



**FOURTH AMENDMENT TO  
CONTRACT NO. 17-28-0022-DV**

**BETWEEN**

**COUNTY OF ORANGE**

**AND**

**LAURA'S HOUSE, INC.**

**FOR**

**DOMESTIC VIOLENCE SHELTER-BASED PROGRAM SERVICES**

This Amendment to Contract No. 17-28-0022-DV, hereinafter referred to as "Fourth 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 "COUNTY," and Laura's House, Inc., a California non-profit organization, with a place of business at 999 Corporate Drive, Suite 225, Ladera Ranch, CA 92694-2156, hereinafter referred to as "SUBRECIPIENT," with COUNTY and SUBRECIPIENT sometimes referred to as "PARTY", or collectively as "PARTIES."

**RECITALS**

**WHEREAS**, the PARTIES executed Contract No. 17-28-0022-DV, (hereinafter referred to as "CONTRACT"), for Domestic Violence Shelter-Based Programs Act Services, effective October 1, 2017 through June 30, 2020, in the amount of \$515,244; and

**WHEREAS**, the PARTIES executed First Amendment to the CONTRACT 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 \$258,000, for a new maximum obligation of \$773,244, and to replace Attachment B – Payment Compensation with Attachment B-1, Attachment C - Budget Schedule with Attachment C-1, Attachment D – Staffing Plan with Attachment D-1, and Attachment E - Performance Standards with Attachment E-1; and

**WHEREAS**, the PARTIES executed Second Amendment to the CONTRACT to increase the contract amount by \$100,000, for a new maximum obligation of \$873,244, and to modify Paragraph 21 Notices – For COUNTY, and to replace Attachment B-1 – Payment Compensation with Attachment B-2 and Attachment C-1 - Budget Schedule with Attachment C-2; and

**WHEREAS**, the PARTIES executed the Third Amendment to CONTRACT No. 17-28-0022-DV to extend the CONTRACT term, effective July 1, 2020, through December 31, 2020, with a new maximum obligation amount of \$109,572; and to replace Attachment A Scope of Services with Attachment A-1, Attachment B-2 Payment Compensation with Attachment B-3, Attachment C-2 Budget Schedule with Attachment C-3, Attachment D-1 Staffing Plan with Attachment D-2, and

Attachment E-1 Performance Standards with Attachment E-2; and

**WHEREAS**, the Parties amended Paragraph S. – Change of Ownership; and

**WHEREAS**, the COUNTY now desires to execute the Fourth Amendment to CONTRACT No. 17-28-0022-DV to renew the CONTRACT for a new 18-month term, effective January 1, 2021, through June 30, 2022, with a maximum obligation in the amount of \$310,600 and for a cumulative amount of \$1,293,416; and to replace Attachment A-1 Scope of Services with Attachment A-2, Attachment B-3 Payment Compensation with Attachment B-4, Attachment C-3 Budget Schedule with Attachment C-4, Attachment D-2 Staffing Plan with Attachment D-3, and Attachment E-2 Performance Standards with Attachment E-3; and

**WHEREAS**, the COUNTY desires to amend Paragraph 21. – Notices of the CONTRACT to reflect an address change; and

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

1. CONTRACT Term: The CONTRACT is hereby renewed for a new 18-month term, effective January 1, 2021, through June 30, 2022, with a maximum obligation in the amount of \$310,600 and for a cumulative amount of \$1,293,416.
2. Paragraph 21 of the CONTRACT is deleted in its entirety and replaced with the following:

*“21. Notices:*

*Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the PARTIES routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate party at the address stated herein or such other address as the parties hereto may designate by written notice from time to time in the manner aforesaid.*

*For COUNTY:*

*OC Community Resources  
Community Investment Division  
PROGRAM MANAGER  
1300 S. Grand Ave. Bldg. B, 3rd Floor  
Santa Ana, CA 92705-4407  
Attn: Jenna Sergio*

*OC Community Resources  
Contract Development and Management  
CONTRACT ADMINISTRATOR  
601 N. Ross St., 6th Floor  
Santa Ana, CA 92701  
Attn: Elsa Rivera*

*For SUBRECIPIENT:*

*Laura's House  
Domestic Violence Shelter Program  
Margaret Bayston  
CEO/Executive Director  
**33 Journey, Suite 150  
Aliso Viejo, CA 92656***

3. Attachment A-1 – Scope of Services and General Program Requirements is deleted in its entirety and replaced with Attachment A-2 - Scope of Services and General Program Requirements.
4. Attachment B-3 – Payment/Compensation is deleted in its entirety and replaced with Attachment B-4 - Payment/Compensation.
5. Attachment C-3 - Budget is deleted in its entirety and replaced with Attachment C-4 - Budget.
6. Attachment D-2 – Staffing Plan is deleted in its entirety and replaced with Attachment D-3 - Budget.
7. Attachment E-2 - Performance Standards is deleted in its entirety and replaced with Attachment E-3 - Performance Standards.
8. Except as otherwise expressly set forth herein, all terms and conditions contained in the CONTRACT, 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.

THE REMAINDER OF THE PAGE WAS INTENTIONALLY LEFT BLANK

**IN WITNESS WHEREOF**, the PARTIES hereto have executed this Fourth Amendment on the dates with their respective signatures:

**\*Laura's House, Inc.**

By: DocuSigned by:  
Margaret Bayston  
917FFB4042E8463...

By: \_\_\_\_\_

Name: Margaret Bayston

Name: \_\_\_\_\_

Title: CEO/Executive Director

Title: \_\_\_\_\_

Dated: 11/10/2020

Dated: \_\_\_\_\_

\*For SUBRECIPIENTS that are corporations, signature requirements are as follows: 1) One signature by the Chairman of the Board, the President or any Vice President; and 2) One signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or an Assistant Treasurer.

For SUBRECIPIENTS that are not corporations, the person who has authority to bind the SUBRECIPIENT to a contract, must sign on one of the lines above.

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**COUNTY OF ORANGE**

A Political Subdivision of the State of California

By: \_\_\_\_\_  
Dylan Wright, Director  
OC Community Resources

Dated: \_\_\_\_\_

**APPROVED AS TO FORM  
COUNTY COUNSEL**

By: DocuSigned by:  
John Cleveland John Cleveland  
74099D337E85457  
DEPUTY COUNTY COUNSEL

Dated: 11/6/2020



**ATTACHMENT A-2  
TO CONTRACT FOR DOMESTIC VIOLENCE SHELTER-BASED PROGRAM  
COST REIMBURSEMENT CONTRACT  
OCTOBER 1, 2017 – June 30, 2022**

**SCOPE OF SERVICES AND GENERAL PROGRAM REQUIREMENTS**

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**DOMESTIC VIOLENCE SHELTER-BASED PROGRAM:**

**I. PURPOSE**

The purpose of this CONTRACT is to provide domestic violence shelter-based services programs that are consistent with the California Welfare and Institution Code, Sections 18294-18298, that provide direct emergency crisis shelter services to victims of domestic violence and their children. The California Welfare and Institution Code, Sections 18294-18298, were revised by Assembly Bill (AB) 2084. The vision of the Domestic Violence Shelter-Based Services Program is to strengthen and increase the services available to the victims of domestic violence and their children.

**II. BACKGROUND INFORMATION**

The California Welfare and Institutions Code, Section 18290, provides the background information for the Domestic Violence Shelter-Based Services Program:

*The Legislature hereby finds and declares that there is a present and growing need to develop innovative strategies and services which will ameliorate and reduce the trauma of domestic violence. There are hundreds of thousands of persons in this State who are regularly beaten. In many such cases, the acts of domestic violence lead to the death of one of the involved parties. Victims of domestic violence come from all socioeconomic classes and ethnic groups, though it is the poor who suffer most from marital violence, since they have no immediate access to private counseling and shelter for themselves and their children. Children, even when they are not physically assaulted, very often suffer deep and lasting emotional effects, and it is most often the children of those parents who commit domestic violence that continue the cycle and abuse their spouses.*

*The Legislature further finds and declares that there is a high incidence of deaths and injuries sustained by law enforcement officers in the handling of domestic disturbances. Police arrests for domestic violence are low, and victims are reluctant to press charges or make citizens arrests. Furthermore, instances of domestic violence are considered to be the single most unreported crime in the state. It is the intention of the Legislature to begin to explore and determine ways of achieving reductions in serious and fatal injuries to the victims of domestic violence and begin to clarify the problems, causes, and cures of domestic violence. In order to achieve these results, it is the intention of the Legislature that the State shall support projects in several areas throughout the State for the purpose of aiding victims of domestic violence by providing them a place to escape the destructive environment.*



**ATTACHMENT A-2  
TO CONTRACT FOR DOMESTIC VIOLENCE SHELTER-BASED PROGRAM  
COST REIMBURSEMENT CONTRACT  
OCTOBER 1, 2017 – June 30, 2022**

**SCOPE OF SERVICES AND GENERAL PROGRAM REQUIREMENTS**

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**III. DEFINITIONS**

The following definitions from the Domestic Violence Shelter-Based Programs Act, Welfare & Institutions Code Section 18291 apply to this CONTRACT.

- A. **Domestic Violence** means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship.
- B. **Cohabitant** means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, all of the following:
  - 1. Sexual relations between the parties while sharing the same living quarters
  - 2. Sharing of income or expenses
  - 3. Joint use or ownership of property
  - 4. Whether the parties present themselves as husband and wife
  - 5. The continuity of the relationship
  - 6. The length of the relationship
- C. **Domestic Violence Shelter** means a shelter for domestic violence victims that meet all of the following requirements:
  - 1. Provides shelter in an undisclosed and secured location
  - 2. Provides staff that meets the requirements set forth in Section 1037.1 of the Evidence Code
  - 3. Meets the requirements set forth in Section 18294 of the California Welfare and Institutions Code
- D. **Undisclosed** means a location that is not advertised or publicized.

**IV. GOALS AND OBJECTIVES**

- A. Goals and Objectives
  - 1. Goals:
    - a. To provide temporary emergency and crisis services to victims of domestic violence and their children.
    - b. To provide resource connections for victims of domestic violence and their children so they can make an appropriate transition into a long-term, safe living environment.
  - 2. Objectives:
    - a. Provide an immediate, safe environment for victims of domestic violence and their children, including but not limited to:
      - (1) Shelter
      - (2) Food
      - (3) Clothing
    - b. Provide information to victims on the array of services that are available and provide education and counseling on topics pertaining to domestic violence and recovery, including but not limited to:
      - (1) Individual counseling



**ATTACHMENT A-2  
TO CONTRACT FOR DOMESTIC VIOLENCE SHELTER-BASED PROGRAM  
COST REIMBURSEMENT CONTRACT  
OCTOBER 1, 2017 – June 30, 2022**

**SCOPE OF SERVICES AND GENERAL PROGRAM REQUIREMENTS**

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- (2) Group counseling/Educational classes
- (3) Case work
- (4) Parenting skills
- (5) Establishing collaborative working relationships with the following entities:
  - (i) Law enforcement personnel - to ensure domestic violence victim referral processes from law enforcement personnel to domestic violence shelters are effective
  - (ii) Court personnel – to ensure victims of domestic violence have access to current information on domestic violence-related court processes
  - (iii) Mental health providers
  - (iv) Social service agencies
  - (v) Medical facilities
  - (vi) Education institutions
  - (vii) Community-based organizations

**V. TARGET POPULATION:**

- A. Domestic Violence Shelters provide services for victims of domestic violence and their children, regardless of gender, age, language or disability.
- B. Shelters must provide staff members who are multicultural, multilingual, and are able to work effectively with non-English monolingual clients and their children.
- C. Geographical/Regional Service Area must be located in Orange County and provide services to domestic violence victims who reside anywhere in Orange County or other areas as appropriate.

**VI. SERVICE DELIVERY:**

- A. Community Resource and Referral - SUBRECIPIENT will be responsible for actively linking program participants with other needed services and follow-up to ensure that the linkage was successful. The SUBRECIPIENT must establish itself as an active participant in the local social service network and advocate within such network for the timely and comprehensive response to the needs of victims of domestic violence and their children.
- B. One-Stop Center Referral - SUBRECIPIENT will be responsible for actively referring and linking job-needy clients to their regional One-Stop Center for employment and training services.
- C. Service Duration – Shelter services provided under this CONTRACT are not to exceed forty-five (45) days for each family or household member in a fiscal year unless otherwise approved in writing by County.
  - 1. SUBRECIPIENT must identify substance abuse problems among participants and make appropriate referrals.
  - 2. SUBRECIPIENT must pursue other funding support beyond the County Domestic Violence Shelter-Based Programs Act Fund.



**ATTACHMENT A-2  
TO CONTRACT FOR DOMESTIC VIOLENCE SHELTER-BASED PROGRAM  
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OCTOBER 1, 2017 – June 30, 2022**

**SCOPE OF SERVICES AND GENERAL PROGRAM REQUIREMENTS**

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- D. If SUBRECIPIENT does not have enough available beds to accommodate the domestic violence victim(s), the SUBRECIPIENT agrees to:
1. Provide referrals to other County-funded domestic violence shelters; or
  2. Provide direct referrals to other appropriate shelters to ensure the safety of the victim(s).

**VII. DATA COLLECTION AND REPORTING REQUIREMENTS**

- A. An annual report shall be prepared for submission to the county board of supervisors by the twentieth (20<sup>th</sup>) of January of each contract year. The report shall be made available to the public upon request, and shall include all the following elements:
1. The total number of persons requesting services of the domestic violence shelter-based services programs.
  2. The number of persons served in the domestic violence shelter-based services programs, by each type of service provided.
  3. A description of the social and economic characteristics of persons receiving services, by type of service provided.
- B. Monthly Invoices are due the twentieth (20<sup>th</sup>) of the month following the month the expenditures were made.
- C. Program-Generated Revenue Report is due the twentieth (20<sup>th</sup>) of the month, or as required by the County that at a minimum contains the following information:
1. Revenue
    - (a) Client Fees
    - (b) Contributions
    - (c) Interest on Domestic Violence grant funds from the County of Orange
    - (d) Domestic Violence related grant funds
    - (e) Other Income
  2. Program Expenditures
    - (a) Salaries and Benefits
    - (b) Other Operating Expenditures
    - (c) Professional Services
    - (d) Property – Equipment
    - (e) Insurance & Bond
  3. Unspent Revenue
- D. Quarterly Reports – SUBRECIPIENTS must provide Quarterly Reports to the County which are due on the twentieth (20<sup>th</sup>) of the first subsequent month following the end of each quarter or as required by the County: At a minimum the Reports must contain the following information in a County approved format:
1. Customer Demographic Information
    - (a) Ethnicity
    - (b) Age
    - (c) Family Status
    - (d) Family Size
    - (e) Monthly Income





**ATTACHMENT A-2  
TO CONTRACT FOR DOMESTIC VIOLENCE SHELTER-BASED PROGRAM  
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OCTOBER 1, 2017 – June 30, 2022**

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2. Program Statistics
  - (a) Number of persons requesting services
  - (b) Number of adult residents and number of child residents
  - (c) Total number of adult and child bed days
  - (d) Number of adult residents previously sheltered at any shelter
  - (e) Number of child residents who received counseling of any kind
  - (f) Number of hotline calls received
  - (g) Number of safety transfer referrals
  - (h) Number of referrals to One-Stop Centers/Youth Providers
  - (i) Number of persons that received referrals to other existing services within community
  - (j) Number of Safety Net Motel Voucher Nights
  - (k) Number of persons that received supportive services through Drop-in Center
  - (l) Number of persons that received emergency transportation
  
- E. Monitoring Requirements – In order for the County to monitor the domestic violence shelter-based services programs, SUBRECIPIENTS must collect and provide the following information:
  1. Number of persons requesting services
  2. Number of persons receiving services according to the type of services provided
  3. Need, if any, for additional services or staffing
- F. SUBRECIPIENTS must collect for submission to the County when requested:
  1. Board Minutes
  2. Quarterly Customer Satisfaction Surveys
- G. The County reserves the right to modify the categories, data submission criteria and format of the reports at any time.
- H. Quarterly Domestic Violence Team Meetings – SUBRECIPIENTS will be required to attend quarterly meetings with the OC Community Resources/OC Community Services/Community Investment Division's designated Domestic Violence Shelter-Based Programs Act Coordinator.

**VIII. PROGRAM DESIGN**

- A. Consistent with the Domestic Violence Shelter-Based Programs Act, California Welfare and Institutions Code, Sections 18290 et seq.:
  1. Funding shall be given to agencies and organizations whose primary function is to administer domestic violence shelter-based services programs.
  2. Domestic violence shelter-based services programs shall provide all of the following basic services to victims of domestic violence and their children:
    - a. Shelter on a 24 hours a day, seven (7) days a week basis
    - b. A 24 hours a day, seven (7) days a week switchboard for crisis calls
    - c. Temporary housing and food facilities
    - d. Psychological support and peer counseling
    - e. Referrals to existing services in the community



**ATTACHMENT A-2  
TO CONTRACT FOR DOMESTIC VIOLENCE SHELTER-BASED PROGRAM  
COST REIMBURSEMENT CONTRACT  
OCTOBER 1, 2017 – June 30, 2022**

**SCOPE OF SERVICES AND GENERAL PROGRAM REQUIREMENTS**

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- f. A drop-in center that operates during normal business hours to assist victims of domestic violence who have a need for supportive services
- g. Arrangements for school-age children to continue their education during their stay at the domestic violence shelter-based services program
- h. Emergency transportation as feasible
3. To the extent possible, and in conjunction with already existing community services, the domestic violence shelter-based services programs shall provide a method of obtaining the following additional services for victims of domestic violence:
  - a. Medical care
  - b. Legal assistance
  - c. Psychological support and counseling
  - d. Information regarding other social services
4. Programs that receive funding shall, to the extent feasible, provide services to persons with a physical disability who are victims of domestic violence. If the program cannot provide the services, then the program staff, to the extent feasible, shall assist in referring the person with a physical disability to other programs and services in the community where assistance may be obtained.
5. The staff of the domestic violence shelter-based services program shall work with social service agencies, schools, and law enforcement agencies in an advocacy capacity for those served by the domestic violence shelter-based services programs.
6. The staff of each domestic violence shelter-based services program shall attempt to achieve community support and acceptance of the program by advocating the program to community representatives and groups within the community.
7. Volunteers shall be trained and used to maximum capacity in the delivery of services.
8. Staff and volunteers shall meet the training requirements set forth in Section 1037.1 of the Evidence Code.
9. Inasmuch as domestic violence shelter-based services programs are to serve a variety of cultural backgrounds, to the extent feasible, a portion of the domestic violence shelter-based services program's personnel shall be bilingual.
10. An effort shall be made to recruit formerly battered spouses as staff members.

**IX. ADDITIONAL REQUIREMENT**

- A. Reports – SUBRECIPIENT shall adhere to all COUNTY reporting requirements, in the format determined by the COUNTY, including reporting requirements specified in Attachment A-2, Section VII of this CONTRACT.
- B. Resource Development – SUBRECIPIENT shall demonstrate their ability to receive and make use of any funds available from government, voluntary,



**ATTACHMENT A-2  
TO CONTRACT FOR DOMESTIC VIOLENCE SHELTER-BASED PROGRAM  
COST REIMBURSEMENT CONTRACT  
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**SCOPE OF SERVICES AND GENERAL PROGRAM REQUIREMENTS**

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philanthropic or other sources which may be used to augment any county funds appropriated.

- C. SUBRECIPIENT will develop strategies for long term financial planning; program resource development; innovation in expansion and coordination of new funding, services and educational programs to serve domestic violence victims.

**X. PERFORMANCE ACCOUNTABILITY**

SUBRECIPIENT shall meet or exceed required program and regulatory standards and measures. SUBRECIPIENT shall satisfy specific program components and activities to be performed as indicated in Attachments A-2, D-3, and E-3 of this CONTRACT. Lack of compliance with regulatory and program compliance may be grounds for reducing payment.

**XI. SYSTEM SECURITY AND CONFIDENTIALITY**

- A. Unless otherwise provided for in this CONTRACT, or authorized by law, SUBRECIPIENT agrees to maintain the confidential nature of individual records related to services and referrals. SUBRECIPIENT shall abide by the current confidentiality provisions of respective statutes when sharing information necessary for the provision of services under this CONTRACT. No person or employee shall otherwise publish or disclose, use, or permit, cause to be published, disclosed or used, any confidential information pertaining to clients overall.
- B. The SUBRECIPIENT shall submit to the COUNTY, the State of California and/or the United States Government or their representatives, all records requested for administrative purposes (including audit, monitoring, exams, and verification or records, costs incurred, and services rendered).

**XII. GRIEVANCE PROCEDURES**

- A. In the event individuals file a grievance, the process for filing grievances shall be determined by the services the individual received and the matter about which the grievance is filed.
- B. SUBRECIPIENT agrees to process and resolve grievances regarding their own programs. Individuals, who seek to file a grievance with respect to services funded under this CONTRACT about program services, or file a grievance against the SUBRECIPIENT, shall be subject to the COUNTY grievance procedures.

**ATTACHMENT B-4****PAYMENT/COMPENSATION****1. COMPENSATION:**

This is a cost reimbursement CONTRACT between the COUNTY and the SUBRECIPIENT for up to: \$278,248 for year one (October 1, 2017 – June 30, 2018); \$277,998 for year two (July 1, 2018 – June 30, 2019); \$316,998 for year three (July 1, 2019 – June 30, 2020); and \$109,572 for year four (July 1, 2020 – December 31, 2020); \$120,200 for the remaining 6-months of year four (January 1, 2021 – June 30, 2021); and \$190,400 for year five (July 1, 2021 – June 30, 2022) as set forth in Attachment A-2 Scope of Services attached hereto and incorporated herein by reference. The SUBRECIPIENT agrees to accept the specified compensation as set forth in this CONTRACT as full remuneration for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the SUBRECIPIENT of all its duties and obligations hereunder. The COUNTY shall have no obligation to pay any sum in excess of the total CONTRACT amount specified unless authorized by an amendment in accordance with paragraphs C and R of the COUNTY's General Terms and Conditions.

**2. FIRM DISCOUNT AND PRICING STRUCTURE:**

SUBRECIPIENT guarantees that prices quoted are equal to or less than prices quoted to any other local, State or Federal government entity for services of equal or lesser scope. SUBRECIPIENT agrees that no price increases shall be passed along to the COUNTY during the term of this CONTRACT not otherwise specified and provided for within this CONTRACT.

**3. PAYMENT TERMS:**

An invoice for the reimbursement of costs shall be submitted to the address specified below upon the completion of the services/activities and approval of the COUNTY Project Manager. SUBRECIPIENT shall reference CONTRACT number on invoice. Payment will be 30 days after receipt of an invoice in a format acceptable to the County of Orange and verified and approved by OC Community Services and subject to routine processing requirements of the COUNTY. The responsibility for providing an acceptable invoice rests with the SUBRECIPIENT.

Billing shall cover services not previously invoiced. The SUBRECIPIENT shall reimburse the County of Orange for any monies paid to the SUBRECIPIENT for services not provided or when services do not meet the CONTRACT requirements.

Payments made by the COUNTY shall not preclude the right of the COUNTY from thereafter disputing any items or services involved or billed under this CONTRACT and shall not be construed as acceptance of any part of the services.

**County of Orange, OC Community Resources  
Shelter Based Program Invoice(s):**

OC Community Resources  
Attention: Accounts Payable  
601 North Ross Street, 6<sup>th</sup> floor  
Santa Ana, CA 92701

**County of Orange, Budget Office  
County Victim Service Invoice(s):**

Attn: Kim Engelbly  
333 Santa Ana Blvd. 3<sup>rd</sup> Floor  
Santa Ana, CA 92701



**ATTACHMENT B-4**

**4. INVOICING INSTRUCTIONS:**

The SUBRECIPIENT will provide an invoice on SUBRECIPIENT's letterhead for services rendered. Each invoice will have a number and will include the following information:

The Demand Letter/Invoice must include

1. SUBRECIPIENT's name and address
2. SUBRECIPIENT's remittance address (if different from 1 above)
3. Name of COUNTY Agency Department
4. COUNTY CONTRACT/MASTER AGREEMENT number
5. Service date(s) – Month of Service
6. Rate
7. Delivery Order (DO) / Subordinate Agreement Number
8. Deliverables / Service description (in accordance with Attachment A-2)
9. SUBRECIPIENT's Federal I. D. number
10. Total



**ATTACHMENT C-4  
TO CONTRACT FOR DOMESTIC VIOLENCE SHELTER-BASED PROGRAM  
COST REIMBURSEMENT CONTRACT  
OCTOBER 1, 2017 – JUNE 30, 2022**

**BUDGET SCHEDULE**

The following are anticipated uses of the amount awarded.

Any adjustments within the stated categories or over fiscal periods must be approved by the COUNTY in writing.

SHELTER BASED PROGRAM	PROVIDER NAME: Laura's House, Inc.	*FY 17-18	FY 18-19	FY 19-20	**FY 20-21	***FY 20-21	FY 21-22	Total
	<b>Domestic Violence Shelter Based Program:</b>							
	Basic Services / Bed Nights / Safety Net	\$ 119,248.00	\$ 155,998.00	\$ 155,998.00	\$ 70,199.00	\$ 70,200.00	\$ 140,400.00	\$ 712,043.00
								\$ -
								\$ -
	<b>Program Subtotal</b>	<b>\$ 119,248.00</b>	<b>\$ 155,998.00</b>	<b>\$ 155,998.00</b>	<b>\$ 70,199.00</b>	<b>\$ 70,200.00</b>	<b>\$ 140,400.00</b>	<b>\$ 712,043.00</b>

VICTIM SERVICES	PROVIDER NAME: Laura's House, Inc.	FY 17-18	FY 18-19	FY 19-20	**FY 20-21	***FY 20-21	FY 21-22	Total
	<b>Domestic Violence County Victims Services:</b>							
	County Victim Services				\$ 39,373.00	\$ 50,000.00	\$ 50,000.00	\$ 139,373.00
	Legal Advocate	\$ 48,812.00	\$ 28,200.00	\$ 36,100.00				\$ 113,112.00
	Mental Health DV Therapist	\$ 18,109.00	\$ 23,300.00	\$ 37,650.00				\$ 79,059.00
	Emergency Shelter Bed Nights	\$ 58,495.00	\$ 33,389.00	\$ 51,195.00				\$ 143,079.00
	Motel Vouchers & Housing Assistance	\$ 8,990.00	\$ 11,770.00	\$ 10,885.00				\$ 31,645.00
	Program Supplies & Transportation	\$ 4,173.00	\$ 5,500.00	\$ 5,750.00				\$ 15,423.00
	Facilities Rent / Utilities / Communication	\$ 5,966.00	\$ 8,750.00	\$ 9,875.00				\$ 24,591.00
	10% Indirect	\$ 14,455.00	\$ 11,091.00	\$ 9,545.00				\$ 35,091.00
	<b>Program Subtotal</b>	<b>\$ 159,000.00</b>	<b>\$ 122,000.00</b>	<b>\$ 161,000.00</b>	<b>\$ 39,373.00</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 581,373.00</b>

<b>Total Budget</b>	<b>\$ 278,248.00</b>	<b>\$ 277,998.00</b>	<b>\$ 316,998.00</b>	<b>\$ 109,572.00</b>	<b>\$ 120,200.00</b>	<b>\$ 190,400.00</b>	<b>\$ 1,293,416.00</b>
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\* FY 17-18 (October 1, 2017 - June 30, 2018)

\*\* FY 20-21 (July 1, 2020 - December 31, 2020)

\*\*\* FY 20-22 (January 1, 2021 - June 30, 2021)

**INVOICING**

The County Victim Services Budget contained in Attachment C-4 of this CONTRACT is high-level. Prior to submission of the January 2021 invoice, a detailed budget must be submitted to the County Executive Office for approval. Invoices shall be submitted based upon the approved detailed budget.

All invoices are to be submitted monthly by the 20th of the following month the services were rendered along with all supporting documentation.

Shelter Based Program Invoices are to be sent to the following address:

**County of Orange - OC Community Resources  
Shelter Based Program Invoice(s):  
OC Community Resources  
Attention: Accounts Payable  
601 North Ross Street, 6<sup>th</sup> floor  
Santa Ana, CA 92701**



**ATTACHMENT C-4  
TO CONTRACT FOR DOMESTIC VIOLENCE SHELTER-BASED PROGRAM  
COST REIMBURSEMENT CONTRACT  
OCTOBER 1, 2017 – JUNE 30, 2022**

**BUDGET SCHEDULE**

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Separate invoices are to be submitted for Domestic Violence County Victims Services applicable under this agreement. County Victim Services Invoices are to be sent to the following address:

County of Orange, Budget Office  
Attn: Kim Engelby  
333 Santa Ana Blvd. 3rd Floor  
Santa Ana, CA 92701





**ATTACHMENT D-3  
TO CONTRACT FOR DOMESTIC VIOLENCE SHELTER-BASED PROGRAM  
COST REIMBURSEMENT CONTRACT  
JANUARY 1, 2021 – JUNE 30, 2022**

**STAFFING PLAN**

**DOMESTIC VIOLENCE SHELTER BASED PROGRAM STAFFING PLAN AND AGENCY MATCH:**

STAFFING PLAN	
Laura's House	
1	Shelter Administrator-
1	Case Manager Team Lead
1	Case Manager
1	House Coordinator
1	Client Services Advocate
1	Clinical Coordinator – DV Counselor/Therapist
1	DV Bilingual Counselor/Therapist
1	Shelter Advocate Team Lead
16	Shelter Advocate
1	Legal Advocate
1	Children's Program Team Lead
2	Child Advocate
1	Program Director
1	Data Collection/Grant Management

AGENCY MATCH					
Period	Salaries Total	Benefits Total	Salary Match	Benefit Match	Total Agency Match (30% Minimum of Contract Total)
Oct. 1, 2017 - June 30, 2018	\$ 457,614.09	\$ 90,628.50	\$ 35,775.00	\$ -	\$ 35,775.00
July 1, 2018 - June 30, 2019	\$ 610,153.00	\$ 120,838.00	\$ 46,800.00	\$ -	\$ 46,800.00
July 1, 2019 - June 30, 2020	\$ 610,153.00	\$ 120,838.00	\$ 46,800.00	\$ -	\$ 46,800.00
July 1, 2020 - December 31, 2020	\$ 464,857.00	\$ 66,787.00	\$ 21,059.70	\$ -	\$ 21,059.70
January 1, 2021 - June 30, 2022	\$ 1,075,010.00	\$ 187,625.00	\$ 63,180.00	\$ -	\$ 63,180.00





**ATTACHMENT E-3  
TO CONTRACT FOR DOMESTIC VIOLENCE SHELTER-BASED PROGRAM  
COST REIMBURSEMENT CONTRACT  
JANUARY 1, 2021 – JUNE 30, 2022**

**PERFORMANCE STANDARDS**

**DOMESTIC VIOLENCE SHELTER PROGRAM PERFORMANCE:**

<b>PERFORMANCE SUMMARY</b>							
<b>PROVIDER NAME: Laura's House, Inc.</b>	Domestic Violence Shelter Based Program:						<b>Total</b>
	*FY 17-18	FY 18-19	FY 19-20	**FY 20-21	***FY 20-21	FY 21-22	
1. SERVICES: a) Projected total requesting information (not requiring services)	1,882	2,510	2,510	1,539	1,642	3,284	<b>13,367</b>
1. SERVICES: b) Projected total persons served (breakdown by type of service provided)	1,532	2,043	2,043	1,246	1,270	2,540	<b>10,674</b>
2.SHELTER RESIDENCE: Projected total adult or children residents served	57	74	74	33	33	67	<b>338</b>
7. HOTLINE: Projected total intervention calls served on the crisis hotline	1,931	2,575	2,575	1,282	1,387	2,774	<b>12,524</b>
9. SAFETY NET: Projected total safety net vouchers	91	122	122	0	0	0	<b>335</b>
10. ONE-STOP REFERRALS: Minimum job ready clients referred to One-Stop	18	24	24	12	10	19	<b>107</b>

\*FY17-18 (October 1, 2017 - June 30, 2018)

\*\*FY20-21 (July 1, 2020 - December 31, 2020)

\*\*\*FY20-21 (January 1, 2021 - June 30, 2021)

- 1) **SERVICES:** Provision of services reported by including information regarding the: a) projected total number of persons requesting (not requiring) services, and b) projected total number of persons served according to the type of service they were provided with.
- 2) **SHELTER RESIDENCE – ADULTS OR CHILDREN:** Provision of 24-hour care, supervision and shelter of individuals. Includes provision of food and food supplements for meal preparation on-site including. Adults or children are housed at \$70 per night, for an average of 30 days per client, and provided three (3) meals a day.
- 3) **INDIVIDUAL COUNSELING:** Available provision of counseling techniques by a licensed clinician, a professional counsel or an intern whose work is directly supervised by a licensed clinician in a group setting.
- 4) **GROUP COUNSELING/EDUCATIONAL CLASSES:** Available provision of counseling techniques by a licensed clinician, a professional counselor, domestic violence victim advocate, field professional, or an intern whose work is directly supervised by a licensed clinician in a group setting; and/or provision of on-going, regularly scheduled classes on topics such as, but not limited to: health, nutrition, English, and basic skills.



**ATTACHMENT E-3  
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JANUARY 1, 2021 – JUNE 30, 2022**

**PERFORMANCE STANDARDS**

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- 5) **CASE WORK:** In conjunction with available counseling, this available activity includes but is not limited to: writing case summaries, making incidental contacts to parents or other agencies on behalf of client, legal assistance referrals, arranging appointments, reviewing lab results, etc.
- 6) **PARENT EDUCATION:** Available instruction for parents which includes information on child development, child services, enrichment activities or the teaching of practical skills for child-rearing such as basic health care procedures for infants. May include specialized course or communication (such as P.E.T.), child discipline, etc.
- 7) **HOTLINE CRISIS INTERVENTION TELEPHONE:** Telephone referrals and counseling services for suicide prevention or crisis intervention. Includes referral of individuals to appropriate agencies offering services not provided by the program. Number of annual calls received are based on usage.
- 8) **SCHOOL ENROLLMENT:** All school-aged children being housed at the shelter will be enrolled in school.
- 9) **SAFETY NET / MOTEL VOUCHER PROGRAM (If Applicable):** The provision of short-term emergency residence in a predetermined and approved motel until space becomes available at one of the contracted shelters. Includes counseling and meals. Client motel voucher/safety net adult bed nights are calculated at a cost of \$75 per night.
- 10) **REFERRALS OF JOB-READY CLIENTS TO ONE STOP CENTERS:** Referrals for One-Stop Center services and/or programs for job-ready clients. A minimum of two clients per month shall be referred to the One-Stop System.