

AGREEMENT

BETWEEN

COUNTY OF ORANGE

AND

~~FRIENDLY CENTER, INC.~~

FRIENDLY CENTER, INC.

AND

~~CITY OF~~ CITY OF PLACENTIA

AND

~~WESTERN YOUTH SERVICES~~

~~AND~~

~~WOMEN'S~~ WOMEN'S TRANSITIONAL LIVING CENTER, INC.

FOR THE PROVISION OF

FAMILY RESOURCE CENTER SERVICES ~~PROMOTING SAFE AND STABLE FAMILIES~~

~~THIS~~

This AGREEMENT, entered into this 1st day of July ~~1, 2015,~~ 2020, which date is particularized for purpose of reference only, is by and between the COUNTY OF ORANGE, hereinafter referred to as "COUNTY," and Friendly Center, Inc., a California private non-profit corporation; City of Placentia, a municipal corporation and charter city; ~~Women's and Women's~~ Women's and Women's Transitional Living Center, Inc., a California private non-profit corporation; ~~and Western Youth Services, a California corporation;~~ hereinafter collectively referred to as "~~Friendly Center Placentia Collaborative~~ FRIENDLY CENTER PLACENTIA FAMILY RESOURCE CENTER" or "CONTRACTOR." Friendly Center, Inc., City of Placentia, ~~Western Youth Services, and~~ Women's and Women's Transitional Living Center, Inc., may each also be referred to as "Contractor Partner Agencies." This Agreement shall be administered by the County of Orange Social Services Agency Director or designee, hereinafter referred to as "ADMINISTRATOR."

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3 WITNESSETH:

5 ~~WHEREAS, Federal legislation has provided funding under the Promoting Safe and Stable Families Program (formerly known as the "Family Preservation and Support Program" and currently known in the COUNTY as Families and Communities Together [FaCT] Program) and other funding sources for the provision of services intended to maintain the safety of children in their homes, help families through crises that might lead to the removal of children from their homes or speed the return of children to their homes, alleviate stress and promote parental competencies; and~~

12 WHEREAS, COUNTY desires to contract with CONTRACTOR for the provision of ~~services Promoting Safe and Stable Families~~Family Resource Center Services in Orange County; and

15 ~~WHEREAS, CONTRACTOR agrees to render such services on the terms and conditions hereinafter set forth; and~~

17 WHEREAS, such services are authorized and provided ~~for~~ pursuant to the Adoptions and Safe Families Act of 1997 (Public Law 105-89), California Welfare and Institutions Code Sections 16600-16605, All County ~~Letters~~Letter (ACL) No. 01-20 ~~and~~, ACL No. 03-12, ACL No. 14.12, and the Child and Family Services Improvement and Innovation Act ~~(2001);~~; and

21 ~~NOW, THEREFORE, IT IS MUTUALLY~~WHEREAS, CONTRACTOR agrees to render such services on the terms and conditions hereinafter set forth:

23 ACCORDINGLY, THE PARTIES AGREED AS FOLLOWS:

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1. TERM

The term of this Agreement shall commence on July 1, ~~2015~~2020, and terminate on June 30, ~~2020~~2023, unless earlier terminated pursuant to the provisions of Paragraph 42 of this Agreement; however, CONTRACTOR shall be obligated to perform such duties as would normally extend beyond this term, including, but not limited to, obligations with respect to indemnification, audits, reporting, and accounting.

2. ALTERATION OF TERMS

2.1 This Agreement, including any Exhibit(s) attached hereto and incorporated by reference, fully expresses all understandings of the parties and is the total Agreement between the parties as to the subject matter of this Agreement. No addition to, or alteration of, the terms of this Agreement, whether written or verbal, ~~by the parties, their officers, agents, or employees, shall be valid~~are valid or binding unless made in the form of a written amendment to this Agreement which is formally approved and executed by both parties.

2.2 The various headings, numbers, and organization herein are for the purpose of convenience only and shall not limit or otherwise affect the Agreement.

3. STATUS OF CONTRACTOR

3.1 CONTRACTOR is, and shall at all times be deemed to be, an independent contractor, and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Agreement. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between COUNTY and CONTRACTOR or any of CONTRACTOR's agents or employees. CONTRACTOR assumes exclusively the responsibility for the acts of its employees or agents as they relate to services to be provided during the course and scope of their employment.

3.2 CONTRACTOR, its agents, and employees ~~and volunteers~~ shall not be entitled to any rights and/or privileges of COUNTY employees, and shall not be considered in any manner to be COUNTY employees.

~~##~~

4. DESCRIPTION OF SERVICES, ~~STAFFING~~

1 4.1 CONTRACTOR agrees to provide those services, facilities, equipment, and
 2 supplies, as described in ~~the~~ Exhibit “A” to the Agreement between County of Orange and Friendly
 3 Center Placentia Family Resource Center (FRC), for the Provision of ~~Services Promoting Safe and~~
 4 ~~Stable Families~~ Family Resource Center Services, attached hereto and incorporated herein by
 5 reference. CONTRACTOR shall operate continuously throughout the term of this Agreement with
 6 the number and type of staff described and as required for provision of services hereunder.

7 4.2 Subject to thirty (30) days advance written notice, ADMINISTRATOR may require
 8 changes in staffing allocations to reflect current workload demands or service needs as long as
 9 COUNTY’s maximum obligation, as set forth in this Agreement, is not exceeded.

10 4.3 Upon the request of ADMINISTRATOR, CONTRACTOR shall send appropriate
 11 staff to attend an orientation session and subsequent training sessions given by COUNTY.

12 5. LICENSES AND STANDARDS

13 5.1 CONTRACTOR warrants that it ~~has~~ and its personnel, described in Paragraph 27 of
 14 this Agreement, who are subject to individual registration and/or licensing requirements, have all
 15 necessary licenses and permits required by the laws of the United States, State of California;
 16 (hereinafter referred to as “State”), County of Orange, and all other appropriate governmental
 17 agencies to perform the services described in this Agreement, and agrees to maintain, and require
 18 its personnel to maintain, these licenses and permits in effect for the duration of this Agreement.
 19 Further, CONTRACTOR warrants that its employees shall conduct themselves in compliance with
 20 such laws and licensure requirements, including, without limitation, compliance with laws
 21 applicable to sexual harassment and ethical behavior. CONTRACTOR must notify
 22 ADMINISTRATOR within one (1) business day of any change in license or permit status (e.g.,
 23 becoming expired, inactive, etc.).

24 5.2 In the performance of this Agreement, CONTRACTOR shall comply, ~~unless~~
 25 ~~waived in whole or in part by ADMINISTRATOR,~~ with all applicable provisions of the California
 26 Welfare and Institutions Code (WIC); Title 45 of the Code of Federal Regulations (CFR); ~~Federal~~
 27 ~~Office of Management and Budget (OMB) Circulars A-21, A-122, and A-87~~ implementing
 28 regulations under 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and

1 [Audit Requirements for Federal Awards](#); Title 48 CFR Section 31.2; and all applicable laws and
 2 regulations of the United States, State of California, County of Orange, [and County of Orange](#)
 3 Social Services Agency, and all administrative regulations, rules, and policies adopted thereunder,
 4 as each and all may now exist or be hereafter amended.

5 5.2.1 For ~~Federally~~[federally](#) funded Agreements in the amount of \$25,000 or
 6 more, CONTRACTOR certifies that its officers and/or principals are not debarred or suspended
 7 from ~~Federal~~[federal](#) financial assistance programs and/or activities.

8 5.3 CONTRACTOR shall cooperate with the California Department of Social Services
 9 (CDSS) on the implementation, monitoring, and evaluation of the State's Child Abuse and Neglect
 10 Prevention and Intervention Program, and shall comply, to the mutual satisfaction of COUNTY
 11 and CDSS, with any and all reporting and evaluation requirements established by CDSS.

12 6. DELEGATION AND ASSIGNMENT/~~SUBCONTRACTS~~[CHANGE OF OWNERSHIP](#)

13 6.1 Delegation and Assignment:

14 6.1.1 In the performance of this Agreement, CONTRACTOR may neither
 15 delegate its duties or obligations nor assign its rights, either in whole or in part, without the prior
 16 written consent of COUNTY. Any attempted delegation or assignment without prior written
 17 consent shall be void. The transfer of assets in excess of ten percent (10%) of the total assets of
 18 CONTRACTOR, or any change in the corporate structure, the governing body, or the management
 19 of CONTRACTOR, which occurs as a result of such transfer, shall be deemed an assignment of
 20 benefits under the terms of this Agreement requiring COUNTY approval.

21 ~~6.2 — Subcontracts:~~

22 [6.1.2 COUNTY reserves the right to immediately terminate the Agreement in the](#)
 23 [event COUNTY determines that the assignee is not qualified or otherwise acceptable to COUNTY](#)
 24 [for the provision of services under the Agreement.](#)

25 6.2 Change of Ownership

26 [CONTRACTOR agrees that if there is a change or transfer in ownership of](#)
 27 [CONTRACTOR's business prior to completion of this Agreement, and COUNTY agrees to an](#)
 28 [assignment of the Agreement, the new owners shall be required, under the terms of sale or other](#)

instruments of transfer, to assume CONTRACTOR's duties and obligations contained in this Agreement and complete them to the satisfaction of COUNTY.

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7. SUBCONTRACTS

~~6.3.1~~7.1 CONTRACTOR shall not subcontract for services under this Agreement without the prior written consent of ADMINISTRATOR. If ADMINISTRATOR consents in writing to a subcontract, in no event shall the subcontract alter, in any way, any legal responsibility of CONTRACTOR to COUNTY. All subcontracts must be in writing and copies of same shall be provided to ADMINISTRATOR. CONTRACTOR shall include in each subcontract any provision ADMINISTRATOR may require.

~~6.3.1~~7.1.1 Subcontracts of ~~\$2550~~,000 or less:

~~6.3.1.1~~7.1.1.1 CONTRACTOR shall develop a standard form Purchase Order, subject to prior written approval of ADMINISTRATOR, to be utilized for the purchase of services by CONTRACTOR when the cumulative total cost of the services to be provided by any organization is anticipated to be ~~twenty-five~~fifty thousand dollars (~~\$2550~~,000) or less during the term of this Agreement. The basis for costs incurred by any such Purchase Order(s) shall be the actual cost of providing services or the usual and customary charges established by the organization(s) providing the services.

~~6.3.2~~7.1.2 Subcontracts in excess of ~~\$2550~~,000:

~~6.3.2.1~~7.1.2.1 CONTRACTOR shall develop and submit for approval to ADMINISTRATOR a system for the procurement of subcontracts with any organization in which the total cumulative cost of services provided by any single organization is anticipated to exceed ~~twenty-five~~fifty thousand dollars (~~\$2550~~,000) during the term of this Agreement. CONTRACTOR's proposed procurement system shall take into consideration such factors as: degree of price competition; pricing policies and techniques; experience and quality of service; methods of evaluating subcontractor responsibility; relationship of subcontractor to CONTRACTOR; and planning, award, and post-award management of subcontracts, including

1 internal audit procedures and monitoring of subcontractor's performance until completion of
2 services.

3 ~~6.3.2.2~~7.1.2.2 Upon ADMINISTRATOR's approval of CONTRACTOR's
4 proposed procurement system, CONTRACTOR shall comply with such procurement system in
5 obtaining subcontracts with a total cost in excess of ~~twenty-five~~fifty thousand dollars (\$~~25~~50,000)
6 during the term of this Agreement. In addition, CONTRACTOR shall obtain
7 ADMINISTRATOR's written consent prior to entering into a subcontract with any organization
8 when the total cumulative cost of services to be provided by that organization is anticipated to
9 exceed ~~twenty-five~~fifty thousand dollars (\$~~25~~50,000) during the term of this Agreement.

10 ~~6.3.2.3~~7.1.2.3 CONTRACTOR and its subcontractor(s) shall establish and
11 maintain accurate and complete financial records related to services provided under the terms of
12 this Agreement. Such records may be subject to the satisfaction of ADMINISTRATOR, and to
13 the examination and audit by ADMINISTRATOR or designee, for a period of five (5) years, 2
14 until any pending audit is completed.

15 ~~7.8. FORM OF BUSINESS ORGANIZATION AND REAL PROPERTY~~
16 ~~DISCLOSURE/NAME CHANGE~~

17 ~~7.1.1~~8.1 Form of Business Organization:

18 Upon the request of ADMINISTRATOR, CONTRACTOR shall prepare and
19 submit, within thirty (30) days thereafter, an affidavit executed by persons satisfactory to
20 ADMINISTRATOR, 2 containing, but not limited to, the following information:

21 ~~7.1.1~~8.1.1 The form of CONTRACTOR's business organization, i.e.,
22 proprietorship, partnership, corporation, etc.

23 ~~7.1.2~~8.1.2 A detailed statement indicating the relationship of CONTRACTOR,
24 by way of ownership or otherwise, to any parent organization or individual.

25 ~~7.1.3~~8.1.3 A detailed statement indicating the relationship of CONTRACTOR
26 to any subsidiary business organization or to any individual who may be providing services,
27 supplies, material, 2 or equipment to CONTRACTOR or in any manner does business with
28 CONTRACTOR under this Agreement.

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2 7.28.2 Change in Form of Business Organization:

3 If, during the term of this Agreement, the form of CONTRACTOR's business
 4 organization changes, or the ownership of CONTRACTOR changes, or ~~CONTRACTOR's~~
 5 ~~relationship to~~when changes occur between CONTRACTOR and other businesses ~~dealing with~~
 6 ~~CONTRACTOR under~~that could impact services provided through this Agreement ~~changes,~~
 7 CONTRACTOR shall promptly notify ADMINISTRATOR, in writing, detailing such changes. A
 8 change in the form of business organization may, at COUNTY's sole discretion, be treated as an
 9 attempted assignment of rights or delegation of duties of this Agreement.

10 ~~7.3 — Real Property Disclosure:~~

11 ~~If CONTRACTOR is occupying any real property under any agreement, oral or~~
 12 ~~written, where persons are to receive services hereunder, CONTRACTOR shall submit the~~
 13 ~~following information in addition to a copy of the lease, license or rental agreement, as well as any~~
 14 ~~other information requested, prior to the provision of services under this Agreement:~~

15 ~~7.3.1 — The location by street address and city of any such real property.~~

16 ~~7.3.2 — The fair market value of any such real property as such value is reflected~~
 17 ~~on the most recently issued County Tax Collector's tax bill.~~

18 ~~7.3.3 — A detailed description of all existing and pending agreements, with~~
 19 ~~respect to the use or occupation of any such real property. Such description shall include, but not~~
 20 ~~be limited to:~~

21 ~~7.3.3.1 — The term duration of any rental, lease or license~~
 22 ~~agreement;~~

23 ~~7.3.3.2 — The amount of monetary consideration to be paid to the~~
 24 ~~lessor or licensor over the term of the rental, lease or license agreement;~~

25 //

26 ~~7.3.3.3 — The type and dollar value of any other consideration to~~
 27 ~~be paid to the lessor or licensor; and~~

28 ~~7.3.3.4 — The full names and addresses of all parties to any~~

1 ~~agreement concerning the real property and a listing of liens (if any) thereof, together with a listing~~
 2 ~~by full names and addresses of all officers, directors and stockholders of any private corporation,~~
 3 ~~and a similar listing of all general and limited partners of any partnership which is a party.~~

4 ~~7.3.4 — A listing by full names of all of CONTRACTOR's officers, directors~~
 5 ~~and/or partners, members of its administrative and advisory boards, staff and consultants, who~~
 6 ~~have any family relationship by marriage or blood with a party to any agreement concerning real~~
 7 ~~property referred to in Subparagraph 7.3.3, immediately above, or who have any present or future~~
 8 ~~financial interest in such person's business, whether the entity concerned is a corporation or~~
 9 ~~partnership. Such listing shall also include the full names of all of CONTRACTOR's officers,~~
 10 ~~directors, partners and those holding a financial interest. Included are members of its advisory~~
 11 ~~boards, members of its staff and consultants, who have any family relationship by marriage or~~
 12 ~~blood to an officer, director, or stockholder of the corporation or to any partner of the partnership.~~
 13 ~~In preparing the latter listing, CONTRACTOR shall also indicate the names of the officers,~~
 14 ~~directors, stockholders, or partner(s), as appropriate, and the family relationship which exists~~
 15 ~~between such person(s) and CONTRACTOR's representatives listed.~~

16 ~~7.3.5 — True and correct copies of all agreements with respect to any such real~~
 17 ~~property shall be appended to the affidavit described above and made a part thereof. If, during the~~
 18 ~~term of this Agreement, there is a change in the agreement(s) with respect to real property where~~
 19 ~~persons receive services, CONTRACTOR shall promptly notify ADMINISTRATOR, in writing,~~
 20 ~~describing such changes.~~

21 8.3 Name Change

22 CONTRACTOR must notify COUNTY, in writing, of any change in
 23 CONTRACTOR's status with respect to name changes that do not require an assignment of the
 24 Agreement. While CONTRACTOR is required to provide name change information without
 25 prompting from the COUNTY, CONTRACTOR must also provide an update to COUNTY of its
 26 status upon request by COUNTY.

27 8.9. NON-DISCRIMINATION

28 ~~8.19.1~~ In the performance of this Agreement, CONTRACTOR agrees that it shall not

1 engage nor employ any unlawful discriminatory practices in the admission of clients, provision of
 2 services or benefits, assignment of accommodations, treatment, evaluation, employment of
 3 personnel, or in any other respect, on the basis of race, religious creed, color, national origin,
 4 ancestry, physical disability, mental disability, medical condition, genetic information, marital
 5 status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran
 6 status, or any other protected group, in accordance with the requirements of all applicable
 7 ~~Federal~~federal or State laws.

8 ~~8.2 — CONTRACTOR shall develop an Affirmative Action Program Plan which meets~~
 9 ~~the lawful and applicable requirements of the U.S. Department of Health and Human Services.~~

10 ~~8.3.2~~ 9.3.2 CONTRACTOR shall furnish any and all information requested by
 11 ADMINISTRATOR and shall permit ADMINISTRATOR access, during business hours, to
 12 books, records, and accounts in order to ascertain CONTRACTOR's compliance with Paragraph
 13 ~~8.9~~ et seq.

14 9.3 Non-Discrimination in Employment

15 ~~8.3.1~~ 9.3.1 CONTRACTOR shall comply with Executive Order 11246, entitled
 16 "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented
 17 in Department of Labor regulations (Title 41 CFR Part 60).

18 ~~8.4 — Non-Discrimination in Employment:~~

19 ~~8.4.1~~ 9.3.2 All solicitations or advertisements for employees placed by or on
 20 behalf of CONTRACTOR shall state that all qualified applicants will receive consideration for
 21 employment without regard to race, religious creed, color, national origin, ancestry, physical
 22 disability, mental disability, medical condition, genetic information, marital status, sex, gender,
 23 gender identity, gender expression, age, sexual orientation, military and veteran status, or any other
 24 protected group, in accordance with the requirements of all applicable ~~Federal~~federal or State laws.
 25 Notices describing the provisions of the equal opportunity clause shall be posted in a conspicuous
 26 place for employees and job applicants.

27 ~~8.4.2~~ 9.3.3 CONTRACTOR shall refer any and all employees desirous of filing
 28 a formal discrimination complaint to:

_____ California Department of ~~Social Services~~ Fair Employment

~~Public Inquiry and Response Bureau~~

~~P.O. Box 944243, M.S. 8-3-23~~

~~Sacramento~~ _____ 2218 Kausen Drive, Suite 100

_____ Elk Grove, CA 94244-2430 95758

Telephone: (800) ~~952-5253~~ 884-1684

_____ (800) ~~952-8349 (For the hard of hearing)~~ 700-2320

(TTY)

~~8.59.4~~ 8.5.19.4.1 Non-Discrimination in Service Delivery:

~~8.5.19.4.1~~ _____ CONTRACTOR shall comply with Titles VI and VII of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Food Stamp Act of 1977, as amended, and in particular ~~Section 7~~ CFR section 272.6; Title II of the Americans with Disabilities Act of 1990, as amended; California Civil Code Section 51 et seq., as amended; California Government Code (CGC) Sections 11135-11139.5, as amended; CGC Section 12940 (c), (h) ~~(1)~~, (i), and (j); CGC Section 4450; Title 22, California Code of Regulations (CCR) Sections 98000-98413; ~~Title 24, CCR Section 3105A(e)~~; the Dymally-Alatorre Bilingual Services Act (CGC Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable ~~Federal~~ federal and State laws, as well as their implementing regulations (including Title 45 CFR Parts 80, 84, and 91; Title 7 CFR Part 15; and Title 28 CFR Part 42), and any other law pertaining to Equal Employment Opportunity, Affirmative Action, and Nondiscrimination, as each may now exist or be hereafter amended. CONTRACTOR shall not implement any administrative methods or procedures which would have a discriminatory effect or which would violate the CDSS Manual of Policies and Procedures (MPP) Division 21, Chapter 21-100. If there are any violations of this Paragraph, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with WIC Section 10605, or CGC Sections 11135-11139.5, or any other laws, or the issue may be referred to the appropriate ~~Federal~~ federal agency for further compliance action and enforcement of Subparagraph 9.4 et seq.

1 ~~8.5.2~~9.4.2 CONTRACTOR shall provide any and all clients desirous of filing
2 a formal complaint any and all information as appropriate:

3 ~~8.5.2.1~~9.4.2.1 Pamphlet: “Your Rights Under California Welfare
4 Programs” (PUB 13)

5 ~~8.5.2.2~~9.4.2.2 Discrimination Complaint Form

6 ~~8.5.2.3~~9.4.2.3 Civil Rights Contacts:

7 County Civil Rights Contact:

8 Orange County Social Services Agency

9 Program Integrity

10 Attn: Civil Rights Coordinator

11 P.O. Box 22001

12 Santa Ana, CA 92702-2001

13 Telephone: (714) 438-8877

14 State Civil Rights Contact:

15 California Department of Social Services

16 Civil Rights Bureau

17 P.O. Box 944243, M.S. 15-70

18 Sacramento, CA 94244-2430

19 Federal Civil Rights Contact:

20 U.S. Department of Health and Human Services

21 Office of Civil Rights

22 50 U.N. Plaza, Room 322

23 San Francisco, CA 94102

24 9.4.3 The following websites provide Civil Rights information, publications
25 and/or forms:

26 9.4.3.1 <http://www.cdss.ca.gov/cdssweb/entres/forms/English/PUB470>
27 .pdf (Pub 470 - Your rights Under Adult Protective Services)

28 9.4.3.2 <http://www.cdss.ca.gov/inforesources/Civil-Rights/Your->

1 ~~11.12.~~ 12. INDEMNIFICATION

2 ~~11.12.1~~ 12.1 CONTRACTOR agrees to indemnify, defend with counsel approved in
 3 writing by COUNTY, and hold U.S. Department of Health and Human Services, the State,
 4 COUNTY, and their elected and appointed officials, officers, employees, agents, and those special
 5 districts and agencies which COUNTY's Board of Supervisors acts as the governing Board
 6 ("COUNTY INDEMNITEES") harmless from any claims, demands, or liability of any kind or
 7 nature, including, but not limited to, personal injury or property damage, arising from or related to
 8 the services, products, or other performance provided by CONTRACTOR pursuant to this
 9 Agreement. If judgment is entered against CONTRACTOR and COUNTY by a court of
 10 competent jurisdiction because of the concurrent active negligence of COUNTY or COUNTY
 11 INDEMNITEES, CONTRACTOR and COUNTY agree that liability will be apportioned as
 12 determined by the court. Neither party shall request a jury apportionment.

13 ~~12.13.~~ 13. INSURANCE

14 13.1 Prior to the provision of services under this Agreement, CONTRACTOR agrees to
 15 purchase all required insurance at CONTRACTOR's expense ~~and to deposit with~~
 16 ~~ADMINISTRATOR Certificates of Insurance~~, including all endorsements required herein,
 17 necessary to satisfy COUNTY that the insurance provisions of this Agreement have been complied
 18 with, ~~and~~ CONTRACTOR agrees to keep such insurance coverage ~~and the certificates therefore~~,
 19 Certificates of Insurance and endorsements on deposit with ADMINISTRATOR during the entire
 20 term of this Agreement. ~~CONTRACTOR~~ In addition, all subcontractors performing work on
 21 behalf of CONTRACTOR pursuant to this Agreement shall obtain insurance subject to the same
 22 terms and conditions as set forth herein for CONTRACTOR.

23 ~~12.13.2~~ 13.2 CONTRACTOR shall ensure that all subcontractors performing work on
 24 behalf of ~~Contractor~~ CONTRACTOR pursuant to this ~~agreement~~ Agreement shall be covered under
 25 ~~Contractor's~~ CONTRACTOR's insurance as an Additional Insured or maintain insurance subject
 26 to the same terms and conditions as set forth herein for ~~Contractor~~ ~~Contractor~~ CONTRACTOR.
 27 CONTRACTOR shall not allow subcontractors to work if subcontractors have less than the level
 28 of coverage required by ~~County~~ COUNTY from ~~Contractor~~ CONTRACTOR under this

1 ~~agreement~~Agreement. It is the obligation of ~~Contractor~~CONTRACTOR to provide notice of the
 2 insurance requirements to every subcontractor and to receive proof of insurance prior to allowing
 3 any subcontractor to begin work. Such proof of insurance must be maintained by
 4 ~~Contractor~~CONTRACTOR through the entirety of this Agreement for inspection by
 5 ~~County~~COUNTY representative(s) at any reasonable time.

6 ~~12.2~~ ~~CONTRACTOR shall ensure that all subcontractors performing work on behalf of~~
 7 ~~CONTRACTOR pursuant to this Agreement shall obtain insurance subject to the same terms and~~
 8 ~~conditions as set forth herein for CONTRACTOR.~~

9 ~~12.3~~13.3 All self-insured retentions (SIRs) ~~and deductibles~~ shall be clearly stated on
 10 the Certificate of Insurance. ~~If no SIRs or deductibles apply, indicate this on the Certificate of~~
 11 ~~Insurance with a zero (0) by the appropriate line of coverage.~~ Any self-insured retention (SIR) ~~or~~
 12 ~~deductible~~ in an amount in excess of ~~\$25~~fifty thousand dollars (\$50,000 ~~(\$5,000 for automobile~~
 13 ~~liability),~~ shall specifically be approved by the ~~County Executive Office (CEO)/Office of~~
 14 COUNTY's Risk Management Manager, or designee, upon review of CONTRACTOR's current
 15 audited financial report. If CONTRACTOR's SIR is approved, CONTRACTOR, in addition to,
 16 and without limitation of, any other indemnity provision(s) in the Agreement, agrees to all of the
 17 following:

18 13.3.1 In addition to the duty to indemnify and hold COUNTY harmless against
 19 any and all liability, claim, demand or suit resulting from CONTRACTOR's, its agent's,
 20 employee's or subcontractor's performance of this Agreement, CONTRACTOR shall defend
 21 COUNTY at its sole cost and expense with counsel approved by Board of Supervisors against
 22 same; and

23 13.3.2 CONTRACTOR's duty to defend, as stated above, shall be absolute and
 24 irrespective of any duty to indemnify or hold harmless; and

25 13.3.3 The provisions of California Civil Code Section 2860 shall apply to any
 26 and all actions to which the duty to defend stated above applies, and CONTRACTOR's SIR
 27 provisions shall be interpreted as though CONTRACTOR was an insurer and COUNTY was the
 28 insured.

1 ~~12.4~~13.4 If CONTRACTOR fails to maintain insurance acceptable to COUNTY for
 2 the full term of this Agreement, COUNTY may terminate this Agreement.

3 ~~12.5~~13.5 Qualified Insurer:

4 ~~12.5.1~~13.5.1 The policy or policies of insurance ~~required herein~~ must be issued
 5 by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size
 6 Category as determined by the most current edition of the Best's Key Rating Guide/Property-
 7 Casualty/United States or ambest.com). It is preferred, but not mandatory, that the insurer be
 8 licensed to do business in the state of California (California Admitted Carrier).

9 ~~12.6~~13.6 If the insurance carrier does not have an A.M. Best Rating of A-/VIII, the
 10 CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of
 11 the company's performance and financial ~~rating~~ratings.

12 ~~12.7~~13.7 The policy or policies of insurance maintained by CONTRACTOR shall
 13 provide the minimum limits and coverage as set forth below:

14 ##

<u>Coverage</u>	<u>Minimum Limits</u>	<u>Responsible Contractor Partner Agencies</u>
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate	Friendly Center, Inc. ; (FC); City of Placentia (CP); Western Youth Services (WYS); City, and Women's Women's Transitional Living Center; Inc. (WTLC)
Automobile Liability, including coverage for owned, non-owned, and hired vehicles	\$1,000,000 per occurrence	FC, CP, WYS, and City, WTLC
Workers' Compensation	Statutory	FC, CP, WYS, and City, WTLC
Employer's Liability Insurance	\$1,000,000 per occurrence	FC, CP, WYS, and City, WTLC
Professional Liability Insurance	\$1,000,000 per claims made or per occurrence	WYS FC

\$1,000,000 aggregate

Sexual Misconduct Liability \$1,000,000 per occurrence FC, ~~CP, WYS, and~~City, WTLC

~~12.8~~13.8 Required Coverage Forms:

~~12.8.1~~13.8.1 Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

~~12.8.2~~13.8.2 Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad.

~~12.9~~13.9 Required Endorsements:

~~12.9.1~~13.9.1 Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

~~12.9.1.1~~13.9.1.1 An Additional Insured endorsement using ISO form CG ~~2010 or CG 2033~~20 26 04 13, or a form at least as broad, naming the County of Orange, its elected and appointed officials, officers, agents and employees, as Additional Insureds or provide blanket coverage, which will state AS REQUIRED BY WRITTEN CONTRACT.

##

~~Orange, its elected and appointed officials, officers, employees, agents as Additional Insureds.~~

~~12.9.1.2~~13.9.1.2 A primary non-contributing endorsement using ISO form CG 20 01 04 13, or a form at least as broad, evidencing that CONTRACTOR’s insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

13.10 The Workers’ Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the County of Orange, its elected and appointed officials, officers, agents and employees or provide blanket coverage, which will state AS REQUIRED BY WRITTEN CONTRACT.

~~12.10~~13.11 All insurance policies required by this Agreement shall waive all rights of subrogation against the County of Orange, its elected and appointed officials, officers, agents and

1 employees when acting within the scope of their appointment or employment.

2 ~~12.11~~13.12 CONTRACTOR shall notify ~~County~~COUNTY in writing within thirty (30)
3 days of any policy cancellation and ten (10) days for non-payment of premium and provide a copy
4 of the cancellation notice to ~~County~~COUNTY. Failure to provide written notice of cancellation
5 may constitute a material breach of the contract, upon which the ~~County~~COUNTY may suspend
6 or terminate this Agreement.

7 ~~12.12~~13.13 If CONTRACTOR's Professional Liability policy is a "claims made"
8 policy, CONTRACTOR shall agree to maintain ~~professional liability~~Professional Liability
9 coverage for two (2) years following completion of this Agreement.

10 ~~12.13~~13.14 The Commercial General Liability policy shall contain a severability of
11 interests clause also known as a "separation of insureds" clause (standard in the ISO CG 0001
12 policy).

13 ~~12.14~~13.15 Insurance certificates should be mailed to COUNTY at the address
14 indicated in Paragraph 10 of this Agreement.

15 ~~12.15~~13.16 If CONTRACTOR fails to provide the insurance certificates and
16 endorsements within seven (7) days of notification by CEO/County Procurement Office or
17 ADMINISTRATOR, award may be made to the next qualified proponent.

18 ~~12.16~~13.17 COUNTY expressly retains the right to require CONTRACTOR to increase
19 or decrease insurance of any of the above insurance types throughout the term of this Agreement.
20 Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as
21 appropriate to adequately protect COUNTY.

22 ~~12.17~~13.18 COUNTY shall notify CONTRACTOR in writing of changes in the
23 insurance requirements. If CONTRACTOR does not deposit copies of acceptable certificates of
24 insurance and endorsements with COUNTY incorporating such changes within thirty (30) days of
25 receipt of such notice, this Agreement may be in breach without further notice to CONTRACTOR,
26 and COUNTY shall be entitled to all legal remedies.

27 ~~12.18~~13.19 The procuring of such required policy or policies of insurance shall not be
28 construed to limit CONTRACTOR's liability hereunder nor to fulfill the indemnification

1 provisions and requirements of this Agreement, nor act in any way to reduce the policy coverage
2 and limits available from the insurer.

3 ~~13.14.~~ NOTIFICATION OF LITIGATION, INCIDENTS, CLAIMS, OR SUITS

4 CONTRACTOR shall report to COUNTY, in writing within twenty-four (24) hours of
5 occurrence, the following:

6 14.1 Any instance in which CONTRACTOR becomes a party to any litigation against
7 COUNTY, or a party to litigation that may reasonably affect CONTRACTOR's performance
8 under this Agreement. While CONTRACTOR is required to provide this information without
9 prompting from COUNTY, any time there is a change to CONTRACTOR's litigation status,
10 CONTRACTOR must also provide an update to COUNTY whenever requested by COUNTY.

11 ~~13.14.2~~ 14.2 Any accident or incident relating to services performed under this
12 Agreement ~~which~~ that involves injury or property damage which may result in the filing of a claim
13 or lawsuit against CONTRACTOR and/or COUNTY. ~~Such report shall be made in writing within~~
14 ~~twenty four (24) hours of occurrence.~~

15 ~~13.2~~ 14.3 Any third party claim or lawsuit filed against CONTRACTOR arising from
16 or ~~related~~ relating to services performed by CONTRACTOR under this Agreement. ~~Such report~~
17 ~~shall be submitted to COUNTY within twenty four (24) hours of occurrence.~~

18 ~~13.3~~ 14.4 Any injury to an employee of CONTRACTOR that occurs on COUNTY
19 property. ~~Such report shall be submitted to COUNTY within twenty four (24) hours of~~
20 ~~occurrence.~~

21 ##

22 14.5 Any loss, disappearance, destruction, misuse, or theft of any kind whatsoever of
23 COUNTY property, monies, or securities entrusted to CONTRACTOR under the term of this
24 Agreement. ~~Such report shall be submitted to COUNTY within twenty four (24) hours of~~
25 ~~occurrence~~

26 ~~13.4~~ 14.6 Any Notice of Contract Breach, or equivalent, received from any entity for
27 whom CONTRACTOR is providing the same or similar services, under a written agreement,
28 regardless of service location or jurisdiction.

14.15. CONFLICT OF INTEREST

14.1—CONTRACTOR shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with ~~the best~~COUNTY interests ~~of COUNTY. This.~~
In addition to the CONTRACTOR, this obligation shall apply to, CONTRACTOR's employees, agents, ~~relatives, and~~ and subcontractors, ~~and third parties~~ associated with ~~accomplishing the work hereunder.~~

~~14.2~~15.1 provision of goods and services provided under this Agreement. The CONTRACTOR's efforts shall include, but not be limited to, establishing ~~precautions to prevent~~rules and procedures preventing its employees ~~or,~~ agents, and subcontractors from ~~making, receiving,~~ providing, or offering gifts, entertainment, payments, loans, or other considerations which could be deemed to influence or appear to influence ~~individuals to act contrary to~~COUNTY staff or elected officers in the ~~best interests~~performance of ~~COUNTY~~their duties.

15.2 CONTRACTOR shall notify COUNTY, in writing, of any potential conflicts of interest between CONTRACTOR and COUNTY that may arise prior to, or during the period of, Agreement performance. While CONTRACTOR will be required to provide this information without prompting from COUNTY any time there is a change regarding conflict of interest. CONTRACTOR must also provide an update to COUNTY whenever requested by COUNTY.

15.16. ANTI-PROSELYTISM PROVISION

No funds provided directly to institutions or organizations to provide services and administer programs under Title 42 United States Code (USC) Section ~~604~~604a(a)(1)(A) shall be expended for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.

///

16.17. SUPPLANTING GOVERNMENT FUNDS

CONTRACTOR shall not supplant any ~~Federal~~federal, State, or COUNTY funds intended for the purposes of this Agreement with any funds made available under this Agreement. CONTRACTOR shall not claim reimbursement from COUNTY for, or apply sums received from COUNTY with respect to, that portion of its obligations which have been paid by another source

1 of revenue. CONTRACTOR agrees that it shall not use funds received pursuant to this Agreement,
2 either directly or indirectly, as a contribution or compensation for purposes of obtaining
3 ~~Federal~~federal, State, or COUNTY funds under any ~~Federal~~federal, State, or COUNTY program
4 without prior written approval of ADMINISTRATOR.

5 ~~17.18.~~ 18. EQUIPMENT

6 ~~17.1~~18.1 All items purchased with funds provided under this Agreement, or which
7 are furnished to CONTRACTOR by COUNTY, which have a single unit cost of at least five
8 thousand dollars (\$5,000), including sales tax, shall be considered Capital Equipment. Title to all
9 Capital Equipment shall, upon purchase, vest and remain in COUNTY. The use of such items of
10 Capital Equipment is limited to the performance of this Agreement. Upon the termination of this
11 Agreement, CONTRACTOR shall immediately return any items of Capital Equipment to
12 COUNTY or its representatives, or dispose of them in accordance with the directions of
13 ADMINISTRATOR.

14 CONTRACTOR further agrees to the following:

15 ~~17.1.1~~18.1.1 To maintain all items of Capital Equipment in good working order
16 and condition, normal wear and tear excepted.

17 ~~17.1.2~~18.1.2 To label all items of Capital Equipment, do periodic inventories as
18 required by ADMINISTRATOR, and to maintain an inventory list showing where and how the
19 Capital Equipment is being used, in accordance with procedures developed by
20 ADMINISTRATOR. All such lists shall be submitted to ADMINISTRATOR within ten (10) days
21 of any request therefore.

22 ~~17.1.3~~18.1.3 To report in writing to ADMINISTRATOR immediately after
23 discovery, the loss or theft of any items of Capital Equipment. For stolen items, the local law
24 enforcement agency must be contacted and a copy of the police report submitted to
25 ADMINISTRATOR.

26 ~~17.1.4~~18.1.4 To purchase a policy or policies of insurance covering loss or
27 damage to any and all Capital Equipment purchased under this Agreement, in the amount of the
28 full replacement value thereof, providing protection against the classification of fire, extended

1 coverage, vandalism, malicious mischief, and special extended perils (all risks) covering the
2 parties' interests as they appear.

3 ~~17.2~~18.2 The purchase of any Capital Equipment by CONTRACTOR shall be
4 requested in writing, shall require the prior written approval of ADMINISTRATOR, and shall
5 fulfill the provisions of this Agreement which are appropriate and directly related to
6 CONTRACTOR's service or activity under the terms of this Agreement. COUNTY may refuse
7 reimbursement for any costs resulting from Capital Equipment purchased, which are incurred by
8 CONTRACTOR, if prior written approval has not been obtained from ADMINISTRATOR.

9 ~~17.3~~18.3 ~~Personal Computer Equipment:~~

10 No ~~personal~~ computers and/or personal electronic devices, such as tablets, ~~smart~~
11 ~~phones~~, and laptop computers, or any component thereof, may be purchased with funds provided
12 under this Agreement, regardless of purchase price, without prior written approval of
13 ADMINISTRATOR. Any such purchase shall be in accordance with specifications provided by
14 ADMINISTRATOR, be subject to the same inventory control conditions specified in
15 Subparagraphs 18.1.1 to 18.1.4, and, at the sole discretion of ADMINISTRATOR, become the
16 property of COUNTY upon termination of this Agreement.

17 ~~18.19.~~ BREACH SANCTIONS

18 ~~18.1~~19.1 Failure by CONTRACTOR to comply with any of the provisions,
19 covenants, or conditions of this Agreement shall be a material breach of this Agreement. In such
20 event, ADMINISTRATOR may, and in addition to immediate termination and any other remedies
21 available at law, in equity, or otherwise specified in this Agreement:

22 ~~18.1.1~~19.1.1 Afford CONTRACTOR a time period within which to cure the
23 breach, which period shall be established by ADMINISTRATOR; and/or

24 ##

25 ##

26 ~~18.1.2~~19.1.2 Discontinue reimbursement to CONTRACTOR for and during the
27 period in which CONTRACTOR is in breach, which reimbursement shall not be entitled to later
28 recovery; and/or

1 ~~18.1.3~~19.1.3 Offset against any monies billed by CONTRACTOR but yet unpaid
2 by COUNTY those monies disallowed pursuant to Subparagraph 19.1.2 above.

3 ~~18.2~~19.2 ADMINISTRATOR will give CONTRACTOR written notice of any action
4 pursuant to this Paragraph, which notice shall be deemed served on the date of mailing.

5 ~~19.20.~~ DESIGNATED LEAD AGENCY

6 ~~19.1~~20.1 Each of the Contractor Partner Agencies agrees that the Friendly Center,
7 Inc. (FC) shall serve as the designated lead agent on behalf of the CONTRACTOR, with authority
8 to present claims to COUNTY on behalf of each of the Contractor Partner Agencies for services
9 delivered by each of them pursuant to this Agreement. As designated lead agent, FC, shall receive
10 the claims from each of the other Contractor Partner Agencies on a monthly basis and shall submit
11 these claims, along with its own monthly claim, pursuant to Paragraph ~~20~~21 herein. Claims
12 submitted to COUNTY by the designated lead agent shall clearly identify the services that were
13 performed by Contractor Partner Agencies. Any and all payments to be made by COUNTY
14 pursuant to this Agreement shall be made payable to the designated lead agent. The designated
15 lead agent shall thereafter disburse payment as appropriate to the ~~-~~Contractor Partner Agencies.
16 Each of the Contractor Partner Agencies agrees that COUNTY's disbursement of payment to the
17 designated lead agent shall satisfy COUNTY's payment obligation under this Agreement.

18 ~~19.2~~20.2 As the designated lead agent, FC shall also be responsible for activities that
19 include but are not limited to the following:

20 ~~19.2.1~~20.2.1 Oversight of FRC services;

21 ~~19.2.2~~20.2.2 Employment and supervision of the FRC Coordinator;

22 ##

23 ~~20.2.3 Facilitating established meetings for~~ Employment and/or oversight of the
24 Information and Referral Specialist;

25 20.2.4 Employment and/or oversight of the Community Engagement Coordinator;

26 ~~19.2.3~~20.2.5 Establishing and facilitating a monthly FRC meeting with
27 Contractor Partner Agencies and ~~generating meeting~~ ensuring meetings minutes are documented;

28 ~~19.2.4~~20.2.6 Coordinating ~~a minimum of~~ weekly ~~case management~~ Case

1 Management Team (CMT) meetings;

2 ~~19.2.5~~20.2.7 Collecting and maintaining ~~complete~~all invoice documentation ~~for~~
3 ~~invoices from Contractor Partner Agencies;~~

4 ~~19.2.6~~20.2.8 Overseeing the collection, maintenance, and management of all
5 FRC data, including outcome measurements ~~from Contractor Partner Agencies;~~

6 20.2.9 Maintaining the integrity of the Families and Communities Together
7 (FaCT) database and other reports, as necessary;

8 ~~19.2.7~~20.2.10 Generating monthly reports (i.e., Service Grids) and other reports
9 as requested, in accordance with Paragraph ~~38~~37 of this Agreement and ~~Exhibit~~ Paragraph ~~99~~ of
10 Exhibit A for submission to COUNTY;

11 20.2.11 Overseeing and submitting to the COUNTY budget/contract modification
12 requests on behalf of the FRC;

13 ~~19.2.8~~20.2.12 Reimbursing FaCT-funded Contractor Partner Agencies for FaCT-
14 funded services rendered prior to invoicing COUNTY;

15 ~~19.2.9~~ ~~Generating modification requests on the FRC's behalf for submission to~~
16 ~~COUNTY;~~

17 ~~19.2.10~~20.2.13 ~~Collecting information from Contractor Partner Agencies~~
18 Producing, distributing, and ~~generating~~maintaining a current, monthly FaCT FRC event/activity
19 calendar as directed by ADMINISTRATOR;

20 ~~19.2.11~~20.2.14 Coordinating FRC sustainability efforts referenced in
21 ~~Exhibit "A",~~ Paragraph ~~11~~12 of ~~this Agreement~~Exhibit A;

22 ~~19.2.12~~20.2.15 ~~Ensuring all Contractor Partner Agencies~~ Ensuring FaCT
23 funded partner organization(s) and/or subcontractor(s) are current on required documentation (e.g.,
24 insurance certificates, copies of resumes/applications, independent audits);

25 ~~19.2.13~~20.2.16 Ensuring all ~~Nonnon~~-FaCT ~~Funded Partner Agency~~funded
26 partner agency(ies) have a current agreement with the FRC and provide copies of agreements to
27 COUNTY upon request;

28 ~~19.2.14~~20.2.17 Facilitating collaborative activities, services, and programs

1 to ensure effective service delivery;

2 ##

3 ~~19.2.15— Maintaining complete and accurate records of all financial and outcome~~
 4 ~~measurement data for the FRC;~~

5 20.2.18 Submitting Special Incident Reports to the COUNTY; and

6 ~~19.2.16— Attending required FaCT meetings and mandatory trainings; and~~

7 ~~19.2.17~~20.2.19 ~~Maintaining the integrity of the FaCT database and other~~
 8 ~~reports as necessary.~~

9 20.21. PAYMENTS

10 ~~20.21.1~~ 21.1.1 Maximum Contractual Obligation:

11 The maximum obligation of COUNTY under this Agreement shall not exceed the
 12 amount of \$1,~~500~~050,000; or actual allowable costs, whichever is less. The estimated annual
 13 ~~amount of \$300,000 for July 1, 2015 through June 30, 2016; the amount of \$300~~each twelve (12)
 14 month period is as follows:

15 21.1.1 Year One: \$350,000 for July 1, 2016~~2020~~ through June 30, 2021;

16 21.1.2 Year Two: \$350,000 for July 1, 2021 through June 30, ~~2017; the amount of~~
 17 ~~\$300~~2022; and

18 ~~20.1.1~~21.1.3 Year Three: \$350,000 for July 1, 2017~~2022~~ through June 30, ~~2018;~~
 19 ~~the amount of \$300,000 for July 1, 2018 through June 30, 2019; and the amount of \$300,000 for~~
 20 ~~July 1, 2019 through June 30, 2020 or actual allowable costs, whichever is less~~2023.

21 ~~20.21.2~~ 21.2 Allowable Costs:

22 During the term of this Agreement, COUNTY shall pay CONTRACTOR monthly
 23 in arrears, for actual allowable costs incurred and paid by CONTRACTOR pursuant to this
 24 Agreement, as defined in ~~OMB Circular A-122~~Title 2 CFR Part 200, or as approved by
 25 ADMINISTRATOR. However, COUNTY, in its sole discretion, may pay CONTRACTOR for
 26 anticipated allowable costs that will be incurred by CONTRACTOR for ~~the months of May and~~
 27 ~~June in 2016, 2017, 2018, 2019, and 2020~~June 2021, during the month of such anticipated
 28 expenditure.

20.3.21.3 Claims:

~~20.3.1~~21.3.1 CONTRACTOR shall submit monthly claims to be received by ADMINISTRATOR no later than the twentieth (20th) calendar day of the month for expenses incurred in the preceding month. In the event the twentieth (20th) calendar day falls on a weekend or COUNTY holiday, CONTRACTOR shall submit the claim the next business day. COUNTY holidays include New Year's Day, Martin Luther King Jr. Day, President Lincoln's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving Day, and Christmas Day.

~~20.3.2~~21.3.2 All claims must be submitted on a form approved by ADMINISTRATOR. ADMINISTRATOR may require CONTRACTOR to submit supporting source documents with the monthly claim, including, inter alia, a monthly statement of services, general ledgers, supporting journals, time sheets, invoices, canceled checks, receipts, and receiving records, some of which may be required to be copied. Source documents that CONTRACTOR must submit shall be determined by ADMINISTRATOR and/or COUNTY's Auditor-Controller. CONTRACTOR shall retain all financial records in accordance with Paragraph 26-~~(Records, Inspections, and Audits)~~ of this Agreement.

~~20.3.3~~21.3.3 Payments should be released by COUNTY within a reasonable time period of approximately thirty (30) days after receipt of a correctly completed claim form and required supporting documentation.

~~20.3.4~~21.3.4 Year-End and Final Claims:

~~20.3.4.1~~21.3.4.1 CONTRACTOR shall submit a final claim for each COUNTY fiscal year, July 1 through June 30, covered under the term of this Agreement, as stated in Paragraph ~~11~~, by no later than August 30th of each corresponding COUNTY fiscal year.- Claims received after August 30th of each corresponding COUNTY fiscal year may, at ADMINISTRATOR's sole discretion, not be reimbursed. ADMINISTRATOR may modify the date ~~that~~upon which the final claim per each COUNTY fiscal year must be received, upon written notice to CONTRACTOR.

~~20.3.4.2~~21.3.4.2 The basis for final settlement shall be the actual

1 allowable costs as defined in Title 45 CFR and ~~OMB Circular A-122 or 482~~ CFR-Section 31.2, as
2 ~~applicable~~, Part 200, incurred and paid by CONTRACTOR pursuant to this Agreement; limited,
3 however, to the maximum obligation of COUNTY. In the event that any overpayment has been
4 made, COUNTY may offset the amount of the overpayment against the final payment. In the
5 event overpayment exceeds the final payment, CONTRACTOR shall pay COUNTY all such sums
6 within five (5) business days of notice from COUNTY. Nothing herein shall be construed as
7 limiting the remedies of COUNTY in the event an overpayment has been made.

8 ~~21.~~22. OVERPAYMENTS

9 Any payment(s) made by COUNTY to CONTRACTOR in excess of that to which
10 CONTRACTOR is entitled under this Agreement shall be repaid to COUNTY, in accordance with
11 any applicable regulations and/or policies in effect during the term of this Agreement, or as
12 established by COUNTY procedure. Any overpayments made by COUNTY which result from a
13 payment by any other funding source shall be repaid, at the discretion of ADMINISTRATOR, to
14 COUNTY or the funding source. Unless earlier repaid, CONTRACTOR shall make repayment
15 within thirty (30) days after the date of the final audit findings report and prior to any
16 administrative appeal process. In the event an overpayment owing by CONTRACTOR is collected
17 from COUNTY by the funding source, then CONTRACTOR shall reimburse COUNTY within
18 thirty (30) days thereafter and prior to any administrative appeal process. CONTRACTOR agrees
19 to pay all costs incurred by COUNTY necessary to enforce the provisions set forth in this
20 Paragraph.

21 ~~22.~~23. OUTSTANDING DEBT

22 CONTRACTOR shall have no outstanding debt with ~~ADMINISTRATOR~~COUNTY, or
23 shall be in the process of resolving outstanding debt to ADMINISTRATOR's satisfaction, prior to
24 entering into and during the term of this Agreement.

25 ~~23.~~24. FINAL REPORT

26 CONTRACTOR shall complete and submit to ADMINISTRATOR a final report within
27 sixty (60) days after the termination of this Agreement, which shall summarize the activities and
28 services provided by CONTRACTOR during the term of this Agreement. CONTRACTOR and

ADMINISTRATOR may mutually agree ~~in writing~~ to modify the date upon which the final report must be submitted. Any agreement must be in writing.

~~24.25.~~ INDEPENDENT AUDIT

~~24.125.1~~ CONTRACTOR shall employ a licensed certified public accountant who shall prepare and file with ADMINISTRATOR an annual organization-wide audit of related expenditures during the term of this Agreement in compliance with 31 USC 7501 – 7507, as well as its implementing regulations under 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. If CONTRACTOR is not subject to the ~~OMB Circular A-133, Audits~~ aforementioned regulations for any year covered during the term of ~~States, Local Governments and Non-Profit Organizations.~~ this Agreement, CONTRACTOR shall provide ADMINISTRATOR an Independent Auditor’s Report of CONTRACTOR’s financial statements. The audit must be performed in accordance with generally accepted government auditing standards ~~and OMB Circular A-122.~~ CONTRACTOR shall cooperate with COUNTY, State, and/or ~~Federal~~ federal agencies to ensure that corrective action is taken within six (6) months after issuance of all audit reports with regard to audit exceptions.

~~24.225.2~~ It is mutually understood that CONTRACTOR’s yearly fiscal cycle covers July 1 through June 30. CONTRACTOR shall provide ADMINISTRATOR copies of organization-wide audits for each of the fiscal cycles corresponding with the term of this Agreement. CONTRACTOR shall provide each audit within fourteen (14) calendar days of CONTRACTOR’s receipt. Failure of CONTRACTOR to comply with this Paragraph shall be sufficient cause for ADMINISTRATOR to deny payment under this or any subsequent Agreement with CONTRACTOR until such time as the required audit(s) are provided to ADMINISTRATOR. ADMINISTRATOR may modify CONTRACTOR’s audit submission deadline upon notice to CONTRACTOR.

~~25.26.~~ RECORDS, INSPECTIONS, AND AUDITS

~~25.126.1~~ Financial Records:

~~25.1.126.1.1~~ CONTRACTOR shall prepare and maintain accurate and complete financial records. Financial records shall be retained, by CONTRACTOR, for a minimum of five

1 (5) years from the date of final payment under this Agreement, or until all pending COUNTY,
2 State, and ~~Federal~~federal audits are completed, whichever is later.

3 ~~25.1.2~~26.1.2 CONTRACTOR shall establish and maintain reasonable
4 accounting, internal control, and financial reporting standards in conformity with generally
5 accepted accounting principles established by the American Institute of Certified Public
6 Accountants and to the satisfaction of ADMINISTRATOR.

7 ~~25.2~~26.2 Client Records:

8 ~~25.2.1~~26.2.1 CONTRACTOR shall prepare and maintain accurate and complete
9 records of clients served and dates and type of services provided under the terms of this Agreement
10 in a form acceptable to ADMINISTRATOR.

11 ~~25.2.2~~26.2.2 ~~All client records related to services~~CONTRACTOR shall keep all
12 COUNTY data provided ~~under~~to CONTRACTOR during the ~~term~~term(s) of this Agreement ~~shall~~
13 ~~be retained by CONTRACTOR~~ for a minimum of five (5) years from the date of final payment
14 under this Agreement, or until all pending COUNTY, State, and ~~Federal~~federal audits are
15 completed, whichever is later. These records shall be stored in Orange County, unless
16 CONTRACTOR requests and COUNTY provides written approval for the right to store the
17 records in another county. Notwithstanding anything to the contrary, upon termination of this
18 Agreement, CONTRACTOR shall relinquish control with respect to ~~client records~~COUNTY data
19 to COUNTY in accordance with Subparagraph ~~43.2~~42.2 of this Agreement.

20 ~~25.2.3~~26.2.3 COUNTY may refuse payment for a claim if client records are
21 determined by COUNTY to be incomplete or inaccurate. In the event client records are determined
22 to be incomplete or inaccurate after payment has been made, COUNTY may treat such payment
23 as an overpayment within the provisions of this Agreement.

24 ~~25.3~~26.3 Public Records:

25 ~~With~~To the ~~exception of client records or other records referenced in Paragraph 31,~~
26 ~~entitled Confidentiality~~extent permissible under the law, all records, including, but not limited to,
27 reports, audits, notices, claims, statements, and correspondence, required by this Agreement, may
28 be subject to public disclosure. COUNTY will not be liable for any such disclosure.

1 ##

2 ~~25.4~~26.4 Inspections and Audits:

3 ~~25.4.1~~26.4.1 The U.S. Department of Health and Human Services, Comptroller
 4 General of the United States, Director of CDSS, State Auditor-General, ADMINISTRATOR,
 5 COUNTY's Auditor-Controller and Internal Audit Department, or any of their authorized
 6 representatives, shall have access to any books, documents, papers, and records, including medical
 7 records, of CONTRACTOR which any of them may determine to be pertinent to this Agreement
 8 ~~for the purpose of financial monitoring.~~ Further, all the above mentioned persons have the right
 9 at all reasonable times to inspect or otherwise evaluate the work performed or being performed
 10 under this Agreement and the premises in which it is being performed.

11 ~~25.4.2~~26.4.2 CONTRACTOR shall make its books and ~~financial~~ records
 12 available within the borders of Orange County within ten (10) days of receipt of written demand
 13 by ADMINISTRATOR.

14 ~~25.4.3~~26.4.3 In the event CONTRACTOR does not make available its books and
 15 financial records within the borders of Orange County, CONTRACTOR agrees to pay all
 16 necessary and reasonable expenses incurred by COUNTY, or COUNTY's designee, necessary to
 17 obtain CONTRACTOR's books and ~~financial~~ records.

18 ~~25.4.4~~26.4.4 CONTRACTOR shall pay to COUNTY the full amount of
 19 COUNTY's liability to the State or Federal ~~government~~Government or any agency thereof
 20 resulting from any disallowances or other audit exceptions to the extent that such liability is
 21 attributable to CONTRACTOR's failure to perform under this Agreement.

22 ~~25.5~~26.5 Evaluation Studies:

23 CONTRACTOR shall participate, as requested by COUNTY, in research and/or
 24 evaluative studies designed to show the effectiveness and/or efficiency of CONTRACTOR's
 25 services or provide information about CONTRACTOR's project.

26 ~~26.27.~~ PERSONNEL DISCLOSURE

27 27.1 This Paragraph 27 applies to all of CONTRACTOR's personnel providing services
 28 through this Agreement, paid and unpaid, including those identified in Paragraph 15 of Exhibit A

1 (hereinafter referred to as “Personnel”).

2 ~~26.1.2~~27.2 CONTRACTOR shall make available to ADMINISTRATOR a current list
3 of all ~~personnel~~Personnel providing services hereunder, including résumés and job applications.
4 Changes to the list will be immediately provided to ADMINISTRATOR, in writing, along with a
5 copy of a résumé and/or job application. The list shall include:

6 ~~26.1.1~~27.2.1 Names and dates of birth of all ~~full or part-time personnel~~Personnel
7 by title, ~~including volunteer personnel~~, whose direct services are required to provide the programs
8 described herein;

9 ~~26.1.2~~27.2.2 A brief description of the functions of each position and the hours
10 each person works each week; or for part-time ~~personnel~~Personnel, each day or month, as
11 appropriate;

12 ~~26.1.3~~27.2.3 The professional degree, if applicable, and experience required for
13 each position; and

14 ~~26.1.4~~27.2.4 The language skill, if applicable, for all ~~personnel~~Personnel.

15 ~~26.2~~27.3 ~~CONTRACTOR’s employment applications shall~~ Where authorized by
16 law, and in a manner consistent with California Government Code §12952, CONTRACTOR shall
17 require ~~applicants~~prospective Personnel to provide detailed information regarding the conviction
18 of a crime, by any court, for offenses other than minor traffic offenses. Information ~~not disclosed~~
19 ~~in the employment application~~ discovered subsequent to the hiring or promotion of any
20 ~~applicant~~prospective Personnel shall be cause for termination ~~of that employee~~ from the
21 performance of services under this Agreement.

22 27.4 Where authorized by law, CONTRACTOR shall conduct, at no cost to COUNTY,
23 a clearance on the following public websites of the names and dates of birth for all Personnel who
24 will have direct, interactive contact with clients served through this Agreement: U.S. Department
25 of Justice National Sex Offender Website (www.nsopw.gov) and Megan’s Law Sex Offender
26 Registry (www.meganslaw.ca.gov).

27 ~~26.3~~27.5 Where authorized by law, CONTRACTOR shall conduct, at no cost to
28 COUNTY, a criminal record background check on all Personnel who will have direct, interactive

1 contact with clients served through this Agreement. Background checks ~~on all employees and/or~~
 2 ~~volunteers who will provide services under this Agreement.~~ conducted through the California
 3 Department of Justice shall include a check of the California Central Child Abuse Index, when
 4 applicable. Candidates will satisfy background checks consistent with ~~and comparable to those~~
 5 ~~required for COUNTY employees~~ this Paragraph and their performance of services under this
 6 Agreement.

7 27.6 CONTRACTOR shall ensure that clearances and background checks described in
 8 Subparagraphs 27.4 and 27.5 are completed prior to CONTRACTOR's Personnel providing
 9 services under this Agreement.

10 27.7 In the event a record is revealed through the processes described in Subparagraphs
 11 27.4 and 27.5, COUNTY will be available to consult with CONTRACTOR on appropriateness of
 12 Personnel providing services through this Agreement.

13 ~~26.4~~ 27.8 ~~CONTRACTOR warrants that all persons employed or otherwise~~ Personnel
 14 assigned by CONTRACTOR to provide services under this Agreement have satisfactory past work
 15 records and/or reference checks indicating their ability to perform the required duties and accept
 16 the kind of responsibility anticipated under this Agreement. ~~CONTRACTOR shall maintain~~
 17 records of background investigations and reference checks undertaken and coordinated by
 18 CONTRACTOR for ~~each employee and/or volunteer~~ Personnel assigned to provide services under
 19 this Agreement, for a minimum of five (5) years from the date of final payment under this
 20 Agreement, or until all pending COUNTY, State, and ~~Federal~~ federal audits are completed,
 21 whichever is later, in compliance with all applicable laws.

22 ~~26.5~~ 27.9 ~~CONTRACTOR shall immediately notify ADMINISTRATOR concerning~~
 23 the arrest and/or subsequent conviction, for offenses, other than minor traffic offenses, of any ~~paid~~
 24 ~~employee and/or volunteer staff~~ Personnel performing services under this Agreement, when such
 25 information becomes known to CONTRACTOR. ADMINISTRATOR may determine whether
 26 such ~~employee and/or volunteer~~ Personnel may continue to provide services under this Agreement
 27 and shall provide notice of such determination to CONTRACTOR in writing. CONTRACTOR's
 28 failure to comply with ADMINISTRATOR's decision shall be deemed a material breach of this

1 Agreement, pursuant to Paragraph 19 above.

2 ~~26.6~~27.10 COUNTY has the right to approve or disapprove all of CONTRACTOR's
3 ~~staff~~Personnel performing work hereunder, and any proposed changes in CONTRACTOR's
4 ~~staff~~Personnel.

5 ~~26.7~~27.11 COUNTY shall have the right to require CONTRACTOR to remove any
6 ~~employee~~Personnel from the performance of services under this Agreement. At the request of
7 COUNTY, CONTRACTOR shall immediately replace said ~~personnel~~Personnel.

8 ~~26.8~~27.12 CONTRACTOR shall notify COUNTY immediately when ~~staff~~Personnel
9 is terminated for cause from working on this Agreement.

10 ##

11 ##

12 ~~26.9~~27.13 Disqualification, if any, of CONTRACTOR ~~staff~~Personnel, pursuant to this
13 Paragraph ~~26,27~~ shall not relieve CONTRACTOR of its obligation to complete all work in
14 accordance with the terms and conditions of this Agreement.

15 ~~27.28.~~ EMPLOYMENT ELIGIBILITY VERIFICATION

16 As applicable, CONTRACTOR warrants that it fully complies with all ~~Federal~~federal and
17 State statutes and regulations regarding the employment of aliens and others, and that all its
18 employees performing work under this Agreement meet the citizenship or alien status requirement
19 set forth in ~~Federal~~federal statutes and regulations. CONTRACTOR shall obtain, from all
20 employees performing work hereunder, all verification and other documentation of employment
21 eligibility status required by ~~Federal~~federal or State statutes and regulations, including, but not
22 limited to, the Immigration Reform and Control Act of 1986, Title 8 USC Section 1324 et seq., as
23 they currently exist and as they may be hereafter amended. CONTRACTOR shall retain all such
24 documentation for all covered employees for the period prescribed by the law. CONTRACTOR
25 shall indemnify, defend with counsel approved in writing by COUNTY, and hold harmless,
26 COUNTY, and its agents, officers, and employees from employer sanctions and any other liability
27 which may be assessed against CONTRACTOR or COUNTY or both in connection with any
28 alleged violation of any ~~Federal~~federal or State statutes or regulations pertaining to the eligibility

1 for employment of any persons performing work under this Agreement.

2 ~~28. ENFORCEMENT OF CHILD SUPPORT OBLIGATIONS~~

3 ~~28.1— In order to comply with child support enforcement requirements of COUNTY,~~
 4 ~~CONTRACTOR agrees to furnish to ADMINISTRATOR within thirty (30) days of the award of~~
 5 ~~this Agreement:~~

6 ~~(a) — in the case of an individual contractor, his/her name, date of birth, Social Security~~
 7 ~~number, and residence address;~~

8 ~~(b) — in the case of a contractor doing business in a form other than as an individual, the~~
 9 ~~name, date of birth, Social Security number, and residence address of each~~
 10 ~~individual who owns an interest of ten percent (10%) or more in the contracting~~
 11 ~~entity;~~

12 ~~(c) — a certification that CONTRACTOR has fully complied with all applicable Federal~~
 13 ~~and State reporting requirements regarding its employees; and~~

14 ~~(d) — a certification that CONTRACTOR has fully complied with all lawfully served~~
 15 ~~Wage and Earnings Assignment Orders and Notices of Assignment, and will~~
 16 ~~continue to so comply.~~

17 ~~28.2— The failure of CONTRACTOR to timely submit the data or certifications required~~
 18 ~~by subsections (a), (b), (c), or (d), or to comply with all Federal and State employee reporting~~
 19 ~~requirements for child support enforcement or to comply with all lawfully served Wage and~~
 20 ~~Earnings Assignment Orders and Notices of Assignment shall constitute a material breach of this~~
 21 ~~Agreement, and failure to cure such breach within sixty (60) calendar days of notice from~~
 22 ~~COUNTY shall constitute grounds for termination of this Agreement.~~

23 ~~28.3— It is expressly understood that this data will be transmitted to governmental~~
 24 ~~agencies charged with the establishment and enforcement of child support orders, and for no other~~
 25 ~~purpose.~~

26 29. CHILD AND DEPENDENT ADULT/ELDER ABUSE REPORTING

27 CONTRACTOR shall establish a procedure acceptable to ADMINISTRATOR to ensure
 28 that all employees, ~~volunteers, consultants, or agents~~agents, subcontractors, and all other

1 individuals performing services under this Agreement report child abuse or neglect to one of the
 2 agencies specified in Penal Code Section 11165.9 and dependent adult or elder abuse as defined
 3 in Section 15610.07 of the WIC to one of the agencies specified in WIC Section 15630.
 4 CONTRACTOR shall require such ~~employee, volunteer, consultant or agent~~employees, agents,
 5 subcontractors, and all other individuals performing services under this Agreement to sign a
 6 statement acknowledging the child abuse reporting requirements set forth in Sections 11166 and
 7 11166.05 of the Penal Code and the dependent adult and elder abuse reporting requirements, as set
 8 forth in Section 15630 of the WIC, and ~~will~~shall comply with the provisions of these code sections,
 9 as they now exist or as they may hereafter be amended.

10 30. NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY
 11 LAW

12 CONTRACTOR— shall notify and provide to its employees, a fact sheet regarding the
 13 Safely Surrendered Baby Law, its implementation in Orange County, and where and how to safely
 14 surrender a baby. The fact sheet is available on the Internet at
 15 ~~www.babysafe.ca.gov~~www.babysafe.ca.gov for printing purposes. The information shall be
 16 posted in all reception areas where clients are served.

17 31. CONFIDENTIALITY

18 31.1 CONTRACTOR agrees to maintain the confidentiality of its records pursuant to
 19 WIC Sections 827 and 10850-10853, the CDSS MPP, Division 19-000, and all other provisions of
 20 law, and regulations promulgated thereunder relating to privacy and confidentiality, as each may
 21 now exist or be hereafter amended.

22 31.2 All records and information concerning any and all persons referred to
 23 CONTRACTOR by COUNTY or COUNTY's designee shall be considered and kept confidential
 24 by CONTRACTOR, and CONTRACTOR's ~~staff~~employees, agents, ~~employees~~subcontractors,
 25 and ~~volunteers~~all other individuals performing services under this Agreement. CONTRACTOR
 26 shall require all of its employees, agents, subcontractors, and ~~volunteer staff who may provide~~all
 27 other individuals performing services ~~for CONTRACTOR~~ under this Agreement to sign an
 28 agreement with CONTRACTOR before commencing the provision of any such services, agreeing

1 to maintain ~~the confidentiality of any and all materials~~ pursuant to State and ~~information with which~~
 2 ~~they may come into contact, or the identities or any identifying characteristics or information with~~
 3 ~~respect to any and all participants referred to CONTRACTOR by COUNTY, except as may be~~
 4 ~~required to provide services under this Agreement or to those specified in~~ federal law and the terms
 5 of this Agreement ~~as having the capacity to audit CONTRACTOR, and as to the latter, only during~~
 6 ~~such audit. CONTRACTOR shall comply with any audits specified in Paragraph 25, provide~~
 7 ~~reports and any other information required by COUNTY in the administration of this Agreement,~~
 8 ~~and as otherwise permitted by law.~~

9 31.3 CONTRACTOR shall inform all of its employees, agents, subcontractors,
 10 ~~volunteers and partners~~ and all other individuals performing services under this Agreement of this
 11 provision and that any person violating the provisions of said ~~State~~ California state law may be
 12 guilty of a crime.

13 31.4 CONTRACTOR agrees that any and all subcontracts entered into shall be subject
 14 to the confidentiality requirements of this Agreement.

15 31.5 CONTRACTOR agrees to maintain the confidentiality of its records with respect
 16 to Juvenile Court matters, in accordance with WIC Section 827, all applicable statutes, ~~case~~
 17 ~~law~~ caselaw, and Orange County Juvenile Court Policy regarding Confidentiality, as it now exists
 18 or may hereafter be amended.

19 31.5.1 No access, disclosure, or release of information regarding a child who is the
 20 subject of Juvenile Court proceedings shall be permitted except as authorized. If authorization is
 21 in doubt, no such information shall be released without the written approval of a Judge of the
 22 Juvenile Court.

23 31.5.2 CONTRACTOR must receive prior written approval of the Juvenile Court
 24 before allowing any child to be interviewed, photographed, or recorded by any publication or
 25 organization, or to appear on any radio, television, or internet broadcast or make any other public
 26 appearance. Such approval shall be requested through child's Social Worker.

27 32. SECURITY

28 32.1 Security Requirements

1 32.1.1 CONTRACTOR agrees to maintain the confidentiality of all COUNTY and
2 COUNTY-related records and information pursuant to all statutory laws relating to privacy and
3 confidentiality that currently exists or exists at any time during the term of this Agreement.
4 CONTRACTOR represents and warrants that it has implemented and will maintain during the
5 term of this Agreement administrative, physical, and technical safeguards to reasonably protect
6 private and confidential client information, to protect against anticipated threats to the security or
7 integrity of COUNTY data, and to protect against unauthorized physical or electronic access to or
8 use of COUNTY data. Such safeguards and controls shall include at a minimum:

9 32.1.1.1 Storage of confidential paper files that ensures records are
10 secured, handled, transported, and destroyed in a manner that prevents unauthorized access.

11 32.1.1.2 Control of access to physical and electronic records to ensure
12 COUNTY data is accessed only by individuals with a need to know for the delivery of contract
13 services.

14 32.1.1.3 Control to prevent unauthorized access and to prevent
15 CONTRACTOR employees from providing COUNTY data to unauthorized individuals.

16 32.1.1.4 Firewall protection.

17 32.1.1.5 Use of encryption methods of electronic COUNTY data while
18 in transit from CONTRACTOR networks to external networks, when applicable.

19 32.1.1.6 Measures to securely store all COUNTY data, including, but not
20 be limited to, encryption at rest and multiple levels of authentication and measures to ensure
21 COUNTY data shall not be altered or corrupted without COUNTY's prior written consent.
22 CONTRACTOR further represents and warrants that it has implemented and will maintain during
23 the term of this Agreement administrative, technical, and physical safeguards and controls
24 consistent with State and federal security requirements.

25 32.2 Security Breach Notification

26 32.2.1 CONTRACTOR shall have policies and procedures in place for the
27 effective management of Security Breaches, as defined below. In the event of any actual,
28 attempted, suspected, threatened, or reasonably foreseeable circumstance CONTRACTOR

1 experiences or learns of that either compromises or could reasonably be expected to comprise
2 COUNTY data through unauthorized use, disclosure, or acquisition of COUNTY data (“Security
3 Breach”), CONTRACTOR shall immediately notify COUNTY of its discovery. After such
4 notification, CONTRACTOR shall, at its own expense, immediately:

5 32.2.1.1 Investigate to determine the nature and extent of the Security
6 Breach.

7 32.2.1.2 Contain the incident by taking necessary action, including, but
8 not limited to, attempting to recover records, revoking access, and/or correcting weaknesses in
9 security.

10 32.2.1.3 Report to COUNTY the nature of the Security Breach, the
11 COUNTY data used or disclosed, the person who made the unauthorized use or received the
12 unauthorized disclosure, what CONTRACTOR has done or will do to mitigate any harmful effect
13 of the unauthorized use or disclosure, and the corrective action CONTRACTOR has taken or will
14 take to prevent future similar unauthorized use or disclosure.

15 32.2.2 The COUNTY, in its sole discretion and on a case-by-case basis, will
16 determine what actions are necessary in response to the Security Breach and who will perform
17 these actions. Actions may include, but are not limited to: notifications; investigation and
18 remediation costs, including notification of all whose personal information was disclosed; outside
19 investigation; forensics; counsel; crisis management; and credit monitoring. In the event
20 COUNTY determines CONTRACTOR will conduct additional action(s), CONTRACTOR shall
21 bear the costs. In the event COUNTY conducts additional actions(s) arising out of or in connection
22 with a Security Breach, CONTRACTOR shall reimburse COUNTY for costs associated to legally
23 required actions.

24 ~~32.33.~~ COPYRIGHT ACCESS

25 The U.S. Department of Health and Human Services, the CDSS, and COUNTY will have
26 a royalty-free, nonexclusive, and irrevocable license to publish, translate, or use, now and
27 hereafter, all material developed under this Agreement, including those covered by copyright.

28 ##

1 ~~33.~~34. WAIVER

2 No delay or omission by either party hereto to exercise any right or power accruing upon
3 any noncompliance or default by the other party with respect to any of the terms of this Agreement
4 shall impair any such right or power or be construed to be a waiver thereof. A waiver by either of
5 the parties hereto of any of the covenants, conditions, or agreements to be performed by the other
6 shall not be construed to be a waiver of any succeeding breach thereof, or of any other covenant,
7 condition, or agreement herein contained.

8 ~~34. —~~ PETTY CASH

9 ~~CONTRACTOR is authorized to establish a petty cash fund in an amount not to exceed~~
10 ~~one thousand dollars (\$1,000).~~

11 35. SERVICES DURING EMERGENCY AND/OR DISASTER

12 35.1 CONTRACTOR acknowledges that service usage may surge during or after an
13 emergency or disaster. For purposes of this Agreement, an emergency is defined as a sudden,
14 urgent, usually unexpected occurrence or event requiring immediate action to protect the health
15 and well-being of COUNTY residents. A disaster is defined as an occurrence that has resulted in
16 property damage, deaths, and/or injuries to a community. Emergencies and/or disasters as
17 described above may require resources or support beyond the local government's capability and
18 will typically involve a proclamation of a local emergency by the local governing body (e.g., city
19 council, County Board of Supervisors, or State) and may be declared at the federal level by the
20 President of the United States.

21 35.2 CONTRACTOR agrees to collaborate with COUNTY, on an urgent basis, to adjust
22 service delivery in a manner that assists COUNTY in meeting the needs of clients COUNTY
23 identifies as being impacted by emergencies and/or disasters. Time limited adjustments may
24 include, but are not limited to: providing services at different location(s); assigning staff to work
25 days or hours beyond typical work schedules or that may exceed contracted Full Time Equivalents
26 (FTEs); reassigning staff to an assignment in which their experience or skill is needed; and
27 prioritizing services for staff as requested by COUNTY.

28 35.3 CONTRACTOR shall service COUNTY during emergencies and/or declared

1 disaster under the same terms and conditions that apply during non-emergency/disaster conditions.

2 ~~35.~~36. PUBLICITY, LITERATURE, ADVERTISEMENTS AND SOCIAL MEDIA

3 ~~36.1 Information and solicitations, prepared and released by CONTRACTOR,~~
4 ~~concerning the services provided under this Agreement shall state~~COUNTY owns all rights to the
5 name, logos, and symbols of COUNTY. The use and/or reproduction of COUNTY's name, logos,
6 or symbols for any purpose, including commercial advertisement, promotional purposes,
7 announcements, displays, or press releases, without COUNTY's prior written consent is expressly
8 prohibited.

9 36.2 CONTRACTOR may develop and publish information related to this Agreement
10 where all of the following conditions are satisfied:

11 36.2.1 ADMINISTRATOR provides its written approval of the content and
12 publication of the information at least thirty (30) days prior to CONTRACTOR publishing the
13 information, unless a different timeframe for approval is agreed upon by the ADMINISTRATOR;

14 ~~35.1.1~~36.2.2 Unless directed otherwise by ADMINISTRATOR, the information
15 includes a statement that the program, wholly or in part, is funded through ~~COUNTY~~County, State,
16 and Federal ~~government~~Government funds.;

17 ~~35.2~~ ~~CONTRACTOR shall not disclose any details in connection with this Agreement~~
18 ~~to any person or entity except as may be otherwise provided hereunder or required by law.~~
19 ~~However, in recognizing CONTRACTOR's need to identify its services and related clients to~~
20 ~~sustain itself, COUNTY shall not inhibit CONTRACTOR from publishing its role under this~~
21 ~~Agreement within the following conditions:~~

22 ~~35.2.1~~ ~~CONTRACTOR shall develop all publicity material in a professional~~
23 ~~manner; and~~

24 ~~35.2.2~~ ~~During the term of this Agreement, CONTRACTOR shall not, and shall~~
25 ~~not authorize another to, publish or disseminate any commercial advertisements, press releases,~~
26 ~~feature articles, or other materials using the name of COUNTY without the prior written consent~~
27 ~~of COUNTY. COUNTY shall not unreasonably withhold written consent.~~

28 ~~36.~~ COUNTY RESPONSIBILITIES

1 ~~ADMINISTRATOR will provide consultation and technical assistance, and will monitor~~
2 ~~performance of CONTRACTOR in meeting the terms of this Agreement.~~

3 ~~37.~~ REFERRALS

4 ~~37.1 CONTRACTOR shall provide services to individuals referred by~~
5 ~~ADMINISTRATOR.~~

6 36.2.3 The information does not give the appearance that the COUNTY, its
7 officers, employees, or agencies endorse:

8 36.2.3.1 Any commercial product or service; and

9 36.2.3.2 Any product or service provided by CONTRACTOR, unless
10 approved in writing by ADMINISTRATOR; and

11 36.2.4 If CONTRACTOR uses social media (such as Facebook, Twitter, YouTube,
12 or other publicly available social media sites) to publish information related to this Agreement,
13 CONTRACTOR shall develop social media policies and procedures and have them available to
14 the ADMINISTRATOR. CONTRACTOR shall comply with COUNTY Social Media Use Policy
15 and Procedures as they pertain to any social media developed in support of the services described
16 within this Agreement. The policy is available on the Internet at
17 <http://www.ocgov.com/gov/ceo/cio/govpolicies>.

18 ~~38.~~ 37. REPORTS

19 ~~38.1~~ 37.1 CONTRACTOR shall provide information deemed necessary by
20 ADMINISTRATOR to complete any State-required reports related to the services provided under
21 this Agreement.

22 ~~38.2~~ 37.2 CONTRACTOR shall maintain records and submit reports containing such
23 data and information regarding the performance of CONTRACTOR's services, costs, or other data
24 relating to this Agreement, as may be requested by ADMINISTRATOR, upon a form approved by
25 ADMINISTRATOR. ADMINISTRATOR may modify the provisions of this Paragraph upon
26 written notice to CONTRACTOR.

27 ~~39.~~ 38. ENERGY EFFICIENCY STANDARDS

28 As applicable, CONTRACTOR shall comply with the mandatory standards and policies

1 relating to energy efficiency in the State Energy Conservation Plan (Title 24, CCR).

2 40.39. ENVIRONMENTAL PROTECTION STANDARDS

3 CONTRACTOR shall be in compliance with ~~Section 306 of~~ the Clean Air Act [Title 42
4 USC Section ~~1857(h)~~], ~~Section 508 of~~ 7401 et seq., the Clean Water Act (Title 33 USC Section
5 ~~1368~~), 1251 et seq.), Executive Order 11738 and Environmental Protection Agency, hereinafter
6 referred to as “EPA,” regulations (Title 40 CFR ~~Part 15~~), as any may now exist or be hereafter
7 amended. Under these laws and regulations, CONTRACTOR assures that:

8 40.139.1 No facility to be utilized in the performance of the proposed grant has been
9 listed on the EPA List of Violating Facilities;

10 40.2—It will notify COUNTY prior to award of the receipt of any communication from
11 the Director, Office of Federal Activities, U.S. EPA,

12 40.339.2 indicating that a facility to be utilized for the grant is under consideration
13 to be listed on the EPA List of Violating Facilities; and

14 40.439.3 It will notify COUNTY and EPA about any known violation of the above
15 laws and regulations.

16 41.40. CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE
17 CERTAIN FEDERAL TRANSACTIONS

18 41.140.1 CONTRACTOR shall be in compliance with Section 319 of Public Law
19 101-121 pursuant to Title 31 USC Section 1352 and the guidelines with respect to those provisions
20 set down by the ~~OMB~~ Office of Management and Budget (OMB) and published in the Federal
21 Register dated December 20, 1989, Volume 54, No. 243, pp. 52306-52332. Under these laws and
22 regulations, it is mutually understood that any contract which utilizes ~~Federal~~ federal monies in
23 excess of \$100,000 must contain, and CONTRACTOR must certify compliance utilizing a form
24 provided by ADMINISTRATOR that cites the following:

25 41.1.140.1.1 A.—The definitions and prohibitions contained in the clause at
26 Federal Acquisition Regulation 52.203-12, Limitation on Payments to Influence Certain Federal
27 Transactions, included in this solicitation, are hereby incorporated by reference in ~~Paragraph~~
28 ~~(B)~~ Subparagraph B of this certification.

1 ~~41.1.2~~40.1.2 **B.**—The offeror, by signing its offer, hereby certifies to the best
2 of his or her knowledge and belief as of December 23, 1989, that

3 ~~41.1.2.1~~40.1.2.1 No ~~Federal~~federal appropriated funds have been paid
4 or will be paid to any person for influencing or attempting to influence an officer or employee of
5 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a
6 Member of Congress on his or her behalf in connection with the awarding of any ~~Federal~~federal
7 contract, the making of any ~~Federal~~federal grant, the making of any ~~Federal~~federal loan, the
8 entering into of any cooperative agreement, and the extension, continuation, renewal, amendment,
9 or modification of any ~~Federal~~federal contract, grant, loan or cooperative agreement;

10 ~~41.1.2.2~~40.1.2.2 If any funds other than ~~Federal~~federal appropriated
11 funds (including profit or fee received under a covered ~~Federal~~federal transaction) have been paid,
12 or will be paid, to any person for influencing or attempting to influence an officer or employee of
13 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a
14 Member of Congress on his or her behalf in connection with this solicitation, the offeror shall
15 complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities,
16 to the Contracting Officer; and

17 ~~41.1.2.3~~40.1.2.3 He or she will include the language of this
18 certification in all subcontract awards at any tier and require that all recipients of subcontract
19 awards in excess of \$100,000 shall certify and disclose accordingly.

20 ~~41.1.3~~40.1.3 **C.**—Submission of this certification and disclosure is a
21 prerequisite for making or entering into this Agreement imposed by Section 1352, Title 31, USC.
22 Any person who makes an expenditure prohibited under this provision or who fails to file or amend
23 the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of
24 not less than \$10,000, and not more than \$100,000, for each such failure.

25 ~~42.41.~~ POLITICAL ACTIVITY

26 CONTRACTOR agrees that the funds provided herein shall not be used to promote,
27 directly or indirectly, any political party, political candidate, or political activity, except as
28 permitted by law.

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3 43.42. TERMINATION PROVISIONS

4 ~~43.142.1~~ ADMINISTRATOR may terminate this Agreement without penalty,
 5 immediately with cause or after thirty (30) days written notice without cause, unless otherwise
 6 specified. Notice shall be deemed served on the date of mailing. Cause shall include, but not be
 7 defined as limited, to any breach of contract, any partial misrepresentation ~~or whether negligent or~~
 8 willful, fraud on the part of CONTRACTOR~~-,~~ discontinuance of the services for reasons within
 9 CONTRACTOR's reasonable control, and repeated or continued violations of COUNTY
 10 ordinances unrelated to performance under this Agreement that, in the reasonable opinion of
 11 COUNTY, indicate a willful or reckless disregard for COUNTY laws and regulations. Exercise
 12 by ADMINISTRATOR of the right to terminate this Agreement shall relieve COUNTY of all
 13 further obligations under this Agreement.

14 ~~43.242.2~~ ~~Upon termination, or notice thereof,~~ For ninety (90) calendar days prior to
 15 the expiration date of this Agreement, or upon notice of termination of this Agreement ("Transition
 16 Period"), CONTRACTOR agrees to cooperate with ADMINISTRATOR in the orderly transfer of
 17 service responsibilities, active case records, and pertinent documents. ~~case records, and pertinent~~
 18 documents. The Transition Period may be modified as agreed upon in writing by the parties.
 19 During the Transition Period, service and data access shall continue to be made available to
 20 COUNTY without alteration. CONTRACTOR also shall assist COUNTY in extracting and/or
 21 transitioning all data in the format determined by COUNTY.

22 42.3 In the event of termination of this Agreement, cessation of business by
 23 CONTRACTOR, or any other event preventing CONTRACTOR from continuing to provide
 24 services, CONTRACTOR shall not withhold the COUNTY data or refuse for any reason, to
 25 promptly provide to COUNTY the COUNTY data if requested to do so on such media as
 26 reasonably requested by COUNTY, even if COUNTY is then or is alleged to be in breach of this
 27 Agreement.

28 ~~43.342.4~~ The obligations of COUNTY under this Agreement are contingent upon the

1 availability of ~~Federal~~federal and/or State funds, as applicable, for the reimbursement of
2 CONTRACTOR's expenditures, and inclusion of sufficient funds for the services hereunder in the
3 budget approved by the Orange County Board of Supervisors each fiscal year this Agreement
4 remains in effect or operation. In the event that such funding is terminated or reduced,
5 ADMINISTRATOR may immediately terminate this Agreement, reduce COUNTY's maximum
6 obligation, or modify this Agreement, without penalty. The decision of ADMINISTRATOR
7 ~~will~~shall be binding on CONTRACTOR. ADMINISTRATOR will provide CONTRACTOR with
8 written notification of such determination. ~~-~~CONTRACTOR shall immediately comply with
9 ADMINISTRATOR's decision.

10 ~~43.442.5~~ If any term, covenant, condition, or provision of this Agreement or the
11 application thereof is held invalid, void, or unenforceable, the remainder of the provisions in this
12 Agreement shall ~~not~~remain in full force and effect and shall in no way be affected, impaired, or
13 invalidated thereby.

14 ~~44.43.~~ GOVERNING LAW AND VENUE

15 This Agreement has been negotiated and executed in the State of California and shall be
16 governed by and construed under the laws of the State of California~~-,~~ without reference to conflict
17 of law provisions. In the event of any legal action to enforce or interpret this Agreement, the sole
18 and exclusive venue shall be a court of competent jurisdiction located in Orange County,
19 California, and the parties hereto agree to and do hereby submit to the jurisdiction of such court,
20 notwithstanding Code of Civil Procedure Section 394. Furthermore, the parties specifically agree
21 to waive any and all rights to request that an action be transferred for trial to another county.

22 ~~45.44.~~ SIGNATURE IN COUNTERPARTS

23 ~~45.144.1~~ The parties agree that separate copies of this Agreement may be signed by
24 each of the parties, and this Agreement will have the same force and effect as if the original had
25 been signed by all the parties.

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44.2 CONTRACTOR represents and warrants that the person executing this Agreement on behalf of and for CONTRACTOR is an authorized agent who has actual authority to bind CONTRACTOR to each and every term, condition and obligation of this Agreement and that all requirements of CONTRACTOR have been fulfilled to provide such actual authority.

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WHEREFORE, the parties hereto have executed this Agreement in the County of Orange, California.

By: _____

CATHY SEELIG
EXECUTIVE DIRECTOR
FRIENDLY CENTER, INC.

By: _____

CHAIRMAN OF THE
BOARD OF SUPERVISORS
COUNTY OF ORANGE, CALIFORNIA

Dated: _____

Dated: _____

By: _____

By: _____

GIGITSONTOS
EXECUTIVE DIRECTOR
WOMEN'S TRANSITIONAL LIVING
CENTER, INC.

LORRAYNE LEIGH BELHUMEUR,
PH.D.
—CHIEF EXECUTIVE OFFICER
—WESTERN YOUTH SERVICES

Dated: _____

Dated: _____

SIGNED AND CERTIFIED THAT A COPY OF
THIS
AGREEMENT HAS BEEN DELIVERED TO
THE
CHAIR OF THE BOARD PER G.C. Sec. 25103,
Reso 79-1535

By: _____
DAMIEN R. ARRULA
ACTING CITY ADMINISTRATOR
CITY OF PLACENTIA

Attest:

Dated: _____

By: _____
—Robin Stieler
—Interim Clerk of the Board
—County of Orange, California

APPROVED AS TO FORM
COUNTY COUNSEL
COUNTY OF ORANGE, CALIFORNIA

By: _____
DEPUTY

Dated: _____

By: _____ By: _____
CATHY SEELIG CHAIRWOMAN
PRESIDENT/CHIEF EXECUTIVE OFFICER OF THE BOARD OF SUPERVISORS
FRIENDLY CENTER, INC. COUNTY OF ORANGE, CALIFORNIA

Dated: _____ Dated: _____

By: _____ By: _____
DAMIEN R. ARRULA MARK LEE

CITY ADMINISTRATOR
CITY OF PLACENTIA

CHIEF EXECUTIVE OFFICER
WOMEN'S TRANSITIONAL
LIVING CENTER, INC.

Dated: _____ Dated: _____

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

ATTEST:

ROBIN STIELER
Clerk of the Board
Orange County, California

APPROVED AS TO FORM
COUNTY COUNSEL
COUNTY OF ORANGE, CALIFORNIA

By: _____
 DEPUTY

Dated: _____

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EXHIBIT A
TO
AGREEMENT

BETWEEN
COUNTY OF ORANGE

AND

~~FRIENDLY CENTER, INC.~~

FRIENDLY CENTER, INC.

AND

CITY OF PLACENTIA

~~AND~~

~~WESTERN YOUTH SERVICES~~

AND

~~WOMEN'S~~WOMEN'S TRANSITIONAL LIVING CENTER, INC.

FOR THE PROVISION OF

FAMILY RESOURCE CENTER SERVICES ~~PROMOTING SAFE AND STABLE FAMILIES~~

1. POPULATION TO BE SERVED

1.1 CONTRACTOR shall provide Family Resource Center (FRC) services ~~promoting safe and stable families to~~, as contained in Paragraph 5 of this Exhibit, to: birth, kinship, blended, adoptive, and ~~foster families~~ Resource Families with children, ages birth ~~through~~to eighteen (0-18) years, who are at risk ~~and/of~~ or are experiencing child abuse and/or neglect; families who are living in poverty or suffering economic ~~hardships~~hardship, domestic violence, unemployment, teen pregnancy, and unhealthy parenting; families involved with and/or receiving child welfare services, ~~including families in the family reunification and/or adoption process; homeless families, unaccompanied homeless youth, and those at risk of homelessness~~; non-minor dependents ages eighteen ~~through~~(18) to twenty-one (~~18-21~~), years old, who are being served by child welfare or probation agencies and who are under the jurisdiction of the Orange County Juvenile ~~court~~Court;

1 homeless families, unaccompanied homeless youth, and those families at-risk of homelessness;
2 military families ~~(active and veteran);~~ and persons with disabilities. The population to be served
3 as defined in this Paragraph shall hereinafter be referred to as “PARTICIPANTS” or
4 “FAMILIES.”

5 1.2 ~~Contractor~~ CONTRACTOR shall provide ~~Family Resource Center (FRC)~~ services
6 primarily to those PARTICIPANTS residing in the city of Placentia and surrounding communities.

7 ~~2. PSSF & CBCAP FUNDING REQUIREMENTS~~

8 ~~2.1 CONTRACTOR shall provide services/activities, as described in Paragraph 5~~
9 ~~below, to address one (1) or more of the seven (7) Promoting Safe and Stable Families (PSSF)~~
10 ~~outcomes as specified in Subparagraph 2.2 below, and addressing all four (4) of the PSSF service~~
11 ~~categories defined in Subparagraphs 2.3.1 through 2.3.4, below.~~

12 ~~2.2 PSSF Outcomes: Services must meet a minimum of one (1) of the following PSSF~~
13 ~~outcomes:~~

14 ~~2.2.1 Children are, first and foremost, protected from abuse and neglect.~~

15 ~~2.2.2 Children are safely maintained in their own homes whenever possible~~
16 ~~and appropriate.~~

17 ~~2.2.3 Children have permanency and stability in their living situations.~~

18 ~~2.2.4 The continuity of family relationships and connections is preserved for~~
19 ~~children.~~

20 ~~2.2.5 Families have enhanced capacity to provide for their children’s needs.~~

21 ~~2.2.6 Children receive appropriate services to meet educational needs.~~

22 ~~2.2.7 Children receive adequate services to meet physical and mental health~~
23 ~~needs.~~

24 ~~2.3 The four (4) PSSF service categories are as follows:~~

25 ~~2.3.1 Family Preservation: Family Preservation (FP) services typically are~~
26 ~~designed to help families alleviate crises that might lead to out-of-home placement of children;~~
27 ~~maintain the safety of children in their own homes; and assist families in obtaining services and~~
28 ~~other supports necessary to address their multiple needs in a culturally responsive manner.~~

1 ~~2.3.2 — Family Support: Family Support services are primarily community-~~
2 ~~based preventive activities designed to alleviate stress and promote parental competencies and~~
3 ~~behaviors that will increase the ability of families to successfully nurture their children; enable~~
4 ~~families to use other resources and opportunities available in the community; and create supportive~~
5 ~~networks to enhance child-rearing abilities of parents and help compensate for the increased social~~
6 ~~isolation and vulnerability of families.~~

7 ~~2.3.3 — Time Limited Family Reunification: Time Limited Family~~
8 ~~Reunification (TLFR) are services and activities provided to a child who is removed from the~~
9 ~~child's home and placed in a foster family home or a child care institution. These services are also~~
10 ~~for the parents or primary caregiver for the child, in order to facilitate the reunification of the child~~
11 ~~safely and appropriately during the court ordered family reunification period. TLFR services~~
12 ~~include individual, group, and family counseling; inpatient, residential, or outpatient substance~~
13 ~~abuse treatment services; mental health services; assistance to address domestic violence;~~
14 ~~temporary child care and therapeutic services for families, including crisis nurseries; and~~
15 ~~transportation to and from any of the above services.~~

16 ~~2.3.4 — Adoption Promotion and Support: Adoption Promotion and Support~~
17 ~~(APS) services are designed to encourage more adoptions out of the foster care system, when~~
18 ~~adoptions promote the best interest of children, and~~
19 ~~##~~
20 ~~include such activities as pre and post adoptive services designed to expedite the adoption process~~
21 ~~and support adoptive families.~~

22 ~~2.4 — Unless specified otherwise, the services described below in Subparagraphs 5.1~~
23 ~~through 5.16 addresses each of the four (4) PSSF categories described above in Subparagraphs~~
24 ~~2.3.1 through 2.3.4.~~

25 ~~2.5 — Community-Based Child Abuse Prevention (CBCAP): Services shall align with~~
26 ~~the California Department of Social Services Community-Based Child Abuse Prevention~~
27 ~~(CBCAP) program which supports efforts to develop, operate, expand, enhance, and coordinate~~
28 ~~initiatives, programs and activities to prevent child abuse and neglect. In addition, CBCAP~~

~~supports the coordination of resources to better strengthen and support families as well as foster understanding, appreciation and knowledge of diverse populations in order to effectively prevent and treat child abuse and neglect.~~

~~2.6 — ADMINISTRATOR may, in its sole discretion and upon written notice to CONTRACTOR, modify: the terms or definitions, the particular type of services/activities to be provided, the time of day and day of week services/activities are to be provided, the location(s) where services/activities shall be provided, the date(s) services/activities shall begin and end, the service goal(s), measurement tools and outcome indicators, and the number of participants to be provided services/activities as described in Paragraph 5, below, without changing COUNTY's maximum obligation as set forth in this Agreement. Any modification of services/activities shall remain within the scope of defined PSSF service categories and PSSF outcomes and shall promote community participation. CONTRACTOR shall not institute any modification without prior written approval of ADMINISTRATOR.~~

~~2.7 — CONTRACTOR and ADMINISTRATOR may mutually agree to modify workload standards as set forth in this Paragraph and as authorized by COUNTY, without~~
~~##~~
~~reducing the level of service to be provided by CONTRACTOR. This agreement must be in writing.~~

~~///~~

2. DEFINITIONS

2.1 Community Engagement Advisory Committee (CEAC): A partnership of multiple agencies and community members that strive to achieve positive outcomes for the populations they serve and build an interdependent system to address issues and opportunities. Collaboratives also share resources and responsibilities to jointly plan, implement, and evaluate programs to achieve common goals.

2.2 Differential Response (DR): A concept that child safety is a responsibility shared by the family, community, and child welfare agencies. DR's primary goal is to engage a greater number of families in services within the community without bringing them into the child welfare

1 system and reduce the recurrence of child maltreatment. DR services are indicated when reported
 2 allegations meet statutory definitions of abuse or neglect yet an initial assessment made by SSA
 3 Children and Family Services (CFS) determines that with targeted services a family is likely to
 4 make needed changes to improve child safety.

5 2.3 Families and Communities Together (FaCT): A public-private partnership that
 6 supports FRCs and provides program development and administration, funding, and training.
 7 FaCT receives federal, State, and County funding, as well as volunteer, in-kind support, and private
 8 donations.

9 2.4 Full-Time Equivalent (FTE): The amount of time (stated as a percentage) an hourly
 10 position will be providing services under an agreement. This percentage is based upon a 40-hour
 11 work week. For salaried employees, FTE is defined as the amount of time (stated as a percentage)
 12 the position will be paid under an agreement, regardless of the number of hours actually worked.

13 2.5 Military Families: A family unit consisting of active service members, reservists,
 14 veterans (regardless of discharge status) and their children, spouses, partners, and loved ones.

15 2.6 Provider: A funded or non-funded partner agency in partnership with the County
 16 that provides contracted services through a collaborative FRC agreement or an individual agency
 17 agreement.

18 2.7 Resource Family: The Resource Family is approved to provide care on a temporary
 19 (foster care) and/or permanent (adoption and legal guardianship) basis and includes all types of
 20 caregivers in the child welfare and probation systems formerly known as foster parents, approved
 21 relatives or approved Non-Relative Extended Family Member.

22 3. HOURS OF OPERATION~~HOURS OF OPERATION~~

23 3.1 CONTRACTOR shall provide services during hours that are responsive to the
 24 needs of ~~PARTICIPANTS~~the target population as determined by ADMINISTRATOR. At a
 25 minimum, CONTRACTOR shall provide services Monday through Friday ~~from 9:00 a.m. to 6:00~~
 26 ~~p.m., except COUNTY holidays as established by the Orange County Board of~~
 27 ~~Supervisors. Weekly,~~ for a minimum of eight (8) hours and thirty (30) minutes per weekday. FRC
 28 ~~shall include a minimum of two (2) weeknights remain open until 8:00 p.m. or one (1) weekend~~

1 ~~day for a minimum of four (4) hours to meet community needs. FRC operating hours must be~~
 2 ~~submitted to ADMINISTRATOR for approval. CONTRACTOR at least 8:00 p.m. two (2)~~
 3 ~~weekdays per week, and until at least 5:30 p.m. on the remaining three (3) weekdays. FRC may~~
 4 ~~off-set regular hours based on the FRC being open for in order to offer FaCT funded services~~
 5 ~~evenings and/or on weekends. For example, services hours on Tuesday and Thursday may be~~
 6 ~~adjusted to 11:00 a.m. to 8:00 p.m. Any changes to the regular for a minimum of four (4) hours.~~
 7 ~~CONTRACTOR's holiday schedule must be pre-approved, in writing, by~~
 8 ~~ADMINISTRATOR. FRC shall not exceed the COUNTY's holiday schedule as established by~~
 9 ~~the Orange County Board of Supervisors, as described in Subparagraph 3.2 below. However,~~
 10 ~~CONTRACTOR is encouraged to provide a phone messaging system to record messages and post~~
 11 ~~a sign with an emergency contact name and telephone number for PARTICIPANTS who may call~~
 12 ~~or visit the FRC after hours. the contracted services on holidays, whenever possible.~~

13 3.2 CONTRACTOR's holiday schedule shall not exceed COUNTY's holiday schedule
 14 which is as follows:- New Year's Day, Martin Luther King Jr. Day, President Lincoln's Birthday,
 15 Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day,
 16 Thanksgiving Day, Friday after Thanksgiving Day, and Christmas Day.- CONTRACTOR shall
 17 obtain prior written approval from ADMINISTRATOR for any closure outside of COUNTY's
 18 holiday schedule- and the hours listed in Subparagraph 3.1 of this Exhibit. Any unauthorized
 19 closure shall be deemed a material breach of this Agreement, pursuant to Paragraph 19, and shall
 20 not be reimbursed- ~~CONTRACTOR is encouraged to provide contracted services on holidays,~~
 21 ~~whenever possible.~~

22 4. FaCT FRC GENERAL REQUIREMENTS AND CHARACTERISTICS

23 During the entire term of this Agreement, the ~~FRC will:~~ CONTRACTOR shall:

24 ##

25 4.1 Maintain a family-friendly community facility that functions as a multi-service
 26 community-based site that offers a "one-stop shop" approach to comprehensive array of social and
 27 health services to families and provides a support system that builds on family and community
 28 strengths.

1 4.14.2 Offer multiple programs, including, but not limited to, the following core services:
 2 a case management team, counseling, DR, family support services, parenting education, domestic
 3 violence prevention and treatment (i.e. Personal Empowerment Program), ~~out-of-school-time~~
 4 ~~youth program, TLFR family fun activities, foster/adoptive parent recruitment,~~ and information
 5 and referral services in support of achieving FaCT goals.

6 4.3 Be situated in a community-based location easily accessed by pedestrians, as well
 7 as public and private transportation.

8 4.4 Offer free and accessible parking.

9 4.5 Promote the FaCT platform (e.g. FRC sites, services, and literature) at outreach
 10 events where FaCT funded staff are utilized.

11 4.6 Display FaCT literature within FRC lobbies and in areas accessible to
 12 PARTICIPANTS.

13 4.7 Involve local residents and stakeholders in planning, designing, implementing, and
 14 evaluating activities at the FRC.

15 4.8 Maximize the use of volunteers to assist not only in service delivery, but also serve
 16 as ambassadors in the community to promote community ownership and sustainability.

17 4.9 Leverage multiple funding streams to offer quality services to the community.

18 ~~4.24.10~~ Operate as a collaborative that includes FaCT funded Contractor Partner
 19 Agencies, which are FaCT-Funded, and a minimum of ~~two (2) Non~~three (3) non-FaCT ~~Funded~~
 20 ~~Partner Agency(ies)~~funded partner agencies who are providing onsite services at the FRC. Roles
 21 and responsibilities of each partner shall be clearly defined for the entire term of the Agreement.

22 ~~4.34.11~~ Have each ~~Nonnon~~-FaCT ~~Funded Partner Agency(ies)~~funded partner
 23 agency sign a memorandum of understanding or agreement specifying their commitment to
 24 provide services throughout the term of this Agreement.

25 ~~4.44.12~~ Designate Friendly Center, Inc. to function as both the designated lead
 26 agency and the program management lead agency. The fiscal and program management
 27 responsibilities shall include those referenced in Paragraph ~~19~~20 of this Agreement.

28 ~~4.5~~ Provide bilingual ~~staff responsible for direct services~~-service staff that are

proportionate and responsive to the language ~~appropriate.~~

~~4.64.13~~ 4.64.13 ~~Provide services that are~~and cultural ~~responsive to the~~ needs of the community ~~to be served~~they serve.

~~4.74.14~~ 4.74.14 Collaborate with ADMINISTRATOR and COUNTY'S FaCT Network Administrative Services ~~(FNAS)~~ provider, by attending required meetings, trainings, completing data entry into FaCT database system, and engaging with the FaCT Network in activities related to the FaCT mission and vision.

~~4.84.15~~ 4.84.15 ~~Provide all services at the FRC.~~ Services ~~may also~~shall be ~~offered~~provided at the FRC, in-home, ~~at~~and/or in satellite sites such as schools, and other community locations as ~~needed as~~ mutually agreed upon by CONTRACTOR and ADMINISTRATOR. Confidential space is required for all Clinical Supervision, Family Support Services, Counseling, and Case Management Team services.

~~4.94.16~~ 4.94.16 ~~Collaborate with other Contractor Partner Agencies and Non FaCT Funded Partner Agency(ies) to ensure participants~~Ensure PARTICIPANTS complete FaCT required registration, consent, sign-in forms, ~~satisfaction surveys,~~ and/or complete assessment tools referenced in Subparagraph ~~8.48.6~~ of this Exhibit, when receiving services requiring an assessment.

4.17 Encourage PARTICIPANTS to complete satisfaction surveys when receiving FRC services.

~~4.104.18~~ 4.104.18 Collaborate with COUNTY staff and COUNTY'S contracted ~~Differential Response (DR) and Family Stabilization (FS)~~ services staff who provide services to ~~Social Services Agency (SSA) clients.~~ PARTICIPANTS.

5. SERVICES

Throughout this Exhibit, the Contractor Partner Agencies shall ~~hereinafter~~herein be referred to as: Friendly Center, Inc. (FC); City of Placentia (~~CP~~), ~~Western Youth Services (WYS);~~City; and ~~Women's~~Women's Transitional Living Center, Inc., (WTLC).

~~5.1~~ 5.1 ~~Clinical Supervision (WYS):~~

~~5.1.1~~ 5.1.1 ~~WYS~~ The Contractor Partner Agency that shall provide ~~Clinical~~

1 ~~Supervision services to ensure the quality of counseling services provided at the FRC.~~

2 ~~5.1.2 — Clinical Supervision services shall include, but are not limited to:~~
3 ~~individual and group clinical supervision for counselor(s) at the FRC, recruitment and supervision~~
4 ~~of Master’s level counseling interns, case consultation, verification of laws of confidentiality, and~~
5 ~~ensuring that child and elder/dependent adult abuse reporting requirements are followed.~~

6 ~~5.1.3 — Clinical Supervision services shall be provided for a minimum of two~~
7 ~~(2) hours per week and shall be based on the CONTRACTOR’s counseling agency supervision~~
8 ~~requirements.~~

9 ~~5.1.4 — Clinical Supervision shall be offered continuously throughout the term~~
10 ~~of this Agreement.~~

11 ~~5.1.5 — WYS shall provide qualified licensed Clinical Supervisor as~~
12 ~~specified [particular service listed in Subparagraph Subparagraphs 14.5](#) of this Exhibit.~~

13 ~~5.2 — Counseling Services (WYS):~~

14 ~~5.2.1.1.1 — The objectives of Counseling Services are as follows:~~

15 ~~5.2.1.1 — Increase the availability of counseling services for~~
16 ~~appropriate non Medi-Cal clients, underinsured clients, and clients experiencing barriers to~~
17 ~~accessing mental health services.~~

18 ~~5.2.1.2 — Increase participant’s coping skills in dealing with stress.~~

19 ~~5.2.1.3 — Increase access to social support systems.~~

20 ~~5.2.1.4 — Facilitate linkages to appropriate and needed treatment~~
21 ~~programs (e.g., domestic violence, substance abuse, mental health, etc.).~~

22 ~~5.2.1.5 — Reduce risk of violence in the home.~~

23 ~~5.2.1.6 — Improve individual and family functioning.~~

24 ~~5.2.2 — WYS shall provide Crisis, Individual, and Group Counseling services~~
25 ~~for a minimum of one hundred and thirty five (135) unduplicated PARTICIPANTS annually.~~

26 ~~Counseling services shall include, but not be limited to: providing emotional support; stabilizing~~
27 ~~immediate crisis; and developing goals for PARTICIPANTS who are experiencing a crisis due to~~
28 ~~interpersonal conflicts, family crisis, difficult parenting issues, challenging child needs, and/or~~

1 ~~traumatic loss. Services shall address parenting issues, cycle of abuse, victimization, enhance~~
2 ~~family dynamic and make appropriate linkages to all needed treatment programs and social support~~
3 ~~systems. The Counselor and/or designee, as approved by ADMINISTRATOR, shall attend the~~
4 ~~FRC Case Management Team meetings.~~

5 ~~5.2.3 — WYS shall provide Crisis, Individual, and Group Counseling services~~
6 ~~during the term of this Agreement by appointment during FRC operating hours. WYS may also~~
7 ~~schedule evening hours at the request of PARTICIPANTS.~~

8 ~~5.2.4 — WYS shall provide Crisis Counseling for a minimum of thirty (30)~~
9 ~~individuals annually. WYS shall offer Crisis Counseling services for a minimum of one (1) session~~
10 ~~and not exceed four (4) sessions per PARTICIPANT. WYS shall offer Crisis Counseling on a~~
11 ~~weekly basis, once a week, for a minimum of four (4) sessions and a maximum of twenty (20)~~
12 ~~sessions per PARTICIPANT. Crisis Counseling sessions shall be a minimum of fifty (50) minutes~~
13 ~~in duration. Crisis counseling shall be based on motivational interviewing and solution focused~~
14 ~~crisis intervention.~~

15 ~~WYS shall provide Individual Counseling for a minimum of fifteen (15) individuals~~
16 ~~annually. WYS shall provide Individual Counseling on a weekly basis, once a week, for a~~
17 ~~minimum of four (4) and maximum of twenty (20) sessions per PARTICIPANT. Individual~~
18 ~~counseling sessions shall be a minimum of fifty (50) minutes in duration or as clinically 5.1~~
19 ~~through 5.11 below shall be indicated by the counselor. WYS shall use a model based on trauma~~
20 ~~focused Cognitive Behavioral Therapy and/or other evidence based or evidence informed model~~
21 ~~to provide Individual Counseling services. — reference to that particular Contractor Partner~~
22 ~~Agency. Where more than one Contractor Partner Agency is responsible for providing a service,~~
23 ~~or there is joint responsibility for providing the service, that responsibility will be outlined under~~
24 ~~the service category.~~

25 ~~5.2.5 — WYS shall provide Group Counseling services for a minimum of ninety~~
26 ~~(90) individuals annually. WYS shall offer eight (8) series of Group Counseling annually. Each~~
27 ~~series shall consist six of (6) weekly sessions, with each session as a stand-alone covering a topic~~
28 ~~consistent with other topics. Group Counseling sessions shall be a minimum of one (1) hour in~~

~~duration. Individuals shall be grouped appropriately according to their age, gender, and role for group counseling. PARTICIPANTS can join at any time and will be considered as having successfully completed group counseling after attending six (6) sessions.~~

~~##~~

~~5.2.6 — WYS shall provide qualified, bilingual licensed/licensed eligible Counselor staff as specified in Subparagraph 14.9 of this Exhibit.~~

~~5.3 — Family Support Services (FC):~~

~~5.3.1 — The objectives of Family Support Services are as follows:~~

~~5.3.1.1 — Increase families' follow through with service providers.~~

~~5.3.1.2 — Increase access to resources.~~

~~5.3.1.3 — Increase effective coordination of services among providers.~~

~~5.3.1.4 — Assist in accessing resources so families may achieve economic self-sufficiency.~~

~~5.3.2 — FC shall provide Family Support Services for a minimum of one hundred twenty five (125) unduplicated FAMILIES annually. Family Support Services are those services employing a case manager (e.g., Family Support Specialist) responsible for assessing the strengths and meeting the multiple needs of a PARTICIPANT and family: arranging, coordinating, monitoring, evaluating, and advocating for multiple services for families. The primary goal of case management shall be to link PARTICIPANTS with multiple needs to resources, services, and opportunities. The Family Support Specialist shall also teach and empower PARTICIPANTS to access community resources and opportunities and strengthen problem-solving skills.~~

~~5.3.3 — FC shall provide Family Support Services continuously throughout the term of this Agreement during FRC operating hours, or at dates and times convenient for PARTICIPANTS. FC shall provide Family Support Services for a minimum of thirty (30) days.~~

~~5.3.4 — FC shall primarily provide Family Support Services in family's home, at the FRC, or at other community locations as needed with advance written approval by~~

~~ADMINISTRATOR.~~

~~5.3.5 — FC shall provide qualified, bilingual Family Support Specialist staff as specified in Subparagraph 14.13 of this Exhibit.~~

~~5.4 — Foster and Adoptive Parent Recruitment (FC):~~

~~5.4.1 — The objective of Foster and Adoptive Parent Recruitment services is to increase foster/adoptive awareness to prospective caregivers.~~

~~5.4.2 — FC shall help promote, in collaboration with ADMINISTRATOR, the need for foster and adoptive resources for children in need of a permanent home. Promotional activities may include, but are not limited to: displaying media or printed material at the FRC, promotion at community events/workshops, and distribution of flyers and other marketing materials to local community residents. The FRC Coordinator shall coordinate the delivery of this service.~~

~~5.4.3 — FC shall refer a minimum of ten (10) prospective Foster/Adoptive parents to SSA annually, contact a minimum of two hundred and fifty (250) participants annually through outreach speaking engagements, and distribute Foster and Adoptive Parent Recruitment flyers to a minimum of two thousand (2,000) unduplicated PARTICIPANTS annually.~~

~~5.4.4 — Foster and Adoptive Parent Recruitment services shall be offered continuously throughout the term of this Agreement.~~

~~5.4.5 — FC’s Foster and Adoptive Parent Recruitment Services shall address only the following PSSF service category: APS~~

~~5.4.6 — FC shall provide qualified Foster and Adoptive Parent Recruiter staff (e.g., FRC Coordinator) to provide this service as specified in Subparagraph 14.14 of this Exhibit.~~

~~5.5.1 FRC Case Management Team (WYS): FC~~

~~5.5.1.1.1 The objectives of FRC Case Management Team (FRC-CMT) services are as follows:~~

~~##~~

~~5.5.1.1.1.1 Increase collaboration among Contractor Partner Agencies by meeting on a weekly basis to effectively coordinate PARTICIPANT services.;~~

1 5.1.1.2 ~~Improve~~ Encourage family attendance and participation in
 2 determining their service needs;

3 ~~5.5.1.25.1.1.3~~ 5.1.1.3 Increase and facilitate resource linkages;

4 ~~5.5.1.31.1.1.1~~ 5.1.1.1 ~~Improve individual and family functioning;~~

5 5.1.1.4 Improve individual and family functioning;

6 ~~5.5.1.45.1.1.5~~ 5.1.1.5 Decrease duplication of PARTICIPANT services; and

7 ~~5.5.1.55.1.1.6~~ 5.1.1.6 ~~Build~~ Foster the ~~capacity of communities~~ collaboration
 8 between the community, service providers, and FRC/FRCs to address the needs of children and
 9 families.

10 ~~5.5.25.1.2~~ 5.1.2 The ~~FRC~~ CMT consists of an integrated multidisciplinary team,
 11 comprised of three (3) or more persons, trained and qualified to provide services. The ~~FRC~~ CMT
 12 is responsible for identifying the educational, health, or social service needs of a child, and child's
 13 family, and for developing a plan to address these multiple needs as identified in Welfare and
 14 Institutions Code (~~WIC~~) section 18986.40. Participants of the ~~FRC~~ CMT shall include ~~all~~
 15 ~~Contractor Partner Agencies and Non-FaCT Funded Partners Agency~~ funded and non-FaCT
 16 funded representatives and subcontractors that would benefit the family. ~~In addition to the~~
 17 ~~participation of the Contractor Partner Agencies, local Miscellaneous Order Number 534.3~~
 18 ~~specifies that multidisciplinary services team composition include at least two (2) members from~~
 19 ~~the following: Orange County Probation Department, Orange County Health Care Agency, Orange~~
 20 ~~County Department of Education, Regional Center of Orange County, North Orange County~~
 21 ~~Regional Occupational Program, and Orange County Social Services Agency.~~

22 ~~5.5.35.1.3~~ 5.1.3 ~~WYS, in coordination with~~ FC and Contractor Partner Agencies;
 23 shall jointly provide ~~FRC~~ CMT services for a minimum of seventy-five (75) unduplicated
 24 FAMILIES annually. FRC CMT services include, but are not limited to: identifying the
 25 educational, health, or social service needs of a child and child's family; developing a plan to
 26 address these multiple needs; weekly reviews; team assessment; arranging and coordinating
 27 appropriate services; monitoring effectiveness of services; evaluating the outcome of services; and
 28 assigned clinician/intern, in conjunction with appropriate partners, will utilize clinical skills and

1 knowledge of the community in order to access resources that are best suited to PARTICIPANT'S
 2 needs. FRC CMT services shall include, but are not limited to, the following components:

3 ~~5.5.3.1~~5.1.3.1 Assessment: The ~~FRC~~CMT Clinical Supervisor, based on
 4 input from the CMT, shall complete an assessment of PARTICIPANTS' strengths and needs; and
 5 community resources available to PARTICIPANT.

6 ~~5.5.3.2~~5.1.3.2 Individualized Individual Treatment Plan: On the basis of
 7 the assessment in ~~5.5.3.1~~Subparagraph 5.1.3.1, the ~~FRC~~CMT shall jointly develop an
 8 individualized treatment plan with the PARTICIPANT that identifies priorities; desired outcomes;
 9 ~~the~~ strategies; and resources to be used ~~to attain~~in attaining the outcomes; follow up; and
 10 termination.

11 ~~5.5.3.3~~5.1.3.3 Reassessment: The ~~FRC~~CMT Clinical Supervisor and
 12 CMT shall jointly reassess the ~~PARTICIPANT's~~PARTICIPANT'S status, with input from
 13 Contractor Partner Agencies, in a weekly clinical review of cases. ~~FRC~~CMT meetings shall
 14 provide weekly evaluations and assessment for PARTICIPANTS.

15 ~~5.5.3.4~~5.1.3.4 Termination: The ~~FRC~~CMT Clinical Supervisor and CMT
 16 shall jointly terminate the case from the CMT when the desired outcomes have been attained, the
 17 PARTICIPANT is non-compliant, or the PARTICIPANT withdraws.

18 ~~5.5.4~~5.1.4 ~~WYS in coordination with FC and~~ Contractor Partner Agencies shall
 19 jointly provide ~~FRC~~CMT services continuously throughout the term of this Agreement ~~during~~
 20 ~~FRC hours of operation.~~ ~~FRC~~ CMT meetings shall be scheduled a minimum of one (1) day per
 21 week for a minimum of one (1) hour in duration. The ~~FRC~~CMT Clinical Supervisor shall facilitate
 22 ~~FRC~~CMT meetings. CMT meetings shall be held at the FRC or other mutually agreed upon
 23 location, in an appropriate, private, and confidential space.

24 ~~5.5.5~~5.1.5 ~~WYS~~FC shall complete the CMT Tracking and Outcomes Log as
 25 well as the required forms referenced in Subparagraph ~~4.9 and also the FRC CMT Tracking and~~
 26 ~~Outcomes Log specified in Subparagraph 8.4.~~ 4.16 of this Exhibit.

27 5.1.6 ~~WYS~~FC shall provide qualified CMT Clinical Supervisor staff, as specified
 28 in Subparagraph 0 of this Exhibit.

1 5.2 Counseling Services (FC)

2 5.2.1 The objectives of Counseling Services are as follows:

3 5.2.1.1 Increase PARTICIPANT'S coping skills;

4 5.2.1.2 Stabilize immediate crisis;

5 5.2.1.3 Increase access to social support systems;

6 5.2.1.4 Facilitate linkages to appropriate and needed treatment
7 programs (e.g., domestic violence, substance abuse, mental health, etc.);

8 5.2.1.5 Reduce risk of violence, abuse, and/or neglect in the home; and

9 5.2.1.6 Improve individual and family functioning.

10 5.2.2 ~~facilitate~~ FC shall utilize evidence-based practices to provide Crisis,
11 Individual, Family, and Group Counseling Services for a minimum of two hundred fifty (250)
12 sessions annually. A completed session of any modality shall be counted as one (1) session
13 regardless of number of PARTICIPANTS. A session shall be defined as a minimum of fifty (50)
14 minutes in length.

15 5.2.3 FC Counseling Services shall be held at the FRC, schools, or other mutually
16 agreed upon community location, in an appropriate, private, and confidential space and be
17 provided to low income, high risk PARTICIPANTS who are not Medi-Cal eligible and who may
18 be experiencing an immediate crisis that is disrupting their level of functioning.

19 5.2.4 Service Requirements per Modality:

20 5.2.4.1 Crisis Counseling Services: The duration of FC Crisis
21 Counseling Services shall consist of a minimum of one (1) session and a maximum of three (3)
22 sessions for each PARTICIPANT. FC Crisis Counseling Services shall provide a brief term
23 therapeutic approach to include, but not be limited to, assessing the immediate crisis/trauma,
24 helping the PARTICIPANT identify and develop coping strategies, identifying the factors that led
25 to the crisis state, and restoring the PARTICIPANT to their previous level of functioning. FC shall
26 complete a clinical assessment around level of crisis stabilization at the end of service and a
27 transfer to additional counseling modalities may be offered as deemed necessary and clinically
28 indicated.

1 5.2.4.2 Individual Counseling Services: FC shall provide Individual
2 Counseling Services for a minimum of four (4) sessions and a maximum of twenty (20) sessions,
3 for each PARTICIPANT. Individual Counseling sessions shall be offered to PARTICIPANTS on
4 a weekly basis. PARTICIPANTS shall receive counseling services to strengthen their ability to
5 improve individual functioning, explore healthy personal goal(s), and strengthen social-emotional
6 growth. Individual Counseling Service topics shall include, but are not limited to: reducing risk
7 of violence, exploring the cycle of abuse, self-control, parenting issues, victimization, depression,
8 anxiety, social and communication skills, and self-care to cope with stress. Services shall include
9 prevention and intervention, a psychosocial assessment and evaluation of the PARTICIPANT, and
10 development of treatment goal(s) focused on needs and strengths of the PARTICIPANT.

11 5.2.4.3 Family Counseling Services: FC shall provide Family
12 Counseling Services for a minimum of four (4) sessions and a maximum of twenty (20) sessions,
13 for each FAMILY. Family Counseling sessions may be weekly or daily, based on
14 PARTICIPANTS' needs. FC Family Counseling Services shall include, but not be limited to:
15 assessing PARTICIPANT'S needs; providing emotional support; stabilizing immediate crisis;
16 developing goals for PARTICIPANTS; and making appropriate linkages to all needed treatment
17 programs and social support systems.

18 5.2.4.4 Group Counseling Services: The duration of FC Group
19 Counseling Services shall consist of a minimum of four (4) group counseling series at a minimum
20 of ninety (90) minutes each in duration, with a six (6) week session minimum per series.
21 PARTICIPANTS may join at any point in time and will be considered as having successfully
22 completed group counseling after having attended six (6) sessions. FC shall provide group
23 counseling services in a variety of topics, as appropriate for the PARTICIPANTS.

24 5.2.5 FC shall provide counseling services during FRC ~~CMT meetings~~, operating
25 hours. FC may also schedule evening hours at the request of the PARTICIPANTS.

26 ~~5.5.6~~5.2.6 FC shall provide qualified, bilingual Counselor staff as specified in
27 Subparagraph ~~14.6 of this Exhibit~~15.4 of this Exhibit. FC Counselor staff and/or designee, as
28 approved by ADMINISTRATOR, shall attend all FRC's CMT meetings.

1 5.3 Differential Response (FC)

2 The primary goal of DR Services is to engage a greater number of families in
3 services within the community without further child welfare intervention and, at the same time,
4 reduce the recurrence of child maltreatment.

5 5.3.1 The objectives of DR Services are as follows:

6 5.3.1.1 Support the family while in crisis;

7 5.3.1.2 Collaborate with the COUNTY social worker and the family to
8 devise a plan that identifies resources in an effort to protect the children and preserve the family;

9 5.3.1.3 Assess the family's needs, stabilize immediate crisis, and
10 increase coping skills and family cohesiveness;

11 5.3.1.4 Develop a treatment plan to address individual and family needs
12 to be offered for a minimum of thirty (30) days;

13 5.3.1.5 Provide in-home services, as needed, to address positive
14 parenting skills, discipline, child development, and child health and safety; and

15 5.3.1.6 Present DR cases at the CMT.

16 5.3.2 FC's DR services shall focus on a family centered approach to: maintain
17 children safely in the home; reduce entry into the child welfare system; serve as a support to
18 families while in crisis; assess safety concerns and family's willingness to participate; team home
19 visit; comprehensive family assessment; develop an individualized, needs based, and collaborative
20 service plan; make referrals to community resources as appropriate; create linkage to assistance
21 with service receipt; provide ongoing support; engage in advocacy; provide case management;
22 provide ongoing tracking; follow up with family; provide assistance in accessing community
23 resources; work with DR COUNTY social worker(s) to ensure appropriateness of service plan in
24 meeting goals while protecting children; and refer to CMT, facilitate attendance, and include, at
25 the family's request, extended family, non-family, and community leaders such as
26 pastors/religious leaders as a long term support for family.

27 5.3.3 FC shall provide DR Services during FRC operating hours. FC may also
28 schedule evening hours at the request of the PARTICIPANTS.

1 5.4 Family Support Services (FC)

2 Family Support Services shall be provided to families with a minimum of two (2)
3 core service needs. Services are provided through a collaborative process that assesses, plans,
4 implements, coordinates, monitors, and evaluates the options and services required to meet
5 PARTICIPANT needs.

6 5.4.1 The objectives of Family Support Services are as follows:

7 5.4.1.1 Support effective coordination of services among service
8 providers;

9 5.4.1.2 Promote knowledge of, and provide linkages, to resources,
10 services, and opportunities to improve self-sufficiency; and

11 5.4.1.3 Support families in following through with recommended
12 services.

13 5.4.2 FC shall provide Family Support Services for a minimum of one hundred
14 (100) unduplicated FAMILIES annually. Family Support Services are those services responsible
15 for assessing the strengths and meeting the multiple needs of a PARTICIPANT and family;
16 arranging, coordinating, monitoring, evaluating, and advocating for multiple services for families;
17 and linking PARTICIPANTS to resources, services, and opportunities. The Family Support
18 Advocate shall also teach and empower families to access community resources and strengthen
19 problem solving skills.

20 5.4.3 FC shall provide Family Support Services continuously throughout the term
21 of this Agreement during FRC operating hours or on evenings as required by families. FC shall
22 provide Family Support Services for a minimum of thirty (30) days per FAMILY.

23 5.4.4 FC shall provide Family Support Services in English and Spanish primarily
24 at the FRC, in family's home, or at other community locations as agreed upon by PARTICIPANT
25 and FRC.

26 5.4.5 FC shall provide qualified, bilingual Family Support Advocate staff as
27 specified in Subparagraph 15.5 of this Exhibit.

28 ~~5.6~~5.5 Information and Referral Services (CP):FC)

1 ~~5.6.1~~5.5.1 The objective of Information and Referral Services is to increase
2 access to community resources for families in need.

3 5.5.2 CPFC shall provide Information and Referral Services ~~for~~to a minimum of
4 ~~two thousand (2,000)~~five hundred (500) unduplicated PARTICIPANTS annually. ~~Information~~
5 ~~and Referral~~

6 ~~5.6.2~~5.5.3 Services ~~shall~~ include an assessment of need and referral services,
7 including, but not limited to, the following: ~~assessment of needs, referral to~~ emergency housing,
8 emergency food, ~~family~~ counseling, ~~child care~~child care, substance abuse counseling and
9 treatment, ~~parent~~parenting education, utility assistance, health and mental health treatment,
10 education and job training, legal aid, and youth academic and recreation services. Information and
11 Referral Specialist shall collaborate with other community agencies by receiving and referring
12 ~~clients, which may include, but not limited to 2-1-1 Orange County, Help Me Grow,~~
13 ~~etc~~PARTICIPANTS.

14 ~~5.6.3~~5.5.4 Information and Referral Specialist shall be stationed at the FRC
15 reception area as the first point of contact for walk-in and telephone/email inquiries during FRC
16 operating hours: and shall respond to voicemails and emails within one (1) business day.
17 Information and Referral ~~Services shall be offered during FRC operating hours.~~Specialist shall
18 follow-up with linked service provider to verify linkages.

19 5.5.5 CPFC shall track Information and Referral Services using the FRC Daily
20 Information and Referral Tracking Log to capture number of PARTICIPANTS served,
21 PARTICIPANT zip code, mode of contact (e.g., phone call, walk-in, internet), and service(s)
22 referred.

23 ~~5.6.4~~5.5.6 FC shall provide qualified, bilingual Information and Referral
24 Specialist staff as specified in Subparagraph 15.7 of this Exhibit.

25 ~~5.7 Other Services Afterschool Academic Assistance (FC):~~

26 ~~5.7.1 The objectives for Afterschool Academic Assistance services are as~~
27 ~~follows:~~

28 ~~5.7.1.1 Assist PARTICIPANTS improve their understanding of~~

1 ~~the subject matter for which they are receiving tutoring services.~~

2 ~~5.7.1.2 — Assist PARTICIPANTS increase their academic~~
3 ~~performance.~~

4 ~~5.7.2 — FC shall provide Afterschool Academic Assistance services to a~~
5 ~~minimum of one hundred (100) unduplicated PARTICIPANTS annually. Afterschool Academic~~
6 ~~Assistance service is comprised of three components: Tutoring for Youth, Tutoring for Middle~~
7 ~~School, and Tutoring for High School students. Afterschool Academic Assistance services~~
8 ~~includes, but are not limited to, the following: after school homework tutoring, development of~~
9 ~~academic skills and responsibilities, computer lab research, word processing, literature and science~~
10 ~~curriculum, and academic enrichment. Tutoring for Youth includes, but is not limited to, the~~
11 ~~following: building study skills, homework assistance, and remedial assistance. Tutoring for~~
12 ~~Middle School includes, but is not limited to, the following: homework assistance, study and~~
13 ~~computer skills, and encouragement of lifelong learning. Tutoring for High School includes, but~~
14 ~~is not limited to, the following; homework assistance, subject tutoring, enrichment, application~~
15 ~~assistance and preparation to pass the California High School Exit Exam, career exploration, and~~
16 ~~college preparation and support.~~

17 ~~5.7.3 — FC shall provide Afterschool Academic Assistance services on a drop-~~
18 ~~in basis from Monday through Thursday during the academic school year and for six (6) weeks~~
19 ~~during the summer. Afterschool Academic Assistance services shall be offered from 3:00 p.m. to~~
20 ~~6:00 p.m. for PARTICIPANTS in elementary and middle schools, and from 6:00 p.m. to 8:00 p.m.~~
21 ~~on Mondays and Wednesdays for PARTICIPANTS in middle and high school.~~

22 ~~5.7.4 — FC shall provide qualified Education Site Manager staff as specified in~~
23 ~~Subparagraph 14.11 of this Exhibit.~~

24 ~~5.8 — Other Services – Emergency Assistance (FC):~~

25 ~~5.8.1 — FC shall provide Emergency Assistance services to a minimum of four~~
26 ~~hundred (400) unduplicated PARTICIPANTS annually. Emergency Assistance services shall~~
27 ~~include, but is not limited to, the following: assistance with emergency food; rent; utilities;~~
28 ~~clothing; and supportive food programs comprised of the following: commodities; Senior Brown~~

1 ~~Bag; Mobile Pantry; Kids Café; Food Rescue; Daily Food; and Women, Infants, and Children food~~
2 ~~voucher program.~~

3 ~~##~~

4 ~~##~~

5 ~~5.8.2 — FC shall provide Emergency Assistance services continuously~~
6 ~~throughout the term of this Agreement, during FRC operating hours.~~

7 ~~5.8.3 — FC shall provide qualified Family Services Assistant staff as specified~~
8 ~~in Subparagraph 14.12 of this Exhibit.~~

9 ~~5.9 — Other Services — Family Fun Events (FC):~~

10 ~~5.9.1 — FC shall provide Family Fun Events services to a minimum of four~~
11 ~~hundred (400) PARTICIPANTS annually. Family Fun Events services shall include, but is not~~
12 ~~limited to, the following: “Spring Fun Day” and “Holiday Outreach.” Family Fun Events services~~
13 ~~shall be comprised of games, activities, and holiday crafts.~~

14 ~~5.9.2 — FC shall provide two (2) Family Fun Events annually.~~

15 ~~5.9.3 — FC shall provide qualified FRC Coordinator staff as specified in~~
16 ~~Subparagraph 14.15 of this Exhibit.~~

17 ~~5.10 — Other Services — Father Events (FC):~~

18 ~~5.10.1 — The objectives for Father Events are as follows:~~

19 ~~5.10.1.1 — Encourage father-child bonding.~~

20 ~~5.10.1.2 — Encourage positive interaction for fathers and their~~
21 ~~children.~~

22 ~~5.10.2 — In addition to PARTICIPANTS referenced in Paragraph 1, Father~~
23 ~~Events may also include: relative caregivers, adoptive fathers, and military fathers.~~

24 ~~5.10.3 — FC shall provide Father Events for a minimum of forty (40)~~
25 ~~PARTICIPANTS annually. Father Events activities shall include cultural enrichment, education,~~
26 ~~and recreation to promote healthy father-child bonding, quality time, and communication.~~

27 ~~##~~

28 ~~##~~

1 5.10.4 — ~~FC shall provide a minimum of four (4) Father Events annually, one (1)~~
2 ~~each quarter, including, but not limited to, the following: Dinner with Dad Movie Night, Story~~
3 ~~time with Dad, and themed sports nights.~~

4 5.10.5 — ~~FC shall provide qualified FRC Coordinator staff as referenced in~~
5 ~~Subparagraph 14.15 of this Exhibit.~~

6 5.11 — ~~Other Services — Food Distributions (FC):~~

7 5.11.1 — ~~The objectives for Food Distribution services are to provide healthy~~
8 ~~supplemental food for families to ensure they have a stable food supply for their children.~~

9 5.11.2 — ~~FC shall provide Food Distributions for a minimum of three thousand~~
10 ~~(3,000) individuals annually.~~

11 5.11.3 — ~~FC shall provide weekly and monthly Food Distributions.~~

12 5.11.4 — ~~FC shall provide qualified Family Services Assistant staff as referenced~~
13 ~~in Subparagraph 14.12 of this Exhibit.~~

14 5.12 — ~~Other Services — Health and Resource Fair (FC):~~

15 5.12.1 — ~~FC shall provide Health and Resource Fair services to a minimum of~~
16 ~~two hundred (200) unduplicated PARTICIPANTS annually. FC shall provide a minimum of one~~
17 ~~(1) Health and Resource Fair event annually for a minimum of three (3) hours in duration. Health~~
18 ~~and Resource Fair services include, but is not limited to the following: community resources,~~
19 ~~linkage and information on health insurance, dental care, immunization, nutrition, foster and~~
20 ~~adoption, health assessments, voter registration, school readiness, and domestic violence~~
21 ~~intervention.~~

22 5.12.2 — ~~FC shall provide qualified FRC Coordinator staff as specified in~~
23 ~~Subparagraph 14.15 of this Exhibit.~~

24 5.13 — ~~Out of School Time Youth Program (CP):~~

25 5.13.1 — ~~The objectives of Out of School Time Youth Program are as follows:~~

26 5.13.1.1 — ~~Increase social connection amongst peers.~~

27 5.13.1.2 — ~~Provide a safe place for school-aged children.~~

28 5.13.1.3 — ~~Increase enrichment opportunities to enhance academic~~

1 ~~achievement and healthy social behavior.~~

2 ~~5.13.2 — CP shall provide Out of School Time Youth Program Services for a~~
 3 ~~minimum of eighty (80) unduplicated PARTICIPANTS annually. Out of School Time Youth~~
 4 ~~Program will provide PARTICIPANTS with a safe and nurturing place during after school and~~
 5 ~~non-school hours. Activities may include, but are not limited to: recreation, education, healthy~~
 6 ~~development, artistic and cultural enrichment, and leadership development.~~

7 ~~5.13.3 — CP shall offer Out of School Time activities from Monday through~~
 8 ~~Friday, during the academic school year, from 3:00 p.m. to 6:00 p.m. CP shall offer Out of~~
 9 ~~School Time activities from Monday through Friday, during the summer, from 11:30 a.m. to 4:30~~
 10 ~~p.m.~~

11 ~~5.13.4 — CP shall provide qualified Out of School Time Leader staff as specified~~
 12 ~~in Subparagraph 14.17 of this Exhibit.~~

13 ~~5.14~~5.6 Parenting Education (WYS):WTLC)

14 ~~5.14.1~~5.6.1 The objectives for Parent Education are as follows:

15 ~~5.14.1.1~~5.6.1.1 Increase~~Provide~~ social support.;

16 ~~5.14.1.2~~5.6.1.2 Enhance coping skills.;

17 ~~5.14.1.3~~5.6.1.3 Improve knowledge of child development.; and

18 ~~5.14.1.4~~5.6.1.4 Improve knowledge of appropriate and effective
 19 discipline.

20 ~~5.14.2~~5.6.2 WYSWTLC shall utilize the Love and Logic curriculum or
 21 other~~provide~~ evidence-based ~~or evidence informed~~ parenting ~~education curriculum.~~curriculum as
 22 listed on the California Evidence Based Clearinghouse website (CEBC4CW.org). Elements of an
 23 effective parenting education program shall improve parenting skills and family functioning by
 24 teaching parents/caregivers about child development (e.g., developmental expectations), behavior
 25 management (e.g., discipline techniques), and coping skills (e.g., communication and stress
 26 management). As applicable, parenting education emphasis shall be placed on the prevention of
 27 recurrence of ~~child abuse~~maltreatment and/or shall address attachment, bonding, and traumatic
 28 loss issues.

1 ~~5.14.3~~5.6.3 ~~WYS~~WTLC shall provide Parenting Education services for a
2 minimum of ~~sixty (60)~~forty (40) unduplicated PARTICIPANTS annually.

3 5.6.4 ~~WYS~~WTLC shall provide a minimum of ~~six (6)~~four (4) Parenting Education
4 series annually. ~~Each~~Frequency and length of each parenting series ~~shall~~will be ~~a minimum of six~~
5 ~~(6) weeks in duration, one (1) class per week with a minimum of ten (10) PARTICIPANTS per~~
6 ~~class.~~based on selected evidence-based curriculum.

7 ~~5.14.4~~5.6.5 Parenting Education services shall be provided continuously during
8 the term of this Agreement at dates and times convenient for PARTICIPANTS. Services shall be
9 offered at the FRC, schools, and other community locations as needed and approved by
10 ADMINISTRATOR. A minimum of one (1) class shall be offered at the FRC annually.

11 ~~5.14.5~~5.6.6 ~~WYS~~WTLC shall ensure completion of required paperwork when
12 providing parenting education to PARTICIPANTS receiving child welfare services, including, but
13 not limited to: ~~;~~ verification of attendance, issuance of certificates of completion, and verbal and/or
14 written reports to COUNTY ~~Social Workers~~social workers.

15 ~~5.14.6~~ ~~WYS shall provide qualified, bilingual Parenting Educator staff as~~
16 ~~specified in Subparagraph 14.19 of this Exhibit.~~

17 5.6.7 WTLC shall provide parenting education in English and Spanish.

18 5.6.8 WTLC shall provide parenting instructors that are trained and certified to
19 provide the selected evidence-based curriculum.

20 ~~5.15~~5.7 Personal Empowerment Program (Certified Domestic Violence Prevention
21 and Treatment Education Program) —~~General and TLFR Participants (WTLC):~~—(WTLC)

22 ~~5.15.1~~5.7.1 The objectives of Personal Empowerment Program (PEP) are as
23 follows:

24 ~~5.15.1.1~~5.7.1.1 ~~Increase~~ ~~victim's~~Raise awareness of the
25 ~~threat~~various types of domestic violence and its short/and long term effects:;

26 ~~5.15.1.2~~5.7.1.2 Develop or enhance safety plan for domestic
27 violence victims;

28 ~~5.15.1.3~~5.7.1.3 Increase victim's understanding of the effects

1 domestic violence has on children; and

2 ~~5.15.1.4 — Increase victim’s awareness on the various types of~~
3 ~~abuse.~~

4 ~~5.15.1.5~~ 5.7.1.4 Promote safety and permanency in homes and
5 communities through prevention efforts aimed at child abuse and domestic violence.

6 ~~5.7.2 Personal Empowerment Program~~ WTLC shall provide PEP services to a
7 minimum of fifty-five (55) unduplicated PARTICIPANTS annually.

8 ~~5.15.2~~ 5.7.3 PEP services shall be an evidence-based ten (10) week educational
9 support program designed to help victims break the cycle of domestic violence through education
10 on the dynamics of domestic violence, effects of violence on victims and their children, and to
11 help victims protect children who live in domestic violence homes. Topics shall include, but ~~are~~
12 not be limited to; safety planning, boundaries, anger management, legal aspects of domestic
13 violence, ~~work~~ working through denial, and ~~maintain~~ maintaining healthy relationships. ~~Services~~
14 ~~shall target the general community as well as COUNTY’s TLFR population.~~

15 ~~5.15.3 —~~ WTLC shall provide PEP services ~~to a minimum of forty (40)~~
16 ~~unduplicated PARTICIPANTS annually.~~

17 ~~5.7.4~~ WTLC shall provide a minimum of ten (10) weeks of educational support
18 ~~programs that shall be offered~~ continuously during the term of this Agreement. ~~Each class shall~~
19 ~~be, and at a minimum of two (2) hours in duration,~~ four (4) series annually.

20 5.7.5 During the entire term of this agreement, PEP providers must be approved
21 by the PEP Program Collaborative of Orange County.

22 ~~5.15.4 —~~ WTLC shall offer PEP services at the FRC and other community
23 locations at dates and times convenient for PARTICIPANTS.

24 ~~5.7.6~~ ~~When providing PEP services to COUNTY’s TLFR population, and as~~
25 approved by ADMINISTRATOR. WTLC may refer PARTICIPANTS to attend PEP services at
26 any WTLC facilitated location that fits their language preference and schedule availability.

27 5.7.7 WTLC shall provide PEP services in English and Spanish.

28 5.7.8 PEP instructors shall administer the FaCT-approved pre/post measurement

1 tools and enter the results into the FaCT database.

2 ~~5.15.5~~5.7.9 WTLC shall also be ensure completion of required to
 3 ~~include~~paperwork when providing PEP to PARTICIPANTS receiving child welfare services,
 4 including, but not be limited to: verification of attendance, issuance of certificates of completion,
 5 and verbal and/or written reports to COUNTY ~~Social Workers~~social workers.

6 ~~5.15.6~~ ~~WTLC shall provide qualified, bilingual Personal Empowerment~~
 7 ~~Program Instructor/Community Education Advocate staff as specified in Subparagraph 14.20 of~~
 8 ~~this Exhibit. During the entire term of this Agreement, PEP providers must be approved by the~~
 9 ~~PEP Program Collaborative of Orange County.~~

10 ~~5.16~~ ~~Time Limited Family Reunification Family Fun Activities (FC):~~

11 ~~5.16.1~~ ~~The objectives of Time Limited Family Reunification (TLFR) Family~~
 12 ~~Fun Activities are to increase parent-child bonding and provide a safe and enriching interactive~~
 13 ~~environment for TLFR families.~~

14 5.8 Other Services: After-School Academic Tutoring (FC)

15 ~~5.16.2~~ ~~FC shall provide TLFR Family Fun Activities to PARTICIPANTS. In~~
 16 ~~addition to participants referenced in Paragraph 1, TLFR Family Fun Activities may also include~~
 17 ~~children that are removed from their home and placed in a foster family home or a childcare~~
 18 ~~institution and parents or primary caregiver of such a child, in order to facilitate the reunification~~
 19 ~~of the child, safely and appropriately.~~

20 ~~5.16.3~~5.8.1 ~~FC shall provide TLFR Family Fun Activities~~After-School
 21 Academic Tutoring services ~~for~~to a minimum of ~~fifteen (15)~~twenty-five (25) unduplicated
 22 ~~FAMILIES~~PARTICIPANTS annually. ~~TLFR Family Fun Activities shall include supervised and~~
 23 ~~organized activities and events for children of parents and/or caregivers in the reunification~~
 24 ~~process. Activities can include arts and cultural enrichment, education, and recreation to promote~~
 25 ~~healthy parent child bonding, quality time, and communication. In the event a parent is~~
 26 ~~participating in monitored/supervised visitation while simultaneously participating in a Family~~
 27 ~~Fun Activity, the SSA approved monitor or supervised visitation specialist must be present during~~
 28 ~~the entire length of the Family Fun Activity.~~

1 5.8.2 FC shall provide a minimum of ~~two (2) TLFR Family Fun Activities~~
2 ~~(events)~~ one hundred-ninety (190) After-School Academic Tutoring sessions annually; ~~topics may~~

3
4 5.8.3 FC shall provide After-School Academic Tutoring services to children and
5 youth, ages five (5) to eighteen (18) years old, in grades kindergarten (K) through eight (8), from
6 low-income households.

7 5.8.4 FC After-School Academic Tutoring services consist of "The Power of Me"
8 academic tutoring program where PARTICIPANTS are given the tools to succeed in school, and
9 engage in the Science, Technology, Engineering, Arts, and Math curriculum, designed to cultivate
10 academic interest in these subjects while emphasizing higher education and career exploration.

11 5.8.5 FC shall provide "The Power of Me" academic tutoring program year-
12 round, occurring each weekday of the academic school year, and during the summer months.

13 ///

14 5.9 Other Services: Family Fun Events (FC)

15 5.9.1 FC shall provide three (3) Family Fun Events annually, and shall include,
16 but ~~are~~ not be limited to, the following: ~~Halloween event,~~

17 5.9.1.1 One (1) "Spring Fun Day" Event (Easter);

18 ~~5.16.3.15.9.1.2~~ 5.9.1.2 One (1) "Holiday Outreach ~~event in December, and~~
19 ~~Spring Fun Day. Events shall occur during evening or weekend hours.~~" Event; and

20 ##

21 5.9.1.3 One (1) "Thanksgiving Basket" Event.

22 5.9.2 FC shall provide ~~TLFR Family Fun Activities~~ Events to a minimum of four
23 hundred (400) unduplicated PARTICIPANTS annually.

24 5.9.3 FC shall provide Family Fun Events to parents, and children, zero (0) to
25 twelve (12) years old, and youth, twelve (12) to eighteen (18) years old, from low-income
26 households.

27 5.10 Other Services: Family Engagement Events (FC)

28 5.10.1 FC shall provide three (3) Family Engagement Events annually.

1 5.10.2 FC shall provide Family Engagement Events to a minimum of sixty (60)
2 unduplicated PARTICIPANTS annually.

3 5.10.3 FC shall provide Family Engagement Events to parents, and children, ages
4 zero (0) through twelve (12), and youth, ages twelve (12) through eighteen (18).

5 5.11 Other Services: Out-of-School-Time (OST) Youth Program (City)

6 5.11.1 City shall provide OST Youth Program services that consist of recreational
7 activities, homework assistance, and enrichment activities.

8 5.11.2 City shall provide OST Youth Program services to a minimum of eighty
9 (80) unduplicated PARTICIPANTS annually.

10 5.11.3 City shall provide OST Youth Program services to school age children in
11 kindergarten (K) through eighth (8th) grade.

12 5.11.4 City shall provide OST Youth Program services during the academic school
13 year, Monday through Friday, from 3:00 p.m. to 6:00 p.m.; and during the summer session,
14 Monday through Friday, from 11:30 a.m. to 3:30 p.m.

15 ~~5.16.4~~5.11.5 City shall provide OST Youth Program services at FRC locations
16 ~~or~~the Whitten Community Center, located at 900 S. Melrose Street, Placentia, CA, 92870, and at
17 other community locations as ~~needed with advance written approval by~~ approved by
18 ADMINISTRATOR.

19 ~~5.16.5~~ FC's TLFR Family Fun Activities services shall address the following
20 ~~PSSF service category: TLFR.~~

21 ~~5.16.6~~ FC shall provide qualified TLFR Family Fun Activities Leader staff
22 ~~(e.g., FRC Coordinator) as specified in Subparagraph 14.22 of this Exhibit.~~

23 6. ADDITIONAL CONTRACTOR RESPONSIBILITIES

24 In addition to providing the services described in Paragraph ~~5~~5 of this Exhibit ~~A~~,
25 CONTRACTOR agrees to:

26 6.1 Provide a minimum of three (3) non-FaCT funded onsite services throughout the
27 term of this Agreement.

28 ~~6.16.2~~ Provide ADMINISTRATOR a bi-annual detailed marketing plan for each

1 contracted service, and revise, if necessary, as requested by ADMINISTRATOR.

2 ~~6.26.3~~ 6.26.3 Actively engage the community, including local residents, faith-based groups,
3 businesses, public and private organizations, civic groups, and others in the planning and
4 implementation of services that promote the well-being, safety, and permanency of children,
5 families, and communities.

6 ~~6.36.4~~ 6.36.4 Develop and maintain a Governance Structure document outlining resource
7 sharing, accountability, decision-making strategies, and conflict resolution plan. The Governance
8 Structure shall include, but not be limited to: the addition and/or deletion of any Contractor Partner
9 ~~Agencies, change of designated lead agent,~~ Agency and/or subcontractor(s), ongoing community
10 input, and involvement, ~~principles of collaboration,~~ and voting quorum (including what constitutes
11 a quorum). FRC shall review and submit governance structure to ADMINISTRATOR by August
12 1st of each subsequent COUNTY fiscal year.

13 ~~6.46.5~~ 6.46.5 Develop a ~~Community Engagement Advisory Committee (CEAC)~~ that shall meet
14 a minimum of quarterly during the term of this Agreement. CEAC shall develop and advance a
15 community agenda to affect community level change. The FRC will maintain a roster and a copy
16 of minutes for all CEAC meetings. The composition of ~~CONTRACTOR's~~ CONTRACTOR's
17 CEAC shall vary, depending on the specific goals of, and the services to be provided by the FRC.
18 ~~The~~ CEAC shall consist of community members such as parents, youths, teachers, school
19 community liaisons, ~~business~~ businesses professionals, religious community leaders, law
20 enforcement, human and health service professionals, and city representatives. On an annual basis,
21 CEAC shall assess, survey, and identify community strengths and needs to advocate for FRC
22 services to meet community ~~needs~~ need; develop parent and youth leadership; and engage business
23 community to provide tangible support and leadership. CEAC shall enlist broad community
24 support and advocacy for the FRC by fundraising for the FRC and hosting events. A minimum of
25 ~~one thousand~~ five hundred dollars (~~\$1,000~~ 500) shall be allocated to the CEAC within the FRC
26 budget for the purposes of its members to use for planning events, and other activities as deemed
27 necessary by the CEAC committee. FC shall provide a qualified Community Engagement
28 ~~Volunteer~~ Coordinator staff as specified in Subparagraph ~~14.8~~ 15.3 of this Exhibit.

1 ~~6.56.6~~ Follow procedures provided by ADMINISTRATOR for reporting any special
 2 incidents that occur during CONTRACTOR's performance of duties under this Agreement,
 3 involving CONTRACTOR's staff, ~~PARTICIPANTS~~PARTICIPANTS, and/or property.

4 ~~6.66.7~~ City of ~~Placentia~~ shall provide ~~a minimum of two hundred ninety-six (296) hours~~
 5 ~~annually to Childeare~~child care services at the FRC ~~and/or Whitten Community Center referenced~~
 6 ~~in Subparagraph 5.11.5 of the Exhibit~~, to children of parents attending FRC programs during FRC
 7 operating hours, continuously throughout the term of this Agreement, ~~or~~ at dates and times
 8 convenient for PARTICIPANTS. Allowable costs include direct child care services and purchases
 9 of cleaning supplies, snacks directly related to child care services, activities, age appropriate toys,
 10 crafts, and games. Child ~~Care~~care services shall be reimbursed based on actual hours worked.
 11 City ~~shall provide child care staff that are at least eighteen (18) years of Placentiaage; possess a~~
 12 ~~high school diploma or equivalent; have one (1) year of child care experience; possession of, or~~
 13 ~~ability to obtain a valid Pediatric CPR and First Aid Certification prior to providing child care~~
 14 ~~duties; and ability to deal with stressful situations.~~

15 ##

16 ~~shall provide qualified Childeare Worker(s) staff as specified in Subparagraph 14.4 of this Exhibit.~~

17 ~~6.7~~— Contractor shall use ~~Emergency Assistance funds to meet basic needs of clients in~~
 18 ~~support of services as described herein. Allowable costs include emergency food, food delivery~~
 19 ~~fees, emergency clothing, diapers, medicine, bus tickets to access services, safety items, one-time~~
 20 ~~rent payment assistance, and one-time utility payment assistance. Other allowable costs are to be~~
 21 ~~approved in advance and in writing by ADMINISTRATOR. All purchases for Emergency~~
 22 ~~Assistance funds in excess of one hundred (\$100) dollars per client shall be requested in advance~~
 23 ~~and in writing for approval by ADMINISTRATOR. CONTRACTOR shall research available~~
 24 ~~community resources options prior to approving expenditures.~~

25 7. FACILITIES

26 7.1 Friendly Center Placentia ~~Family Resource Center~~FRC is located at:

27 ~~900 S. Melrose Street~~

28 Grace Community Church of the Nazarene

126 N. Walnut Avenue

Placentia, CA -92870-7117

7.2 Administrative services under this Agreement shall be provided at Friendly Center Placentia ~~Family Resource Center~~FRC and:

Friendly Center- Inc.

~~P.O. Box 706~~

147 W. Rose Avenue

Orange, CA -92856-670692867

CONTRACTOR and ADMINISTRATOR may mutually agree in writing as to the facility(ies) and location(s) where services shall be provided without changing ~~the~~COUNTY’s maximum obligation, referenced in Subparagraph 21.1- of this Agreement.

8. DATA ENTRY AND DATA SUBMISSION REQUIREMENTS

8.1 ~~CONTRACTOR shall electronically track the type and amount of services provided to each PARTICIPANT by Contractor Partner Agencies and a minimum of two (2) required Non-FaCT Funded Partner Agency(ies). The FRC Designated Lead Agency~~CONTRACTOR shall maintain data that includes the types and amounts of services provided to each PARTICIPANT, assessment data, and key demographic items, including, but not limited to: family identifier, family member identifier, ethnicity, date of birth, sex, referral reason(s), services recommended, services provided, date service delivery begins, date service delivery ends, status indicators [e.g., previous abuse reports, existing health problems], and primary language spoken as determined by ADMINISTRATOR.

8.2 FC shall be responsible for the integrity of all data. This includes ensuring all required PARTICIPANT and service data is entered and maintained in the FaCT database. Data for services incurred in the preceding month shall be available for review prior to the date of the regularly scheduled monthly steering committee meeting, or as requested by ADMINISTRATOR. Data includes monthly service grids, quarterly assessment reports, and other reports as required by ADMINISTRATOR.

~~8.28.3~~ 8.28.3 FaCT utilizes a model developed by the Center for the Study of Social Policy called

1 “Strengthening Families” to frame outcomes and evaluation data. This model, which has been
2 identified as preventing child abuse and neglect identifies the following five (5) protective factors:

3 ~~8.2.1~~8.3.1 Provide concrete support in times of need;

4 ~~8.2.2~~8.3.2 Increase parental resilience;

5 ~~8.2.3~~8.3.3 Increase knowledge of parenting and child development;

6 ~~8.2.4~~8.3.4 Support the social and emotional competence of children; and

7 ~~8.2.5~~8.3.5 Build parents’ social connections.

8 ~~8.3~~8.4 Services provided at the FRC fall under one (1) or more of the protective factors.

9 FaCT core services have their own measurement tool that shall be administered and used to collect
10 data and entered into the FaCT database. The current FaCT database system is a ~~Web~~web-based
11 ~~client~~PARTICIPANTS management system, managed by FaCT and its administrative contractor,
12 which provides contractual and outcome based reporting for each FRC. FRCs shall work closely
13 with ADMINISTRATOR to maximize utility and adhere to confidentiality within the data system.
14 FaCT shall provide technical assistance and training to the FRCs to ensure strong data collection
15 and outcome reporting.

16 ~~8.4.5 FRC direct services staff (e.g., Information and Resource Specialist, Family~~
17 ~~Support Specialist, etc.) shall~~ Direct service staff shall be responsible for entering
18 ~~client~~PARTICIPANT service and outcome data for FaCT funded ~~and a minimum of two (2)~~
19 ~~required non-FaCT funded~~ services into the FaCT ~~data system~~database. These include, but are not
20 limited to, the following:

21 ~~8.4.1~~8.5.1 ~~FRC-CMT Clinical Supervisor~~Facilitator shall administer, collect,
22 and enter the ~~FRC-CMT~~ tracking and assessment tool;

23 ~~8.4.2~~8.5.2 Family Support ~~Specialist~~Advocate shall administer, collect, and
24 enter the Family Development Matrix Tool(s);

25 ~~8.4.3~~8.5.3 Parenting Educator shall administer, collect, and enter the Parenting
26 Education Survey; and

27 ~~8.4.4~~ ~~OST Leader~~Direct service provider shall administer, collect, and enter
28 ~~FaCT Measurement tools; and,~~

~~8.4.58.5.4~~ Direct service staff shall enter specific data collection information and complete standardized assessment forms, FaCT~~the~~ Registration Form, ~~attendance sheets, and other documents required by ADMINISTRATOR.~~

~~8.58.6~~ In addition to the FaCT Registration form and/or FaCT Large Group Tracking form, the following assessment tool(s) required for each core service ~~includes~~include:

<u>Core Service</u>	<u>Required Assessment Tool(s)</u>
FRC & DR CMT	FRC & DR CMT Tracking & Outcomes Log
Information & Referral Services	Information & Referral Tracking Log
Family Support Services	Family Development Matrix
Counseling Services	Protective Factors Counseling Survey
Parenting Education	Protective Factors Parenting Survey
Personal Empowerment Program	PEP Pre/Post Test
Out of School Time Youth Program	To be determined (TBD)
TLFR Family Fun Activities	TBD
Foster & Adoptive Parent Recruitment	Large Group Tracking Log

~~8.68.7~~ The FRC Coordinator is responsible for ensuring data integrity and accurate data collection. FRC Coordinator shall also ensure that the data is entered correctly into the FaCT data system and within timelines required by ADMINISTRATOR. Contractor Partner Agencies are responsible for their own staff data collection, ensuring data integrity, and accurate submission to the FRC Coordinator.

~~8.78.8~~ FRCs can administer COUNTY-approved measurement tools (e.g., tracking logs, pre/post-tests, satisfaction surveys, etc.) to collect data on other services. ADMINISTRATOR shall provide CONTRACTOR a minimum of ten (10) business day notice in the event a measurement tool is changed.

~~8.88.9~~ The COUNTY measurement tools, referenced in Subparagraph ~~8.44.16~~ are subject to change based on program and evaluation needs as defined by ADMINISTRATOR.

9. REPORTS

CONTRACTOR shall prepare and submit written reports in a format approved in writing by ADMINISTRATOR. Written reports include the Quarterly Assessment Report and the Monthly Service Grid.

1 9.1 Monthly Service Grid Reports shall be submitted to ADMINISTRATOR by the
2 twentieth (20th) day of each month for the preceding month of services. In the event the twentieth
3 (20th) calendar day falls on a weekend or COUNTY holiday as specified in Subparagraph ~~3-23.2~~
4 of this Exhibit, CONTRACTOR shall submit the Monthly Service Grid the next business day ~~to~~
5 ~~ADMINISTRATOR~~.

6 9.2 CONTRACTOR shall complete the FaCT standardized Marketing Outreach Log
7 and CEAC Data Form, and shall submit to ADMINISTRATOR quarterly, ten (10) calendar days
8 following the end of each quarter.

9 9.3 CONTRACTOR shall provide information deemed necessary by
10 ADMINISTRATOR to complete any state-required reports related to the services provided under
11 this Agreement.

12 10. GOALS AND OUTCOME OBJECTIVES

13 10.1 A minimum of ninety percent (90%) of counseling PARTICIPANTS will complete
14 a pre and post-test.

15 10.2 Family Support Advocate shall make efforts to contact one hundred percent (100%)
16 of PARTICIPANTS referred to CMT a minimum of three (3) business days prior to their scheduled
17 CMT to encourage attendance.

18 10.3 A minimum of ninety percent (90%) of participants receiving services at the FRC
19 will complete a FaCT FRC Satisfaction Survey.

20 ~~10.~~ 11. UTILIZATION REVIEW

21 ~~10.11.1~~ CONTRACTOR and ~~ADMINISTRATOR~~ ~~shall meet upon~~
22 ADMINISTRATOR's ~~request~~ designee shall meet at ~~CONTRACTOR's facility identified in~~
23 ~~Paragraph 7 of this Exhibit A~~ least semi-annually to review and evaluate a random selection of
24 ~~PARTICIPANT~~ family case records. ~~_-~~ The review ~~shall~~ may include, but is not limited to, an
25 evaluation of the necessity, and appropriateness, ~~and length~~ of services provided. ~~PARTICIPANT~~
26 and length of services. FAMILY cases to be reviewed shall be randomly selected by
27 ~~COUNTY~~ ADMINISTRATOR and may include both open and closed cases.

28 11.2 ADMINISTRATOR may conduct a Utilization Review (UR) at CONTRACTOR'S

1 facility referenced in Paragraph 0 of this Exhibit, with date and time determined at
 2 ADMINISTRATOR'S discretion. ADMINISTRATOR may provide oral and/or written feedback
 3 regarding the UR findings. CONTRACTOR shall comply with the findings of the UR and take
 4 corrective action accordingly.

5 ~~10.211.3~~ In the event CONTRACTOR ~~and~~ ADMINISTRATOR, ADMINISTRATOR and COUNTY's Children and Family Services staff representatives and/or
 6 ADMINISTRATOR's designee are unable to resolve differences of opinion regarding the
 7 necessity, and appropriateness, of services and length of services ~~provided~~, the dispute shall be
 8 submitted to COUNTY's Director of Children and Family Services for final resolution. Nothing
 9 in this subparagraph shall affect COUNTY's termination rights under Paragraph 42 of this
 10 Agreement.

11 11.12. SUSTAINABILITY

12 ~~11.12.1~~ CONTRACTOR agrees to demonstrate, throughout the term of this
 13 Agreement, the ability to integrate multiple public, private, and collaborative partner funding
 14 sources.

15 ~~11.212.2~~ CONTRACTOR must provide ~~measureable~~ measurable goals that
 16 demonstrate resource leveraging and in-kind partnerships and/or grants based on service gaps and
 17 identified needs, specific to the community.

18 ~~11.312.3~~ CONTRACTOR agrees to work with ADMINISTRATOR in order to
 19 pursue long-term sustainability of CONTRACTOR's FaCT collaborative programs. This includes,
 20 but is not limited to, participation in the following:

21 ~~11.3.112.3.1~~ Assessment of long-term need for and reasonableness of FaCT
 22 collaborative programs;

23 ~~11.3.212.3.2~~ Training programs developed by or for FaCT;

24 ~~11.3.312.3.3~~ Outreach activities initiated by FaCT staff or FaCT committees, as
 25 mutually agreed by CONTRACTOR and ADMINISTRATOR;

26 ~~11.3.412.3.4~~ Research of other public/private funding sources and opportunities;

27 ~~11.3.512.3.5~~ Pursuit of linkages with other partners, as appropriate; and
 28

1 ~~11.3.6~~12.3.6 Development of marketing and community education materials as
 2 mutually agreed upon by CONTRACTOR and ADMINISTRATOR.

3 ~~11.4~~12.4 CONTRACTOR agrees to cooperate in these efforts, as well as
 4 independently pursue opportunities to improve sustainability of their collaborative program.
 5 Independent activities may include activities identified above as well as grant writing and engaging
 6 in collaborative agreements with other integrated service initiatives.

7 ~~12.13.~~ MEETINGS AND TRAININGS:

8 ~~12.1~~13.1 CONTRACTOR shall ensure the FRC Coordinator participates in meetings
 9 of all FaCT FRC Coordinators for the purpose of information sharing, joint problem solving,
 10 identification of Best Practices, development of common approaches to case management and
 11 intake, training, and other related matters. Meetings will occur a minimum of one (1) time per
 12 month. ADMINISTRATOR will provide CONTRACTOR with detailed information regarding
 13 meeting date(s) and location(s).

14 ~~12.2~~13.2 CONTRACTOR shall ensure appropriate CONTRACTOR staff
 15 participates in all required trainings and/or meetings as identified by ADMINISTRATOR.
 16 ADMINISTRATOR will provide CONTRACTOR with detailed information regarding
 17 training/meeting date(s) and location(s).

18 ~~12.3~~13.3 Trainings eligible for reimbursement through this Agreement must be
 19 approved in advance, in writing, by ADMINISTRATOR.

20 ~~12.4~~13.4 At the request of ADMINISTRATOR, CONTRACTOR shall attend
 21 trainings presented or sponsored by COUNTY.

22 ///

23 ///

24 ~~13.14.~~ BUDGET

25 ~~13.1~~14.1 For ~~each of the five (5)~~three (3) COUNTY fiscal years (July 1 through June
 26 30) included during the term of this Agreement, the maximum ~~annual~~ budget for services provided
 27 pursuant to Exhibit A of this Agreement shall not exceed \$~~300~~1,050,000.

28 14.2 In the event ADMINISTRATOR ~~AND CONTRACTOR may agree, subject to~~

~~advance written notice, to add, delete, modify, line item and/or amounts, and/or the number and type of FTE positions, specified in~~ reduces ~~the annual budget included in Subparagraph 13.1, without reducing the level of services to be provided or exceeding COUNTY's maximum obligation as stated in Subparagraph 21.1 of this Agreement,~~ CONTRACTOR and ADMINISTRATOR may mutually agree in writing to proportionately reduce the service goals as set forth in this Exhibit.

14.3 The budget specified in Subparagraph 14.4 below, shall be for the period of July 1, 2020, through June 30, 2023. Each period shall be defined as follows:

14.3.1 Year One shall be for the period of July 1, 2020, through June 30, 2021.

14.3.2 Year Two shall be for the period of July 1, 2021, through June 30, 2022.

14.3.3 Year Three shall be for the period of July 1, 2022, through June 30, 2023.

14.4 The budget for services provided pursuant to Exhibit A of this Agreement is set forth as follows:

<u>FRC Services</u>	<u>YEAR ONE</u>	<u>YEAR TWO</u>	<u>YEAR THREE</u>
<u>Direct Service Costs ⁽¹⁾</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>
<u>Indirect Costs ⁽²⁾</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
<u>TOTAL MAXIMUM OBLIGATION:</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>

⁽¹⁾ Direct Service Costs are costs that are incurred and specifically allocable to the provision of services identified in this Agreement. Employee Benefits include contributions to 401k or retirement plans; health insurance; dental insurance; life insurance; long-term disability insurance; payroll taxes such as FICA, Federal Unemployment Tax, State Unemployment Tax, and Workers' Compensation Tax, based on the currently prevailing rates; and expense for accrued vacation time payout, for a separated employee, limited to the actual vacation time accrued during the fiscal year in which the expense is claimed, minus the actual vacation time used by the employee during said fiscal year.

⁽²⁾ Indirect Costs are costs that are incurred for an organization's common objectives and that cannot be readily identified with a particular final cost objective.

~~13.2~~14.5 For the purpose of meeting specific program needs, CONTRACTOR may

1 request to reallocate funds between budgeted line items by utilizing a Budget Modification Request
 2 form provided by ADMINISTRATOR, which shall include a justification narrative specifying the
 3 purpose of the request, the amount of said funds to be reallocated, and the sustaining annual impact
 4 as applicable to the current and subsequent fiscal years. CONTRACTOR shall obtain advance
 5 written approval from ADMINISTRATOR for any Budget Modification Request prior to
 6 implementation. Failure to obtain advance written notice approval for any proposed Budget
 7 Modification Request may result in disallowance of reimbursement for those costs.

8 14.6 In the event CONTRACTOR identifies savings within their budget,
 9 CONTRACTOR shall prioritize and utilize funding to meet the service requirements identified in
 10 Paragraph 5 of this Exhibit before adding new services and/or programming.

11 ~~13.3~~14.7 In the event the budget shown in Subparagraph ~~13.1~~14.4 of this Exhibit is
 12 modified, the modified budget shall remain in effect for the remainder of the ~~contract term~~fiscal
 13 year, unless superseded by subsequent budget modification(s) that have been approved in writing
 14 by ADMINISTRATOR. For example, if Budget Modification #1 is approved on ~~March~~August
 15 ~~15, 2016~~2020, the modified budget will remain in effect until Budget Modification #2 is requested
 16 and approved in writing. ~~The annual budget beginning on July 1st of each fiscal year shall be~~
 17 ~~identical to the most recently modified annual budget. Under no circumstances shall funds unspent~~
 18 ~~in one fiscal year carry over to another fiscal year.~~

19 ~~13.4—It is anticipated multiple budget modifications will occur during the term of this~~
 20 ~~Agreement. When appropriate, CONTRACTOR will delay submitting a Budget Modification~~
 21 ~~Request until multiple changes can be incorporated into a single Budget Modification Request~~
 22 ~~versus submitting several Budget Modification Requests that include a single line item change.~~

23 ~~13.5—For purposes of this Agreement, Direct Services Expense is defined as a non-~~
 24 ~~administrative expense required to provide goods or services for the direct benefit of~~
 25 ~~PARTICIPANTS. Examples include, but are not limited to: parent education handbooks, chore~~
 26 ~~charts, art materials, water and snacks for PARTICIPANT consumption, incentives for clients to~~
 27 ~~attend events, etc.~~

28 ~~13.6—For purposes of this Agreement, Program Expense is defined as an administrative~~

1 ~~expense required for overall service delivery rather than an expense benefitting an individual~~
2 ~~PARTICIPANT. Examples include, but are not limited to: marketing materials, display boards,~~
3 ~~educational DVDs and video equipment to broadcast, parent education curriculums, educational~~
4 ~~books/reference material to be used by CONTRACTOR's staff, furniture, volunteer staff~~
5 ~~recognition events, etc.~~

6 ~~13.7— Budget Modification Requests will be considered for approval when such requests~~
7 ~~are to reallocate funds within a similar category such as reallocating unused funds from a direct~~
8 ~~service salary position to a new direct participant service (i.e., Life Skills Workshop) or~~
9 ~~reallocating unused Office Supply funds to increase an Insurance line item. Funds may not shift~~
10 ~~from a direct service line item to an administrative line item.~~

11 ~~13.7.1— Consideration for an exception to the provision described in~~
12 ~~Subparagraph 13.7 will be considered on a case-by-case basis and shall be approved at the sole~~
13 ~~discretion of COUNTY.~~

14 ~~13.8— In the event ADMINISTRATOR reduces the maximum obligation as stated in~~
15 ~~Subparagraph 20.1, CONTRACTOR and ADMINISTRATOR may mutually agree in writing to~~
16 ~~proportionately reduce the service goals as set forth in this Exhibit.~~

17 ~~13.9— To ensure a meaningful collaboration among Contractor Partner Agencies and~~
18 ~~decision-making, no single CONTRACTOR shall have more than fifty-~~
19 ~~##~~
20 ~~one percent (51%) of the total collaborative FRC budget. Exception to the fifty one percent (51%)~~
21 ~~maximum may include:~~

22 ~~13.9.1— The CONTRACTOR is a governmental and/or public agency, and/or~~
23 ~~single partner is providing more than fifty one percent (51%) of the total collaborative services.~~

24 ~~13.9.2— Any CONTRACTOR receiving more than fifty one percent (51%) of~~
25 ~~the total FRC collaborative budget must provide a proportional share of the total FRC collaborative~~
26 ~~services (i.e., provides at least fifty one percent (51%) of the services).~~

27 ~~13.10— The annual budget for services provided pursuant to Exhibit A of this Agreement~~
28 ~~is set forth as follows:~~

	<u>FTE</u> ⁽¹⁾	<u>Maximum Hourly Rate</u> ⁽²⁾	<u>Budget</u>
<u>SALARIES</u>			
<u>Friendly Center, Inc. (FC)</u> ⁽⁵⁾			
Accounting Coordinator (Admin.)	0.125	\$20.00	\$5,200
Community Engagement Volunteer Coordinator (Service 6.1.4)	0.50	\$13.00	12,480
Education Site Manager (Service 5.7)	0.75	\$15.00	20,280
Family Services Assistant (Service 5.8 and 5.11)	0.50	\$13.00	12,480
Family Support Specialist (Service 5.3)	1.00	\$15.00	29,120
FRC Coordinator (Service 5.4, 5.9, 5.10, 5.12, 5.16)	1.00	\$20.00	41,600
Tutor Lead (Service 5.7)	0.25	\$12.00	<u>5,200</u>
—SUBTOTAL FC SALARIES:			\$126,360
FC Benefits (14%) ^(3 and 4)			<u>17,690</u>
—SUBTOTAL FC SALARIES AND BENEFITS:			\$144,050
<u>City of Placentia (CP)</u> ⁽⁵⁾			
Childcare Worker (Service 6.2)	0.14	\$11.43	\$3,046
Information and Referral Specialist (English/Spanish) (Service 5.6)	1.00	\$16.18	33,655
OST Leader (Service 5.13)	0.32	\$12.60	7,757
OST Leader Aide (Service 5.13)	0.48	\$11.43	<u>10,039</u>
—SUBTOTAL CP SALARIES:			\$54,497
CP Benefits (35.35%) ^(3 and 4)			<u>19,264</u>
—SUBTOTAL CP SALARIES AND BENEFITS:			\$73,761
<u>WOMEN'S TRANSITIONAL LIVING CENTER (WTLC)</u> ⁽⁵⁾			
Community Education Supervisor (Admin)	0.10	\$22.00	\$2,112
Director (Admin.)	0.05	\$26.00	1,248
Personal Empowerment Program Instructor/Community Education Advocate (Service 5.15)	0.20	\$16.00	<u>6,144</u>
—SUBTOTAL WTLC SALARIES:			\$9,504
WTLC Benefits (22%) ^(3 and 4)			<u>1,943</u>
—SUBTOTAL WTLC SALARIES AND BENEFITS:			\$11,447
<u>Western Youth Services (WYS)</u> ⁽⁵⁾			
Clinical Supervisor (Service 5.1)	0.05	\$34.85	\$3,624

1	CMT Clinical Supervisor (Service 5.5)	0.10	\$34.85	7,248
	Counselor (Service 5.2)	0.50	\$26.44	27,498
2	Parenting Educator (Service 5.14)	0.0375	\$26.44	2,062
3	Program Director (Admin.)	0.0125	\$34.85	906
4	— SUBTOTAL WYS SALARIES:			\$41,338
5	WYS Benefits (21%) ^(3 and 4)			8,681
6	— SUBTOTAL WYS SALARIES AND BENEFITS:			\$50,019
7	<u>PARTICIPANT RELATED SERVICES AND EXPENSE</u>			
8	FC CEAC (Service 6.1.4)			\$1,000
9	WYS Direct Service Expense			150
10	WTLC Direct Service Expense			2253
11	— SUBTOTAL PARTICIPANT RELATED SERVICES AND EXPENSES:			\$3,403
12	<u>ADMINISTRATIVE SERVICES AND SUPPLIES⁽⁵⁾</u>			
13	<u>SERVICES</u>			
14	FC Independent Audit			\$500
15	FC Program Expense			\$4,015
16	WYS Independent Audit			180
17	<u>SUPPLIES</u>			
18	FC Office Supplies			\$200
19	FC Postage			200
20	CP Office Supplies			250
21	WYS Office Supplies			150
22	— SUBTOTAL ADMINISTRATIVE SERVICES AND SUPPLIES:			\$5,495
23	<u>OPERATING EXPENSES⁽⁵⁾</u>			
24	FC Insurance			\$4,000
25	CP Equipment Lease/ Rental Copy Machine			1,500
26	CP Telephone/Internet			1,000
27	WYS Insurance			225
28	WYS Mileage ⁽⁶⁾			300
29	WYS Staff Training			150
30	WTLC Mileage ⁽⁶⁾			300
31	— SUBTOTAL OPERATING EXPENSES:			\$7,475
32	<u>INDIRECT COSTS⁽⁵⁾</u>			
33	WYS Indirect Cost			\$4,350
34	— SUBTOTAL INDIRECT COSTS:			\$4,350

— SUBTOTAL ALL SALARIES, BENEFITS, SERVICES, SUPPLIES, OPERATING EXPENSES AND INDIRECT COSTS:	\$300,000
— MAXIMUM COUNTY OBLIGATION	\$300,000

15. STAFF

CONTRACTOR shall provide the following described staff positions continuously throughout the term of the Agreement:

<u>Position</u>	<u>FTE ⁽¹⁾</u>	<u>Maximum Hourly Rate ⁽²⁾</u>
<u>FRC Services</u>		
<u>CMT Clinical Supervisor</u>	<u>0.10</u>	<u>\$33.40</u>
<u>Community Engagement Coordinator</u>	<u>0.50</u>	<u>\$17.00</u>
<u>Counselor</u>	<u>0.50</u>	<u>\$27.10</u>
<u>Family Support Advocate</u>	<u>2.00</u>	<u>\$21.00</u>
<u>FRC Coordinator</u>	<u>1.00</u>	<u>\$31.00</u>
<u>Information and Referral Specialist</u>	<u>1.00</u>	<u>\$18.00</u>

⁽¹⁾ For hourly employees, Full-Time Equivalent (FTE) is defined as the amount of time (stated as a percentage) the position will be providing services under the terms of this Agreement. This percentage is based upon a 40-hour work week. For salaried employees, FTE is defined as the amount of time (stated as a percentage) the position will be paid for under the terms of this Agreement, regardless of the number of hours actually worked.

⁽²⁾ Maximum hourly rate which will be permitted during the term of this Agreement; employees may be paid at less than maximum hourly rate.

~~⁽³⁾ Employee Benefits may include contributions to 401k or retirement plans; health insurance; dental insurance; life, vision insurance; long term/short term disability insurance; life and disability insurance; payroll taxes such as FICA, Federal Unemployment Tax, State Unemployment Tax, and Worker's Compensation Tax, based on the currently prevailing rates, and vacation/sick time accrual as specified in footnote four (4) below. FC's overall benefit rate shall not exceed fourteen percent (14%) of actual salary expense claimed. CP's overall benefit rate shall not exceed 35.35% of actual salary expense claimed. WYS's overall benefit rate shall not exceed twenty one percent (21%) of actual salary expense claimed. WTLC's overall benefit rate shall not exceed twenty two percent (22%) of actual salary expense claimed.~~

~~(4) An actual expenditure for a vacation/sick time accrual payment, paid to an employee upon separation in accordance with CONTRACTOR's established policy, will be included as an itemized amount on the Salary and Benefit Worksheet submitted as part of CONTRACTOR's monthly invoice packet. The amount eligible for reimbursement shall be limited to the amount of vacation/sick time earned by the employee during the COUNTY fiscal year in which the claim is made, minus any vacation/sick time the employee used during the same fiscal year. For example, if an employee separates on February 15, 2016, the vacation/sick time accrual amount eligible for reimbursement through the Agreement shall be based upon the period of July 1, 2015 through February 15, 2016 only.~~

~~(5) Administrative costs are defined as those costs not solely related to direct services to clients, supervision, and program costs (e.g., executive director oversight, technology services, accounting, payroll, etc.) and shall be held to no more than fifteen percent (15%) of the total gross program costs.~~

~~(6) Mileage is limited to the amount allowed by Internal Revenue Service.~~

~~14.1. STAFF~~

~~14.1~~15.1 Recruitment Practices:

~~14.1~~15.1.1 ~~CONTRACTOR~~CONTRACTOR shall use a formal recruitment plan, which complies with ~~Federal~~federal and State employment and labor regulations. CONTRACTOR shall hire staff with the education, language skills, and experience necessary to appropriately perform all functions as described in this Agreement.

~~##~~

15.1.2 CONTRACTOR shall notify ADMINISTRATOR, in writing, no later than seventy-two (72) hours of any staffing vacancies or filling of vacant positions that occur during the term of this Agreement. For resignations, CONTRACTOR's notification shall include employee's name, position title, date of resignation, a description of planned recruitment activities, and the CONTRACTOR's contingency plan to cover services during the vacancy. For new hires, CONTRACTOR's notification shall include candidate's resume or application, position title, and date of hire.

1 ~~14.1.2~~15.1.3 The number of direct service bilingual staff ~~shall~~proposed should
2 include how staffing will meet the needs of the community to be served.

3 ~~14.1.3~~15.1.4 CONTRACTOR may be required to submit employer’s bilingual
4 certification criteria and/or test results to ADMINISTRATOR.

5 ~~14.2~~ — ~~CONTRACTOR shall specify the FTE percentage for each service for staff that~~
6 ~~provides more than one service. The combined FTE for any individual staff may not exceed a 1.0~~
7 ~~maximum.~~

8 ~~CONTRACTOR shall provide the following described staff positions:~~

9 ~~14.3~~ — ~~Accounting Coordinator (FC):~~

10 ~~14.3.1~~ — ~~Duties:~~ Ensure accurate and timely submittal of invoices, document
11 expenditures for audit purposes, attend FaCT required trainings, and provide financial reports as
12 required or requested by Partner Agencies and/or ADMINISTRATOR.

13 ~~14.3.2~~ — ~~Qualifications:~~ Two (2) years bookkeeping experience; computer
14 literacy in Word, Excel, and QuickBooks computer programs; ability to prioritize tasks to meet
15 deadlines; and oral and written proficiency in English is required.

16 ~~14.4~~ — ~~Childcare Worker (CP):~~

17 ~~14.4.1~~ — ~~Duties:~~ Provide childcare activities at the FRC to children of
18 PARTICIPANTS attending FRC services, communicate with FRC Coordinator, attend all required
19 meetings and trainings, and complete required documents.

20 ~~14.4.2~~ — ~~Qualifications:~~ High school diploma or equivalent and one (1) year of
21 childcare experience, including working with infants, ability to deal with stressful situations, and
22 be creative and energetic. Proficiency in English is required and bilingual, based on community
23 language need, is preferred.

24 ~~##~~

25 ~~14.5~~ — ~~Clinical Supervisor (WYS):~~

26 ~~14.5.1~~ — ~~Duties:~~ Provide individual and group supervision as applicable, clinical
27 supervision for counseling services, case consultation to FRC staff as needed, monitor cases, be
28 available for crisis and clinical consultation as needed, review documents for clinical content,

~~verify the laws of confidentiality are followed, and ensure that child and elder/dependent adult abuse reporting are followed up on every case consult. Ensure accuracy of paperwork and data entered into the FaCT database and attend all required meetings and trainings.~~

~~14.5.2 — Qualifications: Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), or Licensed Clinical Psychologist and a minimum of two (2) years of clinical supervision experience. Proficiency in English is required.~~

~~14.6~~15.2 CMT Clinical Supervisor (~~WYS~~:FC)

~~14.6.1~~15.2.1 Duties: ~~Facilitate~~A licensed clinician shall facilitate case management team group process, ensure thorough assessment and linkages for families to resources, and ensure team and/or staff members follow up on all mandated reporting requirements. Responsibilities include, but are not limited to: verify and track attendance of required ~~FRC~~ CMT members; ensure PARTICIPANT confidentiality/release forms are signed by PARTICIPANT and ~~FRC~~ CMT members; review the laws of confidentiality and child, and elder/dependent adult abuse reporting on an annual basis, and ensure compliance for each case presented; ensure all ~~FRC~~ CMT cases conferenced are multiple needs cases (i.e., not just information and referral); facilitate weekly review of ~~FRC~~ CMT cases, including a thorough assessment of needs, treatment plan, follow up plan, and termination; provide and coordinate ongoing cross-training to ~~FRC~~ CMT on clinical training needs; ensure families are invited to the ~~FRC~~ CMT meetings; maintain ~~a binder of~~ weekly case logs and registration forms for each case conferenced at ~~FRC~~ CMT; complete standardized ~~FRC~~ CMT assessment tools, ensuring COUNTY required ~~FRC~~ CMT data is accurately entered into FaCT database; and actively engage new collaborative partners and/or other COUNTY agency representatives to conference cases that would benefit families.

~~14.6.2~~15.2.2 Qualifications: ~~LCSW, MFTA~~ Licensed Clinical Social Worker, Marriage and Family Therapist, or Licensed Clinical Psychologist. A minimum of one (1) year of group/meeting facilitation experience ~~is preferred.~~ Proficiency and proficiency in English is required.

~~14.7~~ Community Education Supervisor (WTLC):

1 ~~14.7.1 — Duties: Responsible for day to day supervision of the Community~~
 2 ~~Education program, working with staff to ensure quality and quantity requirements are met,~~
 3 ~~reporting to the Executive Director any issues and filling in staff duties when the direct service~~
 4 ~~provision staff member is unable to meet their obligations.~~

5 ~~14.7.2 — Qualifications: Minimum of four (4) years of supervisory experience,~~
 6 ~~completion and certification of mandated 40-hour domestic violence training, completion of Child~~
 7 ~~Abuse Prevention and Reporting training, and completion of PEP training. Proficiency in English~~
 8 ~~and Spanish is required.~~

9 ~~14.8~~15.3 ~~Community Engagement Volunteer Coordinator (FC):~~

10 ~~The Community Engagement Coordinator shall not be a current member of the~~
 11 ~~CEAC.~~

12 ~~14.8.1~~15.3.1 ~~Duties: Assist~~To assist in advocacy for the expansion of the FRC
 13 ~~CEAC, and Youth Action Council programs,~~ and activities focusing on issues that affects the
 14 health, well-being, and public safety of residents in the FRC community. Oversee community
 15 organizing, volunteer recruitment and training, problem solving, and developing and
 16 implementing an outreach plan. ~~Support~~In addition, support the efforts of local programs to
 17 explore donation and service opportunities for the FRC; ~~develop and promote FRC volunteer~~
 18 ~~project activities;~~ ~~develop and maintain regular contact with community organizations;~~
 19 coordinate and communicate with FRC Coordinator, attend all required meetings and trainings,
 20 administer FaCT-approved measurement tools, and enter the results into the FaCT database.

21 15.3.2 Qualifications:

22 ~~_____~~ Option One (1): ~~Bachelor's~~An Associate's degree or sixty (60) college
 23 units in human services or related field from an accredited college/university; ~~two (2) years of~~
 24 ~~experience working with at-risk families and the community, including~~ one (1) year of experience,
 25 including leadership/supervisory experience; ~~knowledge of public and private social, providing~~
 26 direct services ~~agencies, community resources~~to the target population; capable of relating well to
 27 individuals from diverse backgrounds, cultures, varied income, and education levels; and computer
 28 competency. Proficiency in English is required. Based on community need, bilingual proficiency

1 may be required; or

2 ~~14.8.2~~ Option Two (2): Three (3) years of experience, including ~~Federal~~
3 ~~and State programs~~ one (1) year of leadership/supervisory experience, providing direct services to
4 the target population; capable of relating well to individuals from diverse backgrounds, cultures,
5 varied income, and education levels; and computer competency. ~~Proficiency in English is~~
6 ~~required, and bilingual, based on community language need, is preferred.~~

7 ~~Qualifications Option Two (2): A minimum of five (5) years of experience working with at-risk~~
8 ~~families and the community, including one (1) supervisory experience; knowledge of public and~~
9 ~~private social services agencies, community resources, including Federal and State programs;~~
10 ~~capable of relating well to individuals from diverse backgrounds, cultures, varied income, and~~
11 ~~education levels; and computer competency.~~ Proficiency in English is required, ~~and bilingual,~~
12 ~~based.~~ Based on community language need, is preferred bilingual proficiency may be required.

13 ~~14.9~~ 15.4 Counselor (WYS): FC)

14 ~~14.9.1~~ 15.4.1 Duties: ~~Provide~~ The counselor shall: provide therapy, including
15 assessment, treatment planning, termination, and documentation. ~~Administer FaCT approved~~
16 ~~pre/post;~~ communicate applicable case related information to SSA staff, as requested; and
17 complete FaCT designated measurement tools and enter ~~results~~ all required data into the FaCT
18 ~~Database~~ database.

19 ~~14.9.2~~ 15.4.2 Qualifications: Licensed clinician; or ~~under an intern registered~~
20 with the supervision State of ~~a licensed clinician or a qualified mental health professional~~
21 ~~under~~ California Department of Consumer Affairs, Board of Behavioral Sciences (BBS). All
22 interns must be receiving direct clinical supervision ~~including Marriage and Family Therapist~~
23 ~~Intern, ACWS with addition of Masters in Social Work Intern or Marriage and Family Therapy~~
24 ~~trainee enrolled in an accredited graduate program under clinical supervision.~~ accordance with BBS
25 requirements. Proficiency in English ~~and bilingual, in English/Spanish or English/Vietnamese~~
26 ~~based~~ is required. Based on community language need, is bilingual proficiency may be required.

27 ~~14.10~~ Director (WTLC):

28 15.5 Family Support Advocate (FC)

1 ~~14.10.1—Duties:~~ Responsible for ~~attending FRC collaborative meetings,~~
 2 ~~oversight and training of staff, supporting the development of PEP. Clinical supervision of direct~~
 3 ~~services staff.~~

4 ~~14.10.2—Qualifications:~~ Master's degree in human services or related field from
 5 ~~an accredited university and five (5) years of experience of management experience working with~~
 6 ~~at risk families and the community.~~

7 ~~14.11—Education Site Manager (FC):~~

8 ~~14.11.1—Duties:~~ ~~Oversee tutoring programs for students grades kindergarten~~
 9 ~~through high school; supervise work study students, volunteers, and interns; train tutors on~~
 10 ~~common core curriculum; monitor attendance and participation; administer, compile, and record~~
 11 ~~student assessment data; and collect and input data into FaCT database.~~

12 ~~14.11.2—Qualifications:~~ High school diploma or equivalent, twelve (12) units of
 13 ~~child development or related course work, and one (1) years of experience working with school~~
 14 ~~age children is required; strong organizational, communication and computer skills; ability to~~
 15 ~~communicate with school staff, parents, and students. Proficiency in English is required and~~
 16 ~~bilingual, based on community language need, is preferred.~~

17 ~~14.12—servicing all Family Support Services Assistant (FC):~~

18 ~~14.12.1—Duties:~~ ~~Provide emergency assistance to meet the basic needs of~~
 19 ~~families and stabilize their situations. Train and supervise volunteers. Monitor, administer,~~
 20 ~~compile, and record data on numbers served, product received and enter into the FaCT database.~~
 21 ~~Responsible for~~referrals. Services shall include, but not limited to: ~~assessing food needs in the~~
 22 ~~community and assisting families to food programs to meet those needs; track client data, food~~
 23 ~~data, and compile reports to collaborative food partnerships; and communicate food needs to FRC~~
 24 ~~Coordinator.~~

25 ~~14.12.2—Qualifications Option One (1):~~ High school diploma or equivalent, one
 26 ~~(1) year community experience working directly with families in crisis and community, knowledge~~
 27 ~~of local~~family strengths and needs; linkages to ~~resources, excellent customer service skills, and~~
 28 ~~computer competency (i.e. knowledge and ability to use computers and related technology).~~

Proficiency in English and bilingual, based on community language need, is required.

~~14.12.3 — Qualifications Option Two (2): Five (5) years of experience, including one (1) year supervisory experience, working with at-risk families and the community; knowledge of public and private social services agencies, community resources including federal and state programs; capable of relating well to individuals from diverse backgrounds, cultures, varied income levels; and computer competency. Proficiency in English is required and bilingual, based on community language need, is preferred.~~

~~14.13 — Family Support Specialist (FC):~~

~~14.13.1~~ 15.5.1 Duties: Assess needs and assist families to access resources to meet needs, including court ordered families to facilitate family reunification; case planning; present in-home services; communicating applicable case related information to SSA staff, as requested; compiling and maintaining records; preparing reports; presenting cases at CMT meetings; ~~compile and maintain records; prepare reports; complete FaCT approved assessment~~ completing FaCT designated measurement tools; and entering all required data entry into the FaCT-approved database; and ~~attend~~ attending all required FaCT meetings and trainings.

15.5.2 Qualifications:

Option One (1): Bachelor's degree in human services or related field from an accredited university; ~~knowledge of the child welfare system; and two (2) years of experience working directly with families in crisis and the community.~~ Proficiency in English ~~and bilingual, based~~ is required. Based on community ~~language~~ need, ~~is~~ bilingual proficiency may be required; or

~~14.13.2 — Qualifications~~ Option Two (2): A minimum of ~~five (5)~~ three (3) years of experience ~~working directly with families in crisis and~~ providing direct services to the community

~~##~~

~~and knowledge of the child welfare system.~~ target population. Proficiency in English ~~and bilingual, based on community language need,~~ is required.

~~14.14 — Foster and Adoptive Parent Recruiter (FC):~~

1 ~~14.14.1 Duties: Responsibilities include speaking at service clubs, school~~
 2 ~~district collaborative meetings, local school parent meetings, and churches. Distribute print media~~
 3 ~~at community events, collaborative meetings, and corporate events.~~

4 ~~14.14.2 Qualifications: High school diploma or equivalent, one (1) year~~
 5 ~~community experience working directly with families in crisis and community, knowledge of local~~
 6 ~~resources, excellent customer service skills, and computer competency (i.e. knowledge and ability~~
 7 ~~to use computers and~~
 8 ~~related technology). Proficiency in English and bilingual, based~~ Based ~~on community language~~
 9 ~~need, is~~ bilingual proficiency may be required.

10 15.6 FRC Coordinator (FC)

11 ~~14.15 Duties: FRC Coordinator's work schedule shall be consistent with FRC~~
 12 ~~Coordinator (FC):~~

13 ~~14.15.1~~ 15.6.1 ~~Duties: operating hours and their workspace shall be located~~
 14 at the FRC. Perform a variety of administrative functions, including: coordinate service providers;
 15 supervise FRC staff; oversee the day-to-day operation of the FRC; compile statistical and financial
 16 data for various reports; facilitate community involvement in the CEAC; coordinate governance
 17 and policy procedure development; coordinate ~~staff~~ training opportunities for staff; prepare and
 18 monitor program budget; perform outreach to community businesses and schools; market FRC
 19 services within the community; initiate outreach to new partners and service providers; address
 20 public ~~inquires~~ inquiries regarding services, procedures, operations, and regulations; facilitate
 21 ~~Contractor Partner Agencies~~ FRC partners and staff meetings and ensure completion of meeting
 22 minutes; complete all required documentation; ~~collaborate with the COUNTY in promoting~~
 23 ~~Foster/Adoptive Parent Recruitment Services, at community events/workshops~~ attend required
 24 FaCT meetings and ~~other local community events as needed, for foster~~ trainings; and ~~adoptive~~
 25 ~~resources for children in need of a permanent~~ perform related duties as assigned.
 26 ~~home; attend all required FaCT meetings and trainings; and perform related duties as assigned.~~

27 15.6.2 Qualifications:

28 ~~14.15.2~~ Option One (1): Bachelor's degree (or Master's degree preferred)

1 in social work, sociology, psychology, or related field from an accredited university and two (2)
 2 years of experience ~~working with at risk families and~~ providing direct services to the ~~community;~~
 3 ~~knowledge of the child welfare system~~ target population; capable of relating well to individuals
 4 from diverse backgrounds, cultures, varied income, and education levels; ~~supervisory experience~~
 5 ~~in management; ability to work successfully in a collaborative environment; attention to detail;~~
 6 ~~and computer competency. Proficiency in English is required and bilingual based on community~~
 7 ~~language need, is preferred.~~

8 ~~Qualifications Option Two (2): A minimum of five (5) years of experience working with at risk~~
 9 ~~families and the community; knowledge of the child welfare system; capable of relating well to~~
 10 ~~individuals from diverse backgrounds, cultures, varied income, and education levels;~~ leadership
 11 and/or supervisory experience; ability to work successfully in a collaborative environment;
 12 attention to detail; and computer competency. Proficiency in English is required ~~and bilingual,~~
 13 ~~based. Based~~ on community ~~language~~ need, ~~is preferred.~~ bilingual proficiency may be required; or

14 Option Two (2): A minimum of five (5) years of experience providing
 15 direct services to the target population; capable of relating well to individuals from diverse
 16 backgrounds, cultures, varied income, and education levels; leadership and/or supervisory
 17 experience; ability to work successfully in a collaborative environment; attention to detail; and
 18 computer competency. Proficiency in English is required. Based on community need, bilingual
 19 proficiency may be required.

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21 ~~14.16.1~~ 15.7 Information and Referral Specialist (~~CP~~:FC)

22 ~~14.16.1~~ 15.7.1 Duties: ~~Respond~~ Responsible for responding to walk-in, call-in, and
 23 referred PARTICIPANTS seeking community resources; ~~assess PARTICIPANT's.~~ Assess
 24 PARTICIPANTS's immediate needs and make referrals to appropriate resources; ~~and administer.~~
 25 Administer FaCT-approved ~~measurement tools~~ tracking tool and enter results into the FaCT
 26 database.

27 ~~14.16.2~~ Qualifications: High school diploma or equivalent, one (1) year
 28 ~~community of customer service~~ experience working directly with ~~families in crisis and community,~~

1 ~~knowledge of local resources, excellent customer service skills~~the public, and computer
 2 competency (i.e., knowledge and ability to use computers and related technology). Proficiency in
 3 English ~~and bilingual, based~~is required. Based on community ~~language need, is required.~~

4 ~~14.17 Out-of-School-Time Leader (CP):~~

5 ~~14.17.1~~15.7.2 ~~Duties:~~ Provide supervision and Out-of-School-Time activities to
 6 children and youth based on community need, monitor attendance, and ensure the health and safety
 7 of the children is maintained at all times. ~~Coordinate and communicate with FRC Coordinator,~~
 8 ~~attend all~~bilingual proficiency may be required-meetings, administer FaCT-approved measurement
 9 tools, and enter results into the FaCT database.

10 ~~14.17.2~~ ~~Qualifications:~~ High school diploma or equivalent, twelve (12) units of
 11 child development or related course work, and one (1) year of experience working with children
 12 is required. Proficiency in English is required, and bilingual, based on community language need,
 13 is preferred.

14 ~~14.18 Out-of-School-Time Leader Aide (CP):~~

15 ~~14.18.1~~ ~~Duties:~~ Provide supervision and Out-of-School-Time activities to
 16 children and youth based on community need, monitor attendance, and ensure the health and safety
 17 of the children is maintained at all times. ~~Coordinate and communicate with FRC Coordinator,~~
 18 ~~attend all required~~meetings, administer FaCT-approved measurement tools, and enter results into
 19 the FaCT database.

20 ~~14.18.2~~ ~~Qualifications:~~ High school diploma or equivalent and six (6) months
 21 of experience working with children is required. ~~Six (6) units of child development or related~~
 22 ~~course work is preferred.~~ Proficiency in English is required, and bilingual, based on community
 23 language need, is preferred.

24 ~~14.19 Parenting Educator (WYS):~~

25 ~~14.19.1~~ ~~Duties:~~ Teach Parenting Education classes and workshop; improve
 26 parent skills and family functioning; monitor attendance and participation; provide written reports;
 27 ~~administer FaCT-approved pre/post~~measurement tools; and enter the results into the FaCT
 28 database.

1 ~~14.19.2 Qualifications: Possess a minimum of twelve (12) units of college~~
 2 ~~education in child development, psychology, sociology, social work, or a related field; one (1) year~~
 3 ~~of experience working in the human services field; and trained and/or certified to provide the~~
 4 ~~chosen evidence-based or evidence-informed curriculum. Proficiency in English and bilingual,~~
 5 ~~based on community language need, is required.~~

6 ~~14.20 Personal Empowerment Program Instructor/Community Education Advocate~~
 7 ~~(WTLC):~~

8 ~~14.20.1 Duties: Provide and instruct Personal Empowerment Program (PEP)~~
 9 ~~services, administer FaCT approved pre/post measurement tools, and enter results into the FaCT~~
 10 ~~database. Duties for TLFR PARTICIPANTS include, but are not limited to: verify attendance,~~
 11 ~~issue certificates of completion, and provide verbal and/or written reports to County social~~
 12 ~~workers.~~

13 ~~14.20.2 Qualifications: Possess a minimum of two (2) years of experience~~
 14 ~~working with domestic violence families, forty (40) hours of Domestic Violence Prevention~~
 15 ~~training, eight (8) hours of Child Abuse Prevention and Reporting Training, and completion of~~
 16 ~~Personal Empowerment Program Training. A valid Domestic Violence Advocate Certificate is~~
 17 ~~required. Proficiency in English and bilingual, based on community language need, is required.~~

18 ~~14.21 Program Director (WYS):~~

19 ~~14.21.1 Duties: Oversee all WYS services contracted with FaCT, supervise~~
 20 ~~FaCT contracted staff, complete required reports and documents, and attend all required meetings.~~
 21 ~~##~~

22 ~~14.21.2 Qualifications: Licensed clinician (i.e., LCSW, MFT, or Psychologist);~~
 23 ~~a minimum of two (2) years post licensure experience; and abide by ethical standards as set forth~~
 24 ~~by the Board of Behavioral Sciences and the professional association to which Program Director~~
 25 ~~belongs. Proficiency in English is required.~~

26 ~~14.22 TLFR Family Fun Activities Leader (FC):~~

27 ~~14.22.1 Duties: Responsible for providing supervision and TLFR Family Fun~~
 28 ~~Activities to children and youth in the reunification process,~~

~~monitor attendance, and ensure the health and safety of the children is maintained at all times.~~

~~14.22.2 Qualifications: High school diploma or equivalent, one (1) year community experience working directly with families in crisis and community, knowledge of local resources, excellent customer service skills, and computer competency (i.e. knowledge and ability to use computers and related technology). Proficiency in English and bilingual, based on community language need, is required.~~

~~14.23 Tutor Lead (FC):~~

~~14.23.1 Duties: Assist with tutoring programs for students' grades kindergarten through high school. Provide support for the Education Site Manager. Assist students with homework, projects and enrichment. Monitor attendance and participation, administer, compile, and record student assessment data. Collect and input data into the FaCT data base.~~

~~14.23.2 Qualifications: High school diploma or equivalent, some college coursework preferred, strong organizational, communication and computer skills. Proficiency in English is required and bilingual, based on community language need, is preferred.~~

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