



X24933

REQUEST FOR COUNTY CONTRACT REVIEW

Approval Authority:	FIRST 5 (see County Contract #R40214)			
Date Submitted:	9/30/2022	Contact Person:	Shelly Miller	Phone #.: 552.3844
Vendor #:	Contractor Name: Hilary Tricerri			
Title of Contract:	Tricerri Grant Writing Support - Systems		Contract #:	X24933
Description:	Grant writing support and coaching			
Is this a NEW INDEPENDENT CONTRACTOR OR SOLE PROPRIETOR? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES -- file a W-9 before this contract can be approved				
Cost Center:	CF - Children and Families Commission	Spend Category:	Professional and Specialized Services	
Program:	First 5 Systems			
Maximum Amt. Payable:	\$24,900			
Duration:	Start Date: 10/10/22	End Date:	6/30/23	Total Years/Mo: 9 months
Funding Source:	Children & Families Trust Fund 7950		Date Approved by Commission:	Pending 10/28/22
Does Contract require Business Associate Agreement (HIPAA)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If yes, see attached)			

HOW WAS CONTRACTOR SELECTED AND PRICE DETERMINED?

Contract is for less than \$25,000 and therefore solicitation is not required and/or quotes were obtained to verify pricing

Based on Competitive Solicitation No: __-__; greatest value & responsive/responsible offer/ proposal/bid that fulfills Strategic Plan.

Non-Competitive Process:

Based on First 5 Policies & Procedures.

Sole Source Justification Attached (Approved by Children and Families Commission on _____)

Amendment only – no change to contract duration or maximum amount payable

CONFLICT OF INTEREST

In the last 24 months, Contractor was, or employed, former County employee(s), or close relative(s) who will be directly involved with the scope-of-work defined in this contract. If checked complete the following:

Employee Name:	Date of Separation:
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The UNDERSIGNED HEREBY CERTIFIES that the attached contract and the processes that produced it are in compliance with the First 5 Butte County Children & Families Commission Policies and Procedures, and as directed by the Commission board.

Anna Bauer, Director, First 5 Butte County Children & Families Commission	<small>DocuSigned by: Anna Bauer</small> <small>AB4ADEEC19034AF</small>	9/29/2022 10:53:53 PDT
	Signature of Agency Director or Delegate	Date

FOR REVIEW RECORDS ONLY:

Review	Received	Log Out	Comments or Notations	Reviewer
Contracts Division:	9/30/2022	9/30/2022	X24933	<small>DS</small> SH
County Counsel:	10/03/2022	10/03/2022		<small>DS</small> BJS

FOR COMMISSION USE ONLY:

Name	Role	Email Address	Order of Receipt	Notes
Hilary Tricerri	Signatory	hatricerri@gmail.com	1	
Julia Ogonowski	Signatory	JOgonowski@buttecounty.net	3	Risk Management

First 5 Butte County Children and Families Commission Contract



This Contract is between the First 5 Butte County Children and Families Commission, a political subdivision of the State of California, hereinafter referred to as "Commission", and the Contractor indicated in the variable information table below, hereinafter referred to as "Contractor."

Contract Title: Tricerri Grant Writing Support - Systems			
The Term of This Contract begins on October 10, 2022 and ends on June 30, 2023			
Department	7950	FOB Point	
Terms	Net 30	Not-to-Exceed Price:	\$ 24,900
Contractor Contact Information		Commission Contact Information	
Contractor	Hilary Tricerri	First 5 Butte	County Children & Families Commission
Address	602 Reed Park Drive	Address	82 Table Mountain Blvd., Suite 40
City, State & ZIP	Chico, CA 95926	City, State & Zip	Oroville, CA 95965
Project Manager	Hilary Tricerri	Project Manager	Shelly Miller
Telephone	703.862.1329	Telephone	530.552.3844
Email	hatricerri@gmail.com	Email	smiller@buttecounty.net

WHEREAS, Commission desires to have work described in Attachment III -- Scope of Work performed; and

WHEREAS, Contractor possesses the necessary qualifications to perform the work described herein.

NOW THEREFORE BE IT AGREED between the parties to this Contract that this Contract is subject to the provisions contained in the following attachments, which are made a part of this Contract. Should there be any conflicts between this Contract and the attachments that are incorporated herein, precedence shall first be given to the provisions of this Contract followed by the attachments, in the order indicated: 1) Attachment I – Terms and Conditions; 2) Attachment II – Standard Insurance Requirements; 3) Attachment IIA – Request to Change Contract Insurance Requirements; 4) Attachment III – Scope of Work; 5) Attachment IV – Budget; 6) Attachment V – Commission Contract Requirements

By signature below, the department head or their deputy certifies that no unauthorized alterations have been made to the Attachment I – "Terms and Conditions" and/or the Attachment II – "Standard Insurance Requirements"

_____ Anna Bauer Typed or Printed Name	DocuSigned by: Signature	9/29/2022 10:53:53 PDT _____ Date
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This Contract and the above listed Attachments represent the entire undertaking between the parties.

First 5 Butte Children & Families Commission

DocuSigned by: Dr. Shaun-Adrián Choflá, Chair	10/5/2022 05:26:06 PDT _____ Date
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Hilary Tricerri

DocuSigned by: Hilary Tricerri	9/29/2022 08:23:10 PDT _____ Date
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REVIEWED FOR CONTRACT COMPLIANCE
 Contracts Division, GSD

DocuSigned by: By	9/30/2022 13:21:51 PDT _____ Date
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REVIEWED AS TO FORM
 BRAD J. STEPHENS, Butte County Counsel

DocuSigned by: By	10/3/2022 08:35:33 PDT _____ Date
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**ATTACHMENT I
TERMS AND CONDITIONS**

1. **Scope of Work.** The work to be undertaken is identified in the attached "Attachment III – Scope of Work" which is made a part of this Contract.
2. **Reimbursement.** The work shall be performed for the Not-to-Exceed Price included in the variable information table. Payment shall be made after the Project Manager or designee reviews and approves the work and after submittal of an invoice by the Contractor.
3. **Commission Project Manager.** The Commission project manager or designee for this undertaking who will receive payment invoices and answer questions related to the coordination of this undertaking is identified above in the variable information table.
4. **Independent Contractor.** Contractor is an independent contractor, working under his/her own supervision and direction and is not a representative or employee of Commission. Contractor agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this Contract.
5. **Confidentiality and Ownership.** The parties agree that the COMMISSION will own the work, products, inventions or information produced by the CONTRACTOR pursuant to this Contract.
6. **Termination.** This Contract may be terminated by either the Commission or Contractor by a thirty-day written notice. Authorized costs incurred by the Contractor will be reimbursed up to the date of termination. Notwithstanding anything stated to the contrary herein, this Contract shall expire on the Completion Date indicated in the above Variable Information Table unless the Completion Date is modified by written amendment to this Contract.
7. **Indemnification.** Contractor agrees to accept responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release the Commission, its officers, agents and employees from and against any and all actions, claims, damages, disabilities or expenses that may be asserted by any person or entity, including Contractor, to the extent arising out of or in connection with the negligent acts or omissions or willful misconduct in the performance by Contractor hereunder, whether or not there is concurrent negligence on the part of the Commission, but excluding liability due to the active negligence or willful misconduct of the Commission. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under worker's compensation acts, disability benefit acts, or other employee benefits acts. Contractor shall be liable to Commission for any loss of or damage to Commission property arising out of or in connection with Contractor's negligence or willful misconduct.
8. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this Contract, insurance against claims for injuries to persons or damages to property which may arise from or be in connection with the performance of the Work hereunder by Contractor, Contractor's agents, representatives, employees and subcontractors. At the very least, Contractor shall maintain the insurance coverages, limits of coverage, and other insurance requirements as described in Attachment II to this Contract.
9. **Changes to the Contract.** Changes to this Contract may only be approved by written amendment to this Contract.
10. **Contractor's Standard of Care.** Commission has relied upon the professional ability and training of the Contractor as a material inducement to enter into this Contract. Contractor hereby warrants that all of Contractor's work will be performed in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable Federal, State and local laws, it being understood that acceptance of Contractor's work by Commission shall not operate as a waiver or release.
11. **Termination for Exceeding Maximum Level of Expenditures.** Contracts exceeding the monetary limits delegated to the Purchasing Agent, or authorized deputies, are not valid unless duly executed by the Commission Chair. If this Contract was executed for the Commission by the Purchasing Agent, or authorized deputy, this Contract shall automatically terminate on the date that the provision of services or

**ATTACHMENT I
TERMS AND CONDITIONS**

personal property or incurring of expenses, the cumulative total of which, exceeds the amount prescribed by Government Code Section 25502.5 for personal services contracts or the amount prescribed by Public Contract Code Section 22032 (b) for public works contracts.

12. **Termination for Exceeding Maximum Term.** Contracts exceeding the five-year term delegated to the Purchasing Agent, or authorized deputies, are not valid unless duly executed by the Commission Chair. If this Contract was executed for the Commission by the Purchasing Agent, or authorized deputy, this Contract shall automatically terminate on the date that the term exceeds five years. Amendments to this Contract, or new Contracts for essentially the same purpose, shall not be valid beyond the five-year limitation unless duly executed by the Commission Chair.
13. **Compliance with Laws.** Contractor shall comply with all Federal, State and local laws, rules and regulations including, without limitation, any nondiscrimination laws.
14. **Applicable Law and Forum.** This Contract shall be construed and interpreted according to California law and any action to enforce the terms of this Contract for the breach thereof shall be brought and tried in the County of Butte.
15. **Contradictions in Terms and Conditions.** In the event of any contradictions in the terms and/or conditions of this Contract, these Attachment I TERMS AND CONDITIONS shall prevail.
16. **No Delegation or Assignment:** Contractor shall not delegate, transfer or assign its duties or rights under this Agreement, either in whole or in part, directly or indirectly, by acquisition, asset sale, merger, change of control, operation of law or otherwise, without the prior written consent of Commission and any prohibited delegation or assignment shall render the contract in breach. Upon consent to any delegation, transfer or assignment, the parties will enter into an amendment to reflect the transfer and successor to Provider. Commission will not be obligated to make payment under the Agreement until such time that the amendment is entered into.

**ATTACHMENT II
STANDARD INSURANCE REQUIREMENTS**

***Please provide a copy of Attachment II to your insurance agent.**

Contractor shall procure and maintain for the duration of this contract, insurance against claims for injuries to persons or damages to property that may arise from or be in connection with the performance of the work hereunder by Contractor, Contractor's agents, representatives, employees and subcontractors. Before the commencement of work Contractor shall submit Certificates of Insurance and Endorsements evidencing that Contractor has obtained the following forms of coverage:

A. MINIMUM SCOPE AND LIMITS OF INSURANCE - Coverage shall be at least as broad as:

- 1) Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- 2) Automobile Liability:** ISO's Commercial Automobile Liability coverage form CA 00 01.
 1. Commercial Automobile Liability: Covering any auto (Code 1) for corporate/business owned vehicles, or if Contractor has no owned autos, covering hired (Code 8) and non-owned autos (Code 9), with limits no less than **\$1,000,000** per accident for bodily injury and property damage.
 2. If no transportation services of any type are provided, and use of a motor vehicle is strictly limited to travel to and from work or work sites, evidence of Personal Auto Policy coverage with limits no less than **\$100,000** per person, **\$300,000** each accident, **\$50,000** property damage may be provided in lieu of Commercial Automobile Liability Insurance.
- 3) Workers' Compensation Insurance:** As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury and disease. *(Not required if Contractor provides written verification they have no employees.)*

If Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Commission requires and shall be entitled to the broader coverage and/or higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Commission.

B. OTHER INSURANCE PROVISIONS - The insurance policies are to contain, or be endorsed to contain, the following provisions:

- 1)** The Commission, its officers, officials, employees and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor, including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage can be provided in the form of an endorsement to Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38 **and** CG 20 37 forms if later revisions used).
 - 2)** For any claims related to this contract, Contractor's insurance coverage shall be primary insurance coverage at least as broad as ISO Form CG 20 01 04 13 as respects the Commission, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Commission, its officers, officials, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
 - 3)** Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the Commission.
- C. WAIVER OF SUBROGATION:** Contractor hereby grants to Commission a waiver of any right to subrogation which any insurer of said Contractor may acquire against the Commission by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this

**ATTACHMENT II
STANDARD INSURANCE REQUIREMENTS**

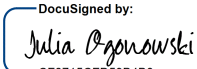
waiver of subrogation, but this provision applies regardless of whether or not the Commission has received a waiver of subrogation endorsement from the insurer.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the Commission for all work performed by the Contractor, its employees, agents and subcontractors.

- D. SELF-INSURED RETENTIONS:** Self-insured retentions must be declared to and approved by the Commission. The Commission may require Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Commission.
- E. ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the Commission.
- F. VERIFICATION OF COVERAGE:** Contractor shall furnish Commission with original certificates of insurance including all required amendatory endorsements (or copies of the applicable policy language affecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The Commission reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- G. SPECIAL RISKS OR CIRCUMSTANCES:** Commission reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
- H. SUBCONTRACTORS:** Contractor shall include all subcontractors as insured under its policies or require all subcontractors to be insured under their own policies. If subcontractors are insured under their own policies, they shall be subject to all the requirements stated herein, including providing the Commission certificates of insurance and endorsements before beginning work under this contract.

ATTACHMENT IIA

Request To Change Contract Insurance Requirements***Please Submit to Risk Management with the agreement including the Scope of Work**

1.	Department	First 5 Children and Families Commission	Contact Person	Shelly Miller	
	Email	smiller@buttecounty.net		Phone	530.552.3844
2.	Contractor	Hilary Tricerri	Contact Person	Hilary Tricerri	
	Email	hatricerri@gmail.com		Phone	703.862.1329
3.	What change is being requested?	Waive the Liability and Workers Compensation insurance requirements.			
4.	Reason:				
	a) Contractor cannot obtain required limits. If so, limits Contractor currently has:				
	Contractor is an individual, does not employ staff, will be meeting with clients at the client's workplace, and will be providing services that don't require liability insurance.				
	b) Contractor cannot afford premium. If so, current premium:				
	c) Contractor cannot obtain insurance at all. Which type of insurance?				
	d) Insurance carrier will not agree to additional insured endorsement. Name and phone number of Contractor's insurance agent:				
	e) Other:	Contractor is an individual, does not employ staff, will be meeting with clients at the client's workplace, and will be providing services that don't require liability insurance.			
5.	Brief description of services to be performed. If the contract is for construction or road work, please include the location of the project.				
	Contractor shall provide clients assistance with research, grant development, proofreading, budget development and other supportive services. Contractor will not be seeking funds on behalf of client.				
6.	Length of Contract:	9 months	Cost:	\$24,900	
7.	Special certificates, licenses, degrees, education, etc., required of Contractor:	N/A			
8.	Is Contractor a corporation or individual?	Individual			
9.	Will Contractor need to use his/her auto to perform services?	Yes, to travel to clients' location			
10.	Will Contractor be transporting people? If so, maximum number at one time:	No			
11.	Will services be performed at County worksite or Contractor's office?	Neither. Community based organization office or public location such as coffee shop or library.			
12.	Tools or special equipment Contractor will utilize:	NA			
13.	Will Contractor be using County property?	No	If yes, describe (car, van, office space, etc.):		
14.	Does Contractor have employees?	No	Will Contractor use sub-contractors?	No	
15.	Risk Management's Comments:	Waiver approved as requested on:			
			9/29/2022 14:29:47 PDT		

ATTACHMENT III SCOPE OF WORK

Unless indicated otherwise herein, the Contractor shall furnish all labor, materials, transportation, supervision and management, and pay all taxes required to complete the project described below:

Introduction

The First 5 Butte County Children and Families Commission (Commission) has selected the CONTRACTOR to provide grant writing trainings and coaching services to Commission staff and partners identified by the Commission. CONTRACTOR shall provide support services including, but not limited to: General overview of government grant solicitations and important considerations; Review of solicitation to help applicant determine eligibility; Assist applicant in defining project scope; Document review for work plan, budget, proposal narrative; Strategy support for timeline development, partner letters of commitment and other pertinent supplemental documents; Assist applicant in analyzing past proposal competitiveness; Provide application review and edits; Other services as needed. This work is authorized by the Commission in alignment with its 2021-2026 Strategic Plan: **Sustainability and Systems Change**.

Scope of Work

1. CONTRACTOR shall receive referrals from Commission staff, and meet with grant applicants to develop a written work-plan consisting of goals, objectives and progress timeline.
Deliverable: Work-plan.
2. CONTRACTOR shall provide training and consultation to the grant applicants consistent with the work-plan.
Deliverable: Monthly summary of services submitted with itemized invoice.

Work-plan and allocation of resources requires pre-approval from Commission staff. Commission staff shall provide written approval of hourly rates and work-plan prior to project execution.

Commission Responsibilities

- 1) Commission staff shall identify eligible partners and shall facilitate initial meeting with CONTRACTOR.
- 2) Commission staff shall develop a Memorandum of Understanding with partners that detail their commitment and reporting obligations to the project.
- 3) Commission staff will allocate adequate work time and effort to ensure the project goals are met.
- 4) Commission staff will process approved invoices and submit to Butte County Auditor within 14 business days of receipt.

**ATTACHMENT IV
BUDGET**

CONTRACTOR shall submit fully delineated invoices to Commission

Line Item	Hours/ Units	Rate or Fixed Cost	Sub- total	Total
Personnel	200	\$120	\$24,000	\$24,000
Local Mileage at IRS approved rate		\$500	\$500	\$500
Office Supplies necessary to complete work plan		\$400	\$400	\$400
TOTAL NOT TO EXCEED PROJECT COST				\$24,900

Budget Contingency Clause

It is mutually agreed that if Children and Families Act revenues for the current year, and/or any subsequent years covered under this Agreement, do not result in the appropriation of sufficient funds for the program, this Agreement shall no longer be in full force and effect. In this event, the Commission shall have no liability to pay any funds whatsoever to CONTRACTOR, or to furnish any other considerations under this Agreement, and CONTRACTOR shall not be obligated to perform any provisions of this Agreement.

If funding for any Fiscal Year is reduced or deleted due to changes in voter approved revenues, statutes, or voter initiatives for the purposes of this program, the Commission shall have the option to either cancel this Agreement with no liability occurring to the Commission or offer an Agreement amendment to CONTRACTOR to reflect the reduced amount.

In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by statutes, voter initiatives, or regulations which may affect the provisions or terms of funding of this Agreement in any manner.

**ATTACHMENT V
COMMISSION CONTRACT REQUIREMENTS**

1. Contractors shall invoice monthly or quarterly through the Commission designated software. All invoices or claims must be substantiated by adequate supporting documentation and based on verifiable financial records. Invoices are due 30 days after the end of the previous period. Contractor shall submit supporting documentation with invoices, including but not limited to financial reports, receipts for material purchases, rental equipment, subcontractor work and employee travel. Contractor shall submit Invoices and documentation through the Commission's database. Final fiscal year invoices are due July 15th.
2. In alignment with the approved scope of work and annual budget, contractor may invoice for travel expenditures.
3. Final invoices must be submitted within 15 days of the contract end date.
4. Indirect charges are not allowed for professional services contracts.
5. Commission shall require prior approval by the Director or designee of any budget line item that varies more than 15 percent from the approved budget. Line item budget revisions shall not increase the total budget amount. Increases to total annual budgets require full Commission approval and contract revisions.
6. Contractor shall ensure Commission receives updated Certificates of Insurance on a rolling basis, as they renew.
7. Contractor is required to maintain and make available to the Commission accurate books and records relative to all its activities under the contract. Contractor shall maintain data and records in an accessible location and condition for a period of not less than three years from the date of final payment under the contract.
8. Contractor shall acknowledge funding from First 5 Butte County Children and Families Commission by including the First 5 Butte County logo on all public materials related to the project, including (but not limited to) Web sites, emails, news releases, brochures, newsletters, flyers, public service announcements, and posters. Contractor shall submit outreach materials to Commission staff for approval prior to distribution when requested.
9. Contractor shall ensure all staff are aware of Commission policies and requirements.

Certificate Of Completion

Envelope Id: E1255F6C0E5A4E04B82EF0C8595B55F7

Status: Completed

Subject: Complete with DocuSign: Contract Review Sheet Rev 6.2022.docx, CFC-Hilary Tricerri-9-28-22.docx

Source Envelope:

Document Pages: 10

Signatures: 7

Envelope Originator:

Certificate Pages: 6

Initials: 2

Shelly Miller

AutoNav: Enabled

smiller@buttecounty.net

Envelopeld Stamping: Enabled

IP Address: 63.198.28.28

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Record Tracking

Status: Original

Holder: Shelly Miller

Location: DocuSign

9/28/2022 5:44:55 PM

smiller@buttecounty.net

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: First Five Butte County

Location: DocuSign

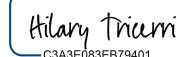
Signer Events**Signature****Timestamp**

Hilary Tricerri

hatricerri@gmail.com

Security Level: Email, Account Authentication
(None)

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Viewed: 9/29/2022 8:16:41 AM

Signed: 9/29/2022 8:23:10 AM

Signature Adoption: Pre-selected Style

Using IP Address: 173.14.95.157

Electronic Record and Signature Disclosure:

Accepted: 9/29/2022 8:16:41 AM

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Anna Bauer

abauer@buttecounty.net

First Five Butte County

Security Level: Email, Account Authentication
(None)

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Sent: 9/29/2022 8:23:13 AM

Viewed: 9/29/2022 10:52:56 AM

Signed: 9/29/2022 10:53:53 AM

Signature Adoption: Pre-selected Style

Using IP Address: 63.198.28.28

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Julia Ogonowski

JOgonowski@buttecounty.net

Security Level: Email, Account Authentication
(None)

DocuSigned by:



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Signed: 9/29/2022 2:29:47 PM

Signature Adoption: Pre-selected Style

Using IP Address: 63.198.28.28

Electronic Record and Signature Disclosure:

Accepted: 9/29/2022 2:28:30 PM

ID: d5dc63c2-976b-4a9e-a07e-0fb72d2651e7

Shelly Miller

smiller@buttecounty.net

Program Analyst

First 5 Butte County Children and Families

Commission

Security Level: Email, Account Authentication
(None)**Completed**

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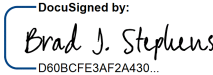
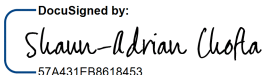
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Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
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<p>Electronic Record and Signature Disclosure: Accepted: 6/9/2022 11:22:45 AM ID: 3ad19c29-6225-4651-a797-64e713f66ce0</p>		
<p>Christine Waybright CoCoContractReview@buttecounty.net Security Level: Email, Account Authentication (None)</p>	<p>Completed</p> <p>Using IP Address: 63.198.28.28</p>	<p>Sent: 9/30/2022 1:21:53 PM Viewed: 10/3/2022 8:06:27 AM Signed: 10/3/2022 8:08:24 AM</p>
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<p>Brad J. Stephens CoCoContractReview@buttecounty.net Security Level: Email, Account Authentication (None)</p>	<p>DocuSigned by:  D60BCFE3AF2A430...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 63.198.28.28</p>	<p>Sent: 10/3/2022 8:08:27 AM Viewed: 10/3/2022 8:35:14 AM Signed: 10/3/2022 8:35:33 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 10/3/2022 8:35:14 AM ID: 8089c1da-22e4-41d9-bf30-54acb00223e9</p>		
<p>Christine Waybright CoCoContractReview@buttecounty.net Security Level: Email, Account Authentication (None)</p>	<p>Completed</p> <p>Using IP Address: 63.198.28.28</p>	<p>Sent: 10/3/2022 8:35:35 AM Viewed: 10/3/2022 8:43:07 AM Signed: 10/3/2022 9:25:55 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 10/3/2022 8:43:07 AM ID: a6f45e67-5dd3-4f4a-952b-3464b56a1810</p>		
<p>Shaun-Adrian Chofla choflash@butte.edu Chair Security Level: Email, Account Authentication (None)</p>	<p>DocuSigned by:  57A431EB8618453...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 73.41.211.202 Signed using mobile</p>	<p>Sent: 10/3/2022 9:25:57 AM Viewed: 10/4/2022 7:03:12 AM Signed: 10/5/2022 5:26:06 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 10/4/2022 7:03:12 AM ID: 7302a2e0-bd5c-4f1e-9fb5-b464acbb343b</p>		

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Syndee Howerton GSFrontDeskHG@buttecounty.net Security Level: Email, Account Authentication (None)	COPIED	Sent: 9/30/2022 9:35:20 AM Viewed: 9/30/2022 9:35:49 AM
Electronic Record and Signature Disclosure: Accepted: 6/21/2022 11:52:39 AM ID: 073a3b60-8bdf-4fb8-825d-2e2a76f5f2fd		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/28/2022 6:04:28 PM
Certified Delivered	Security Checked	10/4/2022 7:03:12 AM
Signing Complete	Security Checked	10/5/2022 5:26:06 AM
Completed	Security Checked	10/5/2022 5:26:06 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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