

**THIRD-FOURTH AMENDMENT TO
AGREEMENT FOR REIMBURSEMENT OF PERSONNEL COSTS
FOR THE COUNTY VICTIM SERVICES PROGRAM GRANT
BETWEEN THE COUNTY OF ORANGE AND
COURT APPOINTED SPECIAL ADVOCATES ORANGE COUNTY**

This Amendment to the Agreement for Reimbursement for Personnel Costs for the County Victim Services Program Grant, hereinafter referred to as “THIRD AMENDMENT,” is made and entered into upon execution of all necessary signatures between the COUNTY OF ORANGE, a political subdivision of the State of California, hereinafter referred to as “GRANTOR,” and Court Appointed Special Advocates Orange County, a nonprofit corporation, hereinafter referred as “GRANTEE,” referred to collectively as “PARTIES” or individually as “PARTY.”

RECITALS

WHEREAS, the PARTIES executed an Agreement for reimbursement of personnel costs for the County Victim Services Program Grant, effective March 14, 2017 through June 30, 2018, in the amount of \$106,380 (hereinafter referred to as “Agreement”); and

WHEREAS, the PARTIES executed FIRST AMENDMENT to the Agreement to extend the term to December 31, 2019 and to increase funding from the State of California Governor’s Office of Emergency Services (hereinafter referred to as “Cal OES”) for the County Victim Services Program Grant by \$282,360, for a new maximum obligation of \$388,740; and

WHEREAS, the PARTIES executed SECOND AMENDMENT to the Agreement to extend the term to March 31, 2020 and to exercise the approved cost contingency to increase the Agreement amount by \$10,638 (10% of the original amount), for a new maximum obligation of \$399,378; and

WHEREAS, GRANTOR ~~desires to enter into this~~executed THIRD AMENDMENT to the Agreement to extend the term to December 31, 2020 and to increase the Agreement amount by \$139,362, for a new maximum obligation of \$538,740, ~~in order to continue to serve additional participants and increase service delivery outcomes;~~ and

WHEREAS, GRANTOR desires to enter into this FOURTH AMENDMENT to the Agreement to extend the term to December 31, 2021 and to increase the Agreement amount by \$100,000, for a new maximum obligation of \$638,740, and

WHEREAS, GRANTOR desires to replace Attachment A-~~2-3~~ – Scope of Services with Attachment A-~~3-4~~ – Scope of Services; and

WHEREAS, GRANTEE is performing satisfactory as required by the Agreement in order to satisfy this THIRD AMENDMENT; and

NOW, THEREFORE, in consideration of the mutual obligations set for herein, both PARTIES mutually agree to amend the Agreement as follows:

1. The Agreement is extended for ~~nine~~twelve months, effective ~~April~~January 1, 20201 through December 31, 20201.
2. The Agreement's contract amount is increased by \$~~139,362~~100,000, for a new maximum obligation of \$~~538,638~~740.
3. Attachment A-~~2-3~~ – Scope of Services is deleted in its entirety and replaced with Attachment A-~~34~~ – Scope of Services.

Except as otherwise expressly set forth herein, all terms and conditions contained in the Agreement, including any amendments/modifications, are hereby incorporated herein by this reference as if fully set forth herein and shall remain in full force and effect.

IN WITNESS WHEREOF, the PARTIES have caused this THIRD AMENDMENT to be executed in the County of Orange, State of California.

BY: _____
Court Appointed Special Advocates
Orange County

DATED: _____

BY: _____
~~Chairwoman of the Board of Supervisors~~
County of Orange, California

DATED: _____
County Executive Office

~~SIGNED AND CERTIFIED THAT A COPY
OF THIS DOCUMENT HAS BEEN DELIVERED
TO THE CHAIR OF THE BOARD PER G.C
SEC. 25103, RESO 79-1535.
ATTEST:~~

Robin Stieler
Clerk of the Board of Supervisors
County of Orange, California

APPROVED AS TO FORM:
Office of the County Counsel
County of Orange, California

BY: _____
Deputy

DATED: _____

ATTACHMENT A-[34](#)

Scope of Services

Court Appointed Special Advocates Orange County (CASA)

Purpose

On March 1, 2016, the California Governor’s Office of Emergency Services (hereinafter “Cal OES”) issued a Request for Application for a new County Victim Services Program grant to provide one-time, federal Victims of Crime Act (VOCA) funding to help fill victim services gaps and or needs over the period of July 1, 2016 to June 30, 2018. The grant required a Steering Committee be established with mandatory representation from several County departments, specific Cal OES funded projects, courts, and local law enforcement. The Committee collaboratively identified several existing gaps and needs with services provided to the county’s crime victims and approved several projects to meet their needs to be facilitated through an expansion of county and contracted services. The County of Orange (hereinafter “GRANTOR”) applied for these grant funds and identified Court Appointed Special Advocates Orange County (hereinafter “GRANTEE”) among the entities to receive funding. The County received a total grant award of \$2,262,560.

On August 11, 2017, the County Victim Services Program grant was amended by the Cal OES to include an additional award of \$1,643,487 with a \$410,872 match and an extension to utilize the additional funds by December 31, 2019.

On December 17, 2019, the County Victim Services Program grant was approved for calendar year 2020 by Cal OES and the County was awarded \$827,772 with a match of \$206,943 to be utilized by December 31, 2020.

[The County Victim Services Program grant is pending formal approval for calendar year 2021 by Cal OES. However, the grant is noncompetitive, and the amount anticipated to be awarded to the County is established at \\$842,126 with a match of \\$210,532 to be utilized by December 31, 2021.](#)

GRANTEE Compliance

Funds awarded are considered to be Federal funds and reportable under the Office of Management and Budget’s Uniform Guidance. GRANTEE’s compliance with the Cal OES Subrecipient Handbook is required. The awarding agency and other reportable information is as follows:

Awarding County Agency Name and Contact Information:	County of Orange County Executive Office Kim Engelby, (714) 834-7487
County DUNS#:	009657602
Awarding Federal Agency:	Governor’s Office of Emergency Services
Award Date:	December 17, 2019 December X, 2020
Subrecipient Name and DUNS#:	Court Appointed Special Advocates Orange County (CASA) DUNS: 147630136

Amount of Award to CASA:	7/1/2016 – 12/31/2019: \$388,740 1/1/ 2020-2021 – 12/31/ 20202021 : \$150,000 <u>100,000</u>
Amount of Match Funds from CASA:	7/1/2016 – 12/31/2019: \$709,055 1/1/ 2020-2021 – 12/31/ 20202021 : \$206,943 <u>210,532</u>

A. Target Population

GRANTEE shall be appointed by the court and provide advocacy services to youths under the jurisdiction of the juvenile court pursuant to Welfare and Institutions Code (WIC) Section 300, 601, or 602 who are between the ages birth to twenty one (21) years of age who have been found to be victims of child abuse and/or neglect. The population to be served as defined in this Paragraph shall hereinafter be referred to as “YOUTH.”

B. Services to be Provided

GRANTEE shall expand assistance with criminal justice or other legal procedures by providing staff to assist with recruitment, screening, training and supporting volunteers to serve as dedicated mentor-advocates for YOUTH.

C. Core Components of Grantee’s Program

1. GRANTEE shall comply with WIC Section 103 and ensure each employee and volunteer of GRANTEE receives initial comprehensive training and ongoing monthly training on the rules and regulations adopted by the Judicial Council consisting of the dynamics of child abuse, court structure, social services systems, child development, cultural competency and sensitivity, interviewing techniques, report writing, and the roles and responsibilities of an employee or volunteer of GRANTEE.
2. Each volunteer of GRANTEE under the supervision of an assigned case manager shall:
 - a) Develop one-on-one relationships with YOUTH by establishing consistent and regular contact and engaging YOUTH in activities including outings or other interest of the YOUTH;
 - b) Identify YOUTH needs and concerns, addressing ongoing crises that can occur with dependent YOUTH and advocating for their resolution; and
 - c) Respond to the emotional and physical needs of the YOUTH by collaborating with various professionals who are working on a YOUTH’s case.

D. Anticipated Outcomes

1. GRANTOR expects the GRANTEE to continue to provide and track advocacy services provided to increase the number of new YOUTHS served by a minimum of 180 YOUTHS, as and reported on the required quarterly reports outlined in Section G.2 below.

2. GRANTOR expects the GRANTEE to continue to advocate on behalf of the number of YOUTHs assisted through its Family Connections program to find stable housing with family members increase by 20% when compared to the prior calendar year.
3. GRANTEE shall provide an In-Kind Match totaling \$206,943,210,532.

E. Grantee's Staffing

1. GRANTEE shall provide services under this AGREEMENT through the addition of
 - a) Up to three Assistant Program Managers to assist with recruitment, screening and training efforts and be compensated at a maximum salary of \$60,000 annually with a benefit rate not to exceed 17%; and
 - b) Up to one Family Connections Coordinator position to collaborate with the YOUTH's advocate and connect with placement with family. The cost of this position will be compensated at a maximum rate of \$48,000,51,500 annually with a benefit rate not to exceed 17%.
2. GRANTEE shall utilize trained volunteers to provide direct services to YOUTH. Hours shall be tracked and used to calculate the In-Kind Match.
3. Funds received may not supplant other funding sources.

F. Reimbursement

1. The following are anticipated uses of the amount awarded. Amounts awarded for the County Victim Services Program for FY 18-19 and FY 19-20 must be expended by December 31, 2019. Amounts awarded for Calendar Year 2020 must be expended by December 31, 2020.

Amounts awarded for Calendar Year 2021 must be expended by December 31, 2021, with \$50,000 required to be spent by June 15, 2020. Any adjustments within the stated categories or over fiscal periods must be approved by GRANTOR in writing.

Budget Detail
Period of July 1, 2017 to December 31, 2019

Description	FY 2017-18	FY 2018-19	FY 2019-20 (To 12/31/19)	Total
Salaries	\$106,178	\$104,813	\$75,305	\$286,296
Benefits	14,129	14,724	11,203	40,056
Family Engagement Expenses	4,723	10,986	7,671	23,380
Supplies	0	2,544	4,417	6,961
10% Indirect	12,122	10,676	9,249	32,047
Total	\$137,152	\$143,743	\$107,845	\$388,740

Budget Detail
~~Period of January 1, 2020 to December 31, 2020~~ Budget Detail
Calendar Years 2020 and 2021

Description	1/1/20-12/31/20	1/1/21-12/31/21	Total
Salaries	\$129,240	<u>\$81,540</u>	<u>\$129,240</u> <u>21</u> <u>0,780</u>
Benefits	16,918	<u>6,238</u>	<u>16,918</u> <u>23,1</u> <u>56</u>
Family Engagement Expenses	1,406	<u>3,444</u>	<u>1,406</u> <u>4,850</u>
Supplies	0	<u>0</u>	0
10% Indirect	2,436	<u>8,778</u>	<u>2,436</u> <u>11,21</u> <u>4</u>
Total	\$150,000	<u>\$100,000</u>	<u>\$150,000</u> <u>25</u> <u>0,000</u>

2. Funds will be disbursed on a reimbursement basis as eligible costs are incurred. Invoices must be on letterhead, identify amount payable by the County of Orange, and itemize the eligible costs to be reimbursed.
3. Invoices submitted should also include the following reportable information:
 - a) Total amount of In-Kind Match provided for the month.
 - b) Number of caseloads managed by each supervisor.
4. Invoices are to be submitted no later than the 20th of the month following the month the costs were incurred and should be sent to:

County of Orange, CEO Budget Office
 333 W Santa Ana Blvd., Third Floor
 Santa Ana, CA 92701
 ATTN: Kim Engelby

G. Reports

In compliance with the Cal OES County Victim Services (XC) program requirements, GRANTEE shall provide GRANTOR the following reports as outlined below:

1. Progress Reports may be required and reported to Cal OES on a semi-annual basis. The format will be established by Cal OES and communicated in writing by GRANTOR. The following outlines the minimum information that may be required:
 - (a) Total funds expended to date.
 - (b) Items encumbered but not paid for.
 - (c) Listing of GRANTEE's authorized positions including position title, duties, and percentage of Full-Time Equivalency (FTE) noting any changes.
 - (d) Total number of positions (Total FTE's).
 - (e) Number of volunteers (Total FTE's).

- (f) Number of victims receiving direct services by types of victimizations. Include all categories, if more than one type of crime.
 - (g) Number of victims with special classifications such as deaf/hard of hearing, homeless, immigrant/refugee, LGBTQ, disabilities, limited English proficiency, etc.
 - (h) Narrative describing activities performed during the reporting period and any issues encountered in performing services.
2. Quarterly reports are required and are to be submitted no later than the 10th of the month following the end of the quarter. The information received is reported to the Office of Victims of Crime and must include the following information:

Population:

- a) Total number of YOUTHS who received services during the reporting period.
- b) Number of new YOUTHS who received services during the reporting period.
- c) Demographic information of new YOUTHS, including race/ethnicity, gender, and age.
- d) Types of victimizations for all YOUTHS who received services during the reporting period. Include all categories, if more than one type of crime.
- e) Identify any special classification for the individuals served such as deaf/hard of hearing, homeless, immigrant/refugee, LGBTQ, disabilities, limited English proficiency, etc.

Direct Services:

- a) Number of victims assisted with a victim compensation application during the reporting period.
- b) Types of services provided during reporting period.
- c) Total number of individuals who received services and number of times each service was provided during the reporting period.

Subgrantee Annual Reported Questions (June Report):

- a) Number of requests for services that were unmet because of capacity issues.
- b) As applicable, number of surveys distributed for feedback on services provided in addition to the number of surveys completed.
- c) Describe any services needed by victims but not provided.