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Exhibit A

| | | |
|-----|---|----|
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1. TERM

The term of this Agreement shall commence on July 1, 2015, and terminate on June 30, 2020, unless earlier terminated pursuant to the provisions of Paragraph 43 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. ~~CONTRACTOR and ADMINISTRATOR may mutually agree in writing to extend the term of this Agreement, for up to twelve (12) additional months upon the same terms and conditions, provided that COUNTY's maximum obligation as stated in Subparagraph 20.1 of this Agreement does not increase as a result.~~

2. ALTERATION OF TERMS

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 unless made in the form of a written amendment to this Agreement which is formally approved and executed by both parties.

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.

1 3.2 CONTRACTOR, its agents, employees and volunteers shall not be
2 entitled to any rights and/or privileges of COUNTY employees, and shall not be
3 considered in any manner to be COUNTY employees.

4 4. DESCRIPTION OF SERVICES, STAFFING

5 4.1 CONTRACTOR agrees to provide those services, facilities, equipment
6 and supplies as described in the Exhibit "A" to the Agreement between County
7 of Orange and CHEC Family Resource Center (FRC), for the Provision of Services
8 Promoting Safe and Stable Families Services, attached hereto and incorporated
9 herein by reference. CONTRACTOR shall operate continuously throughout the
10 term of this Agreement with the number and type of staff described and as
11 required for provision of services hereunder.

12 4.2 Subject to thirty (30) days advance written notice, ADMINISTRATOR
13 may require changes in staffing allocations to reflect current workload
14 demands or service needs as long as COUNTY's maximum obligation as set forth
15 in this Agreement is not exceeded.

16 4.3 Upon the request of ADMINISTRATOR, CONTRACTOR shall send
17 appropriate staff to attend an orientation session and subsequent training
18 sessions given by COUNTY.

19 5. LICENSES AND STANDARDS

20 5.1 CONTRACTOR warrants that it has all necessary licenses and permits
21 required by the laws of the United States, State of California, County of
22 Orange and all other appropriate governmental agencies to perform the services
23 described in this Agreement, and agrees to maintain these licenses and permits
24 in effect for the duration of this Agreement. Further, CONTRACTOR warrants
25 that its employees shall conduct themselves in compliance with such laws and
26 licensure requirements including, without limitation, compliance with laws
27 applicable to sexual harassment and ethical behavior.

28 5.2 In the performance of this Agreement, CONTRACTOR shall comply,

1 unless waived in whole or in part by ADMINISTRATOR, with all applicable
2 provisions of the California Welfare and Institutions Code (WIC); Title 45 of
3 the Code of Federal Regulations (CFR); Federal Office of Management and Budget
4 (OMB) Circulars A-21, A-122, and A-87; Title 48 CFR Section 31.2; and all
5 applicable laws and regulations of the United States, State of California,
6 County of Orange Social Services Agency and all administrative regulations,
7 rules and policies adopted thereunder as each and all may now exist or be
8 hereafter amended.

9 5.2.1 For Federally funded Agreements in the amount of \$25,000
10 or more, CONTRACTOR certifies that its officers and/or principals are not
11 debarred or suspended from Federal financial assistance programs and/or
12 activities.

13 5.3 CONTRACTOR shall cooperate with the California Department of
14 Social Services (CDSS) on the implementation, monitoring, and evaluation of
15 the State's Child Abuse and Neglect Prevention and Intervention Program, and
16 shall comply, to the mutual satisfaction of COUNTY and CDSS, with any and all
17 reporting and evaluation requirements established by CDSS.

18 6. DELEGATION AND ASSIGNMENT/SUBCONTRACTS

19 6.1 Delegation and Assignment:

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

6.2 Subcontracts:

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.

6.2.1 Subcontracts of \$25,000 or less:

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 thousand dollars (\$25,000) 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.

6.2.2 Subcontracts in excess of \$25,000:

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 thousand dollars (\$25,000) 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 internal audit procedures and monitoring of

1 subcontractor's performance until completion of services.

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

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

16 7. FORM OF BUSINESS ORGANIZATION AND REAL PROPERTY DISCLOSURE

17 7.1 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
20 satisfactory to ADMINISTRATOR containing, but not limited to, the following
21 information:

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

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

27 7.1.3 A detailed statement indicating the relationship of
28 CONTRACTOR to any subsidiary business organization or to any individual who

1 may be providing services, supplies, material or equipment to CONTRACTOR or in
2 any manner does business with CONTRACTOR under this Agreement.

3 7.2 Change in Form of Business Organization:

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

11 7.3 Real Property Disclosure:

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

17 7.3.1 The location by street address and city of any such real
18 property.

19 7.3.2 The fair market value of any such real property as such
20 value is reflected on the most recently issued County Tax Collector's tax
21 bill.

22 7.3.3 A detailed description of all existing and pending
23 agreements, with respect to the use or occupation of any such real property.
24 Such description shall include, but not be limited to:

25 7.3.3.1 The term duration of any rental, lease or
26 license agreement;

27 7.3.3.2 The amount of monetary consideration to be
28 paid to the lessor or licensor over the term of the rental, lease or license

1 agreement;

2 7.3.3.3 The type and dollar value of any other
3 consideration to be paid to the lessor or licensor; and

4 7.3.3.4 The full names and addresses of all parties
5 to any agreement concerning the real property and a listing of liens (if any)
6 thereof, together with a listing by full names and addresses of all officers,
7 directors and stockholders of any private corporation, and a similar listing
8 of all general and limited partners of any partnership which is a party.

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

24 7.3.5 True and correct copies of all agreements with respect to
25 any such real property shall be appended to the affidavit described above and
26 made a part thereof. If, during the term of this Agreement, there is a change
27 in the agreement(s) with respect to real property where persons receive
28 services, CONTRACTOR shall promptly notify ADMINISTRATOR, in writing.

1 describing such changes.

2 8. NON-DISCRIMINATION

3 8.1 In the performance of this Agreement, CONTRACTOR agrees that it
4 shall not engage nor employ any unlawful discriminatory practices in the
5 admission of clients, provision of services or benefits, assignment of
6 accommodations, treatment, evaluation, employment of personnel or in any other
7 respect on the basis of race, religious creed, color, national origin,
8 ancestry, physical disability, mental disability, medical condition, genetic
9 information, marital status, sex, gender, gender identity, gender expression,
10 age, sexual orientation, military and veteran status or any other protected
11 group in accordance with the requirements of all applicable Federal or State
12 laws.

13 8.2 CONTRACTOR shall develop an Affirmative Action Program Plan which
14 meets the lawful and applicable requirements of the U.S. Department of Health
15 and Human Services.

16 8.3 CONTRACTOR shall furnish any and all information requested by
17 ADMINISTRATOR and shall permit ADMINISTRATOR access, during business hours, to
18 books, records and accounts in order to ascertain CONTRACTOR's compliance with
19 Paragraph 8 et seq.

20 8.4 CONTRACTOR shall comply with Executive Order 11246, entitled
21 "Equal Employment Opportunity," as amended by Executive Order 11375 and as
22 supplemented in Department of Labor regulations (Title 41 CFR Part 60).

23 8.5 Non-Discrimination in Employment:

24 8.5.1 All solicitations or advertisements for employees placed
25 by or on behalf of CONTRACTOR shall state that all qualified applicants will
26 receive consideration for employment without regard to race, religious creed,
27 color, national origin, ancestry, physical disability, mental disability,
28 medical condition, genetic information, marital status, sex, gender, gender

1 identity, gender expression, age, sexual orientation, military and veteran
2 status or any other protected group in accordance with the requirements of all
3 applicable Federal or State laws. Notices describing the provisions of the
4 equal opportunity clause shall be posted in a conspicuous place for employees
5 and job applicants.

6 8.5.2 CONTRACTOR shall refer any and all employees desirous of
7 filing a formal discrimination complaint to:

8 California Department of Social Services

9 Public Inquiry and Response Bureau

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

11 Sacramento, CA 94244-2430

12 Telephone: (800) 952-5253

13 (800) 952-8349 (For the hard of hearing)

14 8.6 Non-Discrimination in Service Delivery:

15 8.6.1 CONTRACTOR shall comply with Titles VI and VII of the
16 Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of
17 1973, as amended; the Age Discrimination Act of 1975, as amended; the Food
18 Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of
19 the Americans with Disabilities Act of 1990; California Civil Code Section 51
20 et seq., as amended; California Government Code (CGC) Sections 11135-11139.5,
21 as amended; CGC Section 12940 (c), (h) (1), (i), and (j); CGC Section 4450;
22 Title 22, California Code of Regulations (CCR) Sections 98000-98413; Title 24,
23 CCR Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (CGC Section
24 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption
25 Act of 1996; and other applicable Federal and State laws, as well as their
26 implementing regulations (including Title 45 CFR Parts 80, 84, and 91; Title 7
27 CFR Part 15; and Title 28 CFR Part 42), and any other law pertaining to Equal
28 Employment Opportunity, Affirmative Action and Nondiscrimination as each may

1 now exist or be hereafter amended. CONTRACTOR shall not implement any
2 administrative methods or procedures which would have a discriminatory effect
3 or which would violate the CDSS Manual of Policies and Procedures (MPP)
4 Division 21, Chapter 21-100. If there are any violations of this Paragraph,
5 CDSS shall have the right to invoke fiscal sanctions or other legal remedies
6 in accordance with WIC Section 10605, or CGC Sections 11135-11139.5, or any
7 other laws, or the issue may be referred to the appropriate Federal agency for
8 further compliance action and enforcement of Subparagraph 8.6 et seq.

9 8.6.2 CONTRACTOR shall provide any and all clients desirous of
10 filing a formal complaint any and all information as appropriate:

11 8.6.2.1 Pamphlet: "Your Rights Under California
12 Welfare Programs" (PUB 13)

13 8.6.2.2 Discrimination Complaint Form

14 8.6.2.3 Civil Rights Contacts:

15 County Civil Rights Contact:

16 Orange County Social Services Agency

17 Program Integrity

18 Attn: Civil Rights Coordinator

19 P.O. Box 22001

20 Santa Ana, CA 92702-2001

21 Telephone: (714) 438-8877

22 State Civil Rights Contact:

23 California Department of Social Services

24 Civil Rights Bureau

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

26 Sacramento, CA 94244-2430

27 Federal Civil Rights Contact:

28 U.S. Department of Health and Human Services

Office of Civil Rights
50 U.N. Plaza, Room 322
San Francisco, CA 94102

9. NOTICES

9.1 All notices, claims, correspondence, reports, and/or statements authorized or required by this Agreement shall be addressed as follows:

COUNTY: County of Orange Social Services Agency
Contract Services
500 N. State College Blvd.
Orange, CA 92868-1600

CONTRACTOR: CHEC Family Resource Center
c/o The Raise Foundation
2900 Bristol Street, Suite J-201
Costa Mesa, CA 92626-5981

All notices shall be deemed effective when in writing and deposited in the United States mail, first class, postage prepaid and addressed as above. Any notices, claims, correspondence, reports and/or statements authorized or required by this Agreement addressed in any other fashion shall be deemed not given. ADMINISTRATOR and CONTRACTOR may mutually agree ~~in writing~~ to change the addresses to which notices are sent. This agreement must be in writing.

10. NOTICE OF DELAYS

Except as otherwise provided under this Agreement, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Agreement, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

11. INDEMNIFICATION

11.1 CONTRACTOR agrees to indemnify, defend with counsel approved in

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

13 12. INSURANCE

14 12.1 Prior to the provision of services under this Agreement,
15 CONTRACTOR agrees to purchase all required insurance at CONTRACTOR's expense
16 and to deposit with ADMINISTRATOR Certificates of Insurance, including all
17 endorsements required herein, necessary to satisfy COUNTY that the insurance
18 provisions of this Agreement have been complied with, and to keep such
19 insurance coverage and the certificates therefore on deposit with
20 ADMINISTRATOR during the entire term of this Agreement. CONTRACTOR shall
21 ensure that all subcontractors performing work on behalf of Contractor
22 pursuant to this agreement shall be covered under Contractor's insurance as an
23 Additional Insured or maintain insurance subject to the same terms and
24 conditions as set forth herein for Contractor. Contractor shall not allow
25 subcontractors to work if subcontractors have less than the level of coverage
26 required by County from Contractor under this agreement. It is the obligation
27 of Contractor to provide notice of the insurance requirements to every
28 subcontractor and to receive proof of insurance prior to allowing any

1 subcontractor to begin work. Such proof of insurance must be maintained by
2 Contractor through the entirety of this Agreement for inspection by County
3 representative(s) at any reasonable time.

4 12.2 CONTRACTOR shall ensure that all subcontractors performing work on
5 behalf of CONTRACTOR pursuant to this Agreement shall obtain insurance subject
6 to the same terms and conditions as set forth herein for CONTRACTOR.

7 12.3 All self-insured retentions (SIRs) and deductibles shall be
8 clearly stated on the Certificate of Insurance. If no SIRs or deductibles
9 apply, indicate this on the Certificate of Insurance with a zero (0) by the
10 appropriate line of coverage. Any self-insured retention (SIR) or deductible
11 in an amount in excess of \$25,000 (\$5,000 for automobile liability), shall
12 specifically be approved by the County Executive Office (CEO)/Office of Risk
13 Management upon review of CONTRACTOR's current audited financial report.

14 12.4 If CONTRACTOR fails to maintain insurance acceptable to COUNTY for
15 the full term of this Agreement, COUNTY may terminate this Agreement.

16 12.5 Qualified Insurer:

17 12.5.1 The policy or policies of insurance required herein must
18 be issued by an insurer with a minimum rating of A- (Secure A.M. Best's
19 Rating) and VIII (Financial Size Category as determined by the most current
20 edition of the Best's Key Rating Guide/Property-Casualty/United States or
21 ambest.com). It is preferred, but not mandatory, that the insurer be licensed
22 to do business in the state of California (California Admitted Carrier).

23 12.5.2 If the insurance carrier does not have an A.M. Best
24 Rating of A-/VIII, the CEO/Office of Risk Management retains the right to
25 approve or reject a carrier after a review of the company's performance and
26 financial rating.

27 12.6 The policy or policies of insurance maintained by CONTRACTOR shall
28 provide the minimum limits and coverage as set forth below:

| Coverage | Minimum Limits | Responsible Contractor Partner Agencies |
|---|--|---|
| Commercial General Liability | \$1,000,000 per occurrence \$2,000,000 aggregate | The Raise Foundation (RF); Children's Bureau of Southern California (CB); Human Options, Inc. (HO); and Mission Hospital Regional Medical Center (MH) |
| Automobile Liability including coverage for owned, non-owned and hired vehicles | \$1,000,000 per occurrence | RF, CB, HO, and MH |
| Workers' Compensation | Statutory | RF, CB, HO, and MH |
| Employer's Liability Insurance | \$1,000,000 per occurrence | RF, CB, HO, and MH |
| Professional Liability Insurance | \$1,000,000 per claims made or per occurrence \$1,000,000 aggregate | HO and MH |
| Sexual Misconduct Liability | \$1,000,000 per occurrence | RF, CB, HO, and MH |
| Employee Dishonesty | \$49,980 | CB-RF |

12.7 Required Coverage Forms:

12.7.1 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.

12.7.2 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.

12.8 Required Endorsements:

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

12.8.1.1 An Additional Insured endorsement using ISO form CG 2010 or CG 2033 or a form at least as broad naming the County of

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

3 12.8.1.2 A primary non-contributing endorsement
4 evidencing that CONTRACTOR's insurance is primary and any insurance or self-
5 insurance maintained by the County of Orange shall be excess and non-
6 contributing.

7 12.9 The County of Orange shall be the loss payee on the Employee
8 Dishonesty coverage. A Loss Payee endorsement evidencing that the County of
9 Orange is a Loss Payee shall accompany the Certificate of Insurance.

10 12.10 All insurance policies required by this Agreement shall waive all
11 rights of subrogation against the County of Orange, its elected and appointed
12 officials, officers, agents and employees when acting within the scope of
13 their appointment or employment.

14 ~~12.11 The Workers' Compensation policy shall contain a waiver of~~
15 ~~subrogation endorsement waiving all rights of subrogation against the County~~
16 ~~of Orange, its elected and appointed officials, officers, agents and~~
17 ~~employees.~~ CONTRACTOR shall notify County in writing within thirty (30) days
18 of any policy cancellation and ten (10) days for non-payment of premium and
19 provide a copy of the cancellation notice to County. Failure to provide
20 written notice of cancellation may constitute a material breach of the
21 contract, upon which the County may suspend or terminate this Agreement.

22 12.12 If CONTRACTOR's Professional Liability policy is a "claims made"
23 policy, CONTRACTOR shall agree to maintain professional liability coverage for
24 two (2) years following completion of this Agreement.

25 12.13 The Commercial General Liability policy shall contain a
26 severability of interests clause also known as a "separation of insureds"
27 clause (standard in the ISO CG 0001 policy).

28 12.14 Insurance certificates should be mailed to COUNTY at the address

1 indicated in Paragraph 9 of this Agreement.

2 12.15 If CONTRACTOR fails to provide the insurance certificates and
3 endorsements within seven (7) days of notification by CEO/County Procurement
4 Office or ADMINISTRATOR, award may be made to the next qualified proponent.

5 12.16 COUNTY expressly retains the right to require CONTRACTOR to
6 increase or decrease insurance of any of the above insurance types throughout
7 the term of this Agreement. Any increase or decrease in insurance will be as
8 deemed by County of Orange Risk Manager as appropriate to adequately protect
9 COUNTY.

10 12.17 COUNTY shall notify CONTRACTOR in writing of changes in the
11 insurance requirements. If CONTRACTOR does not deposit copies of acceptable
12 certificates of insurance and endorsements with COUNTY incorporating such
13 changes within thirty (30) days of receipt of such notice, this Agreement may
14 be in breach without further notice to CONTRACTOR, and COUNTY shall be
15 entitled to all legal remedies.

16 12.18 The procuring of such required policy or policies of insurance
17 shall not be construed to limit CONTRACTOR's liability hereunder nor to
18 fulfill the indemnification provisions and requirements of this Agreement, nor
19 act in any way to reduce the policy coverage and limits available from the
20 insurer.

21 13. NOTIFICATION OF INCIDENTS, CLAIMS OR SUITS

22 CONTRACTOR shall report to COUNTY:

23 13.1 Any accident or incident relating to services performed under this
24 Agreement which involves injury or property damage which may result in the
25 filing of a claim or lawsuit against CONTRACTOR and/or COUNTY. Such report
26 shall be made in writing within twenty-four (24) hours of occurrence.

27 13.2 Any third party claim or lawsuit filed against CONTRACTOR arising
28 from or related to services performed by CONTRACTOR under this Agreement.

1 Such report shall be submitted to COUNTY within twenty-four (24) hours of
2 occurrence.

3 13.3 Any injury to an employee of CONTRACTOR that occurs on COUNTY
4 property. Such report shall be submitted to COUNTY within twenty-four (24)
5 hours of occurrence.

6 13.4 Any loss, disappearance, destruction, misuse, or theft of any kind
7 whatsoever of COUNTY property, monies, or securities entrusted to CONTRACTOR
8 under the term of this Agreement. Such report shall be submitted to COUNTY
9 within twenty-four (24) hours of occurrence.

10 14. CONFLICT OF INTEREST

11 14.1 CONTRACTOR shall exercise reasonable care and diligence to prevent
12 any actions or conditions that could result in a conflict with the best
13 interests of COUNTY. This obligation shall apply to CONTRACTOR's employees,
14 agents, relatives, subcontractors, and third parties associated with
15 accomplishing the work hereunder.

16 14.2 CONTRACTOR's efforts shall include, but not be limited to,
17 establishing precautions to prevent its employees or agents from making,
18 receiving, providing, or offering gifts, entertainment, payments, loans, or
19 other considerations which could be deemed to appear to influence individuals
20 to act contrary to the best interests of COUNTY.

21 15. ANTI-PROSELYTISM PROVISION

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

26 16. SUPPLANTING GOVERNMENT FUNDS

27 CONTRACTOR shall not supplant any Federal, State or COUNTY funds
28 intended for the purposes of this Agreement with any funds made available

1 under this Agreement. CONTRACTOR shall not claim reimbursement from COUNTY
2 for, or apply sums received from COUNTY with respect to, that portion of its
3 obligations which have been paid by another source of revenue. CONTRACTOR
4 agrees that it shall not use funds received pursuant to this Agreement, either
5 directly or indirectly, as a contribution or compensation for purposes of
6 obtaining Federal, State or COUNTY funds under any Federal, State or COUNTY
7 program without prior written approval of ADMINISTRATOR.

8 17. EQUIPMENT

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

18 CONTRACTOR further agrees to the following:

19 17.1.1 To maintain all items of Capital Equipment in good
20 working order and condition, normal wear and tear excepted.

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

26 17.1.3 To report in writing to ADMINISTRATOR immediately after
27 discovery, the loss or theft of any items of Capital Equipment. For stolen
28 items, the local law enforcement agency must be contacted and a copy of the

1 police report submitted to ADMINISTRATOR.

2 17.1.4 To purchase a policy or policies of insurance covering
3 loss or damage to any and all Capital Equipment purchased under this
4 Agreement, in the amount of the full replacement value thereof, providing
5 protection against the classification of fire, extended coverage, vandalism,
6 malicious mischief and special extended perils (all risks) covering the
7 parties' interests as they appear.

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

15 17.3 Personal Computer Equipment:

16 No personal computers and/or personal electronic devices, such as
17 tablets, smart phones, and laptop computers, or any component thereof, may be
18 purchased with funds provided under this Agreement, regardless of purchase
19 price, without prior written approval of ADMINISTRATOR. ~~Any personal~~
20 ~~computers or any component thereof purchased~~ Any such purchase shall be in
21 accordance with specifications provided by ADMINISTRATOR, be subject to the
22 same inventory control conditions specified in Subparagraphs 17.1.1 to 17.1.4
23 and, at the sole discretion of ADMINISTRATOR, become the property of COUNTY
24 upon termination of this Agreement.

25 18. BREACH SANCTIONS

26 Failure by CONTRACTOR to comply with any of the provisions, covenants,
27 or conditions of this Agreement shall be a material breach of this Agreement.
28 In such event, ADMINISTRATOR may, and in addition to immediate termination and

1 any other remedies available at law, in equity, or otherwise specified in this
2 Agreement:

3 18.1 Afford CONTRACTOR a time period within which to cure the breach,
4 which period shall be established by ADMINISTRATOR; and/or

5 18.2 Discontinue reimbursement to CONTRACTOR for and during the period
6 in which CONTRACTOR is in breach, which reimbursement shall not be entitled to
7 later recovery; and/or

8 18.3 Offset against any monies billed by CONTRACTOR but yet unpaid by
9 COUNTY those monies disallowed pursuant to Subparagraph 18.2 above.

10 ADMINISTRATOR will give CONTRACTOR written notice of any action pursuant
11 to this Paragraph, which notice shall be deemed served on the date of mailing.

12 19. DESIGNATED FISCAL LEAD AGENCY

13 19.1 Each of the Contractor Partner Agencies agrees that The Raise
14 Foundation (RF) shall serve as the designated fiscal lead agent on behalf of
15 the CONTRACTOR, with authority to present claims to COUNTY on behalf of each
16 of the Contractor Partner Agencies for services delivered by each of them
17 pursuant to this Agreement. As designated fiscal lead agent, RF, shall
18 receive the claims from each of the other Contractor Partner Agencies on a
19 monthly basis and shall submit these claims, along with its own monthly claim,
20 pursuant to Paragraph 20 herein. Claims submitted to COUNTY by the designated
21 fiscal lead agent shall clearly identify the services that were performed by
22 each Contractor Partner Agency-Agencies. Any and all payments to be made by
23 COUNTY pursuant to this Agreement shall be made payable to the designated
24 fiscal lead agent. The designated fiscal lead agent shall thereafter disburse
25 payment as appropriate to the Contractor Partner Agencies. Each of the
26 Contractor Partner Agencies agrees that COUNTY's disbursement of payment to
27 the designated fiscal lead agent shall satisfy COUNTY's payment obligation
28 under this Agreement.

1 19.2 As the designated fiscal lead agent, RF shall also be responsible
2 for ~~at a minimum facilitating CONTRACTOR meetings, collecting documentation~~
3 ~~for invoices, and outcome measurements from each CONTRACTOR Partner Agency,~~
4 ~~and maintaining complete and accurate records of all financial and outcome~~
5 ~~measurement data on behalf of CONTRACTOR~~ activities that include but are not
6 limited to the following:

7 19.2.1 Oversight of FRC services;

8 19.2.2 Employment and supervision of the FRC Coordinator;

9 19.2.3 Facilitating established meetings for Contractor Partner
10 Agencies and generating meeting minutes;

11 19.2.4 Coordinating a minimum of weekly case management
12 meetings;

13 19.2.5 Collecting and maintaining complete documentation for
14 invoices from Contractor Partner Agencies;

15 19.2.6 Overseeing the collection, maintenance, and management of
16 FRC data including outcome measurements from Contractor Partner Agencies;

17 19.2.7 Generating monthly reports (i.e. Service Grids) in
18 accordance with Paragraph 38 of this Agreement and Exhibit Paragraph 9 for
19 submission to COUNTY;

20 19.2.8 Reimbursing FaCT-funded Contractor Partner Agencies for
21 FaCT-funded services rendered prior to invoicing COUNTY;

22 19.2.9 Generating modification requests on the FRC's behalf for
23 submission to COUNTY;

24 19.2.10 Collecting information from Contractor Partner Agencies
25 and generating a monthly FRC activity calendar;

26 19.2.11 Coordinating FRC sustainability efforts referenced in
27 Exhibit "A", Paragraph 11 of this Agreement;

28 19.2.12 Ensuring all Contractor Partner Agencies are current on

1 required documentation (e.g., insurance certificates, copies of
2 resumes/applications, independent audits);

3 19.2.13 Ensuring all Non-FaCT Funded Partner Agency(ies) have a
4 current agreement with the FRC and provide copies of agreements to COUNTY upon
5 request;

6 19.2.14 Facilitating collaborative activities, services, and
7 programs to ensure effective service delivery;

8 19.2.15 Maintaining complete and accurate records of all
9 financial and outcome measurement data for the FRC;

10 19.2.16 Attending required FaCT meetings and mandatory trainings;
11 and

12 19.2.17 Maintaining the integrity of the FaCT database and other
13 reports as necessary.

14 20. PAYMENTS

15 20.1 Maximum Contractual Obligation:

16 The maximum obligation of COUNTY under this Agreement shall be
17 ~~\$333,540~~ not exceed the amount of \$1,500,000: The amount of \$300,000 for July
18 1, 2015 through June 30, 2016; the amount of \$300,000 for July 1, 2016 through
19 June 30, 2017; the amount of \$300,000 for July 1, 2017 through June 30, 2018;
20 the amount of \$300,000 for July 1, 2018 through June 30, 2019; and the amount
21 of \$300,000 for July 1, 2019 through June 30, 2020 or actual allowable costs,
22 whichever is less.

23 20.2 Allowable Costs:

24 During the term of this Agreement, COUNTY shall pay CONTRACTOR
25 monthly in arrears, for actual allowable costs incurred and paid by CONTRACTOR
26 pursuant to this Agreement, as defined in OMB Circular A-122 or as approved by
27 ADMINISTRATOR. However, COUNTY, in its sole discretion, may pay CONTRACTOR
28 for anticipated allowable costs that will be incurred by CONTRACTOR for the

1 months of May and June in 2016, 2017, 2018, 2019, and 2020, during the month
2 of such anticipated expenditure.

3 20.3 Advance Payment:

4 ADMINISTRATOR may, in its sole discretion, advance to CONTRACTOR
5 an amount not in excess of 16.66 percent (16.66%) of the maximum obligation of
6 COUNTY for the first twelve-month period of the Agreement, upon receipt of a
7 written request. The request shall be accompanied by such justification as
8 ADMINISTRATOR may require. ADMINISTRATOR may deduct any such advances from
9 any one or more payments owed to CONTRACTOR prior to March 31, 2016. If, at
10 the conclusion of this Agreement, there is a balance owing COUNTY, CONTRACTOR
11 shall immediately refund said monies to COUNTY.

12 20.4 Claims:

13 20.4.1 CONTRACTOR shall submit monthly claims to be received by
14 ADMINISTRATOR no later than the twentieth (20th) calendar day of the month for
15 expenses incurred in the preceding month. In the event the twentieth (20th)
16 calendar day falls on a weekend or COUNTY holiday, CONTRACTOR shall submit the
17 claim the next business day. COUNTY holidays include New Year's Day, Martin
18 Luther King Day, President Lincoln's Birthday, Presidents' Day, Memorial Day,
19 Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day,
20 Friday after Thanksgiving, and Christmas Day.

21 20.4.2 All claims must be submitted on a form approved by
22 ADMINISTRATOR. ADMINISTRATOR may require CONTRACTOR to submit supporting
23 source documents with the monthly claim, including, inter alia, a monthly
24 statement of services, general ledgers, supporting journals, time sheets,
25 invoices, canceled checks, receipts, and receiving records, some of which may
26 be required to be copied. Source documents that CONTRACTOR must submit shall
27 be determined by ADMINISTRATOR and/or COUNTY's Auditor-Controller. CONTRACTOR
28 shall retain all financial records in accordance with Paragraph 25 (Records,

1 Inspections, and Audits) of this Agreement.

2 20.4.3 Payments should be released by COUNTY within a reasonable
3 time period of approximately thirty (30) days after receipt of a correctly
4 completed claim form and required supporting documentation.

5 20.4.4 Year End and Final Claims:

6 20.4.4.1 CONTRACTOR shall submit a final claim for
7 each COUNTY fiscal year, July 1 through June 30, covered under the term of
8 this Agreement as stated in Paragraph 1, by no later than August 30th of each
9 corresponding COUNTY fiscal year. Claims received after August 30th of each
10 corresponding COUNTY fiscal year may, at ADMINISTRATOR's sole discretion, not
11 be reimbursed. ADMINISTRATOR may modify the date that which the final claim
12 per each COUNTY fiscal year must be received, upon written notice to
13 CONTRACTOR.

14 20.4.4.2 The basis for final settlement shall be the
15 actual allowable costs as defined in Title 45 CFR and OMB Circular A-122 or 48
16 CFR Section 31.2, as applicable, incurred and paid by CONTRACTOR pursuant to
17 this Agreement; limited, however, to the maximum obligation of COUNTY. In the
18 event that any overpayment has been made, COUNTY may offset the amount of the
19 overpayment against the final payment. In the event overpayment exceeds the
20 final payment, CONTRACTOR shall pay COUNTY all such sums within five (5)
21 business days of notice from COUNTY. Nothing herein shall be construed as
22 limiting the remedies of COUNTY in the event an overpayment has been made.

23 21. OVERPAYMENTS

24 Any payment(s) made by COUNTY to CONTRACTOR in excess of that to which
25 CONTRACTOR is entitled under this Agreement shall be repaid to COUNTY, in
26 accordance with any applicable regulations and/or policies in effect during
27 the term of this Agreement, or as established by COUNTY procedure. Any
28 overpayments made by COUNTY which result from a payment by any other funding

1 source shall be repaid, at the discretion of ADMINISTRATOR, to COUNTY or the
2 funding source. Unless earlier repaid, CONTRACTOR shall make repayment within
3 thirty (30) days after the date of the final audit findings report and prior
4 to any administrative appeal process. In the event an overpayment owing by
5 CONTRACTOR is collected from COUNTY by the funding source, then CONTRACTOR
6 shall reimburse COUNTY within thirty (30) days thereafter and prior to any
7 administrative appeal process. CONTRACTOR agrees to pay all costs incurred by
8 COUNTY necessary to enforce the provisions set forth in this Paragraph.

9 22. OUTSTANDING DEBT

10 CONTRACTOR shall have no outstanding debt with ADMINISTRATOR, or shall
11 be in the process of resolving outstanding debt to ADMINISTRATOR's
12 satisfaction, prior to entering into and during the term of this Agreement.

13 23. FINAL REPORT

14 CONTRACTOR shall complete and submit to ADMINISTRATOR a final report
15 within sixty (60) days after the termination of this Agreement, which shall
16 summarize the activities and services provided by CONTRACTOR during the term
17 of this Agreement. CONTRACTOR and ADMINISTRATOR may mutually agree in writing
18 to modify the date upon which the final report must be submitted.

19 24. INDEPENDENT AUDIT

20 24.1 CONTRACTOR shall employ a licensed certified public accountant who
21 shall prepare and file with ADMINISTRATOR an annual organization-wide audit of
22 related expenditures during the term of this Agreement in compliance with the
23 OMB Circular A-133, Audits of States, Local Governments and Non-Profit
24 Organizations. The audit must be performed in accordance with generally
25 accepted government auditing standards and OMB Circular A-122. CONTRACTOR
26 shall cooperate with COUNTY, State and/or Federal agencies to ensure that
27 corrective action is taken within six (6) months after issuance of all audit
28 reports with regard to audit exceptions.

1 24.2 It is mutually understood that CONTRACTOR's yearly fiscal cycle
2 covers July 1 through June 30. CONTRACTOR shall provide ADMINISTRATOR copies
3 of organization-wide audits for each of the fiscal cycles corresponding with
4 the term of this Agreement. CONTRACTOR shall provide each audit within
5 fourteen (14) calendar days of CONTRACTOR's receipt. Failure of CONTRACTOR to
6 comply with this Paragraph shall be sufficient cause for ADMINISTRATOR to deny
7 payment under this or any subsequent Agreement with CONTRACTOR until such time
8 as the required audit(s) are provided to ADMINISTRATOR. ADMINISTRATOR may
9 modify CONTRACTOR's audit submission deadline upon notice to CONTRACTOR.

10 25. RECORDS, INSPECTIONS AND AUDITS

11 25.1 Financial Records:

12 25.1.1 CONTRACTOR shall prepare and maintain accurate and
13 complete financial records. Financial records shall be retained, by
14 CONTRACTOR, for a minimum of five (5) years from the date of final payment
15 under this Agreement or until all pending COUNTY, State and Federal audits are
16 completed, whichever is later.

17 25.1.2 CONTRACTOR shall establish and maintain reasonable
18 accounting, internal control and financial reporting standards in conformity
19 with generally accepted accounting principles established by the American
20 Institute of Certified Public Accountants and to the satisfaction of
21 ADMINISTRATOR.

22 25.2 Client Records:

23 25.2.1 CONTRACTOR shall prepare and maintain accurate and
24 complete records of clients served and dates and type of services provided
25 under the terms of this Agreement in a form acceptable to ADMINISTRATOR.

26 25.2.2 All client records related to services provided under the
27 terms of this Agreement shall be retained by CONTRACTOR for a minimum of five
28 (5) years from the date of final payment under this Agreement or until all

1 pending COUNTY, State and Federal audits are completed, whichever is later.
2 Notwithstanding anything to the contrary, upon termination of this Agreement,
3 CONTRACTOR shall relinquish control with respect to client records to COUNTY
4 in accordance with Subparagraph 43.2.

5 25.2.3 COUNTY may refuse payment for a claim if client records
6 are determined by COUNTY to be incomplete or inaccurate. In the event client
7 records are determined to be incomplete or inaccurate after payment has been
8 made, COUNTY may treat such payment as an overpayment within the provisions of
9 this Agreement.

10 25.3 Public Records:

11 With the exception of client records or other records referenced
12 in Paragraph 31, entitled Confidentiality, all records, including but not
13 limited to, reports, audits, notices, claims, statements and correspondence,
14 required by this Agreement may be subject to public disclosure. COUNTY will
15 not be liable for any such disclosure.

16 25.4 Inspections and Audits:

17 25.4.1 The U.S. Department of Health and Human Services,
18 Comptroller General of the United States, Director of CDSS, State Auditor-
19 General, ADMINISTRATOR, COUNTY's Auditor-Controller and Internal Audit
20 Department, or any of their authorized representatives, shall have access to
21 any books, documents, papers and records, including medical records, of
22 CONTRACTOR which any of them may determine to be pertinent to this Agreement
23 for the purpose of financial monitoring. Further, all the above mentioned
24 persons have the right at all reasonable times to inspect or otherwise
25 evaluate the work performed or being performed under this Agreement and the
26 premises in which it is being performed.

27 25.4.2 CONTRACTOR shall make its books and financial records
28 available within the borders of Orange County within ten (10) days of receipt

1 of written demand by ADMINISTRATOR.

2 25.4.3 In the event CONTRACTOR does not make available its books
3 and financial records within the borders of Orange County, CONTRACTOR agrees
4 to pay all necessary and reasonable expenses incurred by COUNTY, or COUNTY's
5 designee, necessary to obtain CONTRACTOR's books and financial records.

6 25.4.4 CONTRACTOR shall pay to COUNTY the full amount of
7 COUNTY's liability to the State or Federal government or any agency thereof
8 resulting from any disallowances or other audit exceptions to the extent that
9 such liability is attributable to CONTRACTOR's failure to perform under this
10 Agreement.

11 25.5 Evaluation Studies:

12 25.5.1 CONTRACTOR shall participate as requested by COUNTY in
13 research and/or evaluative studies designed to show the effectiveness and/or
14 efficiency of CONTRACTOR's services or provide information about CONTRACTOR's
15 project.

16 26. PERSONNEL DISCLOSURE

17 26.1 CONTRACTOR shall make available to ADMINISTRATOR a current list of
18 all personnel providing services hereunder, including résumés and job
19 applications. Changes to the list will be immediately provided to
20 ADMINISTRATOR in writing, along with a copy of a résumé and/or job
21 application. The list shall include:

22 26.1.1 Names of all full or part-time personnel by title,
23 including volunteer personnel, whose direct services are required to provide
24 the programs described herein;

25 26.1.2 A brief description of the functions of each position and
26 the hours each person works each week; or for part-time personnel, each day or
27 month, as appropriate;

28 26.1.3 The professional degree, if applicable, and experience

1 required for each position; and

2 26.1.4 The language skill, if applicable, for all personnel.

3 26.2 CONTRACTOR's employment applications shall require applicants to
4 provide detailed information regarding the conviction of a crime by any court,
5 for offenses other than minor traffic offenses. Information not disclosed in
6 the employment application discovered subsequent to the hiring or promotion of
7 any applicant shall be cause for termination of that employee from the
8 performance of services under this Agreement.

9 26.3 Where authorized by law, CONTRACTOR shall conduct, at no cost to
10 COUNTY, criminal record background checks on all employees and/or volunteers
11 who will provide services under this Agreement. Candidates will satisfy
12 background checks consistent with and comparable to those required for COUNTY
13 employees.

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

25 26.5 CONTRACTOR shall immediately notify ADMINISTRATOR concerning the
26 arrest and/or subsequent conviction, for offenses other than minor traffic
27 offenses, of any paid employee and/or volunteer staff performing services
28 under this Agreement, when such information becomes known to CONTRACTOR.

1 ADMINISTRATOR may determine whether such employee and/or volunteer may
2 continue to provide services under this Agreement and shall provide notice of
3 such determination to CONTRACTOR in writing. CONTRACTOR's failure to comply
4 with ADMINISTRATOR's decision shall be deemed a material breach of this
5 Agreement, pursuant to Paragraph 18 above.

6 26.6 COUNTY has the right to approve or disapprove all of CONTRACTOR's
7 staff performing work hereunder and any proposed changes in CONTRACTOR's
8 staff.

9 26.7 COUNTY shall have the right to require CONTRACTOR to remove any
10 employee from the performance of services under this Agreement. At the
11 request of COUNTY, CONTRACTOR shall immediately replace said personnel.

12 26.8 CONTRACTOR shall notify COUNTY immediately when staff is
13 terminated for cause from working on this Agreement.

14 26.9 Disqualification, if any, of CONTRACTOR staff, pursuant to
15 Paragraph 26, shall not relieve CONTRACTOR of its obligation to complete all
16 work in accordance with the terms and conditions of this Agreement.

17 27. EMPLOYMENT ELIGIBILITY VERIFICATION

18 As applicable, CONTRACTOR warrants that it fully complies with all
19 Federal and State statutes and regulations regarding the employment of aliens
20 and others, and that all its employees performing work under this Agreement
21 meet the citizenship or alien status requirement set forth in Federal statutes
22 and regulations. CONTRACTOR shall obtain, from all employees performing work
23 hereunder, all verification and other documentation of employment eligibility
24 status required by Federal or State statutes and regulations including, but
25 not limited to, the Immigration Reform and Control Act of 1986, Title 8 USC
26 Section 1324 et seq., as they currently exist and as they may be hereafter
27 amended. CONTRACTOR shall retain all such documentation for all covered
28 employees for the period prescribed by the law. CONTRACTOR shall indemnify,

1 defend with counsel approved in writing by COUNTY, and hold harmless. COUNTY,
2 its agents, officers, and employees from employer sanctions and any other
3 liability which may be assessed against CONTRACTOR or COUNTY or both in
4 connection with any alleged violation of any Federal or State statutes or
5 regulations pertaining to the eligibility for employment of any persons
6 performing work under this Agreement.

7 28. ENFORCEMENT OF CHILD SUPPORT OBLIGATIONS

8 28.1 In order to comply with child support enforcement requirements of
9 COUNTY, CONTRACTOR agrees to furnish to ADMINISTRATOR within thirty (30) days
10 of the award of this Agreement:

- 11 (a) in the case of an individual contractor, his/her name, date of
12 birth, Social Security number, and residence address;
- 13 (b) in the case of a contractor doing business in a form other than as
14 an individual, the name, date of birth, Social Security number,
15 and residence address of each individual who owns an interest of
16 ten percent (10%) or more in the contracting entity;
- 17 (c) a certification that CONTRACTOR has fully complied with all
18 applicable Federal and State reporting requirements regarding its
19 employees; and
- 20 (d) a certification that CONTRACTOR has fully complied with all
21 lawfully served Wage and Earnings Assignment Orders and Notices of
22 Assignment, and will continue to so comply.

23 28.2 The failure of CONTRACTOR to timely submit the data or
24 certifications required by subsections (a), (b), (c), or (d), or to comply
25 with all Federal and State employee reporting requirements for child support
26 enforcement or to comply with all lawfully served Wage and Earnings Assignment
27 Orders and Notices of Assignment shall constitute a material breach of this
28 Agreement, and failure to cure such breach within sixty (60) calendar days of

1 notice from COUNTY shall constitute grounds for termination of this Agreement.

2 28.3 It is expressly understood that this data will be transmitted to
3 governmental agencies charged with the establishment and enforcement of child
4 support orders, and for no other purpose.

5 29. CHILD AND DEPENDENT ADULT/ELDER ABUSE REPORTING

6 CONTRACTOR shall establish a procedure acceptable to ADMINISTRATOR to
7 ensure that all employees, volunteers, consultants, or agents performing
8 services under this Agreement report child abuse or neglect to one of the
9 agencies specified in Penal Code Section 11165.9 and dependent adult or elder
10 abuse as defined in Section 15610.07 of the WIC to one of the agencies
11 specified in WIC Section 15630. CONTRACTOR shall require such employee,
12 volunteer, consultant or agent to sign a statement acknowledging the child
13 abuse reporting requirements set forth in Sections 11166 and 11166.05 of the
14 Penal Code and the dependent adult and elder abuse reporting requirements as
15 set forth in Section 15630 of the WIC and will comply with the provisions of
16 these code sections as they now exist or as they may hereafter be amended.

17 30. NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

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

23 31. CONFIDENTIALITY

24 31.1 CONTRACTOR agrees to maintain the confidentiality of its records
25 pursuant to WIC Sections 827 and 10850-10853, the CDSS MPP, Division 19-000,
26 and all other provisions of law, and regulations promulgated thereunder
27 relating to privacy and confidentiality, as each may now exist or be hereafter
28 amended.

1 31.2 All records and information concerning any and all persons
2 referred to CONTRACTOR by COUNTY or COUNTY's designee shall be considered and
3 kept confidential by CONTRACTOR, CONTRACTOR's staff, agents, employees and
4 volunteers. CONTRACTOR shall require all of its employees, agents,
5 subcontractors and volunteer staff who may provide services for CONTRACTOR
6 under this Agreement to sign an agreement with CONTRACTOR before commencing
7 the provision of any such services, to maintain the confidentiality of any and
8 all materials and information with which they may come into contact, or the
9 identities or any identifying characteristics or information with respect to
10 any and all participants referred to CONTRACTOR by COUNTY, except as may be
11 required to provide services under this Agreement or to those specified in
12 this Agreement as having the capacity to audit CONTRACTOR, and as to the
13 latter, only during such audit. CONTRACTOR shall comply with any audits
14 specified in Paragraph 25, provide reports and any other information required
15 by COUNTY in the administration of this Agreement, and as otherwise permitted
16 by law.

17 31.3 CONTRACTOR shall inform all of its employees, agents,
18 subcontractors, volunteers and partners of this provision and that any person
19 violating the provisions of said State law may be guilty of a crime.

20 31.4 CONTRACTOR agrees that any and all subcontracts entered into shall
21 be subject to the confidentiality requirements of this Agreement.

22 31.5 CONTRACTOR agrees to maintain the confidentiality of its records
23 with respect to Juvenile Court matters, in accordance with WIC Section 827,
24 all applicable statutes, case law, and Orange County Juvenile Court Policy
25 regarding Confidentiality, as it now exists or may hereafter be amended.

26 31.5.1 No access, disclosure or release of information regarding
27 a child who is the subject of Juvenile Court proceedings shall be permitted
28 except as authorized. If authorization is in doubt, no such information shall

1 be released without the written approval of a Judge of the Juvenile Court.

2 31.5.2 CONTRACTOR must receive prior written approval of the
3 Juvenile Court before allowing any child to be interviewed, photographed or
4 recorded by any publication or organization or to appear on any radio,
5 television or internet broadcast or make any other public appearance. Such
6 approval shall be requested through child's Social Worker.

7 ~~31.5.3 Attorney Client Confidentiality Requirements: In the
8 event Contractor Partner Agency is a legal assistance provider, nothing in
9 this Agreement shall allow COUNTY or the State of California to engage in any
10 conduct that would impair the attorney-client relationship between CONTRACTOR
11 and its clients, as that relationship is customarily defined in the legal
12 community; and, in particular, nothing herein shall require CONTRACTOR to
13 reveal attorney-client privileged information, nor allow COUNTY or the State
14 to interfere with any other legal and ethical duties CONTRACTOR owes to its
15 clients. To the extent COUNTY, in fulfilling its contractual obligations
16 and/or its obligations under State or Federal law, finds it necessary to
17 examine documents or files prepared by CONTRACTOR in the course of its
18 confidential relationship with its clients, CONTRACTOR may delete information
19 which would identify clients from such documents or files before they are
20 examined by COUNTY.~~

21 32. COPYRIGHT ACCESS

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

26 33. WAIVER

27 No delay or omission by either party hereto to exercise any right or
28 power accruing upon any noncompliance or default by the other party with

1 respect to any of the terms of this Agreement shall impair any such right or
2 power or be construed to be a waiver thereof. A waiver by either of the
3 parties hereto of any of the covenants, conditions, or agreements to be
4 performed by the other shall not be construed to be a waiver of any succeeding
5 breach thereof or of any other covenant, condition or agreement herein
6 contained.

7 34. PETTY CASH

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

10 35. PUBLICITY

11 35.1 Information and solicitations, prepared and released by
12 CONTRACTOR, concerning the services provided under this Agreement shall state
13 that the program, wholly or in part, is funded through COUNTY, State and
14 Federal government funds.

15 35.2 CONTRACTOR shall not disclose any details in connection with this
16 Agreement to any person or entity except as may be otherwise provided
17 hereunder or required by law. However, in recognizing CONTRACTOR's need to
18 identify its services and related clients to sustain itself, COUNTY shall not
19 inhibit CONTRACTOR from publishing its role under this Agreement within the
20 following conditions:

21 35.2.1 CONTRACTOR shall develop all publicity material in a
22 professional manner; and

23 35.2.2 During the term of this Agreement, CONTRACTOR shall not,
24 and shall not authorize another to, publish or disseminate any commercial
25 advertisements, press releases, feature articles, or other materials using the
26 name of COUNTY without the prior written consent of COUNTY. COUNTY shall not
27 unreasonably withhold written consent.

28 36. COUNTY RESPONSIBILITIES

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

37. REFERRALS

37.1 CONTRACTOR shall provide services to individuals referred by ADMINISTRATOR.

38. REPORTS

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

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

39. ENERGY EFFICIENCY STANDARDS

As applicable, CONTRACTOR shall comply with the mandatory standards and policies relating to energy efficiency in the State Energy Conservation Plan (Title 24, CCR).

40. ENVIRONMENTAL PROTECTION STANDARDS

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

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

40.2 It will notify COUNTY prior to award of the receipt of any

1 communication from the Director, Office of Federal Activities, U.S. EPA,
2 indicating that a facility to be utilized for the grant is under consideration
3 to be listed on the EPA List of Violating Facilities; and

4 40.3 It will notify COUNTY and EPA about any known violation of the
5 above laws and regulations.

6 41. CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN
7 FEDERAL TRANSACTIONS

8 CONTRACTOR shall be in compliance with Section 319 of Public Law 101-121
9 pursuant to Title 31 USC Section 1352 and the guidelines with respect to those
10 provisions set down by the OMB and published in the Federal Register dated
11 December 20, 1989, Volume 54, No. 243, pp. 52306-52332. Under these laws and
12 regulations, it is mutually understood that any contract which utilizes
13 Federal monies in excess of \$100,000 must contain and CONTRACTOR must certify
14 compliance utilizing a form provided by ADMINISTRATOR that cites the
15 following:

16 A. The definitions and prohibitions contained in the clause at
17 Federal Acquisition Regulation 52.203-12, Limitation on Payments to Influence
18 Certain Federal Transactions, included in this solicitation, are hereby
19 incorporated by reference in Paragraph (B) of this certification.

20 B. The offeror, by signing its offer, hereby certifies to the
21 best of his or her knowledge and belief as of December 23, 1989, that

22 1) No Federal appropriated funds have been paid or will
23 be paid to any person for influencing or attempting to influence an officer or
24 employee of any agency, a Member of Congress, an officer or employee of
25 Congress, or an employee of a Member of Congress on his or her behalf in
26 connection with the awarding of any Federal contract, the making of any
27 Federal grant, the making of any Federal loan, the entering into of any
28

1 cooperative agreement, and the extension, continuation, renewal, amendment or
2 modification of any Federal contract, grant, loan or cooperative agreement;

3 2) If any funds other than Federal appropriated funds
4 (including profit or fee received under a covered Federal transaction) have
5 been paid, or will be paid, to any person for influencing or attempting to
6 influence an officer or employee of any agency, a Member of Congress, an
7 officer or employee of Congress, or an employee of a Member of Congress on his
8 or her behalf in connection with this solicitation, the offeror shall complete
9 and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying
10 Activities, to the Contracting Officer; and

11 3) He or she will include the language of this
12 certification in all subcontract awards at any tier and require that all
13 recipients of subcontract awards in excess of \$100,000 shall certify and
14 disclose accordingly.

15 C. Submission of this certification and disclosure is a
16 prerequisite for making or entering into this Agreement imposed by Section
17 1352, Title 31, USC. Any person who makes an expenditure prohibited under
18 this provision or who fails to file or amend the disclosure form to be filed
19 or amended by this provision, shall be subject to a civil penalty of not less
20 than \$10,000, and not more than \$100,000, for each such failure.

21 42. POLITICAL ACTIVITY

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

25 43. TERMINATION PROVISIONS

26 43.1 ADMINISTRATOR may terminate this Agreement without penalty
27 immediately with cause or after thirty (30) days written notice without cause,
28 unless otherwise specified. Notice shall be deemed served on the date of

1 mailing. Cause shall be defined as any breach of contract, any
2 misrepresentation or fraud on the part of CONTRACTOR. Exercise by
3 ADMINISTRATOR of the right to terminate this Agreement shall relieve COUNTY of
4 all further obligations under this Agreement.

5 43.2 Upon termination, or notice thereof, CONTRACTOR agrees to
6 cooperate with ADMINISTRATOR in the orderly transfer of service
7 responsibilities, active case records, and pertinent documents.

8 43.3 The obligations of COUNTY under this Agreement are contingent upon
9 the availability of Federal and/or State funds, as applicable, for the
10 reimbursement of CONTRACTOR's expenditures, and inclusion of sufficient funds
11 for the services hereunder in the budget approved by the Orange County Board
12 of Supervisors each fiscal year this Agreement remains in effect or operation.
13 In the event that such funding is terminated or reduced, ADMINISTRATOR may
14 immediately terminate this Agreement, reduce COUNTY's maximum obligation, or
15 modify this Agreement, without penalty. The decision of ADMINISTRATOR will be
16 binding on CONTRACTOR. ADMINISTRATOR will provide CONTRACTOR with written
17 notification of such determination. CONTRACTOR shall immediately comply with
18 ADMINISTRATOR's decision.

19 43.4 If any provision of this Agreement or the application thereof is
20 held invalid, the remainder of this Agreement shall not be affected thereby.

21 44. GOVERNING LAW AND VENUE

22 This Agreement has been negotiated and executed in the State of
23 California and shall be governed by and construed under the laws of the State
24 of California. In the event of any legal action to enforce or interpret this
25 Agreement, the sole and exclusive venue shall be a court of competent
26 jurisdiction located in Orange County, California, and the parties hereto
27 agree to and do hereby submit to the jurisdiction of such court,
28 notwithstanding Code of Civil Procedure Section 394. Furthermore, the parties

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specifically agree to waive any and all rights to request that an action be transferred for trial to another county.

45. SIGNATURE IN COUNTERPARTS

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

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

By: _____
ELDON BABER
EXECUTIVE DIRECTOR
THE RAISE FOUNDATION

By: _____
CHAIRMAN OF THE
BOARD OF SUPERVISORS
COUNTY OF ORANGE, CALIFORNIA

Dated: _____

Dated: _____

By: _____
KENNETH D. MCFARLAND
CHIEF EXECUTIVE OFFICER
MISSION HOSPITAL REGIONAL MEDICAL CENTER

By: _____
LYN BRAMMER
DIRECTOR OF COMMUNITY SERVICES
CHILDREN'S BUREAU OF
SOUTHERN CALIFORNIA

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: _____
MARICELA RIOS-FAUST
CHIEF OPERATIONS OFFICER
HUMAN OPTIONS, INC.

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: _____

1 EXHIBIT A
 2 TO
 3 AGREEMENT
 4 BETWEEN
 5 COUNTY OF ORANGE
 6 AND
 7 THE RAISE FOUNDATION
 8 AND
 9 CHILDREN’S BUREAU OF SOUTHERN CALIFORNIA
 10 AND
 11 HUMAN OPTIONS, INC.
 12 AND
 13 MISSION HOSPITAL REGIONAL MEDICAL CENTER
 14 FOR THE PROVISION OF
 15 SERVICES PROMOTING SAFE AND STABLE FAMILIES

16
17 1. POPULATION TO BE SERVED

18 1.1 CONTRACTOR shall provide services promoting safe and stable
 19 families ~~specified below,~~ to birth, kinship, blended, adoptive, and foster
 20 families with children, ages birth through eighteen (0-18) years, who are at
 21 risk for ~~and/or experiencing~~ child abuse and/or neglect, ~~or have a history of~~
 22 ~~abuse and/or maltreatment,~~ ~~or live~~ families living in poverty or economic
 23 hardships, domestic violence, unemployment, teen pregnancy, and unhealthy
 24 parenting ~~or receive~~ families receiving child welfare services, including
 25 families in the family reunification and/or adoption process; homeless
 26 families, unaccompanied homeless youth, and those at risk of homelessness;
 27 non-minor dependents ages eighteen through twenty-one (18-21), who are being
 28 served by child welfare or probation agencies and who are under the

jurisdiction of the Orange County Juvenile court; military families (active and veteran); and persons with disabilities. The population to be served as defined in this Paragraph ~~reside in the cities of San Clemente, Dana Point, San Juan Capistrano, Laguna Niguel, Mission Viejo, Laguna Hills, Lake Forest, California and surrounding communities within Orange County and shall hereinafter be referred to as "PARTICIPANTS" or "FAMILIES."~~

1.2 Contractor shall provide Family Resource Center (FRC) services primarily to those PARTICIPANTS residing in the city of San Juan Capistrano and surrounding communities.

2. PSSF & CBCAP FUNDING REQUIREMENTS WORKLOAD STANDARDS

2.1 CONTRACTOR shall provide services/activities, as described in Paragraph 5 below, to address one (1) or more of the seven (7) Promoting Safe and Stable Families (PSSF) outcomes as specified in Subparagraph 2.2 below, and addressing all four (4) of the PSSF service categories defined in Subparagraphs 2.3.1 through 2.3.4, below. ~~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. CONTRACTOR understands that such modification(s) shall promote community participation. Any modification of services/activities shall remain within the scope of defined PSSF service categories and PSSF outcomes. CONTRACTOR shall not institute any modification without prior, written approval of ADMINISTRATOR. The PSSF service categories are as follows:~~

1 2.2 PSSF Outcomes: Services must meet a minimum of one (1) of the
2 following PSSF outcomes ~~for each contracted service:~~

3 2.2.1 Children are, first and foremost, protected from abuse
4 and neglect.

5 2.2.2 Children are safely maintained in their own homes
6 whenever possible and appropriate.

7 2.2.3 Children have permanency and stability in their living
8 situations.

9 2.2.4 The continuity of family relationships and connections is
10 preserved for children.

11 2.2.5 Families have enhanced capacity to provide for their
12 children's needs.

13 2.2.6 Children receive appropriate services to meet educational
14 needs.

15 2.2.7 Children receive adequate services to meet physical and
16 mental health needs.

17 2.3 The four (4) PSSF service categories are as follows:

18 2.3.1 Family Preservation: Family Preservation (FP) services
19 typically are designed to help families alleviate crises that might lead to
20 out-of-home placement of children; maintain the safety of children in their
21 own homes; and assist families in obtaining services and other supports
22 necessary to address their multiple needs in a culturally responsive manner.
23 ~~Services should comprise approximately twenty-five (25) percent of the budget~~
24 ~~for total services. FACT-funded services must address a minimum of one (1) of~~
25 ~~the PSSF outcomes for each contracted service (as specified in Subparagraph~~
26 ~~2.5 below).~~

27 2.3.2 Family Support: Family Support (FS) services are
28 primarily community-based preventive activities designed to alleviate stress

1 and promote parental competencies and behaviors that will increase the ability
2 of families to successfully nurture their children; enable families to use
3 other resources and opportunities available in the community; and create
4 supportive networks to enhance child-rearing abilities of parents and help
5 compensate for the increased social isolation and vulnerability of families.
6 ~~Services should comprise approximately thirty five (35) percent of the budget~~
7 ~~for total services. FACT-funded Services must address a minimum of one (1) of~~
8 ~~the PSSF outcomes for each contracted service (as specified in Subparagraph~~
9 ~~2.5 below).~~

10 2.3.3 Time-Limited Family Reunification: Time-Limited Family
11 Reunification (TLFR) are services and activities provided to a child who is
12 removed from the child's home and placed in a foster family home or a child
13 care institution. These services are also for the parents or primary
14 caregiver for the child, in order to facilitate the reunification of the child
15 safely and appropriately during the court ordered family reunification period.
16 TLFR services include individual, group, and family counseling; inpatient,
17 residential, or outpatient substance abuse treatment services; mental health
18 services; assistance to address domestic violence; temporary child care and
19 therapeutic services for families, including crisis nurseries; and
20 transportation to and from any of the above services. ~~TLFR services should~~
21 ~~comprise approximately twenty (20) percent of the budget for total services.~~
22 ~~Services must address a minimum of one (1) of the PSSF outcomes for each~~
23 ~~contracted service (as specified in Subparagraph 2.5 below).~~

24 2.3.4 Adoption Promotion and Support: Adoption Promotion and
25 Support (APS) services are designed to encourage more adoptions out of the
26 foster care system, when adoptions promote the best interest of children, and
27 include such activities as pre- and post-adoptive services designed to
28 expedite the adoption process and support adoptive families. ~~APS services~~

1 ~~should comprise approximately twenty (20) percent of the budget for total~~
2 ~~services. Services must address a minimum of one (1) of the PSSF outcomes for~~
3 ~~each contracted service (as specified in Subparagraph 2.5 below).~~

4 2.4 Unless specified otherwise, the services described below in
5 Subparagraphs 5.1 through 5.10 addresses each of the four (4) PSSF categories
6 described above in Subparagraphs 2.3.1 through 2.3.4.

7 ~~2.5 Services must meet a minimum of one (1) of the following PSSF~~
8 ~~outcomes for each contracted service:~~

9 2.4.1 ~~Children are, first and foremost, protected from abuse~~
10 ~~and neglect.~~

11 2.4.2 ~~Children are safely maintained in their own homes~~
12 ~~whenever possible and appropriate.~~

13 2.4.3 ~~Children have permanency and stability in their living~~
14 ~~situations.~~

15 2.4.4 ~~The continuity of family relationships and connections is~~
16 ~~preserved for children.~~

17 2.4.5 ~~Families have enhanced capacity to provide for their~~
18 ~~children's needs.~~

19 2.4.6 ~~Children receive appropriate services to meet educational~~
20 ~~needs.~~

21 2.4.7 ~~Children receive adequate services to meet physical and~~
22 ~~mental health needs.~~

23 2.5 Community-Based Child Abuse Prevention (CBCAP): Services shall
24 align with the California Department of Social Services Community-Based Child
25 Abuse Prevention (CBCAP) program which supports efforts to develop, operate,
26 expand, enhance, and coordinate initiatives, programs and activities to
27 prevent child abuse and neglect. In addition, CBCAP supports the coordination
28 of resources to better strengthen and support families as well as foster

1 understanding, appreciation and knowledge of diverse populations in order to
2 effectively prevent and treat child abuse and neglect.

3 2.6 ADMINISTRATOR may, in its sole discretion and upon written notice
4 to CONTRACTOR, modify: the terms or definitions, the particular type of
5 services/activities to be provided, the time-of-day and day-of-week
6 services/activities are to be provided, the locations(s) where
7 services/activities shall be provided, the date(s) services/activities shall
8 begin and end, the service goal(s), measurement tools and outcome indicators,
9 and the number of participants to be provided services/activities as described
10 in Paragraph 5, below, without changing COUNTY's maximum obligation as set
11 forth in this Agreement. ~~CONTRACTOR understands that such modification(s)~~
12 ~~shall promote community participation.~~ Any modification of services/activities
13 shall remain within the scope of defined PSSF service categories and PSSF
14 outcomes and shall promote community participation. CONTRACTOR shall not
15 institute any modification without prior written approval of ADMINISTRATOR.

16 2.7 CONTRACTOR and ADMINISTRATOR may mutually agree ~~in writing~~ to
17 modify workload standards as set forth in this Paragraph and as authorized by
18 COUNTY, without reducing the level of service to be provided by CONTRACTOR.
19 This agreement must be in writing.

20 3. HOURS OF OPERATION

21 3.1 CONTRACTOR shall provide services during hours that are responsive
22 to the needs of ~~the target population(s) as determined by ADMINISTRATOR~~
23 ~~PARTICIPANTS~~. At a minimum, CONTRACTOR shall provide services Monday through
24 Friday from 9:00 a.m. to 6:00 p.m., except COUNTY holidays as established by
25 the Orange County Board of Supervisors. Weekly hours shall include a minimum
26 of two (2) weeknights until 8:00 p.m. or one (1) weekend day for a minimum of
27 four (4) hours to meet community needs. FRC operating hours must be submitted
28 to ADMINISTRATOR for approval. CONTRACTOR may off-set regular hours based on

1 the FRC being open for services evenings and/or weekends. For example,
2 services hours on Tuesday and Thursday may be adjusted to 11:00 a.m. to 8:00
3 p.m. Any changes to the regular schedule must be pre-approved, in writing,
4 by ADMINISTRATOR. FRC shall provide a phone messaging system to record
5 messages and post a sign with an emergency contact name and telephone number
6 for PARTICIPANTS who may call or visit the FRC after hours.

7 3.2 CONTRACTOR's holiday schedule shall not exceed ~~maintain a holiday~~
8 ~~schedule consistent with~~ COUNTY's holiday schedule which is as follows: New
9 Year's Day, Martin Luther King Day, President Lincoln's Birthday, Presidents'
10 Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day,
11 Thanksgiving Day, Friday after Thanksgiving, and Christmas Day. CONTRACTOR
12 shall obtain prior written approval from ADMINISTRATOR for any closure outside
13 of COUNTY's holiday schedule. Any unauthorized closure shall be deemed a
14 material breach of this Agreement, pursuant to Paragraph 18, and shall not be
15 reimbursed. CONTRACTOR is encouraged to provide contracted services on
16 holidays, whenever possible.

17 4. FaCT GENERAL REQUIREMENTS

18 During the entire term of this Agreement, the FRC will:

19 4.1 Maintain a community facility that offers multiple programs
20 including, but not limited to the following core services: a case management
21 team, counseling, family support services, parenting education, domestic
22 violence prevention and treatment (Personal Empowerment Program), out-of-
23 school-time youth program, TLFR family fun activities, foster/adoptive parent
24 recruitment, and information and referral services in support of achieving
25 FaCT goals.

26 4.2 Operate as a collaborative that includes Contractor Partner
27 Agencies, which are FaCT-Funded, and a minimum of two (2) Non-FaCT Funded
28 Partner Agency(ies) who are providing onsite services at the FRC.

1 4.3 Have each Non-FaCT Funded Partner Agency(ies) sign a memorandum of
2 understanding or agreement specifying their commitment to provide services
3 throughout the term of this Agreement.

4 4.4 Designate The Raise Foundation to function as both the designated
5 lead agency and the program management lead agency. The fiscal and program
6 management responsibilities shall include those referenced in Paragraph 19 of
7 this Agreement.

8 4.5 Provide bilingual staff responsible for direct services that are
9 language appropriate.

10 4.6 Provide services that are cultural responsive to the needs of the
11 community to be served.

12 4.7 Collaborate with ADMINISTRATOR and COUNTY'S FaCT Network
13 Administrative Services (FNAS) provider, by attending required meetings,
14 trainings, completing data entry into FaCT database system, and engaging with
15 the FaCT Network in activities related to the FaCT mission and vision.

16 4.8 Provide all services at the FRC. Services may also be offered in-
17 home, at schools, and other community locations as needed as mutually agreed
18 upon by CONTRACTOR and ADMINISTRATOR. Confidential space is required for all
19 Clinical Supervision, Family Support Services, Counseling, and Case Management
20 Team services.

21 4.9 Collaborate with other Contractor Partner Agencies and Non-FaCT
22 Funded Partner Agency(ies) to ensure participants complete FaCT required
23 registration, consent, sign-in forms, satisfaction surveys, and/or complete
24 assessment tools referenced in Subparagraph 8.4 when receiving services
25 requiring an assessment.

26 4.10 Collaborate with COUNTY staff and COUNTY'S contracted Differential
27 Response (DR) and Family Stabilization (FS) services staff who provide
28 services to Social Services Agency (SSA) clients.

1 5. SERVICES

2 Throughout this Exhibit, the Contractor Partner Agencies shall
3 hereinafter be referred to as: The Raise Foundation (RF), Children's Bureau of
4 Southern California (CB), Human Options, Inc. (HO), and Mission Hospital
5 Regional Medical Center (MH).

6 5.1 Clinical Supervision (HO):

7 5.1.1 HO shall provide Clinical Supervision services to ensure
8 the quality of counseling services provided through the FaCT program.

9 5.1.2 Clinical Supervision services shall include, but are not
10 limited to: individual and group clinical supervision for counselor(s) through
11 the FaCT program, recruitment and supervision of Master's level counseling
12 interns, case consultation, verification of laws of confidentiality, and
13 ensuring that child and elder/dependent adult abuse reporting requirements are
14 followed.

15 5.1.3 Clinical Supervision services shall be provided for a
16 minimum of eighty-eight (88) hours annually and shall be based on the
17 CONTRACTOR's counseling agency supervision requirements.

18 5.1.4 Clinical Supervision shall be offered continuously
19 throughout the term of this Agreement.

20 5.1.5 HO shall provide qualified licensed Clinical
21 Supervisor/Program Supervisor as specified in Subparagraph 14.6 of this
22 Exhibit.

23 5.2 Crisis Counseling Services (HO):

24 ~~5.2.1 HO shall provide Crisis Counseling services to children~~
25 ~~ages birth to eighteen (0-18) years who are at risk of abuse or neglect,~~
26 ~~and/or their parents, foster parents (and their children), adoptive families~~
27 ~~(and their children), and/or caregivers (and their children). Individuals may~~
28 ~~include: those who are low-income; coming from intact families; individuals in~~

1 ~~the process of reunification; those who may be experiencing a crisis due to~~
2 ~~interpersonal conflicts, difficult parenting issues, challenging child needs,~~
3 ~~and/or traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes~~
4 ~~of Subparagraph 5.2) These individuals are not Medi-Cal eligible; and/or do~~
5 ~~not meet the Medi-Cal eligibility requirements for medical necessity. The~~
6 objectives of Counseling Services are as follows:

7 5.2.1.1 Increase the availability of counseling
8 services for appropriate non Medi-Cal clients, underinsured clients, and
9 clients experiencing barriers to accessing mental health services.

10 5.2.1.2 Increase participant's coping skills in
11 dealing with stress.

12 5.2.1.3 Increase access to social support systems.

13 5.2.1.4 Facilitate linkages to appropriate and needed
14 treatment programs (e.g., domestic violence, substance abuse, mental health,
15 etc.).

16 5.2.1.5 Reduce risk of violence in the home.

17 5.2.1.6 Improve individual and family functioning.

18 5.2.2 HO shall provide Crisis, Individual, Family, and Group
19 Counseling services for a minimum of ~~fifty-five~~ one hundred eleven (55 111)
20 unduplicated PARTICIPANTS annually. ~~Crisis~~ Counseling services shall include,
21 but not be limited to: ~~assess PARTICIPANT's needs; provide~~ providing emotional
22 support; ~~stabilizing~~ immediate crisis; and ~~developing~~ goals for PARTICIPANTS
23 who are experiencing a crisis due to interpersonal conflicts, family crisis,
24 difficult parenting issues, challenging child needs, and/or traumatic loss.
25 Services shall address parenting issues, cycle of abuse, victimization,
26 enhance family dynamic and make appropriate linkages to all needed treatment
27 programs and social support systems.; ~~address independent living skills; self-~~
28 ~~control; parenting issues; cycle of abuse; victimization; enhance family~~

1 ~~dynamics; modify dysfunctional behaviors; incorporate appropriate family~~
2 ~~roles; develop time limited goals for the family and child in placement that~~
3 ~~are targeted to PARTICIPANTS' particular reunification plans if applicable;~~
4 ~~and make appropriate linkages to all needed treatment programs and social~~
5 ~~support systems. The Therapist Counselor and/or designee, as approved by~~
6 ~~ADMINISTRATOR, shall attend the FRC's Comprehensive Case Management Team~~
7 ~~meetings. Services shall be provided in a culturally responsive manner in~~
8 ~~English and Spanish as needed by PARTICIPANT.~~

9 5.2.3 HO shall provide Crisis, Individual, Family, and Group
10 Counseling services during the term of this Agreement by appointment ~~Monday~~
11 ~~through Friday~~ during FRC operating hours. HO may also schedule evening hours
12 at the request of PARTICIPANTS.

13 5.2.4 HO shall provide Crisis Counseling for a minimum of
14 ~~forty-three (43) individuals annually. Crisis Counseling sessions shall be a~~
15 ~~minimum of fifty (50) minutes in duration, or as clinically indicated by the~~
16 ~~clinician, and be offered to PARTICIPANTS on a weekly basis. HO shall offer a~~
17 ~~minimum of one (1) week of counseling sessions and a maximum of four (4)~~
18 ~~sessions for each PARTICIPANT. FRC shall provide a phone messaging system to~~
19 ~~record messages and post a sign with an emergency contact name and telephone~~
20 ~~number for PARTICIPANTS who may call or visit the FRC after hours.~~

21 5.2.5 HO shall provide Individual Counseling for a minimum of
22 ~~thirty (30) individuals annually. Individual Counseling sessions shall be a~~
23 ~~minimum of fifty (50) minutes in duration and be offered to PARTICIPANTS on a~~
24 ~~weekly basis. HO shall offer a minimum of four (4) and maximum of twelve (12)~~
25 ~~sessions for each PARTICIPANT. If deemed necessary by Counselor, Individual~~
26 ~~counseling sessions may be extended up to a maximum of twenty (20) sessions~~
27 ~~per PARTICIPANT. If appropriate, HO shall use evidence-based practices such~~
28 ~~as "Seeking Safety" or trauma-focused cognitive behavioral therapy to meet~~

1 PARTICIPANT needs and address PARTICIPANT symptoms.

2 5.2.6 HO shall provide Family Counseling services for a minimum
3 of eight (8) individuals annually. Family counseling sessions shall be a
4 minimum of fifty (50) minutes in duration and be offered to PARTICIPANTS on a
5 weekly basis. HO shall offer a minimum of four (4) and maximum of twelve (12)
6 sessions for each PARTICIPANT. If deemed necessary by Counselor, Family
7 counseling sessions may be extended up to a maximum of twenty (20) sessions
8 per PARTICIPANT.

9 5.2.7 HO shall provide Group Counseling services for a minimum
10 of thirty (30) individuals annually. HO shall provide three (3) Group
11 counseling series annually. Each series shall be six (6) weeks in duration.
12 Each session shall be a minimum of two (2) hours in duration and be offered to
13 PARTICIPANTS on a weekly basis.

14 5.2.8 ~~HO shall provide Crisis Counseling services in a private~~
15 ~~office space at the FRC, or other community locations, with advance written~~
16 ~~approval by ADMINISTRATOR, provided location can accommodate the~~
17 ~~confidentiality of the service.~~

18 5.2.9 ~~HO shall measure progress by ensuring PARTICIPANTS~~
19 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~
20 ~~assessment tools.~~

21 5.2.10 ~~HO's Crisis Counseling services shall address the~~
22 ~~following PSSF service categories: FP, FS, TLFR, and APS.~~

23 5.2.11 HO shall provide qualified, bilingual licensed/licensed
24 eligible Counselor staff as specified in Subparagraph 14.9 of this Exhibit.

25 5.3 Family Advocacy/Case Management Support Services (CB):

26 5.3.1 The objectives of Family Support Services are as follows:

27 5.3.1.1 Increase families' follow-through with
28 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 ~~CB shall provide Family Advocacy/Case Management Support services to children ages birth to eighteen (0-18) years who are at risk of abuse or neglect, and/or their parents, foster parents (and their children), and/or caregivers (and their children), pre and post adoptive families. Families may include: those who are low income; unemployed; underemployed; intact families; homeless families; families in the process of reunification; families in the COUNTY adoption process; or those who may be experiencing a crisis due to interpersonal conflicts, difficult parenting issues, challenging child needs, and/or traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 5.4).~~

5.3.3 CB shall provide FRC Family Advocacy/Case Management Support Services for a minimum of one hundred ten (100 110) unduplicated PARTICIPANTS FAMILIES annually. Family Advocacy/Case Management Support Services shall include, but not be limited to, are those services employing a case manager (e.g., Family Support Specialist) responsible for assessing the following: ~~assess the strengths and meeting the multiple needs of a PARTICIPANT client and family: arranging, coordinating, monitoring, evaluating, and advocating for multiple services for families. The primary goal of case management shall be to link clients PARTICIPANT with multiple needs to resources, and services, and opportunities. The Family Support Specialist shall also teach and empower clients PARTICIPANTS to access community resources and opportunities and strengthen problem solving skills; build on family strengths; case planning; follow up with families; assess if~~

1 ~~services meet family's need; empower families; teach problem solving skills~~
 2 ~~and how to access resources; and office and in-home visits. Services shall be~~
 3 ~~provided in a family friendly, culturally responsive and affirming manner in~~
 4 ~~English and Spanish as needed by PARTICIPANT.~~

5 5.3.4 CB shall provide Family Advocacy/Case Management Support
 6 Services continuously throughout during the term of this Agreement, from 8:30
 7 a.m. to 5:00 p.m., Monday through Friday or at dates and times convenient for
 8 PARTICIPANTS. CB shall provide short-term Family Advocacy/Case Management
 9 Support Services for a minimum of thirty (30) days or long-term Family
 10 Advocacy/Case Management Support services for a minimum of sixty (60) days for
 11 each PARTICIPANT.

12 5.3.5 CB shall primarily provide Family Advocacy/Case
 13 Management Support Services in family's home, at the FRC, or at other
 14 community locations as needed with advance written approval by ADMINISTRATOR.

15 5.3.6 ~~CB shall measure progress by ensuring PARTICIPANTS~~
 16 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~
 17 ~~assessment tools.~~

18 5.3.7 ~~CB's Family Advocacy/Case Management Support services~~
 19 ~~shall address the following PSSF service categories: FP, FS, TLFR, and APS.~~

20 5.3.8 CB shall provide qualified, bilingual Family Advocate
 21 Support Specialist staff as specified in Subparagraph 14.10 of this Exhibit.

22 5.4 Foster and Adoptive Parent Recruitment (RF):

23 5.4.1 The objective of Foster and Adoptive Parent Recruitment
 24 services is to increase foster/adoptive awareness to prospective caregivers.

25 5.4.2 RF shall help promote, in collaboration with
 26 ADMINISTRATOR, the need for foster and adoptive resources for children in need
 27 of a permanent home. Promotional activities may include, but are not limited
 28 to: displaying media or printed material at the FRC, promotion at community

1 events/workshops, and distribution of flyers and other marketing materials to
2 local community residents. The FRC Coordinator shall coordinate the delivery
3 of this service.

4 5.4.3 RF shall distribute a minimum of one thousand two hundred
5 (1,200) newsletters to local community members annually, have a minimum of
6 twelve (12) separate and unique postings and one (1) continuous posting on
7 RF's social media site annually, and have a recruitment table at a minimum of
8 three (3) community events annually.

9 5.4.4 RF shall distribute Foster and Adoptive Recruitment
10 flyers to a minimum of six hundred (600) unduplicated PARTICIPANTS annually.

11 5.4.5 Foster and Adoptive Parent Recruitment services shall be
12 offered continuously throughout the term of this Agreement.

13 5.4.6 RF's Foster and Adoptive Parent Recruitment Services
14 shall address only the following PSSF service category: APS

15 5.4.7 RF shall provide qualified qualified Foster and Adoptive
16 Parent Recruiter staff as specified in Subparagraph 14.11 of this Exhibit at
17 no cost to County.

18 5.5 ~~FRC Comprehensive Case Management Team (MH):~~

19 5.5.1 The objectives of FRC Case Management Team (FRC CMT)
20 services are as follows:

21 5.5.1.1 Increase collaboration among Contractor
22 Partner Agencies to effectively coordinate services.

23 5.5.1.2 Improve resource linkages.

24 5.5.1.3 Improve individual and family functioning.

25 5.5.1.4 Decrease duplication of services.

26 5.5.1.5 Build the capacity of communities and FRC to
27 address the needs of children and families.

28 5.5.2 The ~~FRC Comprehensive Case Management Team~~ CMT consists

1 of an integrated multidisciplinary team comprised of three (3) or more persons
 2 trained and qualified to provide services. The ~~Comprehensive Case Management~~
 3 ~~Team~~ FRC CMT is responsible for identifying the educational, health, or social
 4 service needs of a child and child's family and for developing a plan to
 5 address these multiple needs as identified in Welfare and Institutions Code
 6 (WIC) section 18986.40. Participants of the FRC CMT shall include all
 7 Contractor Partner Agencies and Non-FaCT Funded Partner Agency representatives
 8 that would benefit the family. In addition to the participation of the FRC
 9 ~~partner agencies~~ Contractor Partner Agencies, local Miscellaneous Order Number
 10 534.3 specifies that multidisciplinary services team composition include at
 11 least two (2) members from the following: Orange County Probation Department,
 12 Orange County Health Care Agency, Orange County Department of Education,
 13 Regional Center of Orange County, ~~North~~ South Orange County Regional
 14 Occupational Program, and Orange County Social Services Agency.

15 5.5.3 ~~Human Options, Inc. (HO) shall provide Comprehensive Case~~
 16 ~~Management Team Services for families/caregivers with and/or caregivers of~~
 17 ~~children ages birth to eighteen (0-18) years, who are at risk of abuse or~~
 18 ~~neglect. These include low income, intact families, foster families, and/or~~
 19 ~~families in the process of reunification (hereinafter referred to as~~
 20 ~~"PARTICIPANTS" for purposes of Subparagraph 5.1).~~

21 5.5.4 ~~HO~~ MH, in coordination with collaborative partners
 22 Contractor Partner Agencies, shall provide ~~Comprehensive Case Management Team~~
 23 FRC CMT services for a minimum of seventy-five (705) unduplicated FAMILIES
 24 PARTICIPANTS annually. ~~Comprehensive Case Management Team services include,~~
 25 ~~but are not limited to: identifying the educational, health, or social service~~
 26 ~~needs of a child, and child's family; developing a plan to address these~~
 27 ~~multiple needs; weekly reviews; team assessment; arranging and coordinating~~
 28 ~~appropriate services; monitoring effectiveness of services; and evaluating the~~

1 ~~outcome of services. Comprehensive Case Management Team~~ FRC CMT services
 2 shall include, but ~~are~~ not be limited to, the following components:

3 5.5.4.1 Assessment: ~~The Family Resource Center (FRC)~~
 4 ~~Coordinator and Comprehensive Case Management Team~~ CMT Clinical Supervisor,
 5 based on input from the CMT, shall complete an ~~comprehensive~~ assessment of
 6 PARTICIPANTS' strengths and needs, ~~treatment plan, follow up,~~ and community
 7 resources available to PARTICIPANT. ~~The FRC Coordinator shall ensure the~~
 8 ~~completion of a FaCT registration form, FaCT consent form, and referral form.~~

9 5.5.4.2 Individualized Treatment Plan: On the basis
 10 of the assessment in 5.5.4.1, ~~the FRC CMT Coordinator, and Comprehensive Case~~
 11 ~~Management Team~~ shall jointly develop an individualized ~~treatment~~ case plan
 12 with the PARTICIPANT that identifies priorities, desired outcomes, the
 13 strategies and resources to be used in attaining the outcomes, follow up, and
 14 termination.

15 5.5.4.3 Reassessment: ~~The FRC Coordinator and~~
 16 ~~Comprehensive Case Management Team~~ CMT Clinical Supervisor and CMT shall
 17 reassess the PARTICIPANT's status, with input from ~~collaborative partners~~
 18 Contractor Partner Agencies, in a weekly clinical review of cases.
 19 ~~Comprehensive Case Management Team~~ FRC CMT meetings shall provide weekly
 20 evaluations and assessment for PARTICIPANTS.

21 5.5.4.4 Termination: ~~The Comprehensive Case~~
 22 ~~Management Team~~ CMT Clinical Supervisor and CMT shall jointly terminate the
 23 case when the desired outcomes have been attained, the PARTICIPANT is non-
 24 compliant, or the PARTICIPANT withdraws.

25 5.5.5 HO MH in coordination with Contractor Partner Agencies
 26 shall provide ~~Comprehensive Case Management Team~~ FRC CMT services Monday
 27 ~~through Friday from 8:30 a.m. - 5:00 p.m. during~~ continuously throughout the
 28 term of this Agreement ~~during FRC hours of operation.~~ ~~Comprehensive Case~~

1 ~~Management Team~~ FRC CMT meetings shall be scheduled a minimum of one (1) day
2 per week for a minimum of one (1) hour in duration. ~~HO's Comprehensive Case~~
3 ~~Management Team Facilitator~~ The CMT Clinical Supervisor shall facilitate
4 ~~Comprehensive Case Management Team~~ FRC CMT meetings.

5 5.5.6 ~~HO shall provide Comprehensive Case Management Team~~
6 ~~services at the FRC located at 23832 Rockfield Blvd., Suite 270, Lake Forest,~~
7 ~~CA 92630.~~

8 5.5.7 ~~HO MH shall complete the required forms referenced in~~
9 ~~Subparagraph 4.9 and also the FRC CMT Tracking and Outcomes Log specified in~~
10 ~~Subparagraph 8.4. measure progress by ensuring PARTICIPANTS complete a FaCT~~
11 ~~registration form and a FaCT consent form. Additionally, HO shall complete the~~
12 ~~FaCT standardized Case Management Team Tracking and Outcomes Log.~~

13 5.5.8 ~~HO's Comprehensive Case Management Team services shall~~
14 ~~address the following PSSF service categories: FP, FS, TLFR, and APS.~~

15 5.5.9 ~~HO MH shall provide qualified licensed or licensed~~
16 ~~eligible Comprehensive Case Management Team Facilitator CMT Clinical~~
17 ~~Supervisor staff, to facilitate Comprehensive Case Management Team FRC CMT~~
18 ~~meetings as specified in Subparagraphs 14.7 of this Exhibit.~~

19 Group Counseling:

20 5.5.10 ~~HO shall provide Group Counseling services to children~~
21 ~~ages birth to eighteen (0-18) years who are at risk of abuse or neglect,~~
22 ~~and/or their parents, foster parents (and their children), and/or caregivers~~
23 ~~(and their children). Individuals may include: those who are low-income;~~
24 ~~coming from intact families; individuals in the process of reunification;~~
25 ~~those who may be experiencing a crisis due to interpersonal conflicts,~~
26 ~~difficult parenting issues, challenging child needs, and/or traumatic loss~~
27 ~~(hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 5.3).~~
28 ~~These individuals are not Medi-Cal eligible; and/or do not meet the Medi-Cal~~

1 eligibility requirements for medical necessity.

2 5.5.11 HO shall provide Group Counseling services for a minimum
3 of fifty (50) unduplicated PARTICIPANTS. Group Counseling services shall
4 include, but not be limited to, assess PARTICIPANT's needs; provide emotional
5 support; stabilize immediate crisis; develop goals for PARTICIPANTS; address
6 independent living skills; self control; parenting issues; cycle of abuse;
7 victimization; enhance family dynamics; modify dysfunctional behaviors;
8 incorporate appropriate family roles; develop time limited goals for the
9 family and child in placement that are targeted to PARTICIPANTS' particular
10 reunification plans, if applicable; and make appropriate linkages to all
11 needed treatment programs and social support systems. The Therapist and/or
12 designee, as approved by ADMINISTRATOR, shall attend the FRC's Comprehensive
13 Case Management Team meetings. Services shall be provided in a culturally
14 responsive manner in English and Spanish as needed by PARTICIPANTS.

15 5.5.12 HO shall provide Group Counseling services during the
16 term of this Agreement Monday through Friday during FRC operating hours. HO
17 may also schedule evening hours at the request of PARTICIPANTS. HO shall
18 provide a minimum of four (4) Group Counseling series at a minimum of ninety
19 (90) minutes each session with a six (6) week session minimum per series for a
20 total of twenty-four (24) weeks minimum Group Counseling services. Each
21 session shall include a minimum of five (5) PARTICIPANTS per group session.
22 FRC shall provide a phone messaging system to record messages and post a sign
23 with an emergency contact name and telephone number for PARTICIPANTS who may
24 call or visit the FRC after hours.

25 5.5.13 HO shall provide Group Counseling services in a private
26 office space at the FRC, or other community locations, with advance written
27 approval by ADMINISTRATOR, provided location can accommodate the
28 confidentiality of the service.

1 5.5.14 ~~HO shall measure progress by ensuring PARTICIPANTS~~
2 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~
3 ~~assessment tools.~~

4 5.5.15 ~~HO's Group Counseling services shall address the~~
5 ~~following PSSF service categories: FP, FS, TLFR, and APS.~~

6 5.5.16 ~~HO shall provide qualified licensed/licensed eligible~~
7 ~~Counselor staff as specified in Subparagraph 11.8 of this Exhibit.~~

8 5.6 Information and Referral Services (RF) Community Resource
9 Services:

10 5.6.1 ~~The objective of Information and Referral Services is to~~
11 ~~increase access to community resources for families in need.~~

12 5.6.2 ~~Mission Hospital Regional Medical Center (MH) shall~~
13 ~~provide Community Resource Services to the following: parents and/or~~
14 ~~caregivers and their children ages birth to eighteen (0-18) years who are at~~
15 ~~risk of abuse and/or neglect; low income or dealing with poverty issues~~
16 ~~(hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 5.10).~~

17 5.6.3 ~~RF shall provide Community Resource Information and~~
18 ~~Referral Services for a minimum of two thousand two hundred (1200 2,000)~~
19 ~~unduplicated PARTICIPANTS annually. Community Resource Information and~~
20 ~~Referral Services shall include an assessment of need and referral services~~
21 ~~including, but not be limited to the following: an assessment of needs,~~
22 ~~referral to emergency housing, emergency food, family counseling, childcare,~~
23 ~~substance abuse counseling and treatment, parenting training, utility~~
24 ~~assistance, health and mental health treatment, education and job training,~~
25 ~~legal aid, and youth academic and recreation services; linkages to a wide~~
26 ~~range of community services; general family support; family advocacy; case~~
27 ~~management team; parenting services; treatment services; domestic violence;~~
28 ~~basic needs; and many other services based on client needs. MH shall be~~

~~required to partner with other County and local Community Resource Services providers. Services shall be provided in a family friendly, culturally responsive and affirming manner in English and Spanish as needed by PARTICIPANT.~~ Information and Referral Specialist shall collaborate with other community agencies by receiving and referring clients, which may include, but not limited to 2-1-1 Orange County, Help Me Grow, etc.

~~5.6.4 MH shall provide Community Resource Services Monday through Friday from 8:30 a.m. to 5:00 p.m., during the term of this Agreement. MH shall provide a phone messaging system to record messages during all other times.~~ Information and Referral Specialist shall be stationed at the FRC reception area as the first point of contact for walk-in and telephone/email inquiries during FRC operating hours. Information and Referral Services shall be offered during FRC operating hours.

~~5.6.5 MH shall provide Community Resource Services at FRC locations.~~

~~5.6.6 MH shall measure progress by completing FaCT measurement tools.~~

~~5.6.7 MH's Community Resource Services shall address the following PSSF service categories: FP, FS, TLFR, and APS.~~

~~5.6.8 MH RF shall provide qualified, bilingual Information and Referral Community Resource Services Specialist staff as specified in Subparagraph 14.13 of this Exhibit.~~

5.7 Out-of-School-Time Youth Program (HO):

5.7.1 The objectives of Out-of-School-Time Youth Program are as follows:

5.7.1.1 Increase social connection amongst peers.

5.7.1.2 Provide a safe place for school-aged

children.

1 5.7.1.3 Increase enrichment opportunities to enhance
2 academic achievement and healthy social behavior.

3 5.7.2 HO shall provide Out-of-School-Time Youth Program
4 Services for a minimum of forty (40) unduplicated PARTICIPANTS annually. Out-
5 of-School-Time Youth Program will provide PARTICIPANTS with a safe and
6 nurturing place during after school and non-school hours. Activities may
7 include, but are not limited to: recreation, education, healthy development,
8 artistic and cultural enrichment, and leadership development.

9 5.7.3 HO shall offer a minimum of two (2) Safe Dates series for
10 middle school and high school students and a minimum of two (2) Children's
11 Empowerment Group series for elementary school age children annually. Each
12 series shall be a minimum of six (6) weeks and shall be offered on a weekly
13 basis. Each class shall be a minimum of ninety (90) minutes in duration.
14 Safe Dates shall focus on the development of healthy relationships and Human
15 Options Children's Empowerment program shall focus on learning healthy socio
16 and emotional development skills.

17 5.7.4 HO shall provide Out-of-School-Time activities after
18 school, during the academic school year, based on community needs.

19 5.7.5 HO shall provide qualified Out-of-School-Time (OST)
20 Leader staff as specified in Subparagraph 14.15 of this Exhibit.

21 5.8 Parenting Education (HO):

22 5.8.1 The objectives for Parent Education are as follows:

23 5.8.1.1 Increase social support.

24 5.8.1.2 Enhance coping skills.

25 5.8.1.3 Improve knowledge of child development.

26 5.8.1.4 Improve knowledge of appropriate and
27 effective discipline.

28 5.8.2 HO shall provide Parenting Education services to parents,

1 ~~foster parents and/or caregivers of children ages birth to eighteen (0-18)~~
2 ~~years who are at risk of abuse or neglect. Parents may include: those who are~~
3 ~~low income; coming from intact families; dealing with poverty issues, child~~
4 ~~abuse, domestic violence, teen parent, adoption, individuals in the process of~~
5 ~~reunification; those who may be experiencing a crisis due to interpersonal~~
6 ~~conflicts, difficult parenting issues, challenging child needs, and/or~~
7 ~~traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes of~~
8 ~~Subparagraph 5.5).~~

9 5.8.3 ~~HO shall provide Parenting Education services for a~~
10 ~~minimum of eight (8) unduplicated PARTICIPANTS. HO shall provide Incredible~~
11 ~~Years and/or Triple P - Positive Parenting Program. Incredible Years will~~
12 ~~target children between the ages of three to nine (3-9) years old who are~~
13 ~~experiencing behavioral problems. Triple P - Positive Parenting Program will~~
14 ~~focus on reducing behavioral and emotional problems in children and~~
15 ~~adolescents. Elements of an effective parenting education services program~~
16 ~~shall improve parenting skills and family functioning by teaching~~
17 ~~parents/caregivers about child development (e.g., developmental expectations),~~
18 ~~behavior management (e.g., discipline techniques), and coping skills (e.g.,~~
19 ~~communication and stress management). As applicable, parenting education~~
20 ~~topics emphasis shall include, but not be placed on limited to the prevention~~
21 ~~of recurrence of child abuse and/or shall address attachment, bonding, and~~
22 ~~traumatic loss issues following: address parent responsibilities; provide~~
23 ~~psychologically based behavior principles; stress importance of appropriate~~
24 ~~discipline and support; self-control; emotional regulation; attachment and~~
25 ~~bonding from birth throughout childhood; difficulties inherent throughout~~
26 ~~childhood; open and honest communication; praise and acknowledgement;~~
27 ~~disruptive cycles of inappropriate parenting; healthy and supportive~~
28 ~~parenting. Parenting Education services shall be provided in a family~~

1 ~~friendly, culturally responsive and affirming manner in English and Spanish as~~
2 ~~needed by PARTICIPANT.~~

3 5.8.4 HO shall provide Parenting Education services for a
4 minimum of ~~eight~~ ~~sixty~~ (8 60) unduplicated PARTICIPANTS annually.

5 5.8.5 HO shall provide a minimum of ~~one~~ ~~four~~ (1 4) Parenting
6 Education series. Each series shall be a minimum ~~comprised of six~~ ~~eight~~ (6 8)
7 weeks and maximum of fourteen (14) ~~weekly~~ in duration. Each class shall be a
8 minimum of ninety (90) minutes and a maximum of two (2) hours in duration.

9 ~~Parenting Education services shall be provided during the term of this~~
10 ~~Agreement from 8:30 a.m. to 5:00 p.m., Monday through Friday, at dates and~~
11 ~~times convenient for PARTICIPANTS. HO shall offer Parenting Education~~
12 ~~services at additional times based on PARTICIPANT availability.~~

13 5.8.6 ~~HO shall provide Parenting Education services at the FRC~~
14 ~~and/or at other community locations, to be approved in advance and in writing~~
15 ~~by ADMINISTRATOR. HO shall ensure completion of required paperwork when~~
16 ~~providing parenting education to PARTICIPANTS receiving child welfare~~
17 ~~services, including, but not limited to: verification of attendance, issuance~~
18 ~~of certificates of completion, and verbal and/or written reports to COUNTY~~
19 ~~Social Workers.~~

20 5.8.7 ~~HO shall measure progress by ensuring PARTICIPANTS~~
21 ~~complete a FaCT registration form and FaCT approved measurement tools.~~

22 5.8.8 ~~HO's Parenting Education services shall address the~~
23 ~~following PSSF service categories: FP and FS.~~

24 5.8.9 HO shall provide qualified, ~~bilingual~~ Parenting
25 Educator/~~Domestic Violence Advocate~~ staff as specified in Subparagraph 14.16
26 of this Exhibit.

27 ~~Parenting Education TLFR:~~

28 5.8.10 ~~HO shall provide Parenting Education TLFR services to~~

1 ~~parents including caregivers of children ages birth to eighteen (0-18) years~~
2 ~~who are in the process of reunification. TLFR parents may include: those who~~
3 ~~are low income; dealing with poverty issues, domestic violence, teen parent,~~
4 ~~those who may be experiencing a crisis due to interpersonal conflicts,~~
5 ~~difficult parenting issues, challenging child needs, and/or traumatic loss~~
6 ~~(hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 5.6).~~

7 ~~5.8.11 HO shall provide Parenting Education TLFR services for a~~
8 ~~minimum of five (5) unduplicated PARTICIPANTS. Parenting Education TLFR~~
9 ~~services shall emphasize prevention of recurrence of maltreatment. Parenting~~
10 ~~Education TLFR topics shall include, but not be limited to: address parent~~
11 ~~responsibilities; provide psychologically based behavior principles; stress~~
12 ~~importance of appropriate discipline and support; self-control; emotional~~
13 ~~regulation; attachment and bonding from birth throughout childhood;~~
14 ~~difficulties inherent throughout childhood; open and honest communication;~~
15 ~~praise and acknowledgement; disruptive cycles of inappropriate parenting;~~
16 ~~healthy and supportive parenting; monitor attendance and participation;~~
17 ~~written report to County social workers; completion of pre/post-test; FaCT~~
18 ~~Assessment and Treatment Plan, a County issued standard form; and required~~
19 ~~termination reports with the number of sessions PARTICIPANT attended.~~
20 ~~Parenting Education TLFR services shall be provided in a family friendly,~~
21 ~~culturally responsive and affirming manner in English and Spanish as needed by~~
22 ~~PARTICIPANT.~~

23 ~~5.8.12 HO shall provide a minimum of one (1) Parenting Education~~
24 ~~TLFR series comprised of a minimum of four (4) weekly classes. Parenting~~
25 ~~Education TLFR services shall be offered during the term of this Agreement~~
26 ~~from 8:30 a.m. to 5:00 p.m., Monday through Friday, at dates and times~~
27 ~~convenient for PARTICIPANTS. HO shall offer Parenting Education TLFR services~~
28 ~~at additional times based on PARTICIPANT availability.~~

1 5.8.13 ~~HO shall provide Parenting Education TLFR services at the~~
2 ~~FRC and/or at other community locations, to be approved in advance and in~~
3 ~~writing by ADMINISTRATOR.~~

4 5.8.14 ~~HO shall measure progress by ensuring PARTICIPANTS~~
5 ~~complete a FaCT registration form and FaCT approved measurement tools.~~

6 5.8.15 ~~HO's Parenting Education TLFR services shall address the~~
7 ~~following PSSF service categories: TLFR.~~

8 5.8.16 ~~HO shall provide qualified Parenting Educator staff as~~
9 ~~specified in Subparagraph 11.11 of this Exhibit.~~

10 ~~Adoption Parent Education Workshop~~

11 5.8.17 ~~HO shall provide Adoption Parent Education Workshop~~
12 ~~services to adoptive families and/or caregivers of children ages birth to~~
13 ~~eighteen (0-18) years in the adoption process (hereinafter referred to as~~
14 ~~"PARTICIPANTS" for purposes of Subparagraph 5.7).~~

15 5.8.18 ~~HO shall provide Adoption Parent Education Workshop~~
16 ~~services for a minimum of six (6) unduplicated PARTICIPANTS. Adoption Parent~~
17 ~~Education Workshop services shall address attachment, bonding, and traumatic~~
18 ~~loss issues. Adoption Parent Education topics shall include, but not be~~
19 ~~limited to: address parent responsibilities; provide psychologically based~~
20 ~~behavior principles; stress importance of appropriate discipline and support;~~
21 ~~self control; emotional regulation; attachment and bonding from birth~~
22 ~~throughout childhood; difficulties inherent throughout childhood; open and~~
23 ~~honest communication; praise and acknowledgement; disruptive cycles of~~
24 ~~inappropriate parenting; healthy and supportive parenting. Adoption Parent~~
25 ~~Education Workshop services shall be provided in a family friendly, culturally~~
26 ~~responsive and affirming manner in English and Spanish as needed by~~
27 ~~PARTICIPANT.~~

28 5.8.19 ~~HO shall provide a minimum of one (1) Adoption Parent~~

~~Education Workshop for a minimum of six (6) hours in duration during the term of this Agreement from 8:30 a.m. to 5:00 p.m., Monday through Friday, at dates and times convenient for PARTICIPANTS. Adoption Parent Education Workshop services shall be offered at additional times based on PARTICIPANT availability.~~

~~5.8.20 HO shall provide Adoption Parent Education Workshop services at the FRC and/or at other community locations, to be approved in advance and in writing by ADMINISTRATOR.~~

~~5.8.21 HO shall measure progress by ensuring PARTICIPANTS complete a FaCT registration form and FaCT approved measurement tools.~~

~~5.8.22 HO's Adoption Parent Education Workshop services shall address the following PSSF service categories: APS.~~

~~5.8.23 HO shall provide qualified Parenting Educator staff as specified in Subparagraph 11.11 of this Exhibit.~~

5.9 Personal Empowerment Program: (Certified Domestic Violence Prevention and Treatment Education Program) - General and TLFR Participants (HO):

5.9.1 The objectives of Personal Empowerment Program (PEP) are as follows:

5.9.1.1 Increase victim's awareness of the threat of domestic violence and its short/long term effects.

5.9.1.2 Develop or enhance safety plan for domestic violence victims.

5.9.1.3 Increase victim's understanding of the effects domestic violence has on children.

5.9.1.4 Increase victim's awareness on the various types of abuse.

5.9.1.5 Promote safety and permanency in homes and

1 communities through prevention efforts aimed at child abuse and domestic
2 violence.

3 5.9.2 HO shall provide Personal Empowerment Program services to
4 parents and/or caregiver of children ages birth to eighteen (0-18) years who
5 are at risk of abuse or neglect. Individuals may include: those who are low-
6 income or dealing with poverty issues; child abuse, domestic violence;
7 individuals in the COUNTY adoption process; or those who may be experiencing a
8 crisis due to interpersonal conflicts, difficult parenting issues, challenging
9 child needs, and/or traumatic loss (hereinafter referred to as "PARTICIPANTS"
10 for purposes of Subparagraph 5.8).

11 5.9.3 HO shall provide Personal Empowerment Program services
12 for a minimum of thirty (30) unduplicated PARTICIPANTS. Personal Empowerment
13 Program services series is comprised of shall be a ten (10) week educational
14 support program designed to help battered victims break the cycle of domestic
15 violence through the following: education on the dynamics of domestic
16 violence, effects of violence on victims and their children, and to help
17 battered victims protect children who live in domestic violence homes. Topics
18 shall include, but not be limited to: safety planning, boundaries, anger
19 management, legal aspects of domestic violence, work through denial, and
20 maintain healthy relationships. Services shall be provided in a family
21 friendly, culturally responsive and affirming manner in English and Spanish as
22 needed by PARTICIPANT target the general community as well as COUNTY's TLFR
23 population.

24 5.9.4 HO shall provide Personal Empowerment Program PEP
25 services for to a minimum of thirty forty (30 40) unduplicated PARTICIPANTS
26 annually.

27 5.9.5 HO shall provide three four (3 4) PEP series annually.
28 Each series shall be of ten (10) weeks in duration. Personal Empowerment

~~Program services~~ PEP services shall be offered continuously during the term of this Agreement. Each class shall be a minimum of two (2) hours in duration. ~~HO shall provide Personal Empowerment Program services from 8:30 a.m. to 5:00 p.m., Monday through Friday, at dates and times convenient for PARTICIPANTS. HO shall offer Personal Empowerment Program services at additional times based on PARTICIPANT availability.~~

5.9.6 ~~HO shall provide Personal Empowerment Program services at the FRC and/or at other community locations, to be approved in advance and in writing by ADMINISTRATOR.~~

5.9.7 ~~HO shall measure progress by ensuring PARTICIPANTS complete FaCT measurement tools.~~ When providing PEP services to COUNTY's TLFR population, HO shall also be required to include, but not be limited to: verification of attendance, issuance of certificates of completion, and verbal and/or written reports to COUNTY Social Workers.

5.9.8 ~~HO's Personal Empowerment Program services shall address the following PSSF service categories: FP and FS.~~

5.9.9 HO shall provide qualified, bilingual Personal Empowerment Program Instructor/Domestic Violence Advocate staff as specified in Subparagraph 14.17 of this Exhibit. During the entire term of this Agreement, PEP providers must be approved by the PEP Program Collaborative of Orange County.

Personal Empowerment Program TLFR:

5.9.10 ~~HO shall provide Personal Empowerment Program TLFR services to parents and/or caregiver of children ages birth to eighteen (0-18) years who are at risk of abuse or neglect. TLFR individuals may include: those who are low income or dealing with poverty issues; child abuse, domestic violence; individuals in the process of reunification; individuals in the COUNTY adoption process; or those who may be experiencing a crisis due to~~

1 ~~interpersonal conflicts, difficult parenting issues, challenging child needs,~~
2 ~~and/or traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes~~
3 ~~of Subparagraph 5.9).~~

4 5.9.11 ~~HO's shall provide Personal Empowerment Program TLFR~~
5 ~~services for a minimum of five (5) unduplicated PARTICIPANTS. Personal~~
6 ~~Empowerment Program TLRf is comprised of a ten (10) week educational support~~
7 ~~program to help battered victims break the cycle of domestic violence through~~
8 ~~the following: education on the dynamics of domestic violence; effects of~~
9 ~~violence on victims and their children; and to help battered victims protect~~
10 ~~children who live in domestic violence homes. Topics shall include, but not~~
11 ~~be limited to, safety planning, boundaries, anger management, legal aspects of~~
12 ~~domestic violence, work through denial, and maintain healthy relationships.~~
13 ~~Additionally Personal Empowerment Program TLFR shall require monitoring of~~
14 ~~client attendance and participation; and provide verbal and/or written report~~
15 ~~to County social workers. Services shall be provided in a family friendly,~~
16 ~~culturally responsive and affirming manner in English and Spanish as needed by~~
17 ~~PARTICIPANT.~~

18 5.9.12 ~~HO shall provide Personal Empowerment Program TLFR groups~~
19 ~~during the term of this Agreement. Each group shall be a minimum of two (2)~~
20 ~~hours in duration. HO shall provide Personal Empowerment Program TLFR~~
21 ~~services from 8:30 a.m. to 5:00 p.m., Monday through Friday, at dates and~~
22 ~~times convenient for PARTICIPANTS. Personal Empowerment Program TLFR services~~
23 ~~shall be offered at additional times based on PARTICIPANT availability.~~

24 5.9.13 ~~HO shall provide Personal Empowerment Program TLFR~~
25 ~~services at the FRC and/or at other community locations, to be approved in~~
26 ~~advance and in writing by ADMINISTRATOR.~~

27 5.9.14 ~~HO shall measure progress by ensuring PARTICIPANTS~~
28 ~~complete FaCT measurement tools.~~

1 5.9.15 ~~HO's Personal Empowerment Program TLFR services shall~~
2 ~~address the following PSSF service categories: TLFR.~~

3 5.9.16 ~~HO shall provide qualified Personal Empowerment Program~~
4 ~~Instructor staff as specified in Subparagraph 11.12 of this Exhibit.~~

5 5.10 Time-Limited Family Reunification Family Fun Activities (RF):

6 5.10.1 The objectives of Time-Limited Family Reunification
7 (TLFR) Family Fun Activities are to increase parent-child bonding and provide
8 a safe and enriching interactive environment for TLFR families.

9 5.10.2 RF shall provide TLFR Family Fun Activities to
10 PARTICIPANTS. In addition to participants referenced in Paragraph 1, TLFR
11 Family Fun Activities may also include children that are removed from their
12 home and placed in a foster family home or a childcare institution and parents
13 or primary caregiver of such a child, in order to facilitate the reunification
14 of the child, safely and appropriately.

15 5.10.3 RF shall provide TLFR Family Fun Activities services for
16 a minimum of ten (10) unduplicated FAMILIES annually. TLFR Family Fun
17 Activities shall include supervised and organized activities and events for
18 children of parents and/or caregivers in the reunification process. RF shall
19 apply the Family Systems Theory in planning TLFR Family Fun Activities.
20 Activities may include, but are not limited to, the following: arts and
21 cultural enrichment, and education and recreation to promote healthy parent-
22 child bonding, quality time, and communication. In the event a parent is
23 participating in monitored/supervised visitation while simultaneously
24 participating in a Family Fun Activity, the approved monitor or supervised
25 visitation specialist must be present during the entire length of the Family
26 Fun Activity.

27 5.10.4 RF shall provide a minimum of three (3) TLFR Family Fun
28 Activities (events) annually. Events that occur during evening hours shall be

a minimum of two (2) hours in duration, and events that occur on weekends shall be a minimum of three (3) hours in duration.

5.10.5 RF shall provide TLFR Family Fun Activities services at FRC locations or at other community locations as needed with advance written approval by ADMINISTRATOR.

5.10.6 RF's TLFR Family Fun Activities services shall address only the following PSSF service category: TLFR

5.10.7 RF shall provide qualified TLFR Family Fun Fun Activities Leader staff as specified in Subparagraph 14.21 of this Exhibit at no cost to County.

6. ADDITIONAL CONTRACTOR RESPONSIBILITIES

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

6.1.1 Provide ADMINISTRATOR a bi-annual detailed marketing plan for each contracted service, and revise, if necessary, as requested by ADMINISTRATOR.

6.1.2 Actively engage the community including local residents, faith-based groups, businesses, public and private organizations, civic groups, and other in the planning and implementation of services that promote the well-being, safety, and permanency of children, families and communities.

~~6.1.3 Demonstrate the ability, now and in the future, to integrate multiple public, private, and collaborative partner funding sources.~~

6.1.3 ~~CONTRACTOR shall~~ Develop and maintain a Governance Structure document outlining resource sharing, accountability, decision-making strategies, and conflict resolution plan. The Governance Structure shall include, but not be limited to, the addition and/or deletion of any ~~partner agency~~ Contractor Partner Agencies, change of designated ~~fiscal~~ lead agent, ongoing community input, and involvement, principles of collaboration, and

1 voting quorum (including what constitutes a quorum).

2 ~~6.1.4 CONTRACTOR's FRC Coordinator shall participate in meetings, to~~
3 ~~be held not more than once per month, of all FaCT FRC Program Coordinators for~~
4 ~~the purpose of information sharing, joint problem solving, identification of~~
5 ~~Best Practices, development of common approaches to case management and~~
6 ~~intake, training, and other related matters. ADMINISTRATOR will provide~~
7 ~~CONTRACTOR with detailed information regarding meeting date(s) and~~
8 ~~location(s).~~

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

1 ~~participate in all required training identified by ADMINISTRATOR, including,~~
2 ~~but not limited to, management information system, FRC Program Coordinator's~~
3 ~~role in the FRC, and other FRC responsibilities and activities. ADMINISTRATOR~~
4 ~~will provide CONTRACTOR with detailed information regarding meeting date(s)~~
5 ~~and location(s).~~

6 6.1.4 ~~CONTRACTOR shall~~ Follow procedures provided by
7 ADMINISTRATOR's established procedures for reporting any special incidents
8 that occur during CONTRACTOR's performance of duties under this Agreement,
9 involving CONTRACTOR's staff, participants, and/or property.

10 6.2 RF shall provide a minimum of two hundred and sixty (260) hours
11 annually of Childcare services at the FRC to children of parents attending FRC
12 programs ~~Monday through Friday~~ during FRC operating hours, ~~and on evenings and~~
13 ~~weekends as required by PARTICIPANTS~~ continuously throughout, during the term
14 of this Agreement, or at dates and times convenient for PARTICIPANTS.
15 Allowable costs include direct child care services and purchases of cleaning
16 supplies, snacks directly related to child care services, activities, age
17 appropriate toys, crafts, and games. Child Care services shall be reimbursed
18 based on actual hours worked. RF shall provide qualified Childcare Worker(s)
19 staff as specified in Subparagraph 14.5 of this Exhibit. ~~RF shall provide a~~
20 ~~minimum of:~~

21 6.2.1 ~~Two hundred fifty (250) hours of childcare during the~~
22 ~~term of this contract.~~

23 6.3 CONTRACTOR shall use Emergency Assistance Funds to meet basic
24 needs of clients in support of services as described herein. Allowable costs
25 include emergency food, emergency clothing, diapers, medicine, bus tickets to
26 access services, safety items, one-time rent payment assistance, and one-time
27 utility payment assistance. Other allowable costs are to be approved in
28 advance and in writing by ADMINISTRATOR. All purchases for Emergency

1 Assistance funds in excess of one hundred (\$100) dollars per client ~~must~~ shall
2 be requested in advance and in writing for approval by ADMINISTRATOR.
3 CONTRACTOR shall research available community resources options prior to
4 approving expenditures.

5 7. FACILITIES

6 7.1 CHEC Family Resource Center is located at:

7 27412 Calle Arroyo

8 San Juan Capistrano, CA 92675-

9 7.2 Administrative services under this Agreement shall be provided at
10 CHEC Family Resource Center and:

11 The Raise Foundation

12 2900 Bristol Street, Suite J-201

13 Costa Mesa, CA 92626-5981

14 CONTRACTOR and ADMINISTRATOR may mutually agree in writing as to the
15 facility(ies) and location(s) where services shall be provided without
16 changing the COUNTY's maximum obligation, referenced in Subparagraph 20.1.

17 8. DATA ENTRY AND DATA SUBMISSION REQUIREMENTS

18 8.1 CONTRACTOR shall electronically track the type and amount of
19 services provided to each PARTICIPANT by Contractor Partner Agencies and a
20 minimum of two (2) required Non-FaCT Funded Partner Agency(ies). The FRC
21 Designated Lead Agency shall maintain data that includes the types and amounts
22 of services provided to each PARTICIPANT, assessment data, key demographic
23 items including but not limited to: family identifier, family member
24 identifier, ethnicity, date of birth, sex, referral reason(s), services
25 recommended, services provided, date service delivery begins, date service
26 delivery ends, status indicators [e.g., previous abuse reports, existing
27 health problems], and primary language spoken as determined by ADMINISTRATOR.

28 8.2 FaCT utilizes a model developed by the Center for the Study of

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

- 4 8.2.1 Provide concrete support in times of need;
- 5 8.2.2 Increase parental resilience;
- 6 8.2.3 Increase knowledge of parenting and child development;
- 7 8.2.4 Support the social and emotional competence of children;

8 and

- 9 8.2.5 Build parents' social connections.

10 Services provided at the FRC fall under one or more of the protective
11 factors. FaCT core services have their own measurement tool that shall be
12 administered and used to collect data and entered into the FaCT database. The
13 current FaCT database system is a Web-based client management system, managed
14 by FaCT and its administrative contractor, which provides contractual and
15 outcome based reporting for each FRC. FRCs shall work closely with
16 ADMINISTRATOR to maximize utility and adhere to confidentiality within the
17 data system. FaCT shall provide technical assistance and training to the FRCs
18 to ensure strong data collection and outcome reporting.

19 8.3 FRC direct services staff (e.g., Information and Resource
20 Specialist, Family Support Specialist, etc.) shall be responsible for entering
21 client service and outcome data for FaCT funded and a minimum of two (2)
22 required non-FaCT funded services into the FaCT data system. These include,
23 but are not limited to, the following:

24 8.3.1 FRC CMT Clinical Supervisor shall administer, collect,
25 and enter the FRC CMT tracking and assessment tool;

26 8.3.2 Family Support Specialist shall administer, collect, and
27 enter the Family Development Matrix Tool(s);

28 8.3.3 Parenting Educator shall administer, collect, and enter

the Parenting Education Survey;

8.3.4 OST Leader shall administer, collect, and enter FaCT Measurement tools; and,

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

8.4 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:

| Core Service | Required Assessment Tool(s) |
|--------------------------------------|--------------------------------------|
| 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 |

8.5 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.

8.6 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.

8.7 The COUNTY measurement tools, referenced in Subparagraph 8.4 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, ~~regarding each participant to the FACT Program Coordinator including, but not limited to, the following information:~~

9.1 ~~Family identifier;~~ Monthly Service Grid Reports shall be submitted to ADMINISTRATOR by the twentieth (20th) day of each month for the preceding month of services. In the event the twentieth (20th) calendar day falls on a weekend or COUNTY holiday as specified in Subparagraph 3.2 of this Exhibit, CONTRACTOR shall submit the Monthly Service Grid the next business day to Administrator.

9.2 ~~Family member identifier;~~

9.3 ~~Ethnicity;~~

9.4 ~~Date of birth;~~

9.5 ~~Sex;~~

9.6 ~~Referral reason(s);~~

9.7 ~~Services recommended;~~

9.8 ~~Services provided;~~

9.9 ~~Date services delivery begins;~~

9.10 ~~Date service delivery ends;~~

9.11 ~~Status indicators (e.g., previous abuse reports, existing health problems, etc.);~~

9.12 ~~Primary language spoken;~~

9.13 ~~PSSF outcome measures as identified in Paragraph 2 of this Exhibit; and,~~

9.14 ~~PSSF service categories as identified in Paragraph 2 of this Exhibit.~~

1 9.15 ~~Reports shall be prepared in a format approved in writing by~~
2 ~~ADMINISTRATOR and shall be transmitted to the FaCT Program Coordinator and~~
3 ~~Social Services Agency (SSA) Contract Administrator by the twentieth (20th)~~
4 ~~day of each month for the preceding month of services.~~

5 9.16 ~~CONTRACTOR shall complete registration forms and attendance sheets~~
6 ~~for every service delivered to participant(s) unless specifically exempted by~~
7 ~~ADMINISTRATOR.~~

8 9.17 CONTRACTOR shall complete the FaCT standardized Marketing Outreach
9 Log and CEAC Data Form and shall submit to ADMINISTRATOR quarterly, ten (10)
10 calendar days following the end of each quarter.

11 9.18 CONTRACTOR shall provide information deemed necessary by
12 ADMINISTRATOR to complete any state-required reports related to the services
13 provided under this Agreement.

14 10. UTILIZATION REVIEW

15 10.1 CONTRACTOR and ADMINISTRATOR shall meet upon ADMINISTRATOR's
16 request at CONTRACTOR's facility identified in Paragraph 7 of this Exhibit A
17 to review and evaluate a random selection of PARTICIPANT case records. The
18 review shall include, but is not limited to: an evaluation of the necessity,
19 appropriateness, and length of services provided. PARTICIPANT cases to be
20 reviewed shall be randomly selected by COUNTY.

21 10.2 In the event CONTRACTOR and ADMINISTRATOR are unable to resolve
22 differences of opinion regarding the necessity, appropriateness, and length of
23 services provided, the dispute shall be submitted to COUNTY's Director of
24 Children and Family Services for final resolution.

25 11. SUSTAINABILITY

26 11.1 Contractor agrees to demonstrate, throughout the term of this
27 Agreement, the ability, ~~now and in the future~~ to integrate multiple public,
28 private, and collaborative partner funding sources.

1 11.2 CONTRACTOR must provide measureable goals that demonstrate
2 resource leveraging and in-kind partnerships and/or grants based on service
3 gaps and identified needs, specific to the community.

4 11.3 CONTRACTOR agrees to work with ADMINISTRATOR ~~and/or FaCT~~ in order
5 to pursue long-term sustainability of CONTRACTOR's FaCT collaborative
6 programs. This includes, but is not limited to, participation in the
7 following:

8 11.3.1 Assessment of long-term need for and reasonableness of
9 FaCT collaborative programs;

10 11.3.2 Training programs developed by or for FaCT;

11 11.3.3 Outreach activities initiated by FaCT staff or FaCT
12 committees, as mutually agreed by CONTRACTOR and ADMINISTRATOR;

13 11.3.4 Research of other public/private funding sources and
14 opportunities;

15 11.3.5 Pursuit of linkages with other partners, as appropriate;
16 and

17 11.3.6 Development of marketing and community education
18 materials as mutually agreed upon by CONTRACTOR and ADMINISTRATOR.

19 11.4 CONTRACTOR agrees to cooperate in these efforts, as well as
20 independently pursue opportunities to improve sustainability of their
21 collaborative program. Independent activities may include activities
22 identified above as well as grant writing and engaging in collaborative
23 agreements with other integrated service initiatives.

24 11.5 ~~CONTRACTOR shall inform ADMINISTRATOR of its activities to sustain~~
25 ~~CONTRACTOR's FaCT collaborative program by including written progress reports~~
26 ~~in FaCT measurement tools reports.~~

27 12. MEETINGS AND TRAININGS:

28 12.1 CONTRACTOR shall ensure the FRC Coordinator participates in

1 meetings of all FaCT FRC Coordinators for the purpose of information sharing,
2 joint problem solving, identification of Best Practices, development of common
3 approaches to case management and intake, training, and other related matters.
4 Meetings will occur a minimum of one per month. ADMINISTRATOR will provide
5 CONTRACTOR with detailed information regarding meeting date(s) and
6 location(s).

7 12.2 CONTRACTOR shall ensure appropriate CONTRACTOR staff participates
8 in all required trainings and/or meetings as identified by ADMINISTRATOR.
9 ADMINISTRATOR will provide CONTRACTOR with detailed information regarding
10 training/meeting date(s) and location(s).

11 12.3 Trainings eligible for reimbursement through this Agreement must
12 be approved in advance, in writing, by ADMINISTRATOR.

13 12.4 At the request of ADMINISTRATOR, CONTRACTOR shall attend trainings
14 presented or sponsored by COUNTY.

15 13. BUDGET

16 13.1 For each of the five (5) COUNTY fiscal years (July 1 through June
17 30) included during the term of this Agreement, the maximum annual budget for
18 services provided pursuant to Exhibit A of this Agreement shall not exceed
19 \$300,000.

20 13.2 The ADMINISTRATOR and CONTRACTOR may agree, subject to advance
21 written notice, to add, delete, modify, line item and/or amounts, and/or the
22 number and type of FTE positions, specified in the annual budget included in
23 Subparagraph 13.11, without reducing the level of services to be provided or
24 exceeding COUNTY's maximum obligation stated in Subparagraph 20.1 of this
25 Agreement.

26 13.3 For the purpose of meeting specific program needs, CONTRACTOR may
27 request to reallocate funds between budgeted line items by utilizing a Budget
28 Modification Request form provided by ADMINISTRATOR, which shall include a

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

8 13.4 In the event the budget shown in Subparagraph 13.11 is modified,
9 the modified budget shall remain in effect for the remainder of the contract
10 term, unless superseded by subsequent budget modification(s) that have been
11 approved in writing by ADMINISTRATOR. For example, if Budget Modification #1
12 is approved on March 15, 2016, the modified budget will remain in effect until
13 Budget Modification #2 is requested and approved in writing. The annual
14 budget beginning on July 1st of each fiscal year shall be identical to the
15 most recently modified annual budget. Under no circumstances shall funds
16 unspent in one fiscal year carry over to another fiscal year.

17 13.5 It is anticipated multiple budget modifications will occur during
18 the term of this Agreement. When appropriate, CONTRACTOR will delay submitting
19 a Budget Modification Request until multiple changes can be incorporated into
20 a single Budget Modification Request versus submitting several Budget
21 Modification Requests that include a single line item change.

22 13.6 For purposes of this Agreement, Direct Services Expense is defined
23 as a non-administrative expense required to provide goods or services for the
24 direct benefit of PARTICIPANTS. Examples include, but are not limited to:
25 parent education handbooks, chore charts, art materials, water and snacks for
26 PARTICIPANT consumption, incentives for clients to attend events, etc.

27 13.7 For purposes of this Agreement, Program Expense is defined as an
28 administrative expense required for overall service delivery rather than an

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

6 13.8 Budget Modification Requests will be considered for approval when
7 such requests are to reallocate funds within a similar category such as
8 reallocating unused funds from a direct service salary position to a new
9 direct participant service (i.e., Life Skills Workshop) or reallocating unused
10 Office Supply funds to increase an Insurance line item. Funds may not shift
11 from a direct service line item to an administrative line item.

12 13.8.1 Consideration for an exception to the provision described
13 in Subparagraph 13.7 will be considered on a case-by-case basis and shall be
14 approved at the sole discretion of COUNTY.

15 13.9 In the event ADMINISTRATOR reduces the maximum obligation as
16 stated in Subparagraph 20.1, CONTRACTOR and ADMINISTRATOR may mutually agree
17 in writing to proportionately reduce the service goals as set forth in this
18 Exhibit.

19 13.10 To ensure a meaningful collaboration among Contractor Partner
20 Agencies and decision-making, no single Contractor Partner Agencies shall have
21 more than fifty-one percent (51%) of the total collaborative FRC budget.
22 Exception to the fifty-one percent (51%) maximum may include:

23 13.10.1 The CONTRACTOR is a governmental and/or public agency,
24 and/or single partner is providing more than fifty-one percent (51%) of the
25 total collaborative services.

26 13.10.2 Any CONTRACTOR receiving more than fifty-one percent
27 (51%) of the total FRC collaborative budget must provide a proportional share
28 of the total FRC collaborative services (i.e., provides at least fifty-one

1 percent (51%) of the services).

2 13.11 The annual budget for services provided pursuant to Exhibit A of
3 this Agreement shall span twelve (12) months and is set forth as follows:

4 ~~BUDGET FOR PERIOD OF JULY 1, 2014 THROUGH JUNE 30, 2015:~~

| | FTE ⁽¹⁾ | Maximum Hourly Rate ⁽²⁾ | Budget |
|---|--------------------|--|-----------|
| <u>SALARIES</u> | | | |
| <u>The Raise Foundation (RF) ⁽⁶⁾</u> | | | |
| Accountant/Bookkeeper (Admin.) | 0.10 | \$30.00 | \$6,240 |
| Administrative Assistant (Admin.) | 0.075 | \$15.00 | 2,340 |
| Childcare Worker (Service 6.2) | 0.125 | \$13.25 | 3,120 |
| FRC Coordinator | 1.00 | \$24.53 | 47,944 |
| Information & Referral Specialist (Service 5.6) | 1.00 | \$16.48 | 31,824 |
| Operations Manager (Admin.) | 0.05 | \$30.00 | 2,704 |
| Supervisor (Admin.) | 0.05 | \$45.00 | 5,624 |
| Community Engagement Volunteer Coordinator (Service 6.1.4) | 0.50 | \$20.82 | 19,240 |
| SUBTOTAL RF SALARIES: | | | \$119,036 |
| RF Benefits (19%) ^(3 and 5) | | | 22,617 |
| SUBTOTAL RF SALARIES AND BENEFITS: | | | \$141,653 |
| <u>Children Bureau of Southern CA (CB) ⁽⁶⁾</u> | | | |
| Family Support Specialist (Service 5.3) | 1.00 | \$18.44 | \$35,360 |
| Program Manager (Admin.) | 0.04 | \$44.70 | 3,556 |
| SUBTOTAL CB SALARIES: | | | \$38,916 |
| CB Benefits (28%) ^(3 and 5) | | | 10,896 |
| SUBTOTAL CB SALARIES AND BENEFITS: | | | \$49,812 |
| <u>Human Option (HO) ⁽⁶⁾</u> | | | |
| Counselor (Service 5.2) | 0.50 | \$25.00 | \$26,000 |
| OST Leader (Service 5.7) | 0.10 | \$15.00 | 3,120 |
| Clinical Supervisor/Program Supervisor (Service 5.1) | 0.05 | \$41.35 | 4,250 |
| SUBTOTAL HO SALARIES: | | | \$33,370 |
| HO Benefits (15.6%) ^(3 and 5) | | | 5,206 |
| SUBTOTAL HO SALARIES AND BENEFITS: | | | \$38,576 |
| <u>Mission Hospital Regional Medical Center (MH) ⁽⁶⁾</u> | | | |
| CMT Clinical Supervisor (Service 5.5) | 0.15 | \$60.00 | \$5,720 |

| | | |
|----|--|----------|
| 1 | SUBTOTAL MH SALARIES: | \$5,720 |
| 2 | MH Benefits (38%) ^(3 and 4) | 0 |
| 3 | SUBTOTAL MH SALARIES AND BENEFITS: | \$5,720 |
| 4 | <u>PARTICIPANT RELATED SERVICES AND EXPENSE</u> | |
| 5 | RF CEAC (Service 6.1.4) | \$1,200 |
| 6 | RF Emergency Assistance Fund (Service 6.3) | 500 |
| 7 | RF TLFR Activities | 1,600 |
| 8 | CB Direct Service Expense | 1,000 |
| 9 | CB Emergency Assistance Fund (Service 6.3) | 1,000 |
| 10 | HO Parenting (Service 5.8) | 7,500 |
| 11 | HO PEP (Service 5.9) | 6,000 |
| 12 | SUBTOTAL PARTICIPANT RELATED SERVICES AND EXPENSES: | \$18,800 |
| 13 | <u>ADMINISTRATIVE SERVICES AND SUPPLIES</u> ⁽⁶⁾ | |
| 14 | <u>SERVICES</u> | |
| 15 | RF Independent Audit | \$900 |
| 16 | <u>SUPPLIES</u> | |
| 17 | RF Office Supplies | 1,500 |
| 18 | RF Program Expense | 500 |
| 19 | RF Other Childcare Supplies | 468 |
| 20 | CB Office Supplies | 1,000 |
| 21 | CB Postage | 100 |
| 22 | CB Program Expense | 1,800 |
| 23 | HO Program Expense | 300 |
| 24 | SUBTOTAL ADMINISTRATIVE SERVICES AND SUPPLIES: | \$6,568 |
| 25 | <u>OPERATING EXPENSES</u> ⁽⁶⁾ | |
| 26 | RF Equipment Purchase/Lease/Maintenance | \$1,200 |
| 27 | RF Insurance | 900 |
| 28 | RF Mileage ⁽⁷⁾ | 2,688 |
| 29 | RF Phone/DSL/Internet/Tech | 1,275 |
| 30 | RF Staff Training | 200 |
| 31 | CB Equipment Purchase/Lease/Maintenance | 1,900 |
| 32 | CB Mileage ⁽⁷⁾ | 1,000 |
| 33 | CB Staff Training | 200 |
| 34 | HO Internet/Telephone | 150 |
| 35 | HO Mileage ⁽⁷⁾ | 300 |
| 36 | HO Staff Training | 76 |
| 37 | MH Facility Lease/Rental | 12,432 |
| 38 | MH Telephone/Internet | 1,920 |

| | |
|---|-----------|
| MH Utilities | 3,000 |
| SUBTOTAL OPERATING EXPENSES: | \$27,241 |
| INDIRECT COSTS ⁽⁶⁾ | |
| RF Indirect Cost | \$1,817 |
| CB Indirect Cost | \$4,205 |
| HO Indirect Cost | 5,608 |
| SUBTOTAL INDIRECT COSTS | \$11,630 |
| SUBTOTAL ALL SALARIES, BENEFITS, SERVICES, SUPPLIES, OPERATING EXPENSES AND INDIRECT COSTS | \$300,000 |
| MAXIMUM COUNTY OBLIGATION | \$300,000 |

(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 rate.

(3) ~~Medical, long-term disability, retirement, pension, employee assistance, FICA, SUI, Workers' Compensation and vacation accrual.~~ Employee Benefits may include contributions to 401k or retirement plans; health insurance; dental insurance; 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 footnotes four (4) and/or five (5) below. RF's overall benefit rate shall not exceed nineteen percent (19%) of actual salary expense claimed. CB's overall benefit rate shall not exceed twenty-eight percent (28%) of actual salary expense claimed. HO's overall benefit rate shall not exceed 15.6% of actual salary expense claimed. MH's overall benefit rate shall not exceed thirty-eight percent (38%) of actual salary expense claimed.

1 (4) The Salary and Benefit Worksheet submitted as part of the monthly
2 invoice packet will include an amount contributed to CONTRACTOR's liability
3 account established specifically for the purpose of funding vacation/sick time
4 accrual payouts. Actual vacation/sick time expenditures will be paid from the
5 aforementioned liability account and will not be claimed through this
6 Agreement.

7 (5) An actual expenditure for a vacation/sick time accrual payment, paid
8 to an employee upon separation in accordance with CONTRACTOR's established
9 policy, will be included as an itemized amount on the Salary and Benefit
10 Worksheet submitted as part of CONTRACTOR's monthly invoice packet. The
11 amount eligible for reimbursement shall be limited to the amount of
12 vacation/sick time earned by the employee during the COUNTY fiscal year in
13 which the claim is made, minus any vacation/sick time the employee used during
14 the same fiscal year. For example, if an employee separates on February 15,
15 2016, the vacation/sick time accrual amount eligible for reimbursement through
16 the Agreement shall be based upon the period of July 1, 2015 through February
17 15, 2016 only.

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

22 (7) Mileage is limited to the amount allowed by Internal Revenue Service.

23 ~~(8) Travel costs will be in accordance with Title 41 CFR Chapter 301.~~
24 ~~Federal Travel Regulation; Maximum Per Diem Rates; Final Rules. Travel must~~
25 ~~be approved by ADMINISTRATOR in advance. CONTRACTOR shall be reimbursed for~~
26 ~~actual expenses of lodging up to the maximum allowed in Title 41 CFR Chapter~~
27 ~~301, Travel Allowances. CONTRACTOR shall be reimbursed for per diem rate paid~~

1 ~~to employees for meals and incidental expenses incurred during travel up to~~
2 ~~the maximum allowed in Title 41 CFR Chapter 301, Travel Allowances.~~

3 ~~⁽⁶⁾ RF shall use this funding only for childcare services as described~~
4 ~~herein. Allowable costs include direct childcare services and the purchase of~~
5 ~~supplies directly related to the provision of childcare services. All~~
6 ~~purchases for childcare related supplies must be requested in advance and in~~
7 ~~writing for approval by ADMINISTRATOR. Monthly reimbursement of childcare~~
8 ~~services shall be based on actual hours worked and the position does not~~
9 ~~include any benefits.~~

10 ~~⁽⁷⁾ RF's indirect costs are for those expenses related to the required~~
11 ~~annual SSA Independent Audits.~~

12 ~~⁽⁸⁾ CB's indirect costs include a federal allocation method for general~~
13 ~~administration, human resources support, payroll, accounting, and information~~
14 ~~technology assistance costs.~~

15 ~~⁽⁶⁾ HO's indirect costs include a federal allocation method for general~~
16 ~~administration, human resources support, payroll, accounting, and information~~
17 ~~technology assistance costs.~~

18 ~~CONTRACTOR and ADMINISTRATOR may agree, subject to advance written notice, to~~
19 ~~add, delete or modify line items and/or amounts and/or the number and type of~~
20 ~~FTE positions without changing COUNTY's maximum obligation as stated in~~
21 ~~Subparagraph 20.1 of this Agreement or reducing the level of service to be~~
22 ~~provided by CONTRACTOR. Further, in accordance with Subparagraph 43.3 of this~~
23 ~~Agreement, in the event ADMINISTRATOR reduces the maximum obligation as stated~~
24 ~~in Subparagraph 20.1, CONTRACTOR and ADMINISTRATOR may mutually agree in~~
25 ~~writing to proportionately reduce the service goals as set forth in this~~
26 ~~Exhibit.~~

27 ~~⁽⁹⁾ RF shall use Emergency Assistance funds to meet basic needs of~~
28 ~~clients in support of services as described herein. Allowable costs include~~

~~emergency food, emergency clothing, diapers, medicine, bus tickets to access services, safety items, one time rent payment assistance, and one time utility payment assistance. Other allowable costs are to be approved in advance and in writing by ADMINISTRATOR. All purchases for Emergency Assistance funds in excess of one hundred (\$100) dollars per client shall be requested in advance and in writing for approval by ADMINISTRATOR. CONTRACTOR shall research available community resources options prior to approving expenditures.~~

14. STAFF

14.1 Recruitment Practices:

14.1.1 CONTRACTOR shall use a formal recruitment plan, which complies with 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.

14.1.2 The number of direct service bilingual staff shall meet the needs of the community to be served.

14.1.3 CONTRACTOR may be required to submit employer's bilingual certification criteria and/or test results.

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

CONTRACTOR shall provide the following described staff positions:

~~RF shall provide the following described staff positions:~~

~~MH shall provide the following described staff position:~~

~~CB shall provide the following described staff position:~~

~~HO shall provide the following described staff position:~~

14.3 Accountant/Bookkeeper (RF):

14.3.1 Duties: ~~Responsible for Ensuring accurate and timely payment of FRC partner agency submittal of invoices; timely billing to~~

1 ADMINISTRATOR; document expenditures for audit purposes, attend FaCT-required
2 trainings, and provide financial reports as required or requested by FRC
3 Partner Agencies and/or ADMINISTRATOR.

4 14.3.2 Qualifications: Bachelor's degree in accounting or in a
5 business or finance related field from an accredited university and two (2)
6 years of accounting experience ~~working as an accountant~~. Proficiency in
7 English is required.

8 14.4 Administrative Assistant (RF):

9 14.4.1 Duties: Responsible for general secretarial support to
10 Program Supervisor, collect required data from direct service staff, review
11 information for accuracy and completeness, create folders, duplicate forms,
12 audit files, and gather additional community resource information as needed.

13 14.4.2 Qualifications: High school diploma or equivalent (some
14 college coursework preferred), one (1) year of related administrative
15 experience, excellent interpersonal and customer service skills, and
16 proficient in Microsoft Word and Excel computer programs. Proficiency in
17 English is required.

18 14.5 Childcare Worker (RF):

19 14.5.1 Duties: Provide childcare activities at the FRC to
20 children of PARTICIPANTS attending FRC services; ~~responsible for providing~~
21 ~~childcare for children of parents attending FRC programs and completing~~
22 ~~required documentation; provide activities including, but not be limited to,~~
23 ~~arts and crafts, playing with building blocks and play dough, and educational~~
24 ~~games such as counting, sorting, color recognition, and puzzles;~~ ensure the
25 health and safety of the children are maintained at all times; set up and
26 clean up designated areas; taking appropriate action in the event of an
27 emergency; report any incidents that impact the health and safety of a child
28 immediately to the FRC Coordinator; report any suspected abuse and/or neglect

of a child immediately to the FRC Coordinator; attend all required meetings and trainings; maintain confidentiality of clients; maintain a positive attitude; and work effectively with parents, staff, and volunteers.

14.5.2 Qualifications: High school diploma or equivalent; and one (1) year of childcare experience, including experience working with infants; ~~professional demeanor~~; ability to deal with stressful situations and be creative; and energetic. ~~ability to work in a multicultural environment; bilingual in Spanish is preferred; and Proficiency in English is required and bilingual, based on community language need, is preferred.~~

14.6 Clinical Supervisor/Program Supervisor (HO) Comprehensive Case Management Team Facilitator:

14.6.1 Duties: Provide individual and group supervision, as applicable; clinical supervision for counseling services; case consultation to FRC staff, as needed; monitor cases; be available for crisis and clinical consultation, as needed; review documents for clinical content; verify the laws of confidentiality; 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-approved database and attend all required meetings and trainings.

14.6.2 Qualifications: Licensed Clinical Social Worker (LCSW), Licensed 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.

14.7 CMT Clinical Supervisor (MH):

14.7.1 Duties: 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.

Legally Responsible Responsibilities include, but are not limited to: for

~~ensuring the team and/or staff members follow up on all mandated reporting requirements; verify and track check attendance of required Comprehensive Case Management Team FRC CMT members; ensure PARTICIPANT confidentiality/release and/or release forms are signed by PARTICIPANT and FRC CMT members and maintained; possess a thorough understanding of review the laws of confidentiality and child, elder/dependent and 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 Comprehensive Case Management Team cases including a thorough assessment of needs, treatment plan, follow up plan, and termination; document and maintain case management team records; collect and input data into the FaCT database; and attend all required meetings and trainings~~ 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.

14.7.2 Qualifications: ~~Must be a (LCSW), or a Marriage and Family Therapist (MFT), or Licensed Clinical Psychologist~~ have at least three (3) years of experience working in the field; have knowledge of, the problems in child abuse and domestic violence, and principles of crisis counseling, and family therapy. ~~Must possess excellent written and verbal communication skills.~~ A minimum of one (1) year of group/meeting facilitation experience is preferred. Proficiency in English is required.

14.8 Community Engagement Volunteer Coordinator (RF):

14.8.1 Duties: Assist in advocacy for the expansion of the FRC

1 CEAC, programs, and activities focusing on issues that affects the health,
2 well-being, and public safety of residents in the FRC community. Oversee
3 community organizing, volunteer recruitment and training, problem solving, and
4 developing and implementing an outreach plan. Support the efforts of local
5 programs to explore donation and service opportunities for the FRC, develop
6 and promote FRC volunteer project activities, develop and maintain regular
7 contact with community organizations, coordinate and communicate with FRC
8 Coordinator, attend all required meetings and trainings, administer FaCT-
9 approved measurement tools, and enter results into the FaCT database.

10 14.8.2 Qualifications: Option One (1): Bachelor's degree in
11 human services or related field from an accredited university; two (2) years
12 of experience working with at-risk families and the community, including one
13 (1) year supervisory experience; knowledge of public and private social
14 services agencies, community resources, including Federal and State programs;
15 capable of relating well to individuals from diverse backgrounds, cultures,
16 varied income, and education levels; and computer competency. Proficiency in
17 English is required, and bilingual, based on community language need, is
18 preferred.

19 14.8.3 Qualifications Option Two (2): A minimum of five (5)
20 years of experience working with at-risk families and the community, including
21 one (1) year supervisory experience; knowledge of public and private social
22 services agencies, community resources, including Federal and State programs;
23 capable of relating well to individuals from diverse backgrounds, cultures,
24 varied income, and education levels; and computer competency. Proficiency in
25 English is required, and bilingual, based on community language need, is
26 preferred.

27 14.9 Counselor (HO):

28 14.9.1 Duties: Provide therapy including assessment treatment

1 planning, termination summaries, progress notes, and documentation.
 2 Administer FaCT-approved pre/post measurement tools and enter results into the
 3 FaCT-approved database. Provide individual, family, group, and crisis
 4 counseling services for children, parents, and/or caregivers who are
 5 experiencing a crisis due to interpersonal conflicts, family crisis, difficult
 6 parenting issues, challenging child needs, and/or traumatic loss; provide
 7 emotional support; stabilize immediate crisis; develop goals for the family;
 8 maintain records; prepare reports; collect and input data into FaCT database;
 9 and attend all required meetings and trainings.

10 14.9.2 Qualifications: Licensed clinician, license eligible
 11 clinician from an accredited university, or a qualified professional under
 12 clinical supervision, including student trainees and interns Marriage and
 13 Family Therapist Intern, or Masters in Social Work Intern enrolled in an
 14 accredited graduate program under clinical supervision. Bilingual in
 15 English/Spanish and Proficiency in English and bilingual, based on community
 16 language need, is required.

17 14.10 Family Advocate Support Specialist (CB):

18 14.10.1 Duties: Responsible for assessing needs and assisting
 19 families in crisis to access resources to meet those needs, including court
 20 ordered families to facilitate family reunification; coordinate information
 21 for participant referrals; participate at Case Management Team meetings;
 22 follow-up on progress of families and help to alleviate barriers to accessing
 23 services; case planning; compile and maintain records; prepare reports;
 24 attending and presenting cases at CMT meetings; completing FaCT-approved
 25 assessment tools; collect and input data entry into the FaCT database; and
 26 attend all required FaCT meetings and trainings.

27 14.10.2 Qualifications Option One (1): Bachelor's degree in human
 28 services or related field from an accredited university, knowledge of the

1 child welfare system, and two (2) years of experience working directly with
2 families in crisis and the community is preferred. ~~A minimum of three (3)~~
3 ~~years of experience may substitute for the required Bachelor's degree and two~~
4 ~~(2) years of experience. Bilingual in English/Spanish and Proficiency in~~
5 English is required, and bilingual, based on community language need, is
6 required.

7 14.10.3 Qualifications Option Two (2): A minimum of five (5)
8 years of experience working directly with families in crisis and the community
9 and knowledge of the child welfare system. Proficiency in English and
10 bilingual, based on community language need, is required.

11 14.11 Foster and Adoptive Parent Recruiter (RF):

12 14.11.1 Duties: Responsible for promoting Foster and Adoptive
13 Parent Recruitment at the FRC, outreach events, partner agency newsletters,
14 community events/workshops and other local community events, and in
15 collaboration with ADMINISTRATOR, information about the adoption process,
16 available services, community involvements and the need for foster and
17 adoptive resources for children in need of a permanent home.

18 14.11.2 Qualifications: High school diploma or equivalent, one
19 (1) year of experience working directly with families in crisis and community,
20 knowledge of local resources, excellent customer service skills, and computer
21 competency (i.e., knowledge and ability to use computers and related
22 technology). Proficiency in English is required, and bilingual based on
23 community need, is preferred.

24 14.12 FRC Coordinator (RF):

25 14.12.1 Duties: Perform a variety of administrative functions
26 including: coordinate service providers; supervise FRC staff and FaCT funded
27 staff; oversee day-to-day FRC operations of the FRC; oversees FRC staffing
28 coverage; compile statistical and financial data for various reports;

1 facilitate ~~CEAC~~ community involvement in the CEAC; coordinate governance and
 2 policy procedure development; coordinate staff training opportunities; prepare
 3 and monitor program budget; perform outreach to community businesses and
 4 schools; market FRC services within the community; initiate outreach to new
 5 partners and service providers; ~~respond to~~ address public inquires ~~on~~
 6 regarding FRC services, procedures, operations, and regulations; facilitate
 7 FRC Contractor Partner Agencies and staff meetings and ensure completion of
 8 meeting minutes; complete all required documentation; attend all required FaCT
 9 meetings and trainings; and perform related duties as assigned.

10 14.12.2 Qualifications Option One (1): Bachelor's degree (or
 11 Master's degree preferred) in social work, sociology, psychology, or related
 12 field from an accredited university and two (2) years of experience working
 13 with at-risk families and the community; knowledge of the child welfare
 14 system; capable of relating well to individuals from diverse backgrounds,
 15 cultures, varied income, and education levels; supervisory experience in
 16 management; ability to work successfully in a collaborative environment;
 17 attention to detail; and computer competency. ~~A minimum of four (4) years of~~
 18 ~~experience working with at risk families and the community may substitute for~~
 19 ~~the required Bachelor's degree and two (2) years of experience. Bilingual in~~
 20 ~~English/Spanish is preferred and Proficiency in English is required and~~
 21 ~~bilingual, based on community language need, is preferred.~~

22 14.12.3 Qualifications Option Two (2): A minimum of five (5)
 23 years of experience working with at-risk families and the community; knowledge
 24 of the child welfare system; capable of relating well to individuals from
 25 diverse backgrounds, cultures, varied income, and education levels;
 26 supervisory experience; ability to work successfully in a collaborative
 27 environment; attention to detail; and computer competency. Proficiency in
 28 English is required and bilingual, based on community language need, is

1 preferred.

2 14.13 Information and Referral Specialist (RF) Community Resource
3 Services Specialist:

4 14.13.1 Duties: Responsible for providing community resource
5 information assistance to responding to walk-in, call-in, and referred
6 PARTICIPANTS seeking community resources. provide linkages to service
7 providers; perform outreach to community businesses and schools; research
8 information regarding community services; collect and input required program
9 data; promote FRC program services; assist in the evaluation of PARTICIPANT
10 needs; represent the FRC at community events; and maintain required
11 documentation; Assess PARTICIPANT's immediate needs and make referrals to
12 appropriate resources. Administer FaCT-approved measurement tools and enter
13 results collect and input data into the FaCT database. Bilingual in
14 English/Spanish or English/Vietnamese is required.

15 14.13.2 Qualifications: High school diploma or equivalent, GED;
16 one (1) year of experience working directly with families in crisis and
17 community, knowledge and understanding of the services provided by the FRC of
18 local resources, excellent customer service skills, and computer competency
19 (i.e., knowledge and ability to use computers and related technology) ability
20 to relate well to individuals from diverse backgrounds, cultures, varied
21 income levels, and educational levels; bilingual is required based on
22 community need; and Proficiency in English and bilingual, based on community
23 language need, is required.

24 14.14 Operations Manager (RF):

25 14.14.1 Duties: Administer all human resource functions,
26 including administration of benefits, manage insurance renewals, maintain
27 accounts receivable and accounts payable functions, and oversee payroll.

28 14.14.2 Qualifications Option One (1): Bachelor's Degree in

1 business, management or related field from an accredited university.
2 Proficiency in English is required and bilingual, based on community language
3 need, is required.

4 14.14.3 Qualifications Option Two (2): A minimum of five (5)
5 years of experience in office management, including knowledge of Quickbooks
6 and Microsoft Office programs; attention to detail; ability to work in a
7 collaborative environment; and computer competency. Proficiency in English is
8 required, and bilingual, based on community language need, is preferred.

9 14.15 Out-of-School-Time (OST) Leader (HO):

10 14.15.1 Duties: Provide supervision and Out-of-School-Time
11 activities to children and youth based on community need, monitor attendance,
12 and ensure the health and safety of the children is maintained at all times.
13 Coordinate and communicate with FRC Coordinator, attend all required meetings,
14 administer FaCT-approved measurement tools, and enter results into the FaCT-
15 approved database.

16 14.15.2 Qualifications: High school diploma or equivalent,
17 twelve (12) units of child development or related course work, and one (1)
18 year of experience working with children is required. Proficiency in English
19 is required, and bilingual, based on community language need, is preferred.

20 14.16 Parenting Educator/Domestic Violence Advocate (HO):

21 14.16.1 Duties: ~~Responsible for improving parenting skills and~~
22 ~~family functioning by Teaching~~ Parenting Education classes and workshop
23 ~~parents/caregivers~~ about child development (e.g., developmental expectations),
24 behavior management (e.g., discipline techniques), and coping skills (e.g.,
25 communication and stress management); ~~prevention of recurrence of maltreatment~~
26 ~~and attachment, bonding, and traumatic loss issues~~; monitor attendance and
27 participation; provide written report(s) ~~and complete pre-post tests~~; compile
28 and maintain records; administer FaCT-approved pre/post measurement tools; and

1 enter the results collect and input data into the FaCT database; and attend
2 all required meetings.

3 14.16.2 Qualifications: Possess a minimum of twelve (12) units
4 of college education in child development, psychology, sociology, social work,
5 or a related field; one (1) year of experience working in the human services
6 field; and trained and/or certified to provide the CONTRACTOR's chosen
7 evidence-based or evidence-informed curriculum ~~one (1) year of experience with
8 public speaking or teaching or two (2) years of experience working in the
9 human services field; certificate of completion in child development or
10 parenting curriculum and one (1) year experience with public speaking or
11 teaching. Proficiency in Position must be bilingual in English/Spanish and
12 bilingual, based on community language need, is required.~~

13 14.17 Personal Empowerment Program Instructor/Domestic Violence Advocate
14 (HO):

15 14.17.1 Duties: Provide and instruct Personal Empowerment Program
16 (PEP) services, administer FaCT-approved pre/post measurement tools, and enter
17 results into the FaCT database. ~~Responsible for providing educational support
18 to victims to break the cycle of domestic violence by increasing knowledge of
19 the dynamics of domestic violence, effects of violence on victims and their
20 children, and to help battered victims protect children who live in violent
21 homes; increase family functioning by teaching coping skills, prevention of
22 recurrence of maltreatment; provide emotional support, stabilize immediate
23 crisis and develop goals for the family; monitor attendance and participation,
24 provide written report(s); compile and maintain records; collect and input
25 data into the FaCT database; and attend all required meetings.~~

26 14.17.2 Qualifications: PEP certified instructor shall possess a
27 minimum of two (2) years of experience working with domestic violence
28 families, forty (40) hours of Domestic Violence Prevention training, eight (8)

1 hours of Child Abuse Prevention and Reporting training, and completion of
 2 Personal Empowerment Program training. A valid Domestic Violence Advocate
 3 Certificate is required. Proficiency in English and bilingual, ~~in~~
 4 ~~English/Spanish or English/Vietnamese~~ based on community language need, is
 5 preferred required.

6 14.18 Program Manager (CB):

7 14.18.1 Duties: ~~Responsible for overseeing the CB Family~~
 8 ~~Advocate; work closely with SSA FaCT staff to ensure the Family Advocacy~~
 9 ~~service is well integrated at the site; participate in FaCT committees and~~
 10 ~~community forums as requested; advocate the FRC platform in local and regional~~
 11 ~~settings as requested. Responsible for direct supervision of the CB Family~~
 12 ~~Advocate. Provide general oversight of and responsibility for COUNTY/FaCT~~
 13 ~~contract at designated site, supervise Family Support Specialist, integrate~~
 14 ~~new and existing FRC programs, collaborate with FaCT staff, attend FaCT~~
 15 ~~committee meetings and forums, and provide local and regional FRC advocacy.~~

16 14.18.2 Qualifications: ~~Master's degree in health and human~~
 17 ~~services field of public administration from in social work or related field,~~
 18 ~~from an accredited university, five three (3 5) years of social service~~
 19 ~~experience in management of nonprofits or business, two three (2 3) years~~
 20 ~~minimum of supervisory experience, excellent speaking and writing skills;~~
 21 ~~excellent organizational skills; experience with program design, development~~
 22 ~~and implementation including planning and grant management and a minimum of~~
 23 ~~two (2) years of experience is preferred in more than one child welfare~~
 24 ~~service (i.e., foster care, residential care, in-home services, Wraparound~~
 25 ~~services, family preservation, or other child abuse prevention). Licensed~~
 26 ~~bilingual English/Spanish preferred Proficiency in English is required.~~

27 14.19 Program Supervisor/Director (HO):

28 14.19.1 Duties: Responsible for overall program administration

1 including budgeting, strategic planning, over-site, and quality of care; grant
2 writing and monitoring; ongoing development and review, including counseling,
3 legal advocacy, vocational assistance, and community related development;
4 development of policies, procedures, and regulations for the following
5 programs: Center for Children and Families, Legal Advocacy services, Family
6 Resource Centers, and Safe Options for Seniors; recruit, hire, supervise and
7 write performance evaluations for employees; supervise and evaluate program
8 for needs of individual clients and oversee client files; outreach to
9 community for fund development, network building, and volunteer collaboration
10 within the agency and staff; provide individual and group counseling as needed
11 for families within the program; develop and coordinate the statistical
12 information system for client data; and provide clinical supervision to
13 interns and trainees as needed.

14 14.19.2 Qualifications: Master's degree in social work,
15 counseling, or related field; two (2) years of program management experience
16 with nonprofit agency; management and supervisory skills and experience;
17 computer skills including Microsoft Office Suite; excellent written and verbal
18 communication skills; and proficiency in English is required. LCSW or LMFT,
19 Field Instructor Certification, Domestic violence program experience, clinical
20 supervision experience, program development experience, knowledge and
21 experience of program support such as grant writing and community development
22 and collaboration, and bilingual, based on community language need, is
23 preferred.

24 14.20 Supervisor (RF):

25 14.20.1 Duties: Provide oversight and supervision of The Raise
26 Foundation staff in the Agreement; attend Steering Committee meetings, Case
27 Management (as required), and other partner related meetings as contractually
28 required; act as a liaison between FRC partners, Raise Foundation Accounting

1 Department, and FaCT to ensure the following: accurate and timely invoicing to
2 the Lead agency, ~~and ensure~~ accuracy of billings, ~~and maintain~~ maintenance of
3 complete and accurate records of all financial and outcome measurement data.

4 14.20.2 Qualifications: ~~Master's degree preferred~~, Bachelor's
5 degree in Social Work or related field from an accredited university is
6 required. Master's degree is preferred. Proficiency in English is required.

7 14.21 TLFR Family Fun Activities Leader (RF):

8 14.21.1 Duties: Responsible for providing supervision and TLFR
9 Family Fun Activities to children and youth in the reunification process,
10 monitor attendance, and ensure the health and safety of the children is
11 maintained at all times. Coordinate events with the FRC Coordinator, attend
12 all required meetings, administer FaCT-approved measurement tools, and enter
13 results into the FaCT-approved database.

14 14.21.2 Qualifications Option One (1): Bachelor's Degree in
15 human services or related field from an accredited university; knowledge of
16 the child welfare system, and two (2) years of experience working directly
17 with families in crisis in the community. Proficiency in English and
18 bilingual, based on community language need, is required.

19 14.21.3 Qualifications Option One (2): A minimum of three (3)
20 years of experience working directly with families in crisis and the
21 community, and knowledge of the child welfare system. Proficiency in English
22 and bilingual, based on community language need, is required.