 1-Individual Home (Ineligible)	W7079	N/A	28.29	Day
Residential Habilitation-Licensed 1-Individual Home (Ineligible)	W9001	N/A	159.18	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible	W9000	U5:HI	554.38	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible-with Day Supports	W9000	U5	433.05	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible	W9000	U6:HI	643.34	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible-with Day Supports	W9000	U6	545.91	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible	W9000	U7:HI	980.38	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible-with Day Supports	W9000	U7	790.99	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible	W9000	U8:HI	1,185.86	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible-with Day Supports	W9000	U8	871.56	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible	W9029	U5:HI	554.38	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible-with Day Supports	W9029	U5	433.05	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible	W9029	U6:HI	643.34	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible-with Day Supports	W9029	U6	545.91	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible	W9029	U7:HI	726.82	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible-with Day Supports	W9029	U7	668.54	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible	W9029	U8:HI	869.36	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible-with Day Supports	W9029	U8	730.86	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible	W9045	U5:HI	411.03	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible-with Day Supports	W9045	U5	312.16	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible	W9045	U6:HI	468.38	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible-with Day Supports	W9045	U6	361.68	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible	W9045	U7:HI	545.05	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible-with Day Supports	W9045	U7	467.35	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible	W9045	U8:HI	662.22	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible-with Day Supports	W9045	U8	513.07	Day
Residential Habilitation-Licensed-1 Person-Ineigible	W9001	N/A	105.05	Day
Residential Habilitation-Licensed-2 Person-Ineligible	W9030	N/A	57.29	Day
Residential Habilitation-Licensed-3 Person-Ineligible	W9046	N/A	41.06	Day
Community Participation Supports Community 1:1	W5996	N/A	13.83	15 minutes
Community Participation Supports Community 1:2 or 1:3	W9351	N/A	7.54	15 minutes
Community Participation Supports Community 2:1	W5993	N/A	26.59	15 minutes
Community Participation Supports Community 2:3	W9352	N/A	11.26	15 minutes
Community Participation Supports Facility 1:11 to 1:15	W7222	N/A	3.20	15 minutes
Community Participation Supports Facility 1:2 to 1:3	W7224	N/A	7.39	15 minutes
Community Participation Supports Facility 1:4 to 1:6	W7226	N/A	5.65	15 minutes
Community Participation Supports Facility 1:7 to 1:10	W7223	N/A	3.43	15 minutes
Community Participation Supports Facility 2:1	W7269	N/A	25.67	15 minutes
Community Participation Supports Facility 2:1 Enhanced	W9356	N/A	30.94	15 minutes
Community Participation Supports Facility 2:1 Enhanced LPN	W9356	N/A	30.94	15 minutes
Community Participation Supports Facility 2:1 Enhanced RN	W9356	N/A	30.94	15 minutes
Community Participation Supports:Community OnCall/Remote Support	W9400	N/A	1.77	15 minutes
Community Participation Supports Facility 1:1	W7244	N/A	13.39	15 minutes
Community Participation Supports Facility 1:1 Enhanced	W9353	N/A	18.65	15 minutes
Community Participation Supports Facility 1:1 Enhanced LPN	W9353	N/A	18.65	15 minutes
Community Participation Supports Facility 1:1 Enhanced RN	W9353	N/A	16.89	15 minutes
HCSIS ID (MPI #) 100001074 SAP VENDOR ID #2030937				
LifePath, Inc.				
ID 102/25				**FY 25-26**

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Community Interactions, Inc.

Contract Number: ID 103/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $242,853

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4715-631000	Balance:	Funds to be transferred
	1126-4727-631000		Funds to be transferred
	1126-4728-631000		Funds to be transferred

Services included in the Contract:

Unlicensed Residential (MS-Manchester)
In-Home & Community Supports (Basic, Level 1-3, Level 3 Enhanced)
Community Participation Supports Community 1:1, 1:2 or 1:3, 2:1, 2:3, 2:1 Enhanced,
Community Participation Supports Facility 1:1, 1:1 Enhanced, 1:1 Enhanced LPN & RN
Community Participation Supports Facility 1:11 to 1:15, 1:2 to 1:3, 1:4 to 1:6, 1:7 to 1:10
Community Participation Supports Facility 2:1, 2:1 Enhanced, 2:1 Enhanced LPN & RN
Community Participation Supports Community On Call/Remote Support

Supported Employment- Job Supports: 1:1 and 1:2
Life Sharing Needs Group-1 per-Eligible-Unlicensed (less than 30 Hours Per Week)
Respite-Licensed-Day-1 person-Needs Group 3, Needs Group 3 Emergency
Respite-Licensed-Day-1 person-Needs Group 4, Needs Group 4- Emergency
Respite-Licensed-Day-2 person-Needs Group 1, Needs Group 1-Emergency
Respite-Licensed-Day-2 person-Needs Group 2, Needs Group 2-Emergency
Respite-Licensed-Day-2 person-Needs Group 3, Needs Group 3-Emergency
Respite-Licensed-Day-2 person-Needs Group 4, Needs Group 4-Emergency
Respite-Licensed-Day-3 person-Needs Group 1, Needs Group 1-Emergency
Respite-Licensed-Day-3 person-Needs Group 2, Needs Group 2-Emergency
Respite-Licensed-Day-3 person-Needs Group 3, Needs Group 3-Emergency
Respite-Licensed-Day-3 person-Needs Group 4, Needs Group 4-Emergency
Respite-Licensed-Day-4 person-Needs Group 1, Needs Group 1-Emergency
Respite-Licensed-Day-4 person-Needs Group 2, Needs Group 2-Emergency
Respite-Licensed-Day-4 person-Needs Group 3, Needs Group 3-Emergency
Respite-Licensed-Day-4 person-Needs Group 4, Needs Group 4-Emergency
Respite-Unlicensed-Day (Level 3, 1:1) Out-of-Home
Respite-Unlicensed-Day (Level 4, 2:1) Out-of-Home
Residential Habilitation-Licensed 1-4 Person-Ineligible
Residential Habilitation-1 Person-Needs Group 1-4 Eligible
Residential Habilitation-1 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-2 Person-Needs Group 1-4 Eligible
Residential Habilitation-2 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-3 Person-Needs Group 1-4 Eligible
Residential Habilitation-3 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-4 Person-Needs Group 1-4 Eligible
Residential Habilitation-4 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-5-8 Person-Needs Group 1-4 Eligible
Residential Habilitation-5-8 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-Licensed 5-8 Person-Ineligible

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates so a Request For proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Unlicensed Residential (MS-Manchester)	W7079	N/A	342.13	Day
In-Home & Community Supports (Basic)	W7058	N/A	4.42	15 minutes
In-Home & Community Supports (Level 1)	W7059	N/A	6.22	15 minutes
In-Home & Community Supports (Level 2)	W7060	N/A	11.10	15 minutes
In-Home & Community Supports (Level 3 Enhanced)	W7069	N/A	25.64	15 minutes
In-Home & Community Supports (Level 3)	W7068	N/A	21.42	15 minutes
Community Participation Supports Community 1:1	W5996	N/A	13.83	15 minutes
Community Participation Supports Community 1:2 or 1:3	W9351	N/A	7.54	15 minutes
Community Participation Supports Community 2:1	W5993	N/A	26.59	15 minutes
Community Participation Supports Community 2:3	W9352	N/A	11.26	15 minutes
Community Participation Supports Facility 1:1	W7244	N/A	13.39	15 minutes
Community Participation Supports Facility 1:1 Enhanced	W9353	N/A	18.65	15 minutes
Community Participation Supports Facility 1:1 Enhanced LPN	W9353	TE	18.65	15 minutes
Community Participation Supports Facility 1:1 Enhanced RN	W9353	TD	18.65	15 minutes
Community Participation Supports Community 2:1 Enhanced	W5994	N/A	32.08	15 minutes
Community Participation Supports Facility 1:11 to 1:15	W7222	N/A	3.20	15 minutes
Community Participation Supports Facility 1:2 to 1:3	W7224	N/A	7.39	15 minutes
Community Participation Supports Facility 1:4 to 1:6	W7226	N/A	5.65	15 minutes
Community Participation Supports Facility 1:7 to 1:10	W7223	N/A	3.43	15 minutes
Community Participation Supports Facility 2:1	W7269	N/A	25.67	15 minutes
Community Participation Supports Facility 2:1 Enhanced	W9356	N/A	30.94	15 minutes
Community Participation Supports Facility 2:1 Enhanced LPN	W9356	TE	30.94	15 minutes
Community Participation Supports Facility 2:1 Enhanced RN	W9356	TD	30.94	15 minutes
Community Participation Supports:Community OnCall/Remote Support	W9400	N/A	1.77	15 minutes
Supported Employment-Job Supports 1:1	W9794	N/A	19.34	15 minutes
Supported Employment-Job Supports 1:2	H2025	N/A	11.58	15 minutes
Life Sharing-Needs Group1 per-Eligible-Unlicensed (Less Than 30 Hours Per Week)	W7037	N/A	156.49	Day
Respite-Licensed-Day-1 person-Needs Group 3	W9790	U7	906.68	Day
Respite-Licensed-Day-1 person-Needs Group 3-Emergency	W9790	U7:U2	906.68	Day
Respite-Licensed-Day-1 person-Needs Group 4	W9790	U8	987.25	Day
Respite-Licensed-Day-1 person-Needs Group 4- Emergency	W9790	U8:U2	987.25	Day
Respite-Licensed-Day-2 person-Needs Group1	W9791	U5	503.18	Day
Respite-Licensed-Day-2 person-Needs Group 1-Emergency	W9791	U5:U2	503.18	Day
Respite-Licensed-Day-2 person-Needs Group 2	W9791	U6	616.04	Day
Respite-Licensed-Day-2 person-Needs Group 2-Emergency	W9791	U6:U2	616.04	Day
Respite-Licensed-Day-2 person-Needs Group 3	W9791	U7	738.67	Day
Respite-Licensed-Day-2 person-Needs Group 3-Emergency	W9791	U7:U2	738.67	Day
Respite-Licensed-Day-2 person-Needs Group 4	W9791	U8	800.99	Day
Respite-Licensed-Day-2 person-Needs Group 4-Emergency	W9791	U8:U2	800.99	Day
Respite-Licensed-Day-3 person-Needs Group 1	W9792	U5	369.73	Day
Respite-Licensed-Day-3 person-Needs Group 1-Emergency	W9792	U5:U2	369.73	Day
Respite-Licensed-Day-3 person-Needs Group 2	W9792	U6	419.25	Day
Respite-Licensed-Day-3 person-Needs Group 2-Emergency	W9792	U6:U2	419.25	Day
Respite-Licensed-Day-3 person-Needs Group 3	W9792	U7	524.92	Day
Respite-Licensed-Day-3 person-Needs Group 3-Emergency	W9792	U7:U2	524.92	Day
Respite-Licensed-Day-3 person-Needs Group 4	W9792	U8	570.64	Day
Respite-Licensed-Day-3 person-Needs Group 4-Emergency	W9792	U8:U2	570.64	Day
Respite-Licensed-Day-4 person-Needs Group 1	W9793	U5	295.27	Day
Respite-Licensed-Day-4 person-Needs Group 1-Emergency	W9793	U5:U2	295.27	Day
Respite-Licensed-Day-4 person-Needs Group 2	W9793	U6	333.59	Day
Respite-Licensed-Day-4 person-Needs Group 2-Emergency	W9793	U6:U2	333.59	Day
Respite-Licensed-Day-4 person-Needs Group 3	W9793	U7	411.70	Day
Respite-Licensed-Day-4 person-Needs Group 3-Emergency	W9793	U7:U2	411.70	Day
Respite-Licensed-Day-4 person-Needs Group 4	W9793	U8	447.97	Day
Respite-Licensed-Day-4 person-Needs Group 4-Emergency	W9793	U8:U2	447.97	Day
Respite-UnLicensed-Day (Level 3, 1:1) Out-of-Home	W9798	N/A	343.22	Day
Respite-UnLicensed-Day (Level 4, 2:1) Out-of-Home	W9800	N/A	701.78	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible	W9000	U5:HI	554.38	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible	W9000	U6:HI	643.34	Day

Residential Habilitation-1 Person-Needs Group 1-Eligible-with Day Supports	W9000	U5	433.05	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible-with Day Supports	W9000	U6	545.91	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible	W9000	U7:HI	980.38	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible-with Day Supports	W9000	U7	790.99	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible	W9000	U8:HI	1,185.86	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible-with Day Supports	W9000	U8	871.56	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible	W9029	U5:HI	554.38	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible-with Day Supports	W9029	U5	433.05	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible	W9029	U6:HI	643.34	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible-with Day Supports	W9029	U6	545.91	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible	W9029	U7:HI	726.82	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible-with Day Supports	W9029	U7	668.54	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible	W9029	U8:HI	869.36	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible-with Day Supports	W9029	U8	730.86	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible	W9045	U5:HI	411.03	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible-with Day Supports	W9045	U5	312.16	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible	W9045	U6:HI	468.38	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible-with Day Supports	W9045	U6	545.91	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible	W9045	U7:HI	545.05	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible-with Day Supports	W9045	U7	467.35	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible	W9045	U8:HI	662.22	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible-with Day Supports	W9045	U8	513.07	Day
Residential Habilitation-Licensed 1 Person-Ineligible	W9001	N/A	105.05	Day
Residential Habilitation-Licensed 2 Person-Ineligible	W9030	N/A	57.29	Day
Residential Habilitation-Licensed 3 Person-Ineligible	W9046	N/A	41.06	Day
Residential Habilitation-Licensed 4 Person-Ineligible	W9048	N/A	31.91	Day
Residential Habilitation-4 Person-Needs Group 1-Eligible-with Day Supports	W9047	U5	245.99	Day
Residential Habilitation-4 Person-Needs Group 2-Eligible-with Day Supports	W9047	U6	284.31	Day
Residential Habilitation-4 Person-Needs Group 3-Eligible-with Day Supports	W9047	U7	362.42	Day
Residential Habilitation-4 Person-Needs Group 4-Eligible-with Day Supports	W9047	U8	398.69	Day
Residential Habilitation-Licensed 4 Person-Eligible-Needs Group 3	W9047	U7:HI	425.56	Day
Residential Habilitation-Licensed 4 Person-Eligible-Needs Group 4	W9047	U8:HI	510.56	Day
Residential Habilitation-Licensed 4 Person-Eligible-Needs Group 1	W9047	U5:HI	322.49	Day
Residential Habilitation-Licensed 4 Person-Eligible-Needs Group 2	W9047	U6:HI	367.82	Day
Residential Habilitation-5-8 Person-Needs Group 1-Eligible	W9064	U5:HI	283.18	Day
Residential Habilitation-5-8 Person-Needs Group 1-Eligible-with Day Supports	W9064	U5	224.75	Day
Residential Habilitation-5-8 Person-Needs Group 2-Eligible	W9064	U6:HI	330.71	Day
Residential Habilitation-5-8 Person-Needs Group 2-Eligible-with Day Supports	W9064	U6	265.75	Day
Residential Habilitation-5-8 Person-Needs Group 3-Eligible	W9064	U7:HI	381.85	Day
Residential Habilitation-5-8 Person-Needs Group 3-Eligible-with Day Supports	W9064	U7	333.29	Day
Residential Habilitation-5-8 Person-Needs Group 4-Eligible	W9064	U8:HI	454.78	Day
Residential Habilitation-5-8 Person-Needs Group 4-Eligible-with Day Supports	W9064	U8	358.89	Day
Residential Habilitation-Licensed 5-8 Person-Ineligible	W9065	N/A	268.61	Day
HCSIS ID (MPI #) 100000228 SAP VENDOR ID #2000884				
Community Interactions				
ID 103/25				FY 25-26

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: The Devereux Foundation dba Devereux Advanced Behavioral Health

Contract Number: ID 104/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $2,855,814

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):	Social Security Block Grant	Amount:	14.79%
	CFDA #93.667		
State Funding Source(s):	Human Services Block Grant	Amount:	83.15%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4715-631000	Balance:	Funds to be transferred

Services included in the Contract:

Enhanced Residential Support 2:1
Enhanced Residential Support 1:1
Respite, Non-Waiver Setting - Needs Group/Private Licensed Facility, Needs Group-4
Respite, Non-Waiver Setting-Needs Group/Private Licensed Facility, Needs Group-2
Residential - Cottage A - (J.C.)
Residential - Cottage B (B.K., B.L.)
Residential - Ferdinand (R.M.)
Residential - Hankin-B (R.P.)
Residential - Hillcrest (B.D.; B.T.)

Residential - Hilltop (J.L.)
Residential - MIR
Residential - Stearns
Residential - Trimble (R.A.; T.G.; W.S.)

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the state Office of Developmental Programs. The Office of Developmental Programs sets the rates, therefore we do not Request For Proposal these services. Individuals with disabilities can choose services to meet their needs. The agency has a contract with the state to provide services. Those rates are set by the Devereux Foundation's Board and negotiated with the county that Devereux resides in (Montgomery County), while other service rates not in the Montgomery County rate letter have been negotiated between the Delaware County Office of Intellectual and Developmental Disabilities and Devereux Foundation.

Specific data points which will be utilized to evaluate provider:

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Enhanced Residential Support 2:1	N/A	N/A	13.90	15 minutes
Enhanced Residential Support 1:1	N/A	N/A	6.95	15 minutes
Respite, Non-Waiver Setting - Needs Group/Private Licensed Facility, Needs Group-4	H0045	U8:HE	351.04	Day
Respite, Non-Waiver Setting - Needs Group/Private Licensed Facility, Needs Group-2	H0045	U6:HE	467.35	Day
Residential - Cottage A - (J.C.)	W9065	N/A	458.21	Day
Residential - Cottage B (B.K., B.L.)	W7221	N/A	408.37	Day
Residential - Ferdinand (R.M.)	W7221	N/A	483.35	Day
Residential - Hankin-B (R.P.)	W9065	N/A	467.35	Day
Residential - Hillcrest (B.D.; B.T.)	W7221	N/A	351.04	Day
Residential - Hilltop (J.L.)	W7221	N/A	400.17	Day
Residential - MIR	W9048	N/A	504.69	Day
Residential - Stearns	W7221	N/A	586.30	Day
Residential - Trimble (R.A.; T.G.; W.S.)	W7221	N/A	453.54	Day

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Elwyn of Pennsylvania and Delaware

Contract Number: ID 105/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $1,626,010

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	Balance:
1126-4711-631000	Funds to be transferred
1126-4715-631000	Funds to be transferred
1126-4727-631000	Funds to be transferred
1126-4728-631000	Funds to be transferred

Services included in the Contract:

In-Home & Community Supports (Levels 1-3), (Level 2 Enhanced),
Residential Habilitation-1 Person-Needs Group 1-4Eligible
Residential Habilitation-1 Person-Needs Group 1-4Eligible-with Day Supports
Residential Habilitation-2 Person-Needs Group 1-4Eligible
Residential Habilitation-2 Person-Needs Group 1-4Eligible-with Day Supports
Residential Habilitation-3 Person-Needs Group 1-4Eligible
Residential Habilitation-3 Person-Needs Group 1-4Eligible-with Day Supports

Residential Habilitation-4 Person-Needs Group 1-4 Eligible
Residential Habilitation-4 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-Licensed-1-4 Person-Ineligible
Supplemental Habilitation 1:1, 2:1
Respite-Unlicensed-15 minutes (Level 1, 1:3)) Out of Home
Respite-Unlicensed-15 minutes (Level 2, 1:2) Out-of-Home
Respite-Unlicensed-15 minutes (Level 3-1:1) Out of Home
Respite-Unlicensed-Day (Level 2, 1:2) In-Home
Respite-Unlicensed-Day (Level 3, 1:1) Out-of-Home
Supported Employment- Career Assessment, Job Finding/Job Development, Job Support - 1:1
Small Group Employment (Basic- Levels 1&2)
Licensed Day/Older Adult Day
Unlicensed Residential at the following sites: Folcroft A21, New Orleans B25, New Orleans D8, New Orleans F4, Jamestown Apt 104 and Glen Brook 2A
Unlicensed Residential -Grant Road
Unlicensed Residential -Jefferson Street
Unlicensed Residential-MacDade Boulevard
Residential Habilitation Licensed-Cricket Lane
Residential Habilitation Licensed-Ryans Run Road
Residential Habilitation Licensed-School Lane
Residential Habilitation Licensed-Overhill Road
Residential Habilitation Licensed-Cherry Street
Residential Habilitation Licensed-Shubrook Lane
Residential Habilitation-Licensed-4 Person-Ineligible
Residential Habilitation-Licensed-5-8 Person-Ineligible
Residential Habilitation-Unlicensed-2 Person-Eligible & Ineligible
Behavioral Supports-Level 1-Initial/Ongoing
Community Participation Supports Community 1:1, 1:2 or 1:3, 2:1, 2:3
Community Participation Supports Community 2:3 -Enhanced Communication Services
Community Participation Supports Facility 1:1, 1:1 Enhanced, 1:1 Enhanced LPN & RN
Community Participation Supports Facility 1:1 Enhanced-Enhanced Communication Services
Community Participation Supports Facility 1:1-Enhanced Communication Services
Community Participation Supports Facility 1:11 to 1:15
Community Participation Supports Facility 1:11 to 1:15-Enhanced Communication Services
Community Participation Supports Facility 1:2 to 1:3
Community Participation Supports Facility 1:2 to 1:3-Enhanced Communication Services
Community Participation Supports Facility 1:4 to 1:6
Community Participation Supports Facility 1:4 to 1:6-Enhanced Communication Services
Community Participation Supports Facility 1:7 to 1:10
Community Participation Supports Facility 1:7 to 1:10-Enhanced Communication Services
Community Participation Supports Facility 2:1, 2:1 Enhanced, 2:1 Enhanced LPN & RN
Community Participation Supports Facility 2:1 Enhanced-Enhanced Communication Services
Community Participation Supports Facility 2:1-Enhanced Communication Services
Community Participation Supports:Community OnCall/Remote Support

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Some of the contracted services are defined and offered by the Office of Developmental Programs. Office of Developmental Programs sets the rates, therefore we do not Request for Proposal these services. Individuals with disabilities can choose Office of Developmental Programs services to meet their needs. Other portions of the contract cover individuals who have been placed residentially at Elwyn of Pennsylvania and Delaware for many years, and some individuals for brief periods in emergencies. In the past, Elwyn of Pennsylvania and Delaware's Board Set Rates are negotiated with the county that Elwyn of Pennsylvania and Delaware resides in, Delaware County. There are no longer any Delaware County funded individuals residing in any Elwyn of Pennsylvania and Delaware campus sites. However, there are six individuals living in small, unlicensed settings under rates negotiated by Elwyn of Pennsylvania and Delaware and the Delaware County Office of Intellectual and Developmental Disabilities. These individuals have resided at Elwyn of Pennsylvania and Delaware for many years are not able to convert to Waiver funding. The rates for these individuals have historically been very competitive.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Unlicensed Residential - Grant Road	W7081	N/A	98.65	Day
Unlicensed Residential - Jefferson Street	W7079	N/A	139.62	Day
Unlicensed Residential - MacDade Boulevard	W7078	N/A	132.49	Day
UnLicensed Residential - Folcroft A21	W7078	N/A	80.74	Day
UnLicensed Residential - New Orleans B25	W7078	N/A	174.66	Day
UnLicensed Residential - Jamestown Apt. 104	W7078	N/A	200.44	Day
UnLicensed Residential - Glen Brook 2A	W7078	N/A	120.05	Day
UnLicensed Residential - New Orleans D8	W7078	N/A	174.68	Day
UnLicensed Residential - New Orleans F4	W7078	N/A	184.47	Day
In-Home & Community Supports (Level 1)	W7059	N/A	4.42	15 minutes
In-Home & Community Supports (Level 2 Enhanced)	W7061	N/A	15.31	15 minutes
In-Home & Community Supports (Level 2)	W7060	N/A	11.10	Day
In-Home & Community Supports (Level 3)	W7068	N/A	21.42	15 minutes
Residential Habilitation Licensed-Cricket Lane	W9046	N/A	600.89	Day
Residential Habilitation Licensed-Ryans Run Road	W9046	N/A	422.95	Day
Residential Habilitation Licensed-School Lane	W9048	N/A	375.49	Day
Residential Habilitation Licensed-Overhill Road	W9046	N/A	663.48	Day
Residential Habilitation Licensed-Shubrook Lane	W9046	NA	663.48	Day
Residential Habilitation Licensed-Cherry Street	W9046	N/A	429.82	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible	W9029	U5:Hi	554.38	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible-with Day Supports	W9029	U5	433.05	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible	W9029	U6:HI	643.34	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible-with Day Supports	W9029	U6	545.91	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible	W9029	U7:HI	726.82	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible-with Day Supports	W9029	U7	668.54	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible	W9029	U8:HI	869.36	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible-with Day Supports	W9029	U8	730.86	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible	W9045	U5:HI	411.03	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible-with Day Supports	W9045	U5	312.16	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible	W9045	U6:HI	468.38	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible-with Day Supports	W9045	U6	361.68	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible	W9045	U7:HI	545.05	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible-with Day Supports	W9045	U7	467.35	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible	W9045	U8:HI	662.22	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible-with Day Supports	W9045	U8	513.07	Day
Residential Habilitation-Licensed-2 Person-Ineligible	W9030	N/A	57.29	Day
Residential Habilitation-Licensed-3 Person-Ineligible	W9046	N/A	41.06	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible	W9000	U5:HI	554.38	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible	W9000	U6:HI	643.34	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible-with Day Supports	W9000	U5	433.05	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible-with Day Supports	W9000	U6	545.91	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible	W9000	U7:HI	980.38	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible-with Day Supports	W9000	U7	790.99	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible	W9000	U8:HI	1,185.86	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible-with Day Supports	W9000	U8	871.56	Day
Residential Habilitation-Licensed-1 Person-Ineligible	W9001	N/A	105.05	Day
Residential Habilitation-Licensed-4 Person-Ineligible	W9048	N/A	31.91	Day
Residential Habilitation-4 Person-Needs Group 1-Eligible-with Day Supports	W9047	U5	245.99	Day
Residential Habilitation-4 Person-Needs Group 2-Eligible-with Day Supports	W9047	U6	284.31	Day
Residential Habilitation-4 Person-Needs Group 3-Eligible-with Day Supports	W9047	U7	362.42	Day
Residential Habilitation-4 Person-Needs Group 4-Eligible-with Day Supports	W9047	U8	398.69	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 3	W9047	U7:HI	425.56	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 4	W9047	U8:HI	510.56	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 1	W9047	U5:Hi	322.49	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 2	W9047	U6:HI	367.82	Day

Residential Habilitation-Unlicensed-2 Person-Eligible	W7080	N/A	88.19	Day
Residential Habilitation-Unlicensed-2 Person-Ineligible	W7081	N/A	16.38	Day
Supplemental Habilitation 1:1 - 15 min	W7070	N/A	6.12	15 minutes
Supplemental Habilitation 2:1 - 15 min	W7084	N/A	12.22	15 minutes
Respite-Unlicensed-15-min(Level 1, 1:3) Out-of-Home	W9860	N/A	3.22	15 minutes
Respite-Unlicensed-15-min(Level 2, 1:2)Out-of-Home	W9861	N/A	4.75	15 minutes
Respite-Unlicensed-15-min(Level 3, 1:1)Out-of-Home	W9862	N/A	8.59	15 minutes
Respite-Unlicensed-Day (Level 2, 1:2) In-Home	W9797	N/A	190.26	Day
Respite-Unlicensed-Day (Level 3, 1:1) Out-of-Home	W9798	N/A	343.22	Day
Supported Employment-Career Assessment	W7235	N/A	19.34	15 minutes
Supported Employment-Job Finding/Job Development	H2023	N/A	19.34	15 minutes
Supported Employment-Job Support - 1:1	W9794	N/A	19.34	15 minutes
Small Group Employment (Base)-15 minutes	W7237	N/A	2.48	15 minutes
Small Group Employment (Level 1)-15 minutes	W7239	N/A	3.82	15 minutes
Small Group Employment (Level 2)-15 minutes	W7241	N/A	7.52	15 minutes
Licensed Day/Older Adult Day	W7094	N/A	4.02	15 minutes
Behavioral Supports-Level 1-Initial/Ongoing	W7095	N/A	23.85	15 minutes
Community Participation Supports Community 1:1	W5996	N/A	13.83	15 minutes
Community Participation Supports Community 1:2 or 1:3	W9351	N/A	7.54	15 minutes
Community Participation Supports Community 2:1	W5993	N/A	26.59	15 minutes
Community Participation Supports Community 2:3	W9352	N/A	11.26	15 minutes
Community Participation Supports Community 2:3 -Enhanced Communication Services	W9352	U1	14.69	15 minutes
Community Participation Supports Facility 1:1	W7244	N/A	13.39	15 minutes
Community Participation Supports Facility 1:1 Enhanced	W9353	N/A	18.65	15 minutes
Community Participation Supports Facility 1:1 Enhanced LPN	W9353	TE	18.65	15 minutes
Community Participation Supports Facility 1:1 Enhanced RN	W9353	TD	18.65	15 minutes
Community Participation Supports Facility 1:1 Enhanced-Enhanced Communication Services	W9353	U1	22.31	15 minutes
Community Participation Supports Facility 1:1-Enhanced Communication Services	W7244	U1	13.39	15 minutes
Community Participation Supports Facility 1:11 to 1:15	W7222	N/A	3.20	15 minutes
Community Participation Supports Facility 1:11 to 1:15-Enhanced Communication Services	W7222	U1	3.53	15 minutes
Community Participation Supports Facility 1:2 to 1:3	W7224	N/A	7.39	15 minutes
Community Participation Supports Facility 1:2 to 1:3-Enhanced Communication Services	W7224	U1	8.53	15 minutes
Community Participation Supports Facility 1:4 to 1:6	W7226	N/A	5.65	15 minutes
Community Participation Supports Facility 1:4 to 1:6-Enhanced Communication Services	W7226	U1	6.49	15 minutes
Community Participation Supports Facility 1:7 to 1:10	W7223	N/A	3.43	15 minutes
Community Participation Supports Facility 1:7 to 1:10-Enhanced Communication Services	W7223	U1	3.90	15 minutes
Community Participation Supports Facility 2:1	W7269	N/A	25.67	15 minutes
Community Participation Supports Facility 2:1 Enhanced	W9356	N/A	30.94	15 minutes
Community Participation Supports Facility 2:1 Enhanced LPN	W9356	TE	30.94	15 minutes
Community Participation Supports Facility 2:1 Enhanced RN	W9356	TD	30.94	15 minutes
Community Participation Supports Facility 2:1 Enhanced-Enhanced Communication Services	W9356	U1	36.85	15 minutes
Community Participation Supports Facility 2:1-Enhanced Communication Services	W7269	U1	25.67	15 minutes
Community Participation Supports:Community OnCall/Remote Support	W9400	N/A	1.77	15 minutes
Residential Habilitation-Licensed 5-8 Person-Ineligible	W9065	N/A	22.87	Day
HCSIS ID (MPI #) 100002124 SAP VENDOR ID #2034689				
Elwyn of Pennsylvania and Delaware				
ID 105/25				**FY 25-26**

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Values Into Action, Inc.

Contract Number: ID 106/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $3,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4715-631000	Balance:	Funds to be transferred
	1126-4727-631000		Funds to be transferred

Services included in the Contract:

In-Home & Community Supports (Levels 2 & 3), (Level 2 Enhanced)
Residential Habilitation-Licensed-1-2 Person-Ineligible
Residential Habilitation-1 Person-Needs Group 1-4 Eligible
Residential Habilitation-1 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-2 Person-Needs Group 1-4 Eligible
Residential Habilitation-2 Person-Needs Group 1-4Eligible-with Day Supports
Supplemental Habilitation 1:1 & 2:1

Housing Transitions and Tenancy Sustaining Services
Companion Services (Basic, Levels 1 & 2)
Supports Broker Services

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, therefore we do not submit a Request for Proposal for these services. Individuals with disabilities can choose services to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home & Community Supports (Level 2 Enhanced)	W7061	N/A	15.31	15 minutes
In-Home & Community Supports (Level 2)	W7060	N/A	11.10	15 minutes
In-Home & Community Supports (Level 3)	W7068	N/A	21.42	15 minutes
Residential Habilitation-2 Person-Needs Group 1-Eligible	W9029	U5:HI	554.38	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible-with Day Supports	W9029	U5	433.05	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible	W9029	U6:HI	643.34	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible-with Day Supports	W9029	U6	545.91	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible	W9029	U7:HI	726.82	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible-with Day Supports	W9029	U7	668.54	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible	W9029	U8:HI	869.36	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible-with Day Supports	W9029	U8	730.86	Day
Residential Habilitation-Lic-2 Person-Ineligible	W9030	N/A	57.29	Day
Residential Habilitation-Lic-1 Person-Ineligible	W9001	N/A	105.05	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible	W9000	U5:HI	554.38	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible	W9000	U6:HI	643.34	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible-with Day Supports	W9000	U5	433.05	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible-with Day Supports	W9029	U6	545.91	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible	W9000	U7:HI	980.38	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible-with Day Supports	W9000	U7	790.99	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible	W9000	U8:HI	1,185.86	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible-with Day Supports	W9000	U8	871.56	Day
Supplemental Habilitation 1:1	W7070	N/A	6.12	15 minutes
Supplemental Habilitation 2:1	W7084	N/A	12.22	15 minutes
Companion Services (Basic)	W1724	n/a	3.45	15 minutes
Companion Services (Level 1)	W1725	n/a	4.77	15 minutes
Companion Services (Level 2)	W1726	n/a	8.33	15 minutes
Housing Transition & /Tenancy Sustaining Services	H0043	n/a	21.86	15 minutes
Supports Broker Services	W7096	n/a	19.46	15 minutes
HCSIS ID (MPI #) 101203922 SAP VENDOR ID #2019833				
Values Into Action, Inc.				
ID 106/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Communities of Don Guanella and Divine Providence

Contract Number: ID 112/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $3,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4715-631000	Balance:	Funds to be transferred
	1126-4716-631000		Funds to be transferred
	1126-4727-631000		Funds to be transferred

Services included in the Contract:

In-Home & Community Supports (Basic), (Level 2)
Community Participation Supports Community 1:1
Life Sharing-Needs Group-1 person-Eligible-Unlicensed (less Than 30 Hours Per Week)
Residential Habilitation-3 Person-Needs Group 1-4 Eligible
Residential Habilitation-3 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-4 Person-Needs Group 1-4 Eligible
Residential Habilitation-4 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-Licensed-3-4 Person-Ineligible

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In Home and Community Supports (Basic)	W7058	N/A	4.42	15 minutes
In Home and Community Supports (Level 2)	W7060	N/A	11.10	15 minutes
Community Participation Supports Community 1:1	W5996	N/A	13.83	15 minutes
Life Sharing-Needs Group-1 person-Eligible-Unlicensed (Less Than 30 Hours Per Week)	W8593	N/A	181.63	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible	W9045	U5:HI	411.03	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible-with Day Supports	W9045	U5	312.16	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible	W9045	U6:HI	468.38	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible-with Day Supports	W9045	U6	361.68	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible	W9045	U7:HI	545.05	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible-with Day Supports	W9045	U7	467.35	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible	W9045	U8:HI	662.22	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible-with Day Supports	W9045	U8	513.07	Day
Residential Habilitation-4 Person-Needs Group 1-Eligible-with Day Supports	W9047	U5	245.99	Day
Residential Habilitation-4 Person-Needs Group 2-Eligible-with Day Supports	W9047	U6	284.31	Day
Residential Habilitation-4 Person-Needs Group 3-Eligible-with Day Supports	W9047	U7	362.42	Day
Residential Habilitation-4 Person-Needs Group 4-Eligible-with Day Supports	W9047	U8	398.69	Day
Residential Habilitation-Licensed-3 Person-Ineligible	W9046	N/A	41.06	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 1	W9047	U5:HI	322.49	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 2	W9047	U6:HI	367.82	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 3	W9047	U7:HI	425.56	Day
Residential Habilitation-Licensed-4 Person-Eligible-Needs Group 4	W9047	U8:HI	510.56	Day
Residential Habilitation-Licensed-4 Person-Ineligible	W9048	N/A	31.91	Day
HCSIS ID (MPI #) 100003159 SAP VENDOR ID #2001275				
Communities of Don Guanella and Divine Providence				
ID 112/25				FY 25-26

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Senior Care Centers of Pennsylvania Inc.

Contract Number: ID 113/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $78,372

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4726-631000	Balance:	Funds to be transferred
	1126-4727-631000		Funds to be transferred

Services included in the Contract:

Licensed Day Habilitation/Older Adult Daily Living Centers
Community Participation Supports Community 1:1,1:2 or 1:3, 2:1, 2:3
Community Participation Supports Community 2:1 Enhanced
Community Participation Supports Community Enhanced LPN
Community Participation Supports Facility 1:1
Community Participation Supports Facility 1:1 Enhanced
Community Participation Supports Facility 1:1 Enhanced LPN
Community Participation Supports Facility 1:1 Enhanced RN
Community Participation Supports Facility 1:11 to 1:15, 1:2 to 1:3,1:4 to 1:6, 1:7 to 1:10
Community Participation Supports: Community On Call/Remote Support

Community Participation Supports Facility 2:1
Community Participation Supports Facility 2:1 Enhanced
Community Participation Supports Facility 2:1 Enhanced LPN
Community Participation Supports Facility 2:1 Enhanced RN

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Licensed Day Habilitation/Older Adult Daily Living Centers	W7094	N/A	4.02	15 minutes
Community Participation Supports Community 1:1	W5996	N/A	13.83	15 minutes
Community Participation Supports Community 1:1 Enhanced	W5997	N/A	19.26	15 minutes
Community Participation Supports Community 1:1 Enhanced LPN	W5997	TE	19.26	15 minutes
Community Participation Supports Community 1:1 Enhanced RN	W5997	TD	19.26	15 minutes
Community Participation Supports Community 1:2 or 1:3	W9351	N/A	7.54	15 minutes
Community Participation Supports Community 2:1	W5993	N/A	26.59	15 minutes
Community Participation Supports Community 2:3	W9352	N/A	11.26	15 minutes
Community Participation Supports Facility 1:1	W7244	N/A	13.39	15 minutes
Community Participation Supports Facility 1:1 Enhanced	W9353	N/A	18.65	15 minutes
Community Participation Supports Facility 1:1 Enhanced LPN	W5997	N/A	18.65	15 minutes
Community Participation Supports Facility 1:1 Enhanced RN	W9353	N/A	18.65	15 minutes
Community Participation Supports Community 2:1 Enhanced	W5994	N/A	32.08	15 minutes
Community Participation Supports Community 2:3	W9352	N/A	11.26	15 minutes
Community Participation Supports Community Enhanced LPN	W5994	N/A	32.08	15 minutes
Community Participation Supports Facility 1:11 to 1:15	W7222	N/A	3.20	15 minutes
Community Participation Supports Facility 1:2 to 1:3	W7224	N/A	7.39	15 minutes
Community Participation Supports Facility 1:4 to 1:6	W7226	N/A	5.65	15 minutes
Community Participation Supports Facility 1:7 to 1:10	W7223	N/A	3.43	15 minutes
Community Participation Supports Facility 2:1	W7269	N/A	25.67	15 minutes
Community Participation Supports Facility 2:1 Enhanced	W9356	N/A	30.94	15 minutes
Community Participation Supports Facility 2:1 Enhanced LPN	W9356	N/A	30.94	15 minutes
Community Participation Supports Facility 2:1 Enhanced RN	W9356	N/A	30.94	15 minutes
Community Participation Supports:Community OnCall/Remote Support	W9400	N/A	1.77	15 minutes
HCSIS ID (MPI #) 100761651 SAP VENDOR ID #2022625				
Senior Care Centers of Pennsylvania, Inc.				
ID 113/25				FY 25-26

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Woods Services, Inc.

Contract Number: ID 121/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $1,388,003

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	2.06%
County Funding:		Amount:	

Available Budget (Only for Increase Amount):

SAP Account(s)	Balance:
1126-4715-631000	Funds to be transferred
1126-4726-631000	Funds to be transferred
1126-4727-631000	Funds to be transferred
1126-4729-631000	Funds to be transferred

Services included in the Contract:

*Residential - Mollie Woods - Level 1
* Residential - Mollie Woods - Level 1A (JH) (Birchwood)
* Residential - Mollie Woods - Level 1A (NT) (Wildwood)
* Residential - Mollie Woods - Level 1A (MB) (West Richardson)
* Residential - Mollie Woods - Level 1A (GW) (Buttonwood)
* Residential - Mollie Woods - Level II (CD) (Cedarwood)
* Residential - Mollie Woods - Level II (CF) (Birchwood)

* Residential - Mollie Woods - Level III (ND) (Forrest Hall)
Day Program-Holland Adult & Senior's Center
Day Program-The Woods Enterprises
Day Program-Challenging Behaviors
Day Program-Buttonwood Vocational

Residential-Woodlands-Challenging Behaviors
Residential-Woodlands-Challenging Behaviors Intensive
Residential – 1:1 Aide
Residential Habilitation-Licensed-4 Person-Ineligible
Residential Habilitation-Licensed-5-8 Person-Ineligible
Community Participation Supports Community 1:2 or 1:3, 2:3
Community Participation Supports Facility 1:1, 1:1 Enhanced, 1:1 Enhanced LPN & RN
Community Participation Supports Facility 1:11 to 1:15, 1:2 to 1:3, 1:4 to 1:6, 1:7 to 1:10
Community Participation Supports Facility 2:1, 2:1 Enhanced, 2:1 Enhanced LPN & RN
Community Participation Supports: Community On Call/Remote Support
Behavior Support-Level1-Initial/Ongoing
Equine Therapy
Licensed Day Habilitation/Older Adult Living Centers
* Provider must deduct 72% of consumer's SSI and invoice rates accordingly

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

Some of the contracted services are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, therefore we do not Request for Proposal these services. Individuals with disabilities can choose the Office of Developmental Programs services to meet their needs. Other portions of the contract cover individuals who have been placed residentially at Woods for many years, and some individuals for brief periods in emergencies. Those rates are set by the Woods Services Board of Directors and negotiated with the county Woods resides in, Bucks County. These rates then apply to individuals served for Delaware County as well.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.

- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
***Residential - Mollie Woods - Level 1**	**W7221**	**N/A**	**545.15**	**Day**
* Residential - Mollie Woods - Level 1A (JH) (Birchwood)	W7221	N/A	613.00	Day
* Residential - Mollie Woods - Level 1A (NT) (Wildwood)	W7221	N/A	590.15	Day
* Residential - Mollie Woods - Level 1A (MB) (West Richardson)	W9046	N/A	597.35	Day
* Residential - Mollie Woods - Level 1A (GW) (Buttonwood)	W9065	N/A	596.55	Day
* Residential - Mollie Woods - Level II (CD) (Cedarwood)	W7221	N/A	438.84	Day
* Residential - Mollie Woods - Level II (CF) (Birchwood)	W9065	N/A	445.07	Day
* Residential - Mollie Woods - Level III (ND) (Forrest Hall)	W7221	N/A	369.39	Day
Older Adult Daily Living Centers	W7094	N/A	4.02	15 minutes
Day Program - Holland Adult & Senior's Center	W7224	N/A	7.39	15 minutes
Day Program - The Woods Enterprises	W7226	N/A	5.65	15 minutes
Day Program - Challenging Behaviors	W7224	N/A	7.39	15 minutes
Day Program - Buttonwood - Vocational	W7224	N/A	7.39	15 minutes
Residential - Woodlands - Challenging Behaviors	W9065	N/A	590.00	Day
Residential - Woodlands - Challenging Behaviors - Intensive	W9068	N/A	879.15	Day
Residential - 1:1 Aide	W7219	N/A	9.75	15 minutes
Community Participation Supports Community 1:2 or 1:3	W9351	N/A	7.54	15 minutes
Community Participation Supports Community 2:3	W9352	N/A	11.26	15 minutes
Community Participation Supports Facility 1:1	W7244	N/A	13.39	15 minutes
Community Participation Supports Facility 1:1 Enhanced	W9353	N/A	18.64	15 minutes
Community Participation Supports Facility 1:1 Enhanced LPN	W9353	TE	18.64	15 minutes
Community Participation Supports Facility 1:1 Enhanced RN	W9353	TD	18.64	15 minutes
Community Participation Supports Facility 1:11 to 1:15	W7222	N/A	3.20	15 minutes
Community Participation Supports Facility 1:2 to 1:3	W7224	N/A	7.39	15 minutes
Community Participation Supports Facility 1:4 to 1:6	W7226	N/A	5.65	15 minutes
Community Participation Supports Facility 1:7 to 1:10	W7223	N/A	3.43	15 minutes
Community Participation Supports Facility 2:1	W7269	N/A	25.67	15 minutes
Community Participation Supports Facility 2:1 Enhanced	W9356	N/A	30.94	15 minutes
Community Participation Supports Facility 2:1 Enhanced LPN	W9356	N/A	30.94	15 minutes
Community Participation Supports Facility 2:1 Enhanced RN	W9356	N/A	30.94	15 minutes
Community Participation Supports:Community OnCall/Remote Support	W9400	N/A	1.77	15 minutes
Behavioral Support-Level1-Initial/Ongoing	W7095	N/A	23.85	15 minutes
Equine Therapy	S8940	N/A	13.09	15 minutes
Licensed Day Habilitation/Older Adult Living Centers	W7094	N/A	4.02	15 minutes
* Provider must deduct 72% of consumer's SSI and invoice rates accordingly				
HCSIS ID (MPI #) 100002278 SAP VENDOR ID #2004783				
Woods Services, Inc.				
ID 121/25				FY 25-26

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Bancroft, a New Jersey Non-Profit Corporation

Contract Number: ID 129/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $218,218

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4715-631000	Balance:	Funds to be transferred

Services included in the Contract:

Residential
Residential Habilitation-1 Person-Needs Group 1-4 Eligible
Residential Habilitation-1 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-2 Person-Needs Group 1-4 Eligible
Residential Habilitation-2 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-3 Person-Needs Group 1-4 Eligible
Residential Habilitation-3 Person-Needs Group 1-4 Eligible-with Day Supports
Residential Habilitation-Licensed-1-3 Person-Ineligible

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

The one individual residing at Bancroft in New Jersey was moved there many years ago. The rates were negotiated at that time and are periodically re-negotiated with the County. A Request For Proposal was not done as it is difficult to move individuals from a "home" they have known after many years. However, we continue to review this individual's situation and will consider attempting to move her to a Waiver placement in Delaware County if the individual's team is in agreement.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Residential	W7221	N/A	603.75	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible	W9029	U5:HI	554.38	Day
Residential Habilitation-2 Person-Needs Group 1-Eligible-with Day Supports	W9029	U5	433.05	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible	W9029	U6:HI	643.34	Day
Residential Habilitation-2 Person-Needs Group 2-Eligible-with Day Supports	W9029	U6	454.91	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible	W9029	U7:HI	726.82	Day
Residential Habilitation-2 Person-Needs Group 3-Eligible-with Day Supports	W9029	U7	668.54	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible	W9029	U8:HI	869.36	Day
Residential Habilitation-2 Person-Needs Group 4-Eligible-with Day Supports	W9029	U8	730.86	Day
Residential Habilitation-2 Person Neesd Group 5- Eligible	W9029	U9:HI	1,312.57	Day
Residential Habilitation-2 Person Neesd Group 5- Eligible-with Day Supports	W9029	U9	1,215.16	Day
Residential Habilitation-3 Person Neesd Group 5- Eligible	W9045	U9:HI	1,004.32	Day
Residential Habilitation-3 Person Neesd Group 5- Eligible-with Day Supports	W9045	U9	835.46	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible	W9045	U5:HI	411.03	Day
Residential Habilitation-3 Person-Needs Group 1-Eligible-with Day Supports	W9045	U5	312.16	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible	W9045	U6:HI	468.38	Day
Residential Habilitation-3 Person-Needs Group 2-Eligible-with Day Supports	W9045	U6	361.68	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible	W9045	U7:HI	545.05	Day
Residential Habilitation-3 Person-Needs Group 3-Eligible-with Day Supports	W9045	U7	467.35	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible	W9045	U8:HI	662.22	Day
Residential Habilitation-3 Person-Needs Group 4-Eligible-with Day Supports	W9045	U8	513.07	Day
Residential Habilitation-Licensed-2 Person-Ineligible	W9030	N/A	57.29	Day
Residential Habilitation-Licensed-3 Person-Ineligible	W9046	N/A	41.06	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible	W9000	U5:HI	554.38	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible	W9000	U6:HI	643.34	Day
Residential Habilitation-1 Person-Needs Group 1-Eligible-with Day Supports	W9000	U5	433.05	Day
Residential Habilitation-1 Person-Needs Group 2-Eligible-with Day Supports	W9000	U6	545.91	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible	W9000	U7:HI	980.38	Day
Residential Habilitation-1 Person-Needs Group 3-Eligible-with Day Supports	W9000	U7	467.35	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible	W9000	U8:HI	1,185.86	Day
Residential Habilitation-1 Person-Needs Group 4-Eligible-with Day Supports	W9000	U8	871.56	Day
Residential Habilitation-Licensed-1 Person-Ineigible	W9001	N/A	105.05	Day
HCSIS ID (MPI #) 101112176 SAP VENDOR ID #2036132				
Bancroft, a New Jersey Non-Profit Corporation				
ID 129/25				**FY 25-26**

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Delaware County Advocacy & Resource Organization

Contract Number: ID 219/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $457,970

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4701-631000	Balance:	Funds to be transferred
	1126-4703-631000		Funds to be transferred

Services included in the Contract:

Adult Advocacy
Pennhurst Monitoring
Independent Monitoring for Quality Services (IM4Q)

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Adult Advocacy	N/A	N/A	$ 15,434.67	Month
Pennhurst Monitoring	N/A	N/A	$ 11,381.00	Month
Independent Monitoring for Quality Services (IM4Q)	N/A	N/A	$ 11,348.33	Month

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Resources for Human Development, Inc.

Contract Number: ID 250/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $5,000

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	Balance:
1126-4716-631000	Funds to be transferred
1126-4727-631000	Funds to be transferred
1126-4728-631000	Funds to be transferred
1126-4730-631000	Funds to be transferred

Services included in the Contract:

In-Home & Community Supports (Basic)
In-Home & Community Supports (Level 1 & 2)
Transportation - Mileage
Public Transportation - SEPTA Rate - Zone 1-3 Transpass
Home Accessibility Adaptations
Vehicle Accessibility Adaptations
Administrative Fee

Specialized Supplies
Participant Directed Goods and Services
Assistive Technology
Educational Support Services
Respite Camp-15 Minutes, Eligible
Respite Camp-Overnight-Eligible

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, so a Request for Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the Office of Development Programs to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home & Community Supports (Basic)	W7058	N/A	4.42	15 minutes
In-Home & Community Supports (Level 1)	W7059	N/A	6.22	15 minutes
In-Home & Community Supports (Level 2)	W7060	N/A	11.1	15 minutes
Public Transportation - SEPTA Trans Pass Zone 1	W7272	N/A	105.00	Monthly
Public Transportation - SEPTA Trans Pass Zone 2	W7272	N/A	144.00	Monthly
Public Transportation - SEPTA Trans Pass Zone 3	W7272	N/A	174.00	Monthly
Transportation - Mileage	W7271	N/A	0.70	Mile
Home Accessibility Adaptations	W7279	N/A	$20,000 over 10 Years (per consumer)	Outcome Based
Vehicle Accessibility Adaptations	W7278	N/A	$20,000 over 10 Years (per consumer)	Outcome Based
Assistive Technology	T2018	N/A	$10,000 Lifetime Limt per consumer	Outcome Based
Participant Directed Goods and Services	T5999	N/A	$2,000 per year per Consumer	Outcome Based
Administrative Fee	W7318	N/A	$25.00 or 10% of Service (whichever is less)	per Transaction
Respite Camp-15 minutes-Eligible	W7286	N/A	Dependant Upon Camp Cost	15 minutes
Respite Camp-Overnight-Eligible	W7285	N/A	Dependant Upon Camp Cost	Day
Educational Support Service	W7284	N/A	5,000.00 ($35,000 Lifetime Limit)	Per Semester
Specialized Supplies	W6089	N/A	500.00	Per Consumer per fiscal year

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Your Choice Supports Coordination, LLC

Contract Number: ID 267/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $2,858.00

Proposed Contract Effective Dates: 7/1/25 6/30/26

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4703-631000	Balance:	Funds to be transferred

Services included in the Contract:

Supports Coordination

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The Office of Developmental Programs sets the rates, therefore we do not submit a Request for Proposal for these services. Individuals with disabilities can choose services to meet their needs. The agency has a contract with the Office of Developmental Programs to provide services.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entails reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet the Office of Developmental Programs standards to maintain their approved contract results.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Supports Coordination	W7210	N/A	27.21	15 minutes

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Clariti Care, Inc.

Contract Number: ID 313/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $5,000

Proposed Contract Effective Dates: 7/01/2025 06/30/2026

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4703-631000	Balance:	Funds to be transferred
	1126-4727-631000		Funds to be transferred
	1126-4728-631000		Funds to be transferred

Services included in the Contract:

In Home & Community Supports (Level 2)
Community Participation Supports Community 1:1
Companion Services (Level 2)
Behavioral Supports-Level 1-Initial/Ongoing
Behavioral Supports-Level 2-Initial/Ongoing
Community Participation Supports Community 1:2 or 1:3
Community Participation Supports Community 2:1

Community Participation Supports Community 2:1 Enhanced
Community Participation Supports Community 2:3
Community Participation Supports: Community On Call/Remote Support
Chore, Permanent - 1 Hour
Chore, Temporary - 1 Hour
Companion Services (Basic Staff Support)
Companion Services (Level 1)
Homemaker, Permanent - 1 Hour
Homemaker, Temporary - 1 Hour
In-Home & Community Supports (Basic)
In-Home & Community Supports (Level 1)
In-Home & Community Supports (Level 2 Enhanced)
In-Home & Community Supports (Level 2 Enhanced) LPN
In-Home & Community Supports (Level 3 Enhanced)
In-Home & Community Supports (Level 3 Enhanced) LPN
In-Home & Community Supports (Level 3)
Respite-Unlicensed- 15 minutes (Basic 1:4)
Respite-Unlicensed- 15 minutes (Level 3, 1:1 Enhanced)
Respite-Unlicensed-15 minutes (Level 1, 1:3) In-Home
Respite-Unlicensed-15 minutes (Level 2, 1:2)In-Home
Respite-Unlicensed-15 minutes (Level 3, 1:1)In-Home
Respite-Unlicensed-15 minutes (Level 4, 2:1 Enhanced)
Respite-Unlicensed-15 minutes (Level 4, 2:1) In-Home
Respite-Unlicensed-Day (Basic 1:4) In-Home
Respite-Unlicensed-Day (Level 1, 1:3) In-Home
Respite-Unlicensed-Day (Level 2, 1:2) In-Home
Respite-Unlicensed-Day (Level 3, 1:1 Enhanced) In-Home
Respite-Unlicensed-Day (Level 3, 1:1) In-Home
Respite-Unlicensed-Day (Level 4, 2:1 Enhanced) In-Home
Respite-Unlicensed-Day (Level 4, 2:1) In-Home

Was a Request for Proposal Issued? Yes ____ No X Date: ____

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The state sets the rate so a Request For Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the state to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet Office of Developmental Programs standards to maintain their approved contract.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In Home & Commnity Supports (Level 2)	W7060	N/A	11.10	15 minutes
Community Participation Supports Community 1:1	W5996	N/A	13.83	15 minutes
Companion Services (Level 2)	W1726	N/A	8.33	15 minutes
Behavioral Supports-Level 1-Initial/Ongoing	W7095	N/A	23.85	15 minutes
Behavioral Supports-Level 2-Initial/Ongoing	W8996	N/A	25.55	15 minutes
Community Participation Supports Community 1:2 or 1:3	W9351	N/A	7.54	15 minutes
Community Participation Supports Community 2:1	W5993	N/A	26.59	15 minutes
Community Participation Supports Community 2:1 Enhanced	W5994	N/A	32.08	15 minutes
Community Participation Supports Community 2:3	W9352	N/A	11.26	15 minutes
Community Participation Supports: Community OnCall/Remote Support	W9400	N/A	1.77	15 minutes
Chore, Permanent - 1 Hour	W7282	N/A	24.55	hour
Chore, Temporary - 1 Hour	W7282	UA	24.55	hour
Companion Services (Basic Staff Support)	W1724	N/A	3.45	15 minutes
Companion Services (Level 1)	W1725	N/A	4.77	15 minutes
Homemaker, Permanent - 1 Hour	W7283	N/A	24.55	15 minutes
Homemaker, Temporary - 1 Hour	W7283	UA	24.55	15 minutes
In-Home & Commnty Supports (Basic)	W7058	n/a	4.42	15 minutes
In-Home & Commnty Supports (Level 1)	W7059	N/A	6.22	15 minutes
In-Home & Commnty Supports (Level 2 Enhanced)	W7061	N/A	15.31	15 minutes
In-Home & Commnty Supports (Level 2 Enhanced) LPN	W7061	TE	15.31	15 minutes
In-Home & Commnty Supports (Level 3 Enhanced)	W7069	N/A	25.64	15 minutes
In-Home & Commnty Supports (Level 3 Enhanced) LPN	W7069	TE	25.64	15 minutes
In-Home & Commnty Supports (Level 3)	W7068	N/A	21.42	15 minutes
Respite-Unlicensed- 15 minutes (Basic 1:4)	W8096	N/A	2.44	15 minutes
Respite-Unlicensed- 15 minutes (Level 3, 1:1 Enhanced)	W9863	N/A	13.28	15 minutes
Respite-Unlicensed-15 minutes (Level 1, 1:3) In-Home	W9860	N/A	3.22	15 minutes
Respite-Unlicensed-15 minutes (Level 2, 1:2)In-Home	W9861	N/A	4.75	15 minutes
Respite-Unlicensed-15 minutes (Level 3, 1:1)In-Home	W9862	N/A	8.59	15 minutes
Respite-Unlicensed-15 minutes (Level 4, 2:1 Enhanced)	W8095	N/A	21.74	15 minutes
Respite-Unlicensed-15 minutes (Level 4, 2:1) In-Home	W9864	N/A	17.03	15 minutes
Respite-Unlicensed-Day (Basic 1:4) In-Home	W9795	N/A	97.84	Day
Respite-Unlicensed-Day (Level 1, 1:3) In-Home	W9796	N/A	128.64	Day
Respite-Unlicensed-Day (Level 2, 1:2) In-Home	W9797	N/A	190.26	Day
Respite-Unlicensed-Day (Level 3, 1:1 Enhanced) In-Home	W9799	N/A	531.24	Day
Respite-Unlicensed-Day (Level 3, 1:1) In-Home	W9798	N/A	343.22	Day
Respite-Unlicensed-Day (Level 4, 2:1 Enhanced) In-Home	W9801	N/A	869.48	Day
Respite-Unlicensed-Day (Level 4, 2:1) In-Home	W9800	N/A	681.46	Day
HCSIS ID (MPI #) 103493349 SAP VENDOR ID #2037376				
Clariti Care Inc.				
ID 313/25				**FY 25-26**

APPENDIX Z

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Alpha Home Health Care, LLC

Contract Number: ID 314/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $5,000

Proposed Contract Effective Dates: 7/01/2025 06/30/2026

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4727-631000	Balance:	Funds to be transferred

Services included in the Contract:

In-Home and Community Supports (Level 2-1:1)
Companion Services (Level 1)
Companion Services (Level 2)
In-Home & Community Supports (Level 2 Enhanced)
In-Home & Community Supports (Level 3)
Respite-Life Sharing-Day (Level 3, 1:1 Enhanced)
Respite-Unlicensed-Day (Level 2, 1:2) In-Home
Respite-Unlicensed-Day (Level 3, 1:1) In-Home

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet Office of Developmental Programs standards to maintain their approved contract.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
In-Home and Community Supports (Level 2-1:1)	W7060	N/A	11.10	15 minutes
Companion Services (Level 1)	W1725	N/A	4.77	15 minutes
Companion Services (Level 2)	W1726	N/A	8.33	15 minutes
In-Home & Community Supports (Level 2 Enhanced)	W7061	N/A	15.31	15 minutes
In-Home & Community Supports (Level 3)	W7068	N/A	21.42	15 minutes
Respite-Life Sharing-Day (Level 3, 1:1 Enhanced)	W6102	N/A	531.24	Day
Respite-Unlicensed-Day (Level 2, 1:2) In-Home	W9797	N/A	190.26	Day
Respite-Unlicensed-Day (Level 3, 1:1) In-Home	W9798	N/A	343.22	day

Social Services and Community Programs Summary Page for Annual Renewal Requests

Program Office: Intellectual and Developmental Disabilities

Provider: Miracle Works LLC

Contract Number: ID 316/25

Proposed Contract Amount: N/A

Estimate Expenditures for Current Fiscal Year: $5,000

Proposed Contract Effective Dates: 7/01/2025 06/30/2026

Funding:

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
	APPR #10255		
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1126-4703-631000	Balance:	Funds to be transferred

Services included in the Contract:

Supports Coordination

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Plan to issue Request for Proposal or rationale if not planning on issuing one:

These are services that are defined and offered by the Office of Developmental Programs. The state sets the rate so a Request For Proposal is not needed. It is a service that individuals with disabilities can choose to meet their needs. The agency has a contract with the state to provide services. At one point this agency did serve Base funded individuals. The contract is maintained in case of an emergent situation where placement is needed.

Specific data points which will be utilized to evaluate provider:

Programs are subject to several forms of regular review.

- Supports Coordinators review services during quarterly provider monitoring which entail reviewing provider records against the individual's Individual Support Plan, including medications, doctor appointments, and provider service notes. Identified issues are immediately addressed. If needed, the County Office of Intellectual Disabilities is notified of health and safety issues.

Metrics utilized to assess data points and acceptable thresholds:

- The Office of Developmental Programs allows for each county to review providers they qualify, or where they have the majority of individuals, every 3 years by looking at a sample of the individuals served. Identified issues are either corrected immediately or a plan of correction is issued. Provider Risk Assessment will be completed by Administrative Entity to determine service delivery risk.
- If a program has no Base funded individuals, it is not reviewed. However, all providers go through the state licensing process every year. If serious deficiencies are noted, the Office of Developmental Programs notifies the counties.
- Provider Risk Screening Tool: The Administrative Entity will complete the Provider Risk Assessment based on the program number from the Office of Developmental Programs.
- Quality Assurances & Improvement annual self-assessment. The annual Quality Assurance & Improvement Assessment was completed. The provider continues to meet the provider qualifications to provide services.
- Office of Developmental Programs: This provider continues to be in approved status to provide services.

Results of last assessment of provider:

- The provider continues to meet Office of Developmental Programs standards to maintain their approved contract.

HCSIS SERVICE CATEGORY	HCSIS TRANSACTION CODE/HIPAA PROCEDURE CODE	MODIFIER	HCSIS UNIT COST	HCSIS UNIT DEFINITION
Supports Coordination	W7210	N/A	27.21	15 minutes
HCSIS ID (MPI #) 103374428 SAP VENDOR ID #				
Miracle Works LLC				
ID 316/25				FY 25-16

APPENDIX Z

AGENDA ITEM NO. 10.AO

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Lisa Blair,Human Services
ITEM TYPE:	Professional Service Agreement
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval of Belmont Behavioral Health, LLC as the Department of Human Services contractor for the provision of Comprehensive Crisis Services. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	1026-4709-631000
ESTIMATED/ACTUAL COST OF REQUEST:	$5,848,855.00
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Contracted services to include crisis-walk in/stabilization, mobile crisis, mobile crisis in law enforcement and crisis residential services. The budget submitted by the provider is above the allocated resources in the Human Services Block Grant. The provider has indicated that they will be able to revise their budget to bring it in line with the funds available and they may have other resources to bring to the project.
ATTACHMENTS:	

Crisis RFP_Narrative.pdf
Cost Proposal.pdf
Request for Proposal.pdf

DELAWARE COUNTY DEPARTMENT OF HUMAN SERVICES

OFFICE OF MENTAL HEALTH

REQUEST TO SELECT COMPREHENSIVE CRISIS PROVIDER

Background

Delaware County Department of Human Services, Mental Health has contracted with Prospect Crozer Medical Center for many years for crisis walk in services and with Elwyn of Pennsylvania and Delaware for mobile crisis, mobile crisis in law enforcement, and crisis residential services. A Request for Proposal for these services has not been issued for Delaware County for a minimum of ten years. Mental Health has been planning to issue a request for proposal for these services due to the timeframe since the last request for proposal and some significant issues noted with the crisis walk in provider (Prospect Crozer Medical Center).

In May 2025, Prospect Crozer Medical Center chose to close all facilities and services associated with their organization. This was precipitated by a bankruptcy filing in January 2025 by Prospect, and the inability to come to a purchase agreement with any not for profit organization due to the extensive debt owed on the properties.

The County receives through the Human Services Block Grant a total of $5,848,855 that has been allocated to all crisis services. While the Block Grant funds are fluid, the remainder of the funds are allocated to other critical services within the County and therefore the funds for these services from the County Mental Health are capped at this amount. The services are also funded through HealthChoices. The County has requested that the HealthChoices budget for Crisis Services be increased significantly for the upcoming rate negotiations. Additionally, Mental Health has secured HealthChoices reinvestment funds for the startup and implementation of the programs.

Delaware County Council approved the issuance of a Request for Proposal for our Comprehensive Crisis Services at the March 19, 2025 meeting.

The Request for proposal was issued on March 27, 2025, with responses due on April 21, 2025. The Request for Proposal was released a second time to increase the potential respondents. There were 8 proposals submitted, one provider withdrew, one submitted for a telephone center, which was removed from the request for proposal, leaving six active proposals.

Proposal Review

Per Human Services Policy, identifying information was removed from the proposals prior to distribution to the review team. The panel consisted of the following participants:

Janet Dreitlein, Mental Health/Intellectual and Developmental Disabilities Administrator
Aleasha Redden-Revell, Intellectual and Developmental Disabilities Deputy Administrator
Donna Holiday, Mental Health Deputy Administrator
Laura Kuebler, Mental Health Children's Coordinator
Kisha Brown, Data, Statistics & Quality Improvement Administrator
Teresa Crowley, Children and Youth Services Resource Casework Administrator
Katherine Bates, Chief of Social Service and Policy Delaware County Office of the Public Defender
Pamela Bell, Drug and Alcohol Administrator
Giana Martin, Human Services Chief Financial Officer

The panel met several times to review the proposals, request additional information, and review the scoring of the proposals. All questions were forwarded to the respective respondents. The panel met again to review the responses to the questions. The scoring was completed based on the fiscal and the programmatic proposals. The top 4 scoring respondents were invited to present to a panel including stakeholders from the Mental Health/Intellectual and Developmental Disabilities Advisory Board; Additional staff from Mental Health, Data, Statistics and Quality Improvement, and Administration; Police Department Chiefs; Probation Office; County Council members; District Attorney's Office; County Executive Director; and Community Care Behavioral Health. These presentations were held on 7/16/2025 and were recorded for individuals who wished to view them but were unable to attend the presentations. Recorded presentations were circulated to the departments with a request for additional feedback or comments by Monday July 21, 2025. No additional feedback was received.

Provider H (Belmont Behavioral Health, LLC) received the highest congregate proposal score for both Mobile Crisis and Crisis Stabilization/ Crisis Residential. While this provider was late in providing their budget, the panel felt since the proposal was the strongest of the six remaining, they should be invited to present. The other providers who were invited to present were Elwyn of Pennsylvania and Delaware, Chimes Holcomb and Community Bridges. Of the presentations, the group agreed that they were in favor of Community Bridges however they are a company from Arizona and were unfamiliar with the community, state laws, and nuances of Delaware County.

Per the discussion by the group of stakeholders, Belmont's presentation was strong, and many of the executive staff of the organization are residents of Delaware County. Other reasons included:

- Good internal quality review process
- Medical Director and other staff have experience with crisis services
- They currently run a children's Crisis center in Philadelphia
- They are part of a larger system that will potentially provide funding toward the project
- They are familiar with Delaware County and have already established ties and connections

Due to the limited amount of funds, it was decided that all services that were included in the request for proposal would be awarded to the same provider, thus diminishing the potential overhead so most funds will be allocated directly to services.

Request

The Department of Human Services, Mental Health requests approval of Belmont Behavioral Health, LLC (Provider H) as the County's contractor for Comprehensive Crisis Services to include Crisis Walk in/Stabilization, Mobile Crisis, Mobile Crisis in Law Enforcement and Crisis Residential Services and to enter into an appropriate contract with Belmont Behavioral Health, LLC. as details of the development of the services are outlined and confirmed. Belmont Behavioral Health is a provider of Mental Health Services in Philadelphia and is owned by the parent company Acadia Mental Health. Delaware County has contracted Belmont Behavioral Health in the past for inpatient mental health services. Belmont brings with it a great deal of experience, and a knowledge of the region and specifically of Delaware County.

If approved, a contract with Belmont Behavioral Health LLC will be negotiated by Human Services and Belmont Behavioral Health, LLC and reviewed by and subject to final approval by the Solicitor's Office.

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT REQUEST

Agency:	Belmont Behavioral Hospital, LLC
Fiscal Year Ending:	
Federal Identification Number:	30-0827397
DUNS Number:	
Fiscal Contact Email:	Fiscal Contact Name: Jennifer Fitzgerald
Fiscal Contact Phone:	215-581-9179
Fiscal Contact Email:	jennifer.fitzgerald@acadiahealthcare.com
Agency Address:	4200 Monument Road Philadelphia, PA 19131

REPORT OF EXPENDITURES BY COUNTY PROGRAM OFFICE

AGENCY:

Belmont Behavioral Hospital, LLC

FISCAL YEAR ENDING:

	Expenses
Program Cost Center (If Applicable)	TBD
I. EXPENDITURE ITEMS	
A. Personnel Services	14,100,325
1. Wages and Salaries	10,825,000
2. Employee Benefits	2,825,325
3. Miscellaneous Personnel	450,000
B. Operating Expenses	1,708,800
1. Occupancy	435,000
2. Communications	120,000
3. Program Supplies	175,000
4. Treatment & Supportive Supplies	175,000
5. Transportation	90,000
6. Purchased Treatment Services	150,000
7. Miscellaneous Operating Expenses (Identify below)	563,800
a. Liability insurance	243,800
b. Misc	200,000
c. Travel	30,000
d. Fees/Dues	90,000
e.	
f.	
C. Equipment & Other Fixed Assets	1,640,000
1. Purchase of Fixed Assets	1,490,000
2. Repairs & Improvement of Fixed Assets	150,000
II. PROGRAM COSTS (Sum of A, B and C)	17,449,125
III. ADMINISTRATIVE COSTS	2,419,962
IV. PROGRAM & ADMINISTRATIVE COSTS (Sum of II and III)	19,869,087
V. RETAINED EARNINGS (Maximum 3% of IV)	596,072
VI. TOTAL COSTS (Sum of IV and V)	20,465,159
VII. REVENUE	11,474,100
ADJUSTMENT BY COUNTY	
VIII. TOTAL COUNTY COSTS ELIGIBLE (VI LESS VII)	**8,991,059**

ADMINISTRATIVE COSTS PRORATION SPREAD BY COUNTY PROGRAM (

AGENCY:

Belmont Behavioral Hospital, LLC

FISCAL YEAR ENDING:

Program Cost Center (If Applicable)	TBD
I. EXPENDITURE ITEMS	
A. Personnel Services	1,413,962
1. Wages and Salaries	1,042,000
2. Employee Benefits	271,962
3. Miscellaneous Personnel	100,000
B. Operating Expenses	460,000
1. Occupancy	
2. Communications	50,000
3. Administrative Supplies	160,000
4. Transportation	-
5. Miscellaneous Operating Expenses (Identify below)	250,000
a. IT	250,000
b.	
c.	
d.	
e.	
f.	
C. Equipment & Other Fixed Assets	-
1. Purchase of Fixed Assets	-
2. Repairs & Improvement of Fixed Assets	-
D. AGENCY INDIRECT ADMINISTRATIVE EXPENSES	546,000
E. TOTAL ADMINISTRATIVE EXPENSES (A&B&C&D)	2,419,962
F. ADMINISTRATIVE REVENUE	-
G. TOTAL ADMINISTRATION (E-F)	**2,419,962**

SCHEDULE OF EQUIPMENT PURCHASES BY COUNTY PROGRAM OFFICE

AGENCY:
Belmont Behavioral Hospital, LLC

FISCAL YEAR ENDING:
0

DESCRIPTION OF ITEM	QUANTITY	DATE OF ACQUISITION	PER ITEM COST	TOTAL COST	AMOUNT ELIGIBLE FOR DHS PARTICIPATION	AMOUNT CHARGED AS DIRECT COST	AMOUNT CHARGED AS ADMINISTRATIVE COST	COST CENTER (IF APPLICABLE)
Transit Vans (rough estimates)	5	TBD	$ 75,000.00	$ 375,000.00		375000		Transportation/Capital
Program Equipment (rough estimates)	1	TBD	$ 250,000.00	$ 250,000.00		215000		
Furniture (rough estimates)	1	TBD	$ 300,000.00	$ 300,000.00		300000		
Office Equipment (rough estimates)	1	TBD	$ 275,000.00	$ 275,000.00		200000		
Metal Detectors	2	TBD	$ 20,000.00	$ 40,000.00		400000		
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
TOTAL				$ 1,240,000.00	$ -	$1,490,000.00	$ -	

ROSTER OF PERSONNEL BY COUNTY PROGRAM OFFICE

AGENCY:
Belmont Behavioral Hospital, LLC

FISCAL YEAR ENDING:

COUNTY PROGRAM OFFICE:

EMPLOYEE NAME	COUNTY DEFINITION POSITION CLASSIFICATION	GRADE LEVEL	TOTAL ANNUAL COUNTY APPROVED SALARY	ACTUAL ANNUAL SALARY	TOTAL HOURS PER WEEK AT AGENCY	TOTAL DIRECT & INDIRECT SALARY FOR AGENCY PROGRAM IDENTIFIED	AMOUNT CHARGED AS DIRECT COST	AMOUNT CHARGED AS ADMINISTRATIVE COST	TOTAL DIRECT & INDIRECT HOURS PER WEEK FOR AGENCY PROGRAM IDENTIFIED	TOTAL HOURS PER WEEK CHARGED AS DIRECT COST	TOTAL HOURS PER WEEK CHARGED AS ADMINISTRATIVE COST	COST CENTER (IF APPLICABLE)
TBD	Medical Director - CRC		$350,000	$350,000	40	$350,000	$350,000		40	40		
TBD	Medical Director - Mobile		$350,000	$350,000	40	$350,000	$350,000		40	40		
TBD	Psychiatrist/Licensed Practitioner		$320,000	$320,000	40	$320,000	$320,000		40	40		
TBD	Psychiatrist/Licensed Practitioner		$320,000	$320,000	40	$320,000	$320,000		40	40		
TBD	Psychiatrist/Licensed Practitioner		$320,000	$320,000	40	$320,000	$320,000		40	40		
TBD	Psychiatrist/Licensed Practitioner		$320,000	$320,000	40	$320,000	$320,000		40	40		
TBD	Psychiatrist/Licensed Practitioner		$320,000	$320,000	40	$320,000	$320,000		40	40		
TBD	Psychiatrist/Licensed Practitioner		$320,000	$320,000	40	$320,000	$320,000		40	40		
TBD	Program Director - CRC		$115,000	$115,000	40	$115,000	$115,000		40	40		
TBD	Program Director - Mobile		$115,000	$115,000	40	$115,000	$115,000		40	40		
TBD	Program Director - Warm line		$115,000	$115,000	40	$115,000	$115,000		40	40		
TBD	Nurse Manager - CRC		$120,000	$120,000	40	$120,000	$120,000		40	40		
TBD	Behavioral Health Associates - CRC		$55,000	$55,000	40	$1,375,000	$1,375,000		40	40		
TBD	Social Services Manager		$115,000	$115,000	40	$115,000	$115,000		40	40		
TBD	Social Workers		$75,000	$75,000	40	$900,000	$900,000		40	40		
TBD	Nurse Supervisor		$100,000	$100,000	40	$100,000	$100,000		40	40		
TBD	Nurse Supervisor		$100,000	$100,000	40	$100,000	$100,000		40	40		
TBD	Registered Nurses		$80,000	$80,000	40	$1,280,000	$1,280,000		40	40		
TBD	Family Peer Advocates		$60,000	$60,000	40	$120,000	$60,000		40	40		
TBD	Mental Health Professionals		$55,000	$55,000	40	$1,760,000	$1,760,000		40	40		
TBD	Certified Peer Specialists		$60,000	$60,000	40	$1,200,000	$1,200,000		40	40		
TBD	Admin Coordinator		$50,000	$50,000	40	$50,000	$50,000		40	40		
TBD	Admin Coordinator		$50,000	$50,000	40	$50,000	$50,000		40	40		
TBD	Mobile Dispatch Specialists		$50,000	$50,000	40	$400,000	$400,000		40	40		
TBD	Crisis Line Supervisors		$75,000	$75,000	40	$300,000	$300,000		40	40		
TBD	Mobile Dispatch Specialists		$50,000	$50,000	40	$50,000	$50,000		40	40		
TBD	Accounting		$60,000	$60,000	40			$60,000			40	
TBD	Business Office		$60,000	$60,000	40			$120,000			40	
TBD	Dietary		$52,000	$52,000	40			$104,000			40	
TBD	HR Generalist		$65,000	$65,000	40			$130,000			40	
TBD	IT		$80,000	$80,000	40			$80,000			40	
TBD	Medical Records		$60,000	$60,000	40			$120,000			40	
TBD	Purchasing		$55,000	$55,000	40			$55,000			40	
TBD	Plant Ops		$60,000	$60,000	40			$120,000			40	
TBD	Security		$58,000	$58,000	40			$58,000			40	
TBD	Transportation		$55,000	$55,000	40			$55,000			40	
TBD	UM Staff		$70,000	$70,000	40			$70,000			40	
TBD	Quality/Risk		$70,000	$70,000	40			$70,000			40	

ROSTER OF PERSONNEL BY COUNTY PROGRAM OFFICE

AGENCY:
Belmont Behavioral Hospital, LLC

FISCAL YEAR ENDING:

COUNTY PROGRAM OFFICE:

EMPLOYEE NAME	COUNTY DEFINITION POSITION CLASSIFICATION	GRADE LEVEL	TOTAL ANNUAL COUNTY APPROVED SALARY	ACTUAL ANNUAL SALARY	TOTAL HOURS PER WEEK AT AGENCY	TOTAL DIRECT & INDIRECT SALARY FOR AGENCY PROGRAM IDENTIFIED	AMOUNT CHARGED AS DIRECT COST	AMOUNT CHARGED AS ADMINISTRATIVE COST	TOTAL DIRECT & INDIRECT HOURS PER WEEK FOR AGENCY PROGRAM IDENTIFIED	TOTAL HOURS PER WEEK CHARGED AS DIRECT COST	TOTAL HOURS PER WEEK CHARGED AS ADMINISTRATIVE COST	COST CENTER (IF APPLICABLE)

ROSTER OF PERSONNEL BY COUNTY PROGRAM OFFICE

AGENCY:
Belmont Behavioral Hospital, LLC

FISCAL YEAR ENDING:

COUNTY PROGRAM OFFICE:

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ROSTER OF PERSONNEL BY COUNTY PROGRAM OFFICE

AGENCY:
Belmont Behavioral Hospital, LLC

FISCAL YEAR ENDING:

COUNTY PROGRAM OFFICE:

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ROSTER OF PERSONNEL BY COUNTY PROGRAM OFFICE

AGENCY:
Belmont Behavioral Hospital, LLC

FISCAL YEAR ENDING:

COUNTY PROGRAM OFFICE:

EMPLOYEE NAME	COUNTY DEFINITION POSITION CLASSIFICATION	GRADE LEVEL	TOTAL ANNUAL COUNTY APPROVED SALARY	ACTUAL ANNUAL SALARY	TOTAL HOURS PER WEEK AT AGENCY	TOTAL DIRECT & INDIRECT SALARY FOR AGENCY PROGRAM IDENTIFIED	AMOUNT CHARGED AS DIRECT COST	AMOUNT CHARGED AS ADMINISTRATIVE COST	TOTAL DIRECT & INDIRECT HOURS PER WEEK FOR AGENCY PROGRAM IDENTIFIED	TOTAL HOURS PER WEEK CHARGED AS DIRECT COST	TOTAL HOURS PER WEEK CHARGED AS ADMINISTRATIVE COST	COST CENTER (IF APPLICABLE)
TOTAL				$ 4,805,000.00		$ 10,885,000.00	$ 10,825,000.00	$ 1,042,000.00				

RFP COVER SHEET

Request for Proposal

Comprehensive Crisis Services

Delaware County

Department of Human Services and Community Support

Due Date and Time: May 6th, 2025, 5p.m.

Proposer name, address, telephone number:

Belmont Behavioral Hospital, LLC.

4200 Monument Rd., Philadelphia, PA 19131.

215-877–2000, www.belmontbehavioral.com.

Contact person: Jacqueline Basile, LCSW, CEO.

Office: (215)581-5442 Cell: (610) 368-8550

Jacqueline.Basile@BelmontBehavioral.com

EIN number: 30–0827397

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IV. Cost Proposal

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- Attachment 1. Table of Organization CRC/CSU
- Attachment 2. Job Descriptions CRC/CSU
- Attachment 3. Table of Organization Mobile Crisis
- Attachment 4. Job Descriptions Mobile Crisis
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- Attachment 6. Job Description Crisis Phone Intervention and Warm Line

Appendices:

Appendix A. Cost Proposal
Appendix B. Belmont/Acadia Audit 2024
Appendix C. W-9

II. Introduction/Executive Summary:

Belmont Behavioral Health System is honored to submit this proposal that will expand on its expertise to better address recognized unmet needs for the individuals of Delaware County. This RFP provides us with an opportunity to form new partnerships, create innovative care, and best practice models for the care of Delaware county residents. We propose a multi-modal program for crisis assessment, intervention, and stabilization for individuals with behavioral, psychiatric, and substance use disorders designed to serve **anyone, anywhere and anytime**.

Belmont has operated a walk-in Crisis Response Center and Crisis Stabilization Unit in the city of Philadelphia since 2018. As the provider of these services in the surrounding area, we have an acute understanding of the challenges faced by the individuals we serve. The crisis service continuum will provide brief treatments within the context of a developmentally appropriate, family centered, trauma informed care environment. Our overarching goal is health promotion, and use of the least restrictive community interventions, by reducing the number of crises experienced and the need for inpatient hospitalizations. We believe that by providing an innovative continuum of care that serves the needs of the individuals living in Delaware County, we will reduce emergency medical and mental health visits. We aim to build a countywide collaboration of participants who maximize the combined resources and strengths of these organizations to respond to individuals in crisis with every available option prior to a hospitalization. We would aim to provide education and training on crisis management services for community providers, agencies, first responders, healthcare providers across the county, as well as community stakeholders to partner in crisis resolution of those who require services.

Essential to the success of our Crises continuum will be utilization of evidence-based behavioral and medical practices. Belmont uses a trauma informed framework and positive behavioral interventions to guide treatment. Belmont employs staff who are trained and certified in Cognitive Behavioral Therapies for trauma and other conditions; behavioral interventions for ASD, suicide, and violence prevention. We will utilize evidence-based, trauma-informed principles to train staff, inform individual and group therapy interventions, and create a trauma informed culture of care.

To achieve our goals, Belmont will develop a physical plant design for a CRC within the county of Delaware. We will also provide Mobile Crisis and Intervention programs and a 24/7 Telephone hotline including peer support warmline. The CRC will be a 24/7 walk-in emergency psychiatric crisis center. The CRC will serve individuals in crisis without regards to race, religion, gender, national origin, or ability to pay. Any individual or family experiencing a mental health crisis will be welcomed into the CRC's therapeutic environment. The crisis center will have three distinct levels of care, which are described in section D: 1) Crisis Response Center; 2) 23-hour observation; and 3) Crisis Stabilization Unit.

Jacqueline Basile LCSW, Chief Executive Officer

III. Company Profile

A. Provider Profile

Belmont Behavioral Health has been recognized as a leader in behavioral healthcare for over 75 years, and to Philadelphia's academic institutions as an integral support to clinical education and research missions of organizations, including Thomas Jefferson University and its affiliated entities. Belmont Behavioral Health System is one of the largest providers of mental and behavioral health care in Southeastern Pennsylvania. Our new, six-story, state of the art hospital has 252 patient beds, with 140 beds committed to the service of children and adolescents, including 16 beds with a focus on the care of children with Autism and Intellectual Disabilities. Belmont, as part of Acadia Healthcare since 2016, is a publicly funded organization with a for-profit tax status, is licensed to operate in the state of Pennsylvania, and is accredited by the Joint Commission. Belmont is not a registered minority-, woman-minus, or disabled-owned business (M/W/DBE), yet we are committed to employing and utilizing M/W/DBE's. Currently, 72% of Belmont workforce are women and 77% are minorities, and more importantly, the leadership are 90% M/W/DBE's. Belmont is the training site for Jefferson Health system's residents and fellows. Belmont is staffed with psychiatrists and psychologists, social workers, and other allied health clinicians who are experts in psychotherapies, including cognitive and behavioral therapies, family therapies, parenting interventions, group treatments, and acute crisis intervention. Our programs provide state of the art assessment and treatments for individuals, including children, adolescents, adults, and older adults with a wide spectrum of mental health needs. Belmont collaborates with The Children's Hospital of Philadelphia (CHOP) to provide medical support for our patients.

Belmont offers a wide range of mental health programs and services, ranging from outpatient, intensive outpatient, partial hospitalization program, ECT, TMS, inpatient and specialty units. Additionally, Belmont has operated the Philadelphia Children's Crisis Response Center and Crisis Stabilization Unit in Southeastern Pennsylvania since 2018.

Vendor financial stability (Copy of most recent audit-Appendix B)

Belmont Behavioral Hospital, LLC was purchased by Acadia Healthcare Company, Inc., on July 1, 2015 from Albert Einstein Healthcare Network. Acadia Healthcare Company, Inc. is a publicly traded corporation on the NASDAC Global select market under the symbol "ACHC." Information about Acadia Healthcare Company Inc. can be found on its website, http:/www.acadiahealthcare.com. For Belmont/Acadia financials see appendix B. There have been no bankruptcy filings for Acadia/Belmont over the past five years.

Federal Employer ID Number: 30–0827397

Belmont Behavioral Hospital, LLC.

4200 Monument Rd., Philadelphia, PA 19131.

215-877–2000, www.belmontbehavioral.com.

Primary contact: Jacqueline Basile, LCSW, CEO.

Jacqueline.Basile@BelmontBehavioral.com

Office: (215)581-5442 Cell: (610)368-8550

B. Licensure:

Belmont Behavioral Health System is currently licensed through the State's Office of Mental Health and Substance Abuse Services (OMHSAS) and the State's Department of Drug & Alcohol Programs (DDAP) and follow all applicable bulletins. Belmont is enrolled currently in Medicare and Medicaid programs, accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), and is eligible for licensure as a Crisis Intervention-Walk In program and Crisis Stabilization in the 55 Pa. Code, Chapter 3800 § 5240.91. Belmont meets the requirements identified in OMH Bulletin 92-16.

The proposed CRC services will be consistent with the proposed 55 Pa. Code, Chapter 3800 §§ 5240, Mental Health Crisis Intervention Services. The services will become Licensed by the Office of Mental Health and Substance Abuse Services as a crisis provider and will be enrolled in Pennsylvania's Medical Assistance Program. Additionally, Belmont will become certified/accredited to provide the 24/7 crisis hotline and 988 call centers.

They will be designed to meet the needs of persons experiencing behavioral health crises and will be prepared to provide culturally sensitive services to a variety of persons of all ages with special needs, including substance use, intellectual disability, medical issues, and language challenges.

C. Service Philosophy & Operations:

Belmont strives to exemplify our mission and vision statements in everything we do. We are a place of healing that fosters hope and resilience through recovery oriented and resolution focused treatment. Our proposed Comprehensive Crisis Services will strive to maintain a care environment and deliver service that individuals and families experience as psychologically and physically safe. Our mission will be to mitigate the crisis that is impacting a person's ability to achieve their life's goals, health, and wellbeing. We will provide assessment, interventions, counseling, screening and disposition twenty-four hours a day, seven days a week to individuals of all ages who are experiencing or are thought to be experiencing a behavioral health related crisis, focusing on resilience and hope. All sources will be drawn upon to ensure an outcome that promotes recovery.

D. **Walk-in and Crisis Stabilization inclusive of 8 Crisis Residential Beds**

Walk-in Crisis Center:

The CRC is a multi-modal program for urgent and emergent triage, assessment, intervention, and stabilization for children, adolescents, adults and older adults with behavioral and psychiatric conditions. The crisis continuum will provide care within the context of a developmentally appropriate, family-centered, trauma-informed care environment. The CRC will include a walk-in triage room, security, office, separate adult and children and adolescent waiting areas for intake and assessment. We will offer family/support waiting areas, consultation and assessment offices, a secure holding area with access to sensory carts to assist staff in utilizing calming interventions for de-escalation and crisis stabilization, and a secure waiting area for those waiting to be admitted to observation, stabilization, or higher levels of care. In addition, the main waiting unit will have a group room, nursing stations, and office space for clinical staff and peer supports to work collaboratively on crisis resolution focused plans.

We are planning to develop the physical plant located within the geographic boundaries of Delaware County to provide a warm and welcoming environment to support individuals in feeling safe during emergency psychiatric episodes. We will include discrete, safety measures including panic buttons, cameras, and secure entryways and exits. We also understand that the individuals admitted to the CSU will have unique needs, and that the age of admission will vary greatly, which may require the need to utilize private bedrooms. We plan to incorporate a finite number of private rooms to accommodate this need.

1. ***Program Requirements***

Triage:

All individuals will be assessed via triage technician under RN's supervision within 15 minutes of arrival prior to a psychiatric evaluation. The initial triage assessment will focus on the individual's chief complaint, ruling out any medical emergencies, and other safety needs. The support of parent or guardian's and other natural supports will be enlisted when clinically indicated to assist the CRC staff in informing the brief registration process. Vital signs will be taken within the first 15 minutes of arrival. Any individual that is deemed to be at risk for suicide, violent behavior, or other safety concerns will be placed under immediate supervision by trained staff, and the assessment process will begin immediately. CRC staff will obtain consents from patients, and/or guardians, when applicable. Staff will be trained to work with individuals from the community, families, area, police, and emergency services, and the office of mental health in accordance with Pennsylvania code title 55, chapter 5100 of mental health procedures, and will provide a separate interview room for involuntary admissions for privacy in the completion of involuntary commitments, while ensuring the safety of the individual, family or other community representative. Our CRC will serve children and adults of all ages

and will never turn away any individual based on age, gender, insurance status, ethnicity, religion, sexual preference.

Assessment:

The assessment process will inform ongoing crisis, interventions and next steps for the individual. Nursing and a member of the social services team will meet with the individual and their natural supports and/or community providers when applicable. The nurse and social services clinician will collaborate with the psychiatrist to make next level of care recommendations. The crisis treatment team will be composed of psychiatrists, psychologists, social workers, nurses, nurse practitioners, behavioral health associates, family and peer advocates, as well as the individual being served, their families or other natural supports and community providers. The person receiving services will receive a crisis biopsychosocial assessment that will utilize evidence based practices. Individuals will receive a nursing assessment, and if needed a medical assessment. Assessments will also evaluate the individual's, emotional, behavioral and social issues, their level of risk, their strengths and assets, and their relationships at home with family and friends, their health, their development, their academic or occupational status, and other information needed to determine the needs. The CRC will have a psychiatrist or supervised practitioner on-site 24/7. In addition, we will employ a social services team with clinicians who will have dual roles of counselors and case managers. Members of the social work team will work directly with the individual, family, community providers, emergency responders, etc. to obtain their assessment, and understand the crisis at hand and utilize brief stabilization interventions. The social services team will be navigating utilization review, obtaining collateral from outside sources, and will work on disposition and aftercare planning of the person receiving services. A member of the social work team will be on-site, facilitating swift stabilization, and follow up/aftercare linkages.

The Belmont CRC service continuum will accommodate all individuals seeking services for the treatment of mental illness, emotional, social, behavioral and substance use related crisis, without regard to race, color, religious creed, ancestry, national origin, age, sex, or sexual preference. Our plan is to serve all children, adolescents and adults in crisis, including those with special needs such as developmental disabilities, deaf, or hard of hearing. Our plan is to serve all individuals in crisis, including those with special needs like ASD and other developmental disabilities, who are deaf or hard of hearing, who are under the age of five, and individuals who are not English speaking. The following accommodations would be expected to be available 24/7:

Children under the age of 5: Belmont plans to create an environment that is conducive to treating young children by designing space for this population that will be colorful in decor with furniture that will be comfortable for a young child. In addition, we are creating a safe activity space available to occupy distressed children, and this space will be utilized for de-escalation to assist with the distraction and the redirection of the child. This CRC will employ Board-Certified

Child and Adolescent Psychiatrists for the services listed in the proposal. Additionally, all clinical staff will be trained in behavioral management techniques for early childhood development.

Individuals over the age of 65: Our program will be designed to care for older adults, and their unique mental and behavioral health issues, which may be associated with other conditions such as dementia. Our interdisciplinary staff will provide assessments which will be comprehensive, and referral to our Internal Medicine group will be made, if necessary, to address any medical needs. We will also collaborate with the individual's primary care doctors and community supports for thorough treatment planning. Our psychiatrists will be experienced in the full range of age related mental health conditions, including depression and dementia accompanied by anxiety, paranoia, or aggression. We will make appropriate referrals to condition specific therapies, including electroconvulsive therapy (ECT), for individuals who have not responded to other less invasive treatments, and will provide a comprehensive discharge and crisis planning with attention to community linkages for that specific age group.

Language services: Language services will be available 24 hours per day seven days per week via telephonic and video or in person interpreters, including ASL interpreters. Belmont currently uses and will continue to utilize interpreting services and partnerships with interpreting service organizations for in person, telephonic, and video interpreting services, cultural brokering and documentation.

Treatment

Belmont adheres to Evidence-based treatments. This approach allows for treatment protocols to be in place so that pharmacologic or therapeutic treatment can initiate with the initial evaluation in the CRC. With this framework in place, individuals would be able to move from the CRC to observation beds to the crisis stabilization unit to inpatient hospitalization with a treatment plan, following the individual along to allow for seamless continuity of care.

Multiple treatment strategies will be deployed to meet individual needs, including, but not limited to: initiation of psychotropic medications; de-escalation strategies, such as sensory interventions, brief individual psychotherapy, and psychoeducation regarding conflict resolution, anger, management, social and coping skills, family interventions, and crisis/safety planning with the individual, family or other natural supports for the individual to transition safely to the community.

The treatment environment will be constructed to be sensitive to trauma, transitions, and stimuli. The waiting areas, consult, rooms, and quiet rooms will have access to sensory carts. Lighting will have the mobile capabilities, and we will have the capacity to pipe music and calming sounds into interview spaces and quiet rooms. Our sensory room will be available to de-escalate an individual in crisis. In addition, a safely constructed activity space will be embedded into the waiting room to facilitate activities with individuals who are able to manage a milieu environment at the time of the crisis and/or to supervise independent activities of individuals. Our therapeutic spaces will be designed with lines of sight which will be

thoughtfully constructed so that support staff can see all areas while rounding and working with limited blind spots.

23-hour Crisis Stabilization

The 23-hour beds will be located on the same site as the crisis response center and will exist on the same unit but the service will be distinct and different. 23-hour observation beds will provide intensive treatment and frequent reassessment to stabilize individuals who can return to the community once stabilized. The estimated length of stay is 23 hours with reassessments as needed throughout the stay. Individuals admitted to this level of care will include those who present with mental, emotional, behavioral or substance-abuse crises that can either be resolved within 23 hours, or necessitate a period of de-escalation prior to determining an appropriate level of care. The criteria for admission to this level of care will include individuals who have used substances and are in acute distress, are unable to participate in further assessment until they have de-escalated enough to be assessed, and brief therapeutic interventions are provided in order to safely return to community levels of care.

MEDICAL NECESSITY CRITERIA (OMHSAS-approved)

Admission Criteria (Must meet criteria I, II, and IV or criteria III and IV)

I. The person is in need of intensive clinical intervention, which is likely to abate within 23 hours or less either through the natural expected course of the clinical condition or by clinical and social intervention.
II. Criteria for inpatient admission is met.
III. Criteria for inpatient admission is not clearly met and there is a question of the individual's safety and stability due to the lack of appropriate supports in the community.
IV. The severity of the illness presented must meet one or more of the following:

- The person has a psychiatric diagnosis and may have coexisting substance use
- with depressive symptoms, suicidal or homicidal ideation, intoxication and/or withdrawal symptoms or the potential for withdrawal symptoms.
- The person presents with a history of readmissions due to suicidal ideation that has resolved rapidly with clinical intervention.
- An individual with a serious and persistent mental illness who is acutely disturbed by a social or environmental trauma which causes an exacerbation of symptoms.

Treatment

The interventions that will be offered include 24/7 nursing support with designated nursing and medical staff to provide ongoing monitoring and reevaluation. Psychiatrists will re-evaluate, peer support will be provided to discuss how to best support the individual's recovery and

aftercare linkages when appropriate. A psychiatrist will provide reassessment following the initial CRC encounter, and may initiate, adjust or discontinue medications, and or utilize detoxification medication's and protocols to assist in ameliorating the crisis. Other treatment strategies that will be utilized in the CRC continuum are listed above.

Discharge Criteria

A disposition plan for transition to a lower level of care has been developed through consultation with the community provider, individual, and/or family and case manager.

Crisis Stabilization Unit:

This CSU will be located on the same site as the Crisis Response Center but the service will be distinct and different based on the individual's needs. The CSU will serve children and adolescents ages 5 to 17 years old, who are experiencing acute distress, need further assessment and brief, intensive treatment interventions lasting 3 to 7 days. Belmont will open the unit with eight designated CSU beds. Admissions to this level of care will be walk-ins from the CRC, referrals from other area CRCs and emergency rooms. Individuals must first be assessed in the CRC and meet admission requirements to this level of care. This service will engage as many of the individuals supports as possible including families, school and community supports, and any personnel or organization that has been or will be utilized as a resource to the child. Individuals admitted to this level of care should be able to return home after the crisis has been resolved through intensive treatment. See attachment 1 for Inclusion and Exclusion criteria.

Treatment and linkages

Our Center will provide referral services that are reflective of active care coordination that involves the person, families, and intended providers. The CRC will demonstrate an ownership over the referral process from start (initiating referral) to finish (confirmation of appointment) to the extent the individual or guardian is receptive.

Provide crisis safety planning, follow-up with individuals and family members, and counseling to reduce access to lethal means.

Ensure warm hand offs for referral and coordination with new and/or existing medical and behavioral health services, as appropriate.

Additional services and a novel aspect of our program will be our follow up service continuum.

We are proposing the creation of an outpatient crisis linkage service in partnership with Belmont's main campus outpatient care center. The Crisis outpatient service will provide psychiatry and therapeutic outpatient appointments within 3 to 5 days of the crisis center visit for those who are waiting for appointments with a community outpatient provider, and this will range from 1 to 3 total visits. The services may be provided using telehealth services.

Co-Occurring and Complex Presentation Capacity:

We will be licensed with the Office of Mental Health and Substance Abuse Services to provide 24/7/365 Screening, Assessment, and Referral site for individuals in need of substance use treatment, including MAT induction and community referrals as indicated by the ASAM.

Co-occurring presentations: The CRC will be equipped with nursing staff and practitioners who can implement safe substance withdrawal protocols. Substance use treatment will include MAT induction and community referrals as indicated by the ASAM.
All staff will be educated on the benefits of MAT for individuals with substance use challenges to reduce stigma and to ensure appropriate psychoeducation on benefits of MAT. The CRC will develop a strong relationship with community MAT providers.

ASD/DD accommodations: Belmont will create an environment of care to support individuals with ASD/Developmental Disabilities. The social services team will obtain the individual's behavioral plan or ISP, when available, so that the crisis team can anticipate and alter behavioral antecedents that would prove disruptive to individuals with ASD/DD in crisis. If appropriate, ABA interventions will be provided in a designated space, which will be built with safety and flexibility as the primary goals. We will work in conjunction with Belmont STAR program staff to ensure that spaces being developed meet the full needs for these individuals.

Individuals with medical complexities: The CRC will be staffed with 24-hour nursing support, and will have access to a physician/PA/CRNP group to provide medical examinations and consultation when appropriate. We will have access to 24-hour Pharmacy at the proposed location. There will be a medical examination room located on-site. We will also utilize the physician group through telemedicine, allowing the CRC psychiatrist to have the ability to collaborate with the physician services group when necessary. A physician, or a supervised practitioner will provide on-site consultation for all persons receiving services.

Belmont's Delaware County CRC will be equipped to address basic medical clearance needs, thereby reducing reliance on local Emergency Rooms. These needs include vital signs and health screenings and basic laboratory tests (UDS, BAL, pregnancy test).

One of Belmont's strengths is their knowledge, experience, and history of working with individuals in the Southeastern Pennsylvania region. We understand that successful treatment and the resolution of an individual's emergency care needs can only occur in partnership with their families, natural supports and community collaborators. We plan to create an environment that welcomes community providers, including children, and youth services, schools and medical providers to join the individual, to inform the triage and assessment process and participate in active crisis intervention services with the clinical staff. The physical space will be constructed to have available consultation rooms, so that community providers, agencies, and emergency responders can facilitate calls and complete documentation. We conceptualize the CRC as one component of an ongoing care process. While our focus will be upon stabilizing the acute episode of the crisis, integration and re-integration with community care that individuals need to prevent further crisis from occurring will be our priority. When disposition involves community care, such as returning to a community provider, our clinicians will work collaboratively to assist bridging the gap in ensuring individuals are able to maintain stability after discharge.

Certified Peer/Recovery Specialists (CPS/CRS)

Family engagement and Peer support: Family engagement and peer support will be a mainstay of treatment at the Crisis Continuum as individual's natural supports involvement plays a critical role in achieving and maintaining progress during and after crisis stabilization. Crisis staff will make all efforts to engage individual's natural supports upon arrival and throughout stay when applicable. The proposed services will have a family/support waiting area, and consultation/treatment rooms to provide family counseling and coaching and brief family interventions. Families will be welcomed to work on the individual's safety planning, care coordination, and collaborate with treatment team members.

Peer support specialists will be employed to assure representation of people in recovery and family members at all levels of the system. Peer specialists will serve as key consultative bodies to provide support and guidance to individuals and clinicians throughout the crisis encounter.

2. Staffing Requirements:

The crisis treatment team is comprised of a combination of psychiatrists and other health professionals, parent advocates as well as the individuals being served, their families/other natural supports and community providers. PRS receive an interdisciplinary assessment with contributions from nursing, social work, and the psychiatrist evaluating all domains of an individual's physical, social, and relational functioning. As indicated, individuals also receive immediate intervention grounded in evidence-based mental health practices.

The CRC has an *Interdisciplinary Team* consisting of the medical director, program director, psychiatrists, registered nurses, behavioral health technicians, social workers, and family/peer

support specialists. Staffing levels are adjusted to meet the needs of the person receiving services population as well as related issues. See Job descriptions in Attachment 2.

- ***Medical Director***– The Medical Director is board certified in Psychiatry. The Medical Director is responsible for leadership, quality assurance, supervision and overall medical management of the facility. The medical director oversees all clinical operations of the CRC, directs medical care of patients, and provides supervision of clinicians, residents and trainees rotating on the unit. The medical director provides clinical oversight to development of CRC and CSU clinical programming. **1 FTE**
- ***Psychiatrists/Licensed Practitioners***-**6 FTE** Psychiatrists complemented by a pool of float practitioners that can be available to call in at any time.
- ***Program Director***- The clinical director is a master's prepared clinician with lengthy clinical experience providing treatment to children, adolescents and adults. The program director is responsible for overseeing the development and implementation of all aspects of CRC operations and supporting the medical director in oversight of clinical operations at the CRC. The program director maintains the program philosophy, oversees staff training and development, and spearheads relationship development with external stakeholders. **1 FTE**
- ***Nurse Manager***- The nurse manager is a registered nurse with extensive experience in leadership capacity across mental health settings. The Nurse Manager is responsible for oversight and development of the nursing staff including registered nurses and behavioral health associates. They also oversee compliance with regulatory guidelines and bodies. **1 FTE.** The Nurse Manager is supported by **2FTE** Nursing Supervisors.
- ***Behavioral Health Associates*** – are responsible for direct patient care under the supervision of the registered nurse. Behavioral Health Associates complete the triage process, assist persons receiving services with activities of daily living, facilitate group activities, participate in milieu management and participate in programming in accordance with his or her training or experience. In order to provide 24/7 staffing we require **25 FTE** BHAs. We also have a pool of float staff that can be available to support at any time.
- ***Social Services Team*** – includes masters prepared social workers, psychologists and other licensed clinicians who work directly with the psychiatrist and treatment team to complete the interdisciplinary evaluations, coordinate aftercare planning, and ensure that all PRS receive the appropriate care needed They coordinate discharge planning and aftercare with consideration of the person's needs insurance coverage and treatment time frame. They also provide all of the individual and family therapy on the Crisis Stabilization Unit, and provide two psychotherapy groups per day. Oversight for the social work team is provided by the ***Social Services Manager*** **(1 FTE)**, a master's level individual with extensive experience providing individual and family therapy. In order to provide 24/7 staffing we require **12 FTE** SSCM staff. We also have a pool of float staff that can be available to call in at any time.
- ***Registered Nurses*** – Both the Crisis Response Center and Crisis Stabilization Unit are staffed with Registered Nurses licensed in the state of Pennsylvania. These

professionals are responsible for participation in the interdisciplinary evaluation progress, and all nursing functions including oversight of the Behavioral Health Associates. In order to provide 24/7 staffing we require **12 FTE** RNs. We also have a pool of nursing staff/float staff that can be available to call in at any time.

- ***Family-Peer Advocates*** – Either through contract with a local peer support agency or directly employed by BBHS, the advocate will provide *in vivo* support and resources to PRS/families accompanying them through the evaluation process. **2 FTE** Peer Advocates are needed to staff the adult and children's services.

In addition to the clinical staff, the CRC is supported by a non-clinical team including: security guards, plant operations mechanics, dietary service, courier/drivers, housekeeping, clerks and an administrative coordinator.

Training:

Belmont requires that all employees participate in a New Hire Orientation curriculum, Department Orientation curriculums, Annual Training initiatives and Skills Fairs to ensure that they have the training and tools needed to fulfill their job duties. Belmont utilizes Path to Purpose for the New Hire Orientation curriculum. The Core Strategies of this training program include: 1. Improvement of staff engagement and reduction of turnover related to ineffective onboarding and fear related to the patient population. 2. Implementation of an enterprise wide evidenced based training program that sets patient care standards of excellence and 3. To improve operational outcomes. This program is developed to provide an interactive comprehensive orientation that ensures consistency with content; embraces all learning styles to include active engagement, visual video presentation, leading by example and discussion; and ensure an understanding of not only policy and procedure but also clinical care interventions through the lens of understanding, empathy and competency. Areas of competency include: cultural humility, trauma informed care, suicide assessment and prevention, LGBTQIA plus and Therapeutic Options and UKERU.

Belmont is committed to promoting a safe environment for both PRS and staff, through the utilization of evidenced based systems such as UKERU and Therapeutic Options. UKERU understands that it is possible to manage emergency safety situations without utilizing restraint or seclusion.

Therapeutic Options (TO), is a system that provides a behavioral approach to support safe de-escalation of crisis situations.

In addition to the aforementioned, staff will meet the following requirements:

- All staff that serve children and adolescents will be trained in Child and Adolescent Services System Program (CASSP) and System of Care (SOC) principles.

- All staff that serve children will have knowledge of child development.
- All staff are required to take mandated reporter training annually.
- All staff will be trained in in trauma-informed care and practices aimed at reducing or eliminating restraint and seclusion.
- Staff will have prior experience working with Severe Mental Illness (SMI) and Alcohol and Other Drugs (AOD) as appropriate.
- Appropriate staff will have American Society of Addiction Medicine (ASAM) Criteria training
- Clinical staff will be trained in structured tools and other quality measures as applicable.
- All staff will receive monthly or quarterly in service training on topics relevant to trends and population.
- All staff will be trained in naloxone administration.
- Certified peers will receive state-sponsored crisis training
- Staff will participate in Safety Planning Intervention Training, HIPAA training, Drug and Alcohol Confidentiality training through DDAP, Diversity-Equity-and-Inclusion Training, and Trauma training

Supervision:

Staff is expected to participate in all mandatory agency in-services, keep supervisors informed of all potential problematic situations and concerns, keep team members informed of individual strengths or obstacles, and receive documented supervision with their manager. Staff huddles daily, and there are case conferences for difficult cases. Supervision is provided during daily huddles and monthly staff meetings, and supervisors are available at any time for consultation. Individual supervision is provided monthly to all clinical staff.

3. Quality Requirements

Belmont is fully committed to providing high-quality care across all of our service lines. The CRC routinely utilizes recovery focused personal satisfaction surveys to monitor our services. Program managers utilize several tools for monitoring program fidelity. Belmont has a Quality Council for each of their programs with focus on measuring several quality metrics including, but not limited to restraint utilization, chart review for interdisciplinary interventions, effectiveness, and completeness. Belmont maintains a Performance Improvement program with annual goals for each department. PI data is monitored and reported to Quality Council and to the Governing Board. PI goals are informed by National Patient Safety goals in addition to areas directed by performance data.

Findings are reported monthly to Belmont's Director of Quality. We would also aim to establish an apparatus for tracking outcome data for individuals seen and evaluated to ensure that the program is meeting or exceeding nationwide outcomes.

Metrics to monitor (those marked with * are based on the Crisis Now Assessment Tool, Crisis-Now-Assessment-Tool-3.19.2021.xlsx (live.com) may include, but are not limited to:

- Over 70% of children and adults who present to the CRC are diverted from hospitalization*
- Achieve an average First Responder/Law Enforcement Drop-Off Time of less than 10 minutes*
- 90% of children, adults and families served respond to post-serve satisfaction surveys with positive opinions of the assistance received at the CRC
- 85% of children and adults who present to the CRC leave the encounter either directly to treatment or with an appointment scheduled and confirmed
- 80% of children and adults who present to the CRC leave the encounter with either a new or updated Personal Crisis Plan.

Data to monitor to be used for the development of QA benchmarks and metrics based on Crisis Reliability Indicators Supporting Emergency Services, Crisis Reliability Indicators Supporting Emergency Services (CRISES): A Framework for Developing Performance Measures for Behavioral Health Crisis and Psychiatric Emergency Programs - PMC (nih.gov):

- Length of time from CRC Arrival to CRC Departure within 5 hours
- Number of children and adults needing to be referred for medical treatment
- Number of involuntary medications administered
- Number of incidents of seclusions and restraints
- Number of people who leave against medical advice
- Number of hours to accept transfers from medical EDs due to overcapacity
- Length of time between arrival and triage
- Length of time between arrival and nursing evaluation
- Length of time between arrival and psychiatric evaluation
- Length of time between assessment and placement in the approved level of care
- Number of children and adults referred to community-based providers
- Disposition of 23-hour level of care and stabilization unit
- Rate of 30-day re-presentation to CRC
- Successful linkages to referrals: 7- and 30-day follow-up rates to outpatient services
- Demographics of presenting individuals
- # D&A Assessments with outcomes as well as # of MAT interventions –initiation or on-going

In addition, Belmont will work closely with the County and CCBH to ensure compliance with Performance Standards for this service line, once developed.

See Table of Organization in Attachment 1.

See Job Descriptions in Attachment 4.

E. Mobile Crisis Services (to include co-response models)

Belmont will develop a Mobile Crisis program that provides a range of services including immediate intervention for suicidal and depressed individuals, providing assessment, supportive counseling, information and referrals, and linkage with appropriate community based mental health services for ongoing treatment and follow up. Mobile Crisis will serve any person in Delaware County who is experiencing, or is at risk of, a psychological crisis, and who requires mental health intervention and follow up support. The Mobile Crisis team will have the ability to assist with processing applications for involuntary commitment petitions that require delegate approval. They will also assist the petitioner with arranging police transport for involuntary evaluations.

Our Co-Responder Model of mobile crisis will include a team of mental health professionals and Certified Peer Specialists that are on-call and available to respond to calls for service at the request of law enforcement officers. Assessment and interventions will aim to divert individuals from unnecessary jail bookings and/or emergency rooms by utilizing brief, therapeutic interventions to stabilize the situation, and to help those affected individuals to regain control. This team will be specifically assigned to law enforcement. We will plan to serve any location in Delaware County.

1. Program Requirements

All individuals will be assessed via dispatch from our telephonic line under a master's level clinician supervision within 15 minutes of request. The initial triage assessment will focus on the individual's chief complaint, ruling out any medical emergencies, and other safety needs. The support of parent or guardian's and other natural supports will be enlisted when clinically indicated to assist staff in informing the engagement process. Any individual that is deemed to be at risk for suicide, violent behavior, or other safety concerns will be placed under immediate supervision by trained staff, and the assessment process will begin immediately. We will contact law enforcement in cases requiring support. Mobile crisis staff will obtain consents from patients, and/or guardians, when applicable. Staff will be trained to work with individuals from the community, families, area law enforcement, and emergency services, and the office of mental health in accordance with Pennsylvania code title 55, chapter 5100 of mental health procedures, and will provide support in the completion of involuntary commitments, while ensuring the safety of the individual, family or other community representative. Our services will serve children and adults of all ages and will never turn away any individual based on age, gender, insurance status, ethnicity, religion, sexual preference.

Assessment:

The assessment process will inform ongoing crisis, interventions and next steps for the individual. Two clinicians will be dispatched and meet with the individual and their natural supports and/or community providers when applicable. The clinicians will collaborate with the individual and all parties to make recommendations for next steps. The person receiving services will receive a crisis assessment that will utilize Trauma-informed practices. Individuals will receive a nursing assessment if needed, and referrals for medical assessment if indicated. Based on urgency and safety, assessments will be either brief and focused, with a goal of transferring to crisis if indicated, or comprehensive. Comprehensive assessments will evaluate the individual's emotional, behavioral and social issues, their level of risk, their strengths and assets, and their relationships at home with family and friends, their health, their development, their academic or occupational status, and other information needed to determine the needs. We will employ a crisis team with clinicians who will have dual roles of counselors and case managers. Members of the crisis team will work directly with the individual, family, community providers, emergency responders, etc. to obtain their assessment, and understand the crisis at hand and utilize brief stabilization interventions. The crisis team will work on disposition and aftercare planning of the person receiving services. Whenever possible, clinicians on-site will facilitate swift stabilization, and follow up/aftercare linkages or transport to the Crisis Center.

The Belmont CRC service continuum will accommodate all individuals seeking services for the treatment of mental illness, emotional, social, behavioral and substance use related crisis, without regard to race, color, religious creed, ancestry, national origin, age, sex, or sexual preference. Our plan is to serve all children, adolescents and adults in crisis, including those with special needs such as developmental disabilities, deaf, or hard of hearing. Our plan is to serve all individuals in crisis, including those with special needs like ASD and other developmental disabilities, who are deaf or hard of hearing, who are under the age of five, and individuals who are not English speaking.

Co-Occurring and Complex Presentation Capacity:

We will be licensed with the Office of Mental Health and Substance Abuse Services to provide 24/7/365 Screening, Assessment, and Referral site for individuals in need of substance use treatment, and community referrals as indicated by the ASAM.

A physician, or a supervised practitioner will be available to provide consultation for all persons receiving services.

- **Rapid Response**

  Timely engagement and treatment will be prioritized, with average dispatch response times not to exceed one hour. Individuals will be able to request assistance by calling a Crisis Line staffed by a Dispatch Specialist who will determine if mobile services are appropriate. If appropriate, the mobile team will be dispatched to any location in Delaware County as soon

as possible to intervene in the crisis. Well established referral pathways and connection to community supports will be mobilized to ensure successful dispositions to immediate/continuous treatment. Services will be flexible and individually tailored, with assessments and interventions being administered in a manner dictated by individual need.

Our mobile crisis will be developed with thoughtful and evidence supported approaches that support a movement away from reactive and cyclical crisis treatment to interventions that treat the whole person, aim to restore a sense of control, and reduce the likelihood of future crisis throughout the entire scope of the program. Immediate, supportive, engaging and calming interventions designed to develop rapid rapport while establishing a sense of psychological and physical safety.

Dispatch time frames will be determined depending on initial telephonic assessment of each level of crisis. Response time requirements will be met, including to outer edges of the county by developing a bridge team to provide backup and support. These teams will also address high volumes of requests and competing priorities.

Mobile staff will provide a warm handoff to Crisis Center or hospital clinical staff when the team is recommending inpatient care and will follow-up with hospital staff to confirm a disposition.

Services will align with the essential values and principles outlined by SAMHSA in the Practice Guidelines to include interventions will aim to establish physical safety without compromising psychological safety. Intervening in a Person-Centered Way by cultivating a nonjudgmental, safe, and supportive treatment environment, one which respects the dignity and value of each person and their family members/significant others. Our role as crisis service providers, therefore, will be to provide collaborative rather than coercive interventions that aim to bring relief and restore a sense of control to the individual as soon as possible.

Interventions will incorporate principles of recovery recovery/resilience, whole health wellness, trauma-informed care and cultural competence. Staff will be trained to understand how an individual's response to the current crisis may reflect past traumatic reactions and what interventions may pose particular risk to that individual based on that history.

An appropriate crisis response contributes to the individual's larger journey toward recovery and resilience and incorporates these values. Accordingly, interventions will aim to preserve dignity, foster a sense of hope, and promote engagement with formal systems and informal resources.

2. Staffing Requirements:

The crisis treatment team is comprised of a combination mental health professionals, parent advocates as well as the individuals being served, their families/other natural supports and community providers. Individuals also receive immediate intervention grounded in evidence-based mental health practices.

The mobile Crisis *Interdisciplinary Team* will consist of the medical director, program director, practitioners, registered nurses, master's level mental health clinicians or social workers, and family/peer support specialists. Staffing levels are adjusted to meet the needs of the person receiving services population as well as related issues. See Job descriptions in Attachment 4.

- ***Medical Director***– The Medical Director is board certified in Psychiatry. The Medical Director is responsible for leadership, quality assurance, supervision and overall medical management of the individual. **1 FTE**
- ***Program Director***- The clinical director is a master's prepared clinician with lengthy clinical experience providing treatment to children, adolescents and adults. The program director is responsible for overseeing the development and implementation of all aspects of mobile crisis operations and program development, and supporting the medical director in oversight of clinical operations. The program director maintains the program philosophy, oversees staff training and development, and spearheads relationship development with external stakeholders. **1 FTE**
- ***Mental health Professionals*** – includes Mobile Crisis Specialists, masters prepared social workers, psychologists and other licensed clinicians who work directly with the treatment team to complete the crisis evaluations, coordinate aftercare planning, and ensure that all PRS receive the appropriate care needed They provide interventions, coordinate discharge planning and aftercare with consideration of the person's needs, insurance coverage and treatment time frame. Oversight for the social work team is provided by the ***Social Services Supervisor***, a master's level individual with extensive experience providing individual and family therapy. In order to provide 24/7 staffing we require **16 FTE** MHP staff. We also have a pool of float staff that can be available to call in at any time.
- ***Registered Nurses*** – Mobile Crisis is staffed with Registered Nurses or Licensed Practical Nurses licensed in the state of Pennsylvania. These professionals are responsible for participation in the interdisciplinary evaluation process, and all nursing functions including oversight of the Dispatch Specialists . In order to provide 24/7 staffing we require **4 FTE** RNs. We also have a pool of nursing staff/float staff that can be available to call in at any time.
- ***Certified Peer Specialists*** – Either through contract with a local peer support agency or directly employed by BBHS, the advocate will provide *in vivo* support and resources to PRS/families accompanying them through the evaluation process. **10 FTE** Peer Advocates are needed to staff the adult and children's services.
- ***Administrative Coordinator***- Administrative Coordinator is responsible for general clerical and receptionist duties for the Mobile Crisis Service. The Administrative Coordinator will provide advanced administrative and operational support to the

Directors and Supervisors and will work collaboratively with all staff to support operations from an administrative standpoint. **1 FTE**

- ***Mobile Dispatch Specialists***-Responsible for answering calls 24/7 and determining if the case requires mobile dispatch. **6 FTE** plus float staff.

Training:

Belmont requires that all employees participate in a New Hire Orientation curriculum, Department Orientation curriculums, Annual Training initiatives and Skills Fairs to ensure that they have the training and tools needed to fulfill their job duties. Belmont utilizes Path to Purpose for the New Hire Orientation curriculum. The Core Strategies of this training program include: 1. Improvement of staff engagement and reduction of turnover related to ineffective onboarding and fear related to the patient population. 2. Implementation of an enterprise wide evidenced based training program that sets patient care standards of excellence and 3. To improve operational outcomes. This program is developed to provide an interactive comprehensive orientation that ensures consistency with content; embraces all learning styles to include active engagement, visual video presentation, leading by example and discussion; and ensure an understanding of not only policy and procedure but also clinical care interventions through the lens of understanding, empathy and competency. Areas of competency include: cultural humility, trauma informed care, suicide assessment and prevention, LGBTQIA plus and Therapeutic Options and UKERU.

Belmont is committed to promoting a safe environment for both PRS and staff, through the utilization of evidenced based systems such as UKERU and Therapeutic Options. UKERU understands that it is possible to manage emergency safety situations without utilizing restraint or seclusion.

Therapeutic Options (TO), is a system that provides a behavioral approach to support safe de-escalation of crisis situations.

In addition to the aforementioned, staff will meet the following requirements:

- All staff that serve children and adolescents will be trained in Child and Adolescent Services System Program (CASSP) and System of Care (SOC) principles.
- All staff that serve children will have knowledge of child development.
- All staff are required to take mandated reporter training annually.
- All staff will be trained in in trauma-informed care and practices aimed at reducing or eliminating restraint and seclusion.
- Staff will have prior experience working with Severe Mental Illness (SMI) and Alcohol and Other Drugs (AOD) as appropriate.

- Appropriate staff will have American Society of Addiction Medicine (ASAM) Criteria training
- Clinical staff will be trained in structured tools and other quality measures as applicable.
- All staff will receive monthly or quarterly in service training on topics relevant to trends and population.
- All staff will be trained in naloxone administration.
- Certified peers will receive state-sponsored crisis training
- Staff will participate in Safety Planning Intervention Training, HIPAA training, Drug and Alcohol Confidentiality training through DDAP, Diversity-Equity-and-Inclusion Training, and Trauma training

Supervision:

Staff is expected to participate in all mandatory agency in-services, keep supervisors informed of all potential problematic situations and concerns, keep team members informed of individual strengths or obstacles, and receive documented supervision with their manager. Staff huddles daily, and there are case conferences for difficult cases. Supervision is provided during daily huddles and monthly staff meetings, and supervisors are available at any time for consultation. Individual supervision is provided monthly to all clinical staff.

4. Quality Requirements

Belmont is fully committed to providing high-quality care across all of our service lines. The mobile crisis routinely utilizes recovery focused personal satisfaction surveys to monitor our services. Program managers utilize several tools for monitoring program fidelity. Belmont has a Quality Council for each of their programs with focus on measuring several quality metrics including, but not limited to restraint utilization, chart review for interdisciplinary interventions, effectiveness, and completeness. Belmont maintains a Performance Improvement program with annual goals for each department. PI data is monitored and reported to Quality Council and to the Governing Board. PI goals are informed by National Patient Safety goals in addition to areas directed by performance data.

Findings are reported monthly to Belmont's Director of Quality. We would also aim to establish an apparatus for tracking outcome data for individuals seen and evaluated to ensure that the program is meeting or exceeding nationwide outcomes.

Metrics to monitor (those marked with * are based on the Crisis Now Assessment Tool, Crisis-Now-Assessment-Tool-3.19.2021.xlsx (live.com) may include, but are not limited to:

- Over 70% of children and adults who are assessed are diverted from hospitalization*
- Achieve an average First Responder/Law Enforcement Drop-Off Time of less than 10 minutes*

- 90% of children, adults and families served respond to post-serve satisfaction surveys with positive opinions of the assistance received at the CRC
- 85% of children and adults who require mobile interventions leave the encounter either directly to treatment or with an appointment scheduled and confirmed
- 80% of children and adults who require mobile interventions leave the encounter with either a new or updated Personal Crisis Plan.

Data to monitor to be used for the development of QA benchmarks and metrics based on Crisis Reliability Indicators Supporting Emergency Services, Crisis Reliability Indicators Supporting Emergency Services (CRISES): A Framework for Developing Performance Measures for Behavioral Health Crisis and Psychiatric Emergency Programs - PMC (nih.gov):

- Length of time from Crisis Dispatch to Disposition within 3 hours
- Number of children and adults needing to be referred for medical treatment
- Number of involuntary commitments initiated
- Number of people who decline services
- Length of time between assessment and placement in the approved level of care
- Number of children and adults referred to community-based providers
- Successful linkages to referrals: 7- and 30-day follow-up rates to outpatient services
- Demographics of presenting individuals
- # D&A Assessments with outcomes

In addition, Belmont will work closely with the County and CCBH to ensure compliance with Performance Standards for this service line, once developed.

4. Location Requirements:

The Mobile Crisis Services will be located within the geographic boundaries of DelawareCounty. The Belmont team has been exploring possible site locations with the following criteria given top-of- mind awareness:

1. Areas of Delaware County with a high utilization of behavioral health crisis needs
2. Access to public transportation and /or consideration of accessibility issues and how to facilitate ease of access
3. Possible co-location/partnership with a medical facility /existing emergency department

5. **Attachments:**

Table of Organization-Attachment 2

Job Description-Attachment 4

F. Crisis Phone intervention and warm line

Belmont will develop a 24/7 Crisis phone intervention and warm line that offers crisis and emotional distress interventions. The Crisis Hotline and 988 call center will include a warm line staffed by Certified Peer Specialists and Certified Recovery Specialists as well as licensed mental health professionals to provide suicide risk assessments.

1. Program Requirements

Belmont's Crisis Call Center will be a clinically staffed hub/crisis call center that provides crisis intervention capabilities (telephonic, text and chat). These services will meet National Suicide Prevention Lifeline (NSPL) standards for risk assessment and engagement of individuals at imminent risk of suicide and offer quality coordination of crisis care in real-time. Belmont plans to adhere to SAMHSA's guidelines for staffing, including requiring trained crisis counselors to answer calls, chats, or texts 24 hours a day, 7 days a week, 365 days a year. Our services will serve children and adults of all ages and will never turn away any individual based on age, gender, insurance status, ethnicity, religion, sexual preference. Our plan is to serve all children, adolescents and adults in crisis, including those with special needs like ASD and other developmental disabilities, who are deaf or hard of hearing and individuals who are not English speaking.

Belmont's proposed Mental health, substance use and suicide prevention lines will be equipped to take all calls with expertise in delivering telephonic intervention services, triaging the call to assess for additional needs and coordinating connections to additional support based on the assessment of the team and the preferences of the caller.

The program will meet SAMHSA's expectations to operate a crisis call center, including:

1. Operate every moment of every day (24/7/365);
2. Be staffed with clinicians overseeing clinical triage and other trained team members to respond to all calls received;
3. Answer every call or coordinate overflow coverage with a resource that also meets all of the minimum crisis call center expectations defined in this toolkit;
4. Assess risk of suicide in a manner that meets NSPL standards and danger to others within each call;
5. Coordinate connections to crisis mobile team services in the region; and
6. Connect individuals to facility-based care through warm hand-offs and coordination of transportation as needed.

We will meet the following additional expectations to fully align with best practices to Operate a Regional Crisis Call Center guidelines;

1. Incorporate Caller ID functioning;
2. Implement GPS-enabled technology in collaboration with partner crisis mobile teams to more efficiently dispatch care to those in need;
3. Utilize real-time regional bed registry technology to support efficient connection to needed resources; and
4. Schedule outpatient follow-up appointments in a manner synonymous with a warm handoff to support connection to ongoing care following a crisis episode.

To align with National Suicide Prevention Lifeline (NSPL) operational standards, our center will meet the following additional guidelines:

1. Practice active engagement with callers and make efforts to establish sufficient rapport so as to promote the caller's collaboration in securing his/her own safety;
2. Use the least invasive intervention and consider involuntary emergency interventions as a last resort, except for in circumstances as described below;
3. Initiate life-saving services for attempts in progress – in accordance with guidelines that do not require the individual's consent to initiate medically necessary rescue services;
4. Initiate active rescue to secure the immediate safety of the individual at risk if the caller remains unwilling and/or unable to take action to prevent his/her suicide and remains at imminent risk;
5. Practice active engagement with persons calling on behalf of someone else ("third-party callers") towards determining the least invasive, most collaborative actions to best ensure the safety of the person at risk;
6. Have supervisory staff available during all hours of operations for timely consultation in determining the most appropriate intervention for any individual who may be at imminent risk of suicide; and
7. Maintain caller ID or other method of identifying the caller's location that is readily accessible to staff.

True regional crisis call center hub services that offer air traffic control-type functioning are essential to the success of a crisis system. Cracks within a system of care widen when individuals experience interminable delays in access to services which are often based on an absence of:

1. Real-time coordination of crisis and outgoing services; and
2. Linked, flexible services specific to crisis response; namely mobile crisis teams and crisis stabilization facilities.

Assessment:

Based on urgency and safety needs, telephonic assessments will be either brief and focused, with a goal of transferring to crisis if indicated, or comprehensive. Comprehensive assessments

will evaluate the individual's emotional, behavioral and social issues, their level of risk, their strengths and assets, and their relationships at home with family and friends, their health, their development, their academic or occupational status, and other information needed to determine the needs. Members of the team will work directly with the individual, family, community providers, emergency responders, etc. to obtain their assessment, and understand the crisis at hand and utilize brief stabilization interventions. The crisis team will work on aftercare planning of the person receiving services. Whenever possible, clinicians on-site will facilitate swift stabilization, and follow up/aftercare linkages or transport to the Crisis Center.

The Belmont CRC service continuum will accommodate all individuals seeking services for the treatment of mental illness, emotional, social, behavioral and substance use related crisis, without regard to race, color, religious creed, ancestry, national origin, age, sex, or sexual preference. Our plan is to serve all children, adolescents and adults in crisis, including those with special needs such as developmental disabilities, deaf, or hard of hearing. Our plan is to serve all individuals in crisis, including those with special needs like ASD and other developmental disabilities, who are deaf or hard of hearing, who are under the age of five, and individuals who are not English speaking.

Co-Occurring and Complex Presentation Capacity:

We will be licensed with the Office of Mental Health and Substance Abuse Services to provide 24/7/365 Screening, Assessment, and Referral site for individuals in need of mental health, substance use treatment, and community referrals as indicated by the ASAM.

Timely engagement and intervention will be prioritized once individuals request assistance by calling a our crisis lines. Staff will be supervised to determine next steps, such as dispatching a mobile unit are appropriate. Services will be flexible and individually tailored, with assessments and interventions being administered in a manner dictated by individual need.

Services will align with the essential values and principles outlined by SAMHSA in the Practice Guidelines to include interventions will aim to establish physical safety without compromising psychological safety. Intervening in a Person-Centered Way by cultivating a nonjudgmental, safe, and supportive treatment environment, one which respects the dignity and value of each person and their family members/significant others. Our role as crisis service providers, therefore, will be to provide collaborative rather than coercive interventions that aim to bring relief and restore a sense of control to the individual as soon as possible.

Interventions will incorporate principles of recovery recovery/resilience, whole health wellness, trauma-informed care and cultural competence. Staff will be trained to understand how an individual's response to the current crisis may reflect past traumatic reactions and what interventions may pose particular risk to that individual based on that history.

An appropriate crisis response contributes to the individual's larger journey toward recovery and resilience and incorporates these values. Accordingly, interventions will aim to preserve dignity, foster a sense of hope, and promote engagement with formal systems and informal resources.

2. Staffing Requirements:

The Crisis line *Team* will consist of the program director, master's level mental health clinicians or social workers, crisis counselors and family/peer support specialists. Staffing levels are adjusted to meet the needs of the person receiving services population as well as related issues. See Job descriptions in Attachment 6.

- ***Program Director***- The clinical director is a master's prepared clinician with lengthy clinical experience providing treatment to children, adolescents and adults. The program director is responsible for overseeing the development and implementation of all aspects of crisis line operations and program development. The program director maintains the program philosophy, oversees staff training and development, and spearheads relationship development with external stakeholders. **1 FTE**
- ***Crisis Line Supervisors***- Master's prepared clinicians with lengthy clinical experience providing treatment to children, adolescents and adults. The supervisor is responsible for overseeing crisis line operations and provide support and supervision to crisis counselors. 4 **FTE**
- ***Mental health Professionals*** – includes Crisis Counselors, masters prepared social workers, psychologists and other licensed clinicians who work directly with the individual in crisis to complete the crisis assessment and interventions, coordinate aftercare planning, and ensure that all PRS receive the appropriate care needed They provide interventions with consideration of the person's needs, insurance coverage and treatment time frame. In order to provide 24/7 staffing we require **16 FTE** MHP staff. We also have a pool of float staff that can be available to call in at any time.
- ***Certified Peer Specialists*** – Either through contract with a local peer support agency or directly employed by BBHS, the advocate will provide support and resources to individuals**. 10 FTE** Peer Advocates are needed to staff the adult and children's services.
- ***Administrative Coordinator***- Administrative Coordinator is responsible for general clerical and receptionist duties for the Line Crisis Service. The Administrative Coordinator will provide advanced administrative and operational support to the Directors and Supervisors and will work collaboratively with all staff to support operations from an administrative standpoint. **1 FTE**

Training:

Belmont requires that all employees participate in a New Hire Orientation curriculum, Department Orientation curriculums, Annual Training initiatives and Skills Fairs to ensure that they have the training and tools needed to fulfill their job duties. Belmont utilizes Path to Purpose for the New Hire Orientation curriculum. The Core Strategies of this training program include: 1. Improvement of staff engagement and reduction of turnover related to ineffective onboarding and fear related to the patient population. 2. Implementation of an enterprise wide evidenced based training program that sets patient care standards of excellence and 3. To improve operational outcomes. This program is developed to provide an interactive comprehensive orientation that ensures consistency with content; embraces all learning styles to include active engagement, visual video presentation, leading by example and discussion; and ensure an understanding of not only policy and procedure but also clinical care interventions through the lens of understanding, empathy and competency. Areas of competency include: cultural humility, trauma informed care, suicide assessment and prevention, LGBTQIA plus and Therapeutic Options and UKERU.

Belmont is committed to promoting a safe environment for both PRS and staff, through the utilization of evidenced based systems such as UKERU and Therapeutic Options. UKERU understands that it is possible to manage emergency safety situations without utilizing restraint or seclusion.

Therapeutic Options (TO), is a system that provides a behavioral approach to support safe de-escalation of crisis situations.

In addition to the aforementioned, staff will meet the following requirements:

- All staff that serve children and adolescents will be trained in Child and Adolescent Services System Program (CASSP) and System of Care (SOC) principles.
- All staff that serve children will have knowledge of child development.
- All staff are required to take mandated reporter training annually.
- All staff will be trained in in trauma-informed care and practices aimed at reducing or eliminating restraint and seclusion.
- Staff will have prior experience working with Severe Mental Illness (SMI) and Alcohol and Other Drugs (AOD) as appropriate.
- Appropriate staff will have American Society of Addiction Medicine (ASAM) Criteria training
- Clinical staff will be trained in structured tools and other quality measures as applicable.
- All staff will receive monthly or quarterly in service training on topics relevant to trends and population.
- All staff will be trained in naloxone administration.
- Certified peers will receive state-sponsored crisis training

- Staff will participate in Safety Planning Intervention Training, HIPAA training, Drug and Alcohol Confidentiality training through DDAP, Diversity-Equity-and-Inclusion Training, and Trauma training

Supervision:

Staff is expected to participate in all mandatory agency in-services, keep supervisors informed of all potential problematic situations and concerns, keep team members informed of individual strengths or obstacles, and receive documented supervision with their manager. Staff huddles daily, and there are case conferences for difficult cases. Supervision is provided during daily huddles and monthly staff meetings, and supervisors are available at any time for consultation. Individual supervision is provided monthly to all clinical staff.

3. **Quality Requirements**

Belmont is fully committed to providing high-quality care across all of our service lines. The mobile crisis routinely utilizes recovery focused personal satisfaction surveys to monitor our services. Program managers utilize several tools for monitoring program fidelity. Belmont has a Quality Council for each of their programs with focus on measuring several quality metrics including, but not limited to restraint utilization, chart review for interdisciplinary interventions, effectiveness, and completeness. Belmont maintains a Performance Improvement program with annual goals for each department. PI data is monitored and reported to Quality Council and to the Governing Board. PI goals are informed by National Patient Safety goals in addition to areas directed by performance data.

Findings are reported monthly to Belmont's Director of Quality. We would also aim to establish an apparatus for tracking outcome data for individuals seen and evaluated to ensure that the program is meeting or exceeding nationwide outcomes.

Metrics to monitor (those marked with * are based on the Crisis Now Assessment Tool, Crisis-Now-Assessment-Tool-3.19.2021.xlsx (live.com) may include, but are not limited to:

- Over 70% of children and adults who are assessed are diverted from hospitalization*
- Achieve an average First Responder/Law Enforcement intervention less than 15 minutes, when necessary*
- 90% of children, adults and families served respond to post-serve satisfaction surveys with positive opinions of the assistance received at the CRC
- 85% of children and adults who require interventions leave the encounter either directly to treatment or with an appointment scheduled and confirmed
- 80% of children and adults who require telephonic interventions leave the encounter with either a new or updated Personal Crisis Plan.

Data to monitor to be used for the development of QA benchmarks and metrics based on Crisis Reliability Indicators Supporting Emergency Services, Crisis Reliability Indicators Supporting Emergency Services (CRISES): A Framework for Developing Performance Measures for Behavioral Health Crisis and Psychiatric Emergency Programs - PMC (nih.gov):

- Length of time from Crisis Line call to engagement within 10 minutes.
- Number of children and adults needing to be referred for medical treatment
- Number of mobile crisis, first responder and law enforcement referrals
- Number of people who decline services
- Number of children and adults referred to community-based providers
- Successful linkages to referrals: 7- and 30-day follow-up rates to outpatient services
- Demographics of presenting individuals
- # D&A referrals with outcomes

In addition, Belmont will work closely with the County and CCBH to ensure compliance with Performance Standards for this service line, once developed.

4. Location Requirements:

The Crisis Phone intervention Services will be located within the geographic boundaries of Delaware County. The Belmont team has been exploring possible site locations with the following criteria given top-of- mind awareness:

- Areas of Delaware County with a high utilization of behavioral health crisis needs
- Access to public transportation and /or consideration of accessibility issues and how to facilitate ease of access
- Possible co-location/partnership with a medical facility /existing emergency department
- **Attachments:**

Table of Organization-Attachment 3

Job Description-Attachment 4

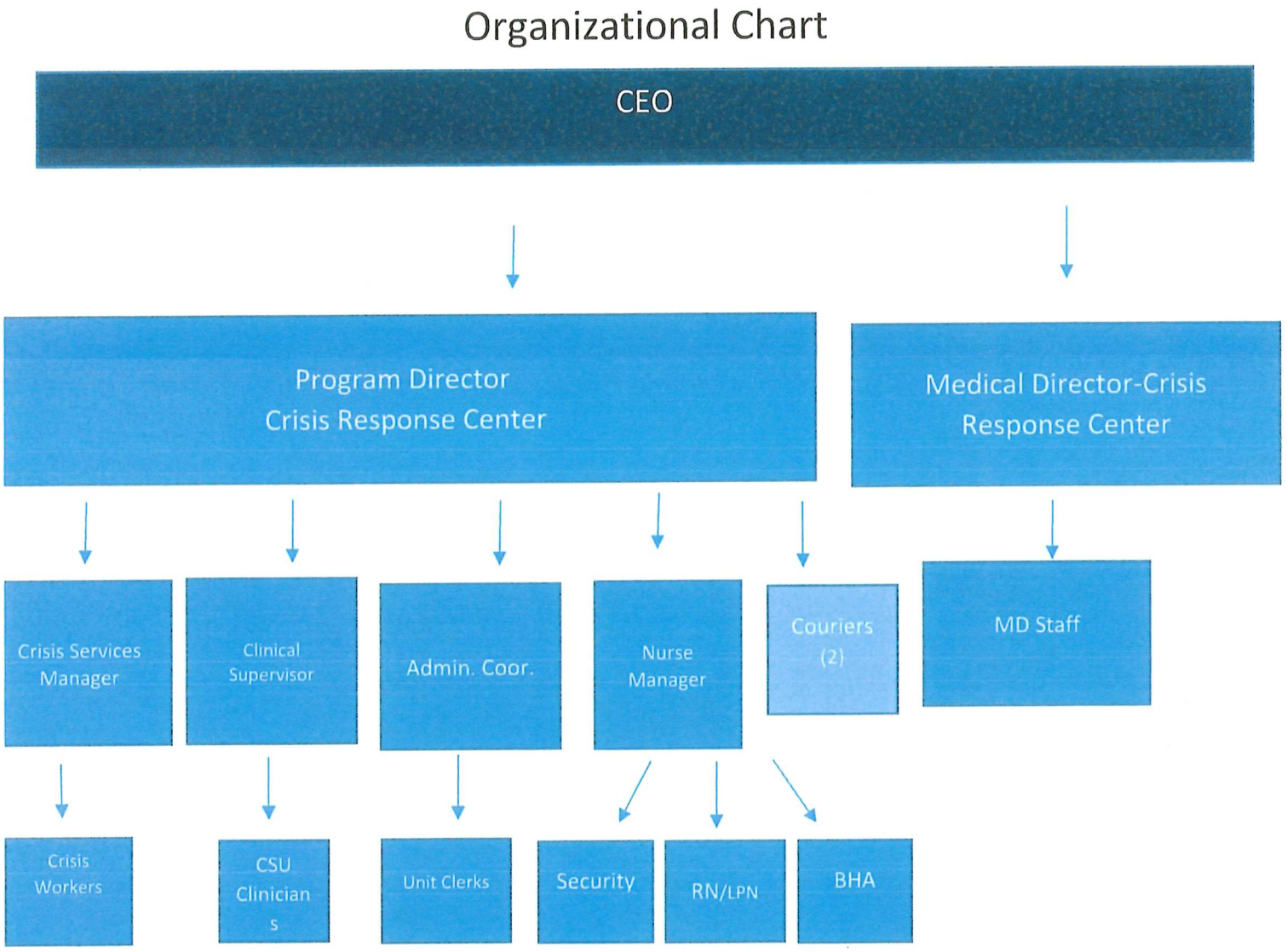
IV. Cost Proposal (Submitted as separate document from Technical Proposal):

See Appendix B

V. Attachments

Attachment 1

Table of Organization- Walk-in and Crisis Stabilization inclusive of 8 Crisis Residential Beds

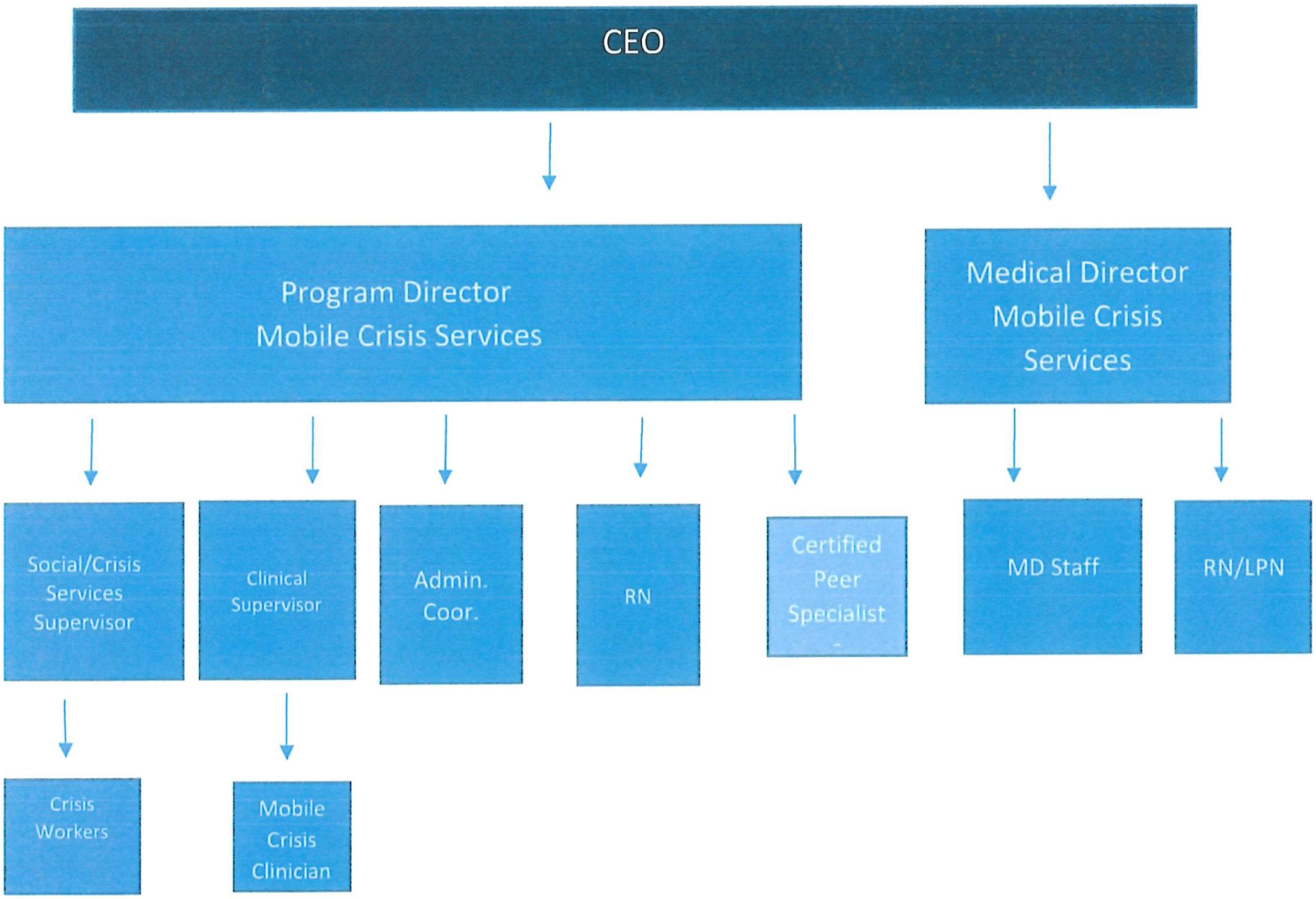


Attachment 2

Table of Organization-Mobile Crisis Services

Organizational Chart

2025

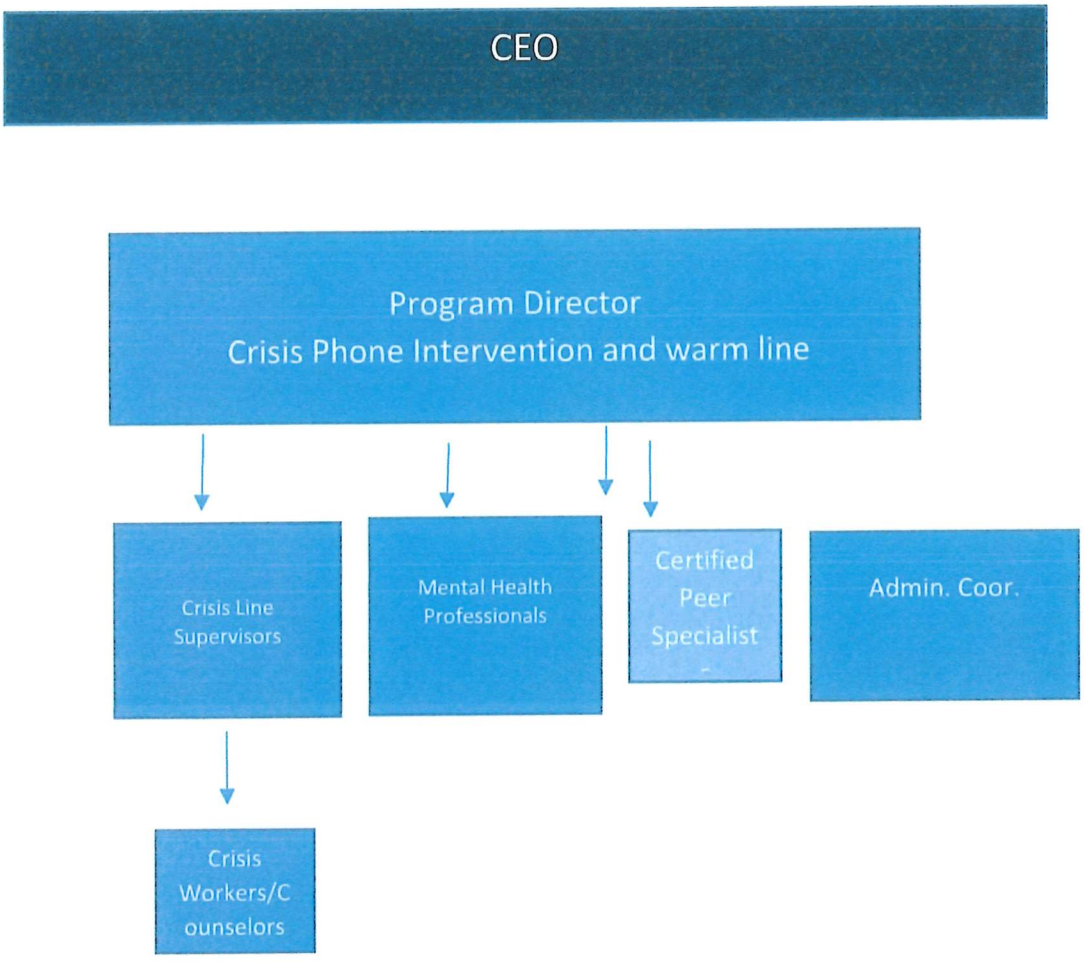


Attachment 3

Table of Organization- **Crisis Phone intervention and warm line**

Organizational Chart

2025



Attachment 4

POSITION TITLE: Emergency Psychiatric Services Program Director

REPORTS TO: Chief Executive Officer

PURPOSE STATEMENT:

The Program Director is responsible for overseeing all operations and clinical services provided at the facility. The Program Director will work collaboratively with the administrative teams at the organization and its partners. The Program Director is responsible for overseeing the development and implementation of the program.

ESSENTIAL FUNCTIONS:

1. Plans, develops, organizes, implements, directs and evaluates the operations and clinical services of the crisis continuum.
2. Collaborate with administrative teams at organization.
3. Translates the strategic and tactical business plans into operational plans within the crisis continuum.
4. Responsible for providing clinical supervision and clinical oversight to staff as needed.
5. Evaluates the crisis continuum program service areas structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as for providing individuals with professional and personal growth opportunities.
6. Establishes credibility throughout the organization to be an effective listener and problem solver of people issues.
7. Collaborates with other members of senior management to create an environment that encourages and rewards cooperative efforts between all service areas that are in the interest of the program.
8. Provides a setting that encourages the balance of clinical and business priorities and promotes best practices across programs.
9. Assures that an outcome focus is maintained.
10. Assures that all programs meet the credentialing requirements, licensure, certification and accreditation.
11. Assures exceptional customer satisfaction.
12. Inspires a shared vision of the values, mission and culture in the program.
13. Communicates goals, objectives and ongoing achievements regularly and clearly to staff.
14. Establishes annual budget for the program, in coordination with finance team.
15. Drives the Corporate goals for performance, both programmatic and financial, ensuring behavioral health program operations operate in a fiscally prudent manner and within established budgets.
16. Monitors changes in competitive practices.

OTHER FUNCTIONS:

1. Performs other duties as assigned.

EDUCATION/EXPERIENCE/SKILL REQUIREMENTS:

- Masters in Social Work with a LCSW or Licensed Ph.D. or Psy.D., RN with a Masters in Nursing, or equivalent Master's Degree in a Mental Health field required.
- At least five (5) years of experience and expertise in early childhood development and adolescent care required.
- At least five (5) years of experience and expertise in ASD/ID diagnosis preferred.
- Experience and expertise in crisis services or management strongly preferred.
- Previous management experience in a Crisis setting preferred.

PHYSICAL/MENTAL REQUIREMENTS:

- Must be able to perform essential functions listed on the job description, with or without reasonable accommodation.
- Must be able to sit and stand, intermittent 8 to 10 hours a day.
- Maintains regular and predictable attendance.
- Must be able to use standard office equipment, including the telephone and computer keyboard.
- Continuously utilizes manual/bi-manual dexterity, near vision, speech, and hearing.
- Frequently stands, walks, sits and utilizes eye/hand coordination and color definition for long period of time.
- Occasionally lift, push, pull, and move 35-75 pounds (patients and equipment).
- Occasionally walks on uneven surfaces.
- Able to use approved physical management techniques in managing the aggressive patient.

LICENSES/DESIGNATIONS/CERTIFICATIONS:

REQUIRED: LCSW, PhD or equivalent

PREFERRED: N/A

SUPERVISORY REQUIREMENTS:

- Assistant Program Director, LCSW Social Work Supervisor, Crisis Worker/Case managers/Counselors, Parent Advocate/Peer Support, Crisis/Triage Counselor, Education Therapeutic Support/Teacher, Unit Clerk, Courier/Driver, and Security.

WORK CONDITIONS/HOURS

Normal hours 40 hours per week. Will be on call during all other hours of operations.

POSITION TITLE: Medical Director

REPORTS TO: Chief Executive Officer

PURPOSE STATEMENT:

Responsible for leadership, quality assurance, supervision and overall medical management of the facility within the boundaries of state and federal regulations and accreditation standards.

ESSENTIAL FUNCTIONS:

- Responsible for the quality, efficiency and management of delivering services within a facility.
- Define protocols and assist in decision making pertaining to the medical and clinical care of patients.
- Provide direct patient care and assist other departments with direct interactions with physician's staff.
- Directly supervise other professional clinical staff, as well as administrative or support staff.
- Serve as a liaison between the medical staff and other staff within the facility, division or corporate staff, and organizational leadership.
- Monitor and supervise assigned staff to adherence to established medical and clinical policy.
- Provide back up call coverage.
- Serve in a teaching capacity for the training and development of other personnel.
- Secure physical exam and history from the patients.
- Request appropriate diagnostic testing, clinical evaluation, and prescribe medications and treatments.
- Assist in the management of behavioral or mental health problems of patients and maintain current clinical medical records in accordance with federal or state regulation and industry practice, as well as facility, clinic or corporate policies and procedures.
- Manage the finances and revenue of the facility including budgets, billing and spending.
- Develop organizational goals and objectives and devise strategies and policies to meet those goals.
- Develop, approve, implement and update the general policies, protocols and procedures of the facility.

OTHER FUNCTIONS:

- Perform other functions and tasks as assigned.

EDUCATION/EXPERIENCE/SKILL REQUIREMENTS:

- Doctoral degree in Medicine (MD or DO) required.
- Three or more years' post-graduate degree practice experience required.
- Two or more years' medical management experience preferred.
- Previous experience as a Medical Director preferred.

LICENSES/DESIGNATIONS/CERTIFICATIONS:

- Current license to practice medicine as required by state.

- Board certification or certificate of admissibility for board certification in a behavioral health specialty.
- Current DEA credentials to prescribe controlled substances without restrictions and per regulation within the state in which the practitioner will be working.
- CPR and de-escalation/restraint certification required (training available upon hire and offered by facility).
- First aid may be required based on state or facility.

POSITION TITLE: Psychiatrist

REPORTS TO: Medical Director

PURPOSE STATEMENT:

Responsible for the diagnosis and treatment of mental illnesses through a combination of personal counseling (psychotherapy), psychoanalysis, hospitalization and/or medication.

ESSENTIAL FUNCTIONS:

- Responsible for providing clinical services to patients at the facility.
- Practice within medical protocols defined by federal and state regulations, as well as by corporate, facility policy or procedures.
- Review medical information on patients to ensure medical stability and to offer medical recommendations.
- Evaluate patients for mental, emotional or behavioral disorders.
- Treat or direct treatment of patients, utilizing a variety of psychotherapeutic methods and medications.
- Review and complete medical information for individual care plans, documents services and information in a timely manner.
- Maintain confidential documentation, compliance and billing in accordance with the policy and procedures.

OTHER FUNCTIONS:

- Perform other functions and tasks as assigned.

EDUCATION/EXPERIENCE/SKILL REQUIREMENTS:

- Doctoral degree in Medicine (MD or DO) required.
- One or more years' post graduate degree practice preferred.

LICENSES/DESIGNATIONS/CERTIFICATIONS:

- Current license to practice medicine, by the state in which the facility(s) operate.

- Board certification or certificate of admissibility for board certification in a behavioral health specialty.
- Current DEA credentials to prescribe controlled substances without restrictions and per regulation within the state in which the practitioner will be working.

POSITION TITLE: Nurse Manager

REPORTS TO: DIRECTOR of NURSING

PURPOSE STATEMENT:

Assist the DON/CNO with directing, planning, coordinating, monitoring and supervising the effective and efficient use of the operations of nursing for assigned programs. Oversees the delivery of behavioral health/nursing services in a positive, empathetic, and professional attitude toward customers at all times. Recognize that patient safety is a top priority.

ESSENTIAL FUNCTIONS:

- Collaborate with interdisciplinary treatment teams, other departments and administration to ensure that all residents' physical, biopsychosocial, age, developmental and cultural needs are met and when they are not met, acknowledge and work to resolve customer complaints.
- Anticipate and effectively manage changes in census and acuity and allocates nursing resources based on measurement of patient acuity/care needed.
- Role models expectations related to customer service and demonstrates a sense of urgency related to the importance of patient safety.
- Accountable for the standard of care at the facility, providing consultations and expertise in the delivery of care to patient.
- Serve as a clinical and service resource to nursing staff and other staff as assigned.
- Manage the activities of staff, coordinating safe and appropriate care between departments and disciplines.
- Manage and evaluate work activities of nursing, technical, clerical, service or maintenance staff for the unit, work group and other facility staff as directed.
- Analyze information/situation to choose the best solution(s) to solve problems.
- Identify the educational needs of others and develop educational or training programs.
- Assist with the development and implementation of organizational policies and procedures for the facility.
- Prepare reports to inform management of the status and implementation of programs, services and quality initiatives of the unit.
- Perform administrative or managerial functions such as planning budgets and authorizing expenditures.
- Provide staff management to include hiring, development, training, performance management and communication to ensure effective and efficient department operation.
- Provide direct care as needed

OTHER FUNCTIONS:

- Perform other functions and tasks as assigned.

EDUCATION/EXPERIENCE/SKILL REQUIREMENTS:

- Graduation from an accredited school of nursing required.
- Four or more years of nursing experience required.
- One or more years' experience in behavioral health preferred.
- One or more years' leadership or management experience required.

LICENSES/DESIGNATIONS/CERTIFICATIONS:

- Current RN license as required by state.
- CPR and de-escalation/restraint certification required (training available upon hire and offered by facility).
- First aid may be required based on state or facility.

POSITION TITLE: Peer Specialist

REPORTS TO: Director

PURPOSE STATEMENT:

The Role of the Peer Support Specialist is primarily to walk alongside individuals and families as they navigate the crisis serving systems, provide support, advocacy, encourage self-advocacy, and offer information and referrals to Persons receiving services, parents and other caregivers of children and young people who have mental health and/ or behavioral challenges.

Peer Support Specialists are individuals who have lived experience with mental health and/or behavioral challenges. They have personal experience navigating the mental health systems; have been hired, trained, coached and supported to become crisis peers. PS use their own personal experience and the professional training they receive to connect to individuals and families in a non-judgmental way to help them navigate systems, define and reach their goals.

ESSENTIAL FUNCTIONS:

- Applies general knowledge of systems and community resources to provide individual support for individuals and families.
- Models, supports, mentors and prepares individuals and families in system navigation, and on advocacy strategies and techniques, to assist them in advocating for their needs or family and child's needs.
- Assist individuals and families in finding treatment services, educational supports, community resources, and natural supports, as needed.
- Provide emotional support and encouragement to individuals and families who may feel overwhelmed, isolated, helpless, or intimidated.
- Assist individuals and families in learning about ways to support the resilience and healthy social/emotional development of their child.
- Provides information, coaching and support on the phone, using electronic tools and in person, as relates to findividual's particular situation.
- Meet with families in their home and/or their community based on need or circumstance.
- Link families to other families, e.g. social activities, education events, support groups, etc.

- Assist individuals and families in following through on needed activities and tasks, (i.e. request for educational or psychological evaluations or filing complaints)
- Coordinate and help facilitate support group(s) and/or trainings.
- Represent the family perspective in appropriate meetings.
- Participates in outreach to families, schools, providers, community agencies, health fairs, and at presentations.
- Participates in regular 1:1 supervision and team meetings as scheduled.
- Participates in all required agency staff meetings
- Attends required trainings
-

OTHER FUNCTIONS:

- Perform other functions and tasks as assigned.

EDUCATION/EXPERIENCE/SKILL REQUIREMENTS:

High School Diploma, G.E.D. or equivalent

- Personal experience or parent/guardian of a child who has utilized the localmental health and substance use serving systems.
- Completion of Peer Support Specialist training within the first 6 months of employment.
- Demonstrated knowledge of the Adult and Child Serving Systems
- Child Abuse and Criminal Background Clearances

LICENSES/DESIGNATIONS/CERTIFICATIONS:

- CPR and de-escalation/restraint certification required (training available upon hire and offered by facility).
- First aid may be required based on state or facility.

POSITION TITLE: Behavioral Health Associate

REPORTS TO: Nurse Manager

PURPOSE STATEMENT:

Responsible for providing personal care services to patients at the facility under the direction of clinical or nursing leadership. Demonstrate a positive, empathetic and professional attitude towards customers always. When patient needs are not met, acknowledge and work to resolve complaints. Recognize that patient safety is a top priority.

ESSENTIAL FUNCTIONS:

- Demonstrate a sense of urgency related to the importance of patient safety and provide excellent customer services.

- Ensure the well-being of patients and provide a positive, supportive and structured environment.
- Responsible for conducting safety checks and ensuring that supervision is conducted at 15 minute intervals, as noted in special precautions, or in accordance with individualized supervision guidelines as needed.
- Document timely, accurate and appropriate clinical information in patient's medical record.
- Assist in providing a safe, secure and comfortable environment for patients, significant others and staff.
- Interact routinely with patients, observe behaviors and communicate significant observations to nursing staff.
- May oversee or assist patients with activities of daily living, including toileting, bathing, dressing, grooming, oral hygiene, meals, snacks, hydration and changing bed linens.
- May obtain patient's vital signs, height and weight as assigned and document in patient record.
- Facilitate patient educational-rehabilitative groups which cover a variety of topics including social skills, coping skills, anger management and independent living skills.
- Engage patients in activities and interactions designed to encourage achievement of treatment goals.
- Complete and maintain required documentation. Assist with follow-up and paperwork as required on incidents and events that may take place in the facility.
- May provide transportation for patient or coordinate transportation with appropriate staff member.
- Demonstrate a positive, empathetic and professional attitude towards customers always. When patient needs are not met, acknowledge and work to resolve complaints. Recognize that patient safety is a top priority.

OTHER FUNCTIONS:

- Perform other functions and tasks as assigned.

EDUCATION/EXPERIENCE/SKILL REQUIREMENTS:

- High school diploma or equivalent required.
- Six months or more experience working with the specific population of the facility preferred.

LICENSES/DESIGNATIONS/CERTIFICATIONS:

- CPR and de-escalation and restraint certification required (training available upon hire and offered by facility).
- First aid may be required based on state or facility requirements.

POSITION TITLE: Crisis/Social Services Supervisor

REPORTS TO: Program Director

PURPOSE STATEMENT:

The Crisis Services Supervisor is responsible for overseeing all clinical services provided at the facility. The Supervisor will work collaboratively with the administrative teams at the organization and its partners.

ESSENTIAL FUNCTIONS:

17. Plans, develops, organizes, implements, supervises and evaluates the clinical services of the crisis continuum.
18. Collaborate with administrative teams at organization.
19. Oversees program development and leads assessment and workflow improvement for crisis evaluation process.
20. Provides supervision to crisis workers and senior crisis workers in all essential crisis evaluation and case management functions.
21. Leads the development and documentation of treatment plans as indicated by the recommended level of care.
22. Completes safety assessments to include risk for neglect and abuse and initiate duty to warn as well as remains in compliance with all reporting and documentation requirements as it pertains to reporting these safety concerns to childline.
23. Facilitates continuity of care by documenting contact with outpatient providers, arranging timely aftercare appointments and ensuring the aftercare plan is faxed to the next provider. Develops and maintains systems to monitor completion by larger SS Team.
24. Provides psychoeducation and psychotherapeutic intervention to individuals and their families to include development of safety plans as well as brief, evidence-based interventions to stabilize symptoms.
25. Responsible for providing clinical supervision and clinical oversight to staff as needed.
26. Evaluates the crisis continuum program service areas structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as for providing individuals with professional and personal growth opportunities.
27. Establishes credibility throughout the organization to be an effective listener and problem solver of people issues.
28. Collaborates with other members of senior management to create an environment that encourages and rewards cooperative efforts between all service areas that are in the interest of the program.
29. Provides a setting that encourages the balance of clinical and business priorities and promotes best practices across programs.
30. Assures that an outcome focus is maintained.
31. Assures that all programs meet the credentialing requirements, licensure, certification and accreditation.
32. Assures exceptional customer satisfaction.
33. Inspires a shared vision of the values, mission and culture in the program.
34. Communicates goals, objectives and ongoing achievements regularly and clearly to staff.
35. Monitors changes in competitive practices.

OTHER FUNCTIONS:

2. Performs other duties as assigned.

EDUCATION/EXPERIENCE/SKILL REQUIREMENTS:

- Masters in Social Work with a LCSW or Licensed Ph.D. or Psy.D., RN with a Masters in Nursing, or equivalent Master's Degree in a Mental Health field required.
- At least five (5) years of experience and expertise in early childhood development and adolescent care required.
- At least five (5) years of experience and expertise in ASD/ID diagnosis preferred.
- Experience and expertise in crisis services or management strongly preferred.
- Previous management experience in a Crisis setting preferred.

PHYSICAL/MENTAL REQUIREMENTS:

- Must be able to perform essential functions listed on the job description, with or without reasonable accommodation.
- Must be able to sit and stand, intermittent 8 to 10 hours a day.
- Maintains regular and predictable attendance.
- Must be able to use standard office equipment, including the telephone and computer keyboard.
- Continuously utilizes manual/bi-manual dexterity, near vision, speech, and hearing.
- Frequently stands, walks, sits and utilizes eye/hand coordination and color definition for long period of time.
- Occasionally lift, push, pull, and move 35-75 pounds (patients and equipment).
- Occasionally walks on uneven surfaces.
- Able to use approved physical management techniques in managing the aggressive patient.

LICENSES/DESIGNATIONS/CERTIFICATIONS:

REQUIRED: Master's in Mental Health field, LCSW, PhD or equivalent

PREFERRED: N/A

SUPERVISORY REQUIREMENTS:

- Crisis Worker/Case managers/Counselors, Parent Advocate/Peer Support, Crisis/Triage Counselor

WORK CONDITIONS/HOURS

Normal hours 40 hours per week. Will be on call during all other hours of operations.

POSITION TITLE: Crisis Clinician

REPORTS TO: Crisis Supervisor

PURPOSE STATEMENT:

Diagnose and treat mental and emotional disorders, whether cognitive, affective or behavioral.

ESSENTIAL FUNCTIONS:

- Apply psychotherapeutic techniques and interventions in the delivery of services to individuals and families for the purpose of treating such diagnosed emotional and behavioral health disorders.
- Conduct psychosocial assessment and develop an initial discharge plan.
- Conduct individual, group or family sessions as appropriate for the treatment plan of the patient.
- Provide initial treatment planning for patient based on assessment and coordinate any additional services needed and revise as necessary.
- Maintain documentation of therapy services provided to each patient, according to facility and professional standards and revise as needed.
- Maintain a caseload as assigned.
- Participate in treatment team meetings and collaborate with other staff to facilitate services for the patient as appropriate to their treatment plan.
- May provide these services in an inpatient or outpatient setting.
- Provide case management, discharge planning or after-care planning according to treatment plan.
- May assist in educating and training staff on behavior management or therapeutic crisis intervention.
- May coordinate various clinical and psychosocial or educational activities with patient and their families.
- Demonstrate a positive, empathetic and professional attitude towards customers always. When patient needs are not met, acknowledge and work to resolve complaints. Recognize that patient safety is a top priority.

OTHER FUNCTIONS:

- Perform other functions and tasks as assigned.

EDUCATION/EXPERIENCE/SKILL REQUIREMENTS:

- Master's degree in Psychology, Social Work, Counseling or other recognized therapeutic field required.
- Two or more years' experience as a therapist with one or more years' experience with the specific population of the facility required.

LICENSES/DESIGNATIONS/CERTIFICATIONS:

- State or national licensure for professional therapy providers required.
- CPR and de-escalation/restraint certification required (training available upon hire and offered by facility).
- First aid may be required based on state or facility.

AGENDA ITEM NO. 10.AP

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Thavy Sim,Human Services
ITEM TYPE:	Amendment
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval of amendment 2 to Contract #MH 22/24 with Holcomb Behavioral Health Systems increasing the overall value $6,406.00 to support an additional one-to-one overnight staff for one individual. Subject to Solicitor's approval.
EXPENSE BUDGET LINE ITEM ACCOUNT:	1025-4715-631000
ESTIMATED/ACTUAL COST OF REQUEST:	$6,406.00
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	Please see the attached supporting documents.

ATTACHMENTS:
Holcomb Behavioral Health Systems MH 22_24_Summary Page.pdf
Holcomb Behavioral Health Systems MH 22_24_CURRENT_Z page.pdf
Holcomb Behavioral Health Systems MH 22_24_REVISED_Z page.pdf

Social Services and Community Programs Request for Contract Amendment

Program Office: Mental Health

Provider: Holcomb Behavioral Health Systems

Current Contract Amount: $2,766,206

Current Contract Effective Dates: 7/1/2024 to 6/30/2025

Proposed Contract Amount: $2,772,612

Proposed Contract Increase/Decrease: $6,406.00

Proposed Contract Effective Dates: 7/1/2024 to 6/30/2025

Funding (Entire Contract):

Federal Funding Source(s):		Amount:	
State Funding Source(s):	Human Services Block Grant	Amount:	97.94%
Other Funding Source(s):		Amount:	
County Funding:		Amount:	2.06%

Available Budget (Only for Increase Amount):

SAP Account(s)	1025-4715-631000	Balance:	$195,491.32

Amendment Statement:

Human Services, Mental Health requests approval of amendment 2 to Contract # MH 22/24 with Holcomb Behavioral Health Systems increasing the overall value $6,406.00 to support an additional one-to-one overnight staff for one individual. Subject to Solicitor's approval.

Amendment Request:

Approval to increase the overall value of Contract #MH 22/24 $26,000.00. to support the addition of one staff member for the overnight shift and one to one staffing for one individual.

Program Need for Requested Service:

Mental Health has had our Long-Term Structured Residence close, and our Davis Personal Care Home will be closed once all the individuals have been relocated. Holcomb Behavioral Health Services has agreed to accept one individual into their Community Residential Rehabilitation program from the Long-Term Structured Residence with the support of one-to-one staffing. Additionally, they will accept two individuals into their Community Residential Rehabilitation Program with the addition of 1 staff for overnight support. These services are to ensure that the individuals remain safe. The provider will decrease and eliminate the one-to-one support once the individual has appropriate services and has acclimated to the new residence.

Was a Request for Proposal Issued? Yes [ ] No [X] Date: [ ]

Number of Proposals received: N/A

Summary of Request for Proposal Process:

N/A

Rationale for Choosing Current Provider versus Issuing a Request for Proposal:

N/A

Plan to issue Request for Proposal or rationale if not planning on issuing one:

N/A

Metrics utilized to evaluate provider and results of last assessment:

In addition to following all State regulations regarding Community Residential Rehabilitation Programs, the metrics for community residential programs include the following.

- A homelike, non-institutional environment providing maximum opportunity to learn the skills necessary for more independent living.
- A residential setting providing each client with maximum possible autonomy, independence, and self-determination.
- A program which constantly strives to enable clients to move to less restrictive living settings.
- Responsible staff to support and assist the client as needed in his movement to independence.
- Well-developed cooperative efforts with other agencies in the service delivery system to ensure coordinated, continuous, and effective services for the rehabilitation of clients.

Date Request Discussed with Human Services Director: August 7, 2025

Program Approval: _____ *Date:* _____

Fiscal Approval: _____ *Date:* _____

CFO Approval: _____ *Date:* _____

Human Services Director: _____ *Date:* _____

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE

Agency: Holcomb Behavioral Health Systems

Total Contract: 2,766,206

Fiscal Year Ending: June 30 2025

County Program Office: Mental Health

Agency Programs:	Unit Value:	N/A Contract?	Total Cost:	Approved Cost:	Rate:
Upper Darby CRR	Day	No	676,479		$ 94.80
Burmont CRR	Day	No	699,688		$ 225.49
Kirk Lane MISA	Day	No	514,144		$ 494.37
Aston - SPCH	Day	No	875,895		$ 315.75
Family Based	15 Minute	No	-		

APPENDIX Z

DELAWARE COUNTY HUMAN SERVICES
BUDGET INFORMATION FOR CONTRACT Z PAGE - COUNTY PROGRAM OFFICE
22/24

Revised

Agency:	Holcomb Behavioral Health Systems				Total Contract:		2,772,612
Fiscal Year Ending:	June 30 2025						
County Program Office:	Mental Health						
		Unit Value:	N/A Contract?	Total Cost:	Approved Cost:	Rate:	
Agency Programs:	Upper Darby CRR	Day	No	676,479		$ 92.62	
	Burmont CRR	Day	No	706,094		$ 383.39	
	Kirk Lane MISA	Day	No	514,144		$ 652.47	
	Aston - SPCH	Day	No	875,895		$ 365.87	
	Family Based	15 Minute	No	-			

AGENDA ITEM NO. 10.AQ

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Anthony Oriente,County Clerk
ITEM TYPE:	Miscellaneous
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval of Central Tax Collection Department's request for refund for the years 2024 and 2025 County Real Estate Taxes for thirteen (13) property owners due to overpayment of the amount of taxes due in the total amount of $6,168.75.
EXPENSE BUDGET LINE ITEM ACCOUNT:	NA
ESTIMATED/ACTUAL COST OF REQUEST:	NA
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	
ATTACHMENTS:	

AGENDA ITEM NO. 10.AR

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Anthony Oriente,County Clerk
ITEM TYPE:	Miscellaneous
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval of Central Tax Collection Department's request for fifteen (15) Court Ordered refunds for the years 2022, 2023, 2024 and 2025 for properties in the Townships of Chester, Concord, Haverford, Newtown, Springfield and Thornbury in the total amount of $16,410.86.
EXPENSE BUDGET LINE ITEM ACCOUNT:	NA
ESTIMATED/ACTUAL COST OF REQUEST:	NA
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	
ATTACHMENTS:	

AGENDA ITEM NO. 10.AS

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Sharon Scattolino,County Clerk
ITEM TYPE:	Miscellaneous
AGENDA SECTION:	Consent Agenda Items
SUBJECT:	Approval of Request by the Controller's Office for payment of current bills.
EXPENSE BUDGET LINE ITEM ACCOUNT:	N/A
ESTIMATED/ACTUAL COST OF REQUEST:	N/A
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	
ATTACHMENTS:	

AGENDA ITEM NO. 12.A

Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE:	August 20, 2025
SUBMITTED BY:	Sharon Scattolino,County Clerk
ITEM TYPE:	Miscellaneous
AGENDA SECTION:	Solicitor
SUBJECT:	Approval to file four (4) Adoptions and fifteen (15) Petitions for the Termination of Parental Rights with the Orphans Court.
EXPENSE BUDGET LINE ITEM ACCOUNT:	N/A
ESTIMATED/ACTUAL COST OF REQUEST:	N/A
FUNDING SOURCE:	Other Revenue
REVENUE TYPE:	
PURCHASING:	
GRANTS:	
ADDITIONAL COMMENTS:	
ATTACHMENTS:	