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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.

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.

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

4. DESCRIPTION OF SERVICES, STAFFING

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

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

12           4.3 Upon the request of ADMINISTRATOR, CONTRACTOR shall send  
13 appropriate staff to attend an orientation session and subsequent training  
14 sessions given by COUNTY.

15           5.     LICENSES AND STANDARDS

16           5.1 CONTRACTOR warrants that it has all necessary licenses and permits  
17 required by the laws of the United States, State of California, County of  
18 Orange and all other appropriate governmental agencies to perform the services  
19 described in this Agreement, and agrees to maintain these licenses and permits  
20 in effect for the duration of this Agreement. Further, CONTRACTOR warrants  
21 that its employees shall conduct themselves in compliance with such laws and  
22 licensure requirements including, without limitation, compliance with laws  
23 applicable to sexual harassment and ethical behavior.

24           5.2 In the performance of this Agreement, CONTRACTOR shall comply,  
25 unless waived in whole or in part by ADMINISTRATOR, with all applicable  
26 provisions of the California Welfare and Institutions Code (WIC); Title 45 of  
27 the Code of Federal Regulations (CFR); Federal Office of Management and Budget  
28 (OMB) Circulars A-21, A-122, and A-87; Title 48 CFR Section 31.2; and all

1 applicable laws and regulations of the United States, State of California,  
2 County of Orange Social Services Agency and all administrative regulations,  
3 rules and policies adopted thereunder as each and all may now exist or be  
4 hereafter amended.

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

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

14 6. DELEGATION AND ASSIGNMENT/SUBCONTRACTS

15 6.1 Delegation and Assignment:

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

25 6.2 Subcontracts:

26 CONTRACTOR shall not subcontract for services under this Agreement  
27 without the prior written consent of ADMINISTRATOR. If ADMINISTRATOR consents  
28 in writing to a subcontract, in no event shall the subcontract alter, in any

1 way, any legal responsibility of CONTRACTOR to COUNTY. All subcontracts must  
2 be in writing and copies of same shall be provided to ADMINISTRATOR.  
3 CONTRACTOR shall include in each subcontract any provision ADMINISTRATOR may  
4 require.

5 6.2.1 Subcontracts of \$25,000 or less:

6 CONTRACTOR shall develop a standard form Purchase Order,  
7 subject to prior written approval of ADMINISTRATOR, to be utilized for the  
8 purchase of services by CONTRACTOR when the cumulative total cost of the  
9 services to be provided by any organization is anticipated to be twenty-five  
10 thousand dollars (\$25,000) or less during the term of this Agreement. The  
11 basis for costs incurred by any such Purchase Order(s) shall be the actual  
12 cost of providing services or the usual and customary charges established by  
13 the organization(s) providing the services.

14 6.2.2 Subcontracts in excess of \$25,000:

15 CONTRACTOR shall develop and submit for approval to  
16 ADMINISTRATOR a system for the procurement of subcontracts with any  
17 organization in which the total cumulative cost of services provided by any  
18 single organization is anticipated to exceed twenty-five thousand dollars  
19 (\$25,000) during the term of this Agreement. CONTRACTOR's proposed  
20 procurement system shall take into consideration such factors as: degree of  
21 price competition; pricing policies and techniques; experience and quality of  
22 service; methods of evaluating subcontractor responsibility; relationship of  
23 subcontractor to CONTRACTOR; and planning, award, and post-award management of  
24 subcontracts, including internal audit procedures and monitoring of  
25 subcontractor's performance until completion of services.

26 Upon ADMINISTRATOR's approval of CONTRACTOR's proposed  
27 procurement system, CONTRACTOR shall comply with such procurement system in  
28 obtaining subcontracts with a total cost in excess of twenty-five thousand

1 dollars (\$25,000) during the term of this Agreement. In addition, CONTRACTOR  
2 shall obtain ADMINISTRATOR's written consent prior to entering into a  
3 subcontract with any organization when the total cumulative cost of services  
4 to be provided by that organization is anticipated to exceed twenty-five  
5 thousand dollars (\$25,000) during the term of this Agreement.

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

12 7. FORM OF BUSINESS ORGANIZATION AND REAL PROPERTY DISCLOSURE

13 7.1 Form of Business Organization:

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

18 7.1.1 The form of CONTRACTOR's business organization, i.e.,  
19 proprietorship, partnership, corporation, etc.

20 7.1.2 A detailed statement indicating the relationship of  
21 CONTRACTOR, by way of ownership or otherwise, to any parent organization or  
22 individual.

23 7.1.3 A detailed statement indicating the relationship of  
24 CONTRACTOR to any subsidiary business organization or to any individual who  
25 may be providing services, supplies, material or equipment to CONTRACTOR or in  
26 any manner does business with CONTRACTOR under this Agreement.

27 7.2 Change in Form of Business Organization:

28 If during the term of this Agreement the form of CONTRACTOR's

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

7 7.3 Real Property Disclosure:

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

13 7.3.1 The location by street address and city of any such real  
14 property.

15 7.3.2 The fair market value of any such real property as such  
16 value is reflected on the most recently issued County Tax Collector's tax  
17 bill.

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

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

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

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

28 7.3.3.4 The full names and addresses of all parties

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

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

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

26 8. NON-DISCRIMINATION

27 8.1 In the performance of this Agreement, CONTRACTOR agrees that it  
28 shall not engage nor employ any unlawful discriminatory practices in the

1 admission of clients, provision of services or benefits, assignment of  
2 accommodations, treatment, evaluation, employment of personnel or in any other  
3 respect on the basis of race, religious creed, color, national origin,  
4 ancestry, physical disability, mental disability, medical condition, genetic  
5 information, marital status, sex, gender, gender identity, gender expression,  
6 age, sexual orientation, military and veteran status or any other protected  
7 group in accordance with the requirements of all applicable Federal or State  
8 laws.

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

12 8.3 CONTRACTOR shall furnish any and all information requested by  
13 ADMINISTRATOR and shall permit ADMINISTRATOR access, during business hours, to  
14 books, records and accounts in order to ascertain CONTRACTOR's compliance with  
15 Paragraph 8 et seq.

16 8.4 CONTRACTOR shall comply with Executive Order 11246, entitled  
17 "Equal Employment Opportunity," as amended by Executive Order 11375 and as  
18 supplemented in Department of Labor regulations (Title 41 CFR Part 60).

19 8.5 Non-Discrimination in Employment:

20 8.5.1 All solicitations or advertisements for employees placed  
21 by or on behalf of CONTRACTOR shall state that all qualified applicants will  
22 receive consideration for employment without regard to race, religious creed,  
23 color, national origin, ancestry, physical disability, mental disability,  
24 medical condition, genetic information, marital status, sex, gender, gender  
25 identity, gender expression, age, sexual orientation, military and veteran  
26 status or any other protected group in accordance with the requirements of all  
27 applicable Federal or State laws. Notices describing the provisions of the  
28 equal opportunity clause shall be posted in a conspicuous place for employees

1 and job applicants.

2 8.5.2 CONTRACTOR shall refer any and all employees desirous of  
3 filing a formal discrimination complaint to:

4 California Department of Social Services

5 Public Inquiry and Response Bureau

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

7 Sacramento, CA 94244-2430

8 Telephone: (800) 952-5253

9 (800) 952-8349 (For the hard of hearing)

10 8.6 Non-Discrimination in Service Delivery:

11 8.6.1 CONTRACTOR shall comply with Titles VI and VII of the  
12 Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of  
13 1973, as amended; the Age Discrimination Act of 1975, as amended; the Food  
14 Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of  
15 the Americans with Disabilities Act of 1990; California Civil Code Section 51  
16 et seq., as amended; California Government Code (CGC) Sections 11135-11139.5,  
17 as amended; CGC Section 12940 (c), (h) (1), (i), and (j); CGC Section 4450;  
18 Title 22, California Code of Regulations (CCR) Sections 98000-98413; Title 24,  
19 CCR Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (CGC Section  
20 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption  
21 Act of 1996; and other applicable Federal and State laws, as well as their  
22 implementing regulations (including Title 45 CFR Parts 80, 84, and 91; Title 7  
23 CFR Part 15; and Title 28 CFR Part 42), and any other law pertaining to Equal  
24 Employment Opportunity, Affirmative Action and Nondiscrimination as each may  
25 now exist or be hereafter amended. CONTRACTOR shall not implement any  
26 administrative methods or procedures which would have a discriminatory effect  
27 or which would violate the CDSS Manual of Policies and Procedures (MPP)  
28 Division 21, Chapter 21-100. If there are any violations of this Paragraph,

1 CDSS shall have the right to invoke fiscal sanctions or other legal remedies  
2 in accordance with WIC Section 10605, or CGC Sections 11135-11139.5, or any  
3 other laws, or the issue may be referred to the appropriate Federal agency for  
4 further compliance action and enforcement of Subparagraph 8.6 et seq.

5 8.6.2 CONTRACTOR shall provide any and all clients desirous of  
6 filing a formal complaint any and all information as appropriate:

7 8.6.2.1 Pamphlet: "Your Rights Under California  
8 Welfare Programs" (PUB 13)

9 8.6.2.2 Discrimination Complaint Form

10 8.6.2.3 Civil Rights Contacts:

11 County Civil Rights Contact:

12 Orange County Social Services Agency

13 Program Integrity

14 Attn: Civil Rights Coordinator

15 P.O. Box 22001

16 Santa Ana, CA 92702-2001

17 Telephone: (714) 438-8877

18 State Civil Rights Contact:

19 California Department of Social Services

20 Civil Rights Bureau

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

22 Sacramento, CA 94244-2430

23 Federal Civil Rights Contact:

24 U.S. Department of Health and Human Services

25 Office of Civil Rights

26 50 U.N. Plaza, Room 322

27 San Francisco, CA 94102

28 9. NOTICES

1           9.1 All notices, claims, correspondence, reports, and/or statements  
2 authorized or required by this Agreement shall be addressed as follows:

3           COUNTY:       County of Orange Social Services Agency  
4                            Contract Services  
5                            500 N. State College Blvd.  
6                            Orange, CA 92868-1600

7           CONTRACTOR:   Corbin Family Resource Center  
8                            c/o Children’s Bureau of Southern California  
9                            50 South Anaheim Blvd., Suite 241  
10                          Anaheim, CA 92805-2900

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

17 10. NOTICE OF DELAYS

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

23 11. INDEMNIFICATION

24           11.1 CONTRACTOR agrees to indemnify, defend with counsel approved in  
25 writing by COUNTY, and hold U.S. Department of Health and Human Services, the  
26 State, COUNTY, and their elected and appointed officials, officers, employees,  
27 agents and those special districts and agencies which COUNTY’s Board of  
28 Supervisors acts as the governing Board (“COUNTY INDEMNITEES”) harmless from

1 any claims, demands or liability of any kind or nature, including but not  
2 limited to personal injury or property damage, arising from or related to the  
3 services, products or other performance provided by CONTRACTOR pursuant to  
4 this Agreement. If judgment is entered against CONTRACTOR and COUNTY by a  
5 court of competent jurisdiction because of the concurrent active negligence of  
6 COUNTY or COUNTY INDEMNITEES, CONTRACTOR and COUNTY agree that liability will  
7 be apportioned as determined by the court. Neither party shall request a jury  
8 apportionment.

9 12. INSURANCE

10 12.1 Prior to the provision of services under this Agreement,  
11 CONTRACTOR agrees to purchase all required insurance at CONTRACTOR's expense  
12 and to deposit with ADMINISTRATOR Certificates of Insurance, including all  
13 endorsements required herein, necessary to satisfy COUNTY that the insurance  
14 provisions of this Agreement have been complied with, and to keep such  
15 insurance coverage and the certificates therefore on deposit with  
16 ADMINISTRATOR during the entire term of this Agreement. CONTRACTOR shall  
17 ensure that all subcontractors performing work on behalf of Contractor  
18 pursuant to this Agreement shall be covered under Contractor's insurance as an  
19 Additional Insured or maintain insurance subject to the same terms and  
20 conditions as set forth herein for Contractor. Contractor shall not allow  
21 subcontractors to work if subcontractors have less than the level of coverage  
22 required by County from Contractor under this Agreement. It is the obligation  
23 of Contractor to provide notice of the insurance requirements to every  
24 subcontractor and to receive proof of insurance prior to allowing any  
25 subcontractor to begin work. Such proof of insurance must be maintained by  
26 Contractor through the entirety of this Agreement for inspection by County  
27 representative(s) at any reasonable time.

28 12.2 CONTRACTOR shall ensure that all subcontractors performing work on

1 behalf of CONTRACTOR pursuant to this Agreement shall obtain insurance subject  
 2 to the same terms and conditions as set forth herein for CONTRACTOR.

3 12.3 All self-insured retentions (SIRs) and deductibles shall be  
 4 clearly stated on the Certificate of Insurance. If no SIRs or deductibles  
 5 apply, indicate this on the Certificate of Insurance with a zero (0) by the  
 6 appropriate line of coverage. Any SIR or deductible in an amount in excess of  
 7 \$25,000 (\$5,000 for automobile liability), shall specifically be approved by  
 8 the County Executive Office (CEO)/Office of Risk Management upon review of  
 9 CONTRACTOR's current audited financial report.

10 12.4 If CONTRACTOR fails to maintain insurance acceptable to COUNTY for  
 11 the full term of this Agreement, COUNTY may terminate this Agreement.

12 12.5 Qualified Insurer:

13 12.5.1 The policy or policies of insurance required herein must  
 14 be issued by an insurer with a minimum rating of A- (Secure A.M. Best's  
 15 Rating) and VIII (Financial Size Category as determined by the most current  
 16 edition of the Best's Key Rating Guide/Property-Casualty/United States or  
 17 ambest.com). It is preferred, but not mandatory, that the insurer be licensed  
 18 to do business in the state of California (California Admitted Carrier).

19 12.6 If the insurance carrier does not have an A.M. Best Rating of A-  
 20 /VIII, the CEO/Office of Risk Management retains the right to approve or  
 21 reject a carrier after a review of the company's performance and financial  
 22 rating.

23 12.7 The policy or policies of insurance maintained by CONTRACTOR shall  
 24 provide the minimum limits and coverage as set forth below:

<u>Coverage</u>	<u>Minimum Limits</u>	<u>Responsible Contractor Partner Agencies</u>
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate	Children's Bureau of Southern California (CB);

		Human Options, Inc. (HO); Orange County Children's Therapeutic Arts Center, (OCCTAC), and The Raise Foundation (RF)
Automobile Liability including coverage for owned, non-owned and hired vehicles	\$1,000,000 per occurrence	CB, HO, OCCTAC, and RF
Workers' Compensation	Statutory	CB, HO, OCCTAC, and RF
Employer's Liability Insurance	\$1,000,000 per occurrence	CB, HO, OCCTAC, and RF
Professional Liability Insurance	\$1,000,000 per claims made or per occurrence \$1,000,000 aggregate	CB and HO
Sexual Misconduct Liability	\$1,000,000 per occurrence	CB, HO, OCCTAC, and RF
Employee Dishonesty	<del>\$36,652</del>	CB

12.8 Required Coverage Forms:

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

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

12.9 Required Endorsements:

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

12.9.1.1 An Additional Insured endorsement using ISO form CG 2010 or CG 2033 or a form at least as broad naming the County of Orange, its elected and appointed officials, officers, employees, agents as

1 Additional Insureds.

2 12.9.1.2 A primary non-contributing endorsement  
3 evidencing that CONTRACTOR's insurance is primary and any insurance or self-  
4 insurance maintained by the County of Orange shall be excess and non-  
5 contributing.

6 12.10 All insurance policies required by this Agreement shall waive all  
7 rights of subrogation against the County of Orange, its elected and appointed  
8 officials, officers, agents and employees when acting within the scope of  
9 their appointment or employment.

10 ~~12.11 The Workers' Compensation policy shall contain a waiver of~~  
11 ~~subrogation endorsement waiving all rights of subrogation against the County~~  
12 ~~of Orange, and members of the Board of Supervisors, its elected and appointed~~  
13 ~~officials, officers, agents and employees.~~

14 12.12 CONTRACTOR shall notify County in writing within thirty (30) days'  
15 of any policy cancellation and ten (10) days for non-payment of premium and  
16 provide a copy of the cancellation notice to County. Failure to provide  
17 written notice of cancellation may constitute a material breach of the  
18 contract, upon which the County may suspend or terminate this Agreement.

19 12.13 If CONTRACTOR's Professional Liability policy is a "claims made"  
20 policy, CONTRACTOR shall agree to maintain professional liability coverage for  
21 two (2) years following completion of this Agreement.

22 12.14 The Commercial General Liability policy shall contain a  
23 severability of interests clause also known as a "separation of insureds"  
24 clause (standard in the ISO CG 0001 policy).

25 12.15 Insurance certificates should be mailed to COUNTY at the address  
26 indicated in Paragraph 9 of this Agreement.

27 12.16 If CONTRACTOR fails to provide the insurance certificates and  
28 endorsements within seven (7) days of notification by CEO/County Procurement

1 Office or ADMINISTRATOR, award may be made to the next qualified proponent.

2 12.17 COUNTY expressly retains the right to require CONTRACTOR to  
3 increase or decrease insurance of any of the above insurance types throughout  
4 the term of this Agreement. Any increase or decrease in insurance will be as  
5 deemed by County of Orange Risk Manager as appropriate to adequately protect  
6 COUNTY.

7 12.18 COUNTY shall notify CONTRACTOR in writing of changes in the  
8 insurance requirements. If CONTRACTOR does not deposit copies of acceptable  
9 certificates of insurance and endorsements with COUNTY incorporating such  
10 changes within thirty (30) days of receipt of such notice, this Agreement may  
11 be in breach without further notice to CONTRACTOR, and COUNTY shall be  
12 entitled to all legal remedies.

13 12.19 The procuring of such required policy or policies of insurance  
14 shall not be construed to limit CONTRACTOR's liability hereunder nor to  
15 fulfill the indemnification provisions and requirements of this Agreement, nor  
16 act in any way to reduce the policy coverage and limits available from the  
17 insurer.

18 13. NOTIFICATION OF INCIDENTS, CLAIMS OR SUITS

19 CONTRACTOR shall report to COUNTY:

20 13.1 Any accident or incident relating to services performed under this  
21 Agreement which involves injury or property damage which may result in the  
22 filing of a claim or lawsuit against CONTRACTOR and/or COUNTY. Such report  
23 shall be made in writing within twenty-four (24) hours of occurrence.

24 13.2 Any third party claim or lawsuit filed against CONTRACTOR arising  
25 from or related to services performed by CONTRACTOR under this Agreement.  
26 Such report shall be submitted to COUNTY within twenty-four (24) hours of  
27 occurrence.

28 13.3 Any injury to an employee of CONTRACTOR that occurs on COUNTY

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

3 13.4 Any loss, disappearance, destruction, misuse, or theft of any kind  
4 whatsoever of COUNTY property, monies, or securities entrusted to CONTRACTOR  
5 under the term of this Agreement. Such report shall be submitted to COUNTY  
6 within twenty-four (24) hours of occurrence.

7 14. CONFLICT OF INTEREST

8 14.1 CONTRACTOR shall exercise reasonable care and diligence to prevent  
9 any actions or conditions that could result in a conflict with the best  
10 interests of COUNTY. This obligation shall apply to CONTRACTOR's employees,  
11 agents, relatives, subcontractors, and third parties associated with  
12 accomplishing the work hereunder.

13 14.2 CONTRACTOR's efforts shall include, but not be limited to,  
14 establishing precautions to prevent its employees or agents from making,  
15 receiving, providing, or offering gifts, entertainment, payments, loans, or  
16 other considerations which could be deemed to appear to influence individuals  
17 to act contrary to the best interests of COUNTY.

18 15. ANTI-PROSELYTISM PROVISION

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

23 16. SUPPLANTING GOVERNMENT FUNDS

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

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

5 17. EQUIPMENT

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

15 CONTRACTOR further agrees to the following:

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

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

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

27 17.1.4 To purchase a policy or policies of insurance covering  
28 loss or damage to any and all Capital Equipment purchased under this

1 Agreement, in the amount of the full replacement value thereof, providing  
2 protection against the classification of fire, extended coverage, vandalism,  
3 malicious mischief and special extended perils (all risks) covering the  
4 parties' interests as they appear.

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

12 17.3 Personal Computer Equipment:

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

21 18. BREACH SANCTIONS

22 Failure by CONTRACTOR to comply with any of the provisions, covenants,  
23 or conditions of this Agreement shall be a material breach of this Agreement.  
24 In such event, ADMINISTRATOR may, and in addition to immediate termination and  
25 any other remedies available at law, in equity, or otherwise specified in this  
26 Agreement:

27 18.1 Afford CONTRACTOR a time period within which to cure the breach,  
28 which period shall be established by ADMINISTRATOR; and/or

1           18.2 Discontinue reimbursement to CONTRACTOR for and during the period  
2 in which CONTRACTOR is in breach, which reimbursement shall not be entitled to  
3 later recovery; and/or

4           18.3 Offset against any monies billed by CONTRACTOR but yet unpaid by  
5 COUNTY those monies disallowed pursuant to Subparagraph 18.2 above.

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

8           19. DESIGNATED LEAD AGENCY

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

24           19.2 As the designated lead agent, CB shall also be responsible for ~~at~~  
25 ~~a minimum facilitating CONTRACTOR meetings, collecting documentation for~~  
26 ~~invoices, and outcome measurements from each CONTRACTOR Partner Agency, and~~  
27 ~~maintaining complete and accurate records of all financial and outcome~~  
28 ~~measurement data on behalf of CONTRACTOR~~ activities that include but are not

1 limited to the following:

2 19.2.1 Oversight of FRC services;

3 19.2.2 Employment and supervision of the FRC Coordinator;

4 19.2.3 Facilitating established meetings for Contractor Partner  
5 Agencies and generating meeting minutes;

6 19.2.4 Coordinating a minimum of weekly case management  
7 meetings;

8 19.2.5 Collecting and maintaining complete documentation for  
9 invoices from Contractor Partner Agencies;

10 19.2.6 Overseeing the collection, maintenance, and management of  
11 FRC data including outcome measurements from Contractor Partner Agencies;

12 19.2.7 Generating monthly reports (i.e. Service Grids) in  
13 accordance with Paragraph 38 of this Agreement and Exhibit Paragraph 9 for  
14 submission to COUNTY;

15 19.2.8 Reimbursing FaCT-funded Contractor Partner Agencies for  
16 FaCT-funded services rendered prior to invoicing COUNTY;

17 19.2.9 Generating modification requests on the FRC's behalf for  
18 submission to COUNTY;

19 19.2.10 Collecting information from Contractor Partner Agencies  
20 and generating a monthly FRC activity calendar;

21 19.2.11 Coordinating FRC sustainability efforts referenced in  
22 Exhibit "A", Subparagraph 11 of this Agreement;

23 19.2.12 Ensuring all Contractor Partner Agencies are current on  
24 required documentation (e.g., insurance certificates, copies of  
25 resumes/applications, independent audits);

26 19.2.13 Ensuring all Non-FaCT Funded Partner Agency(ies) have a  
27 current agreement with the FRC and provide copies of agreements to COUNTY upon  
28 request;

1 19.2.14 Facilitating collaborative activities, services, and  
2 programs to ensure effective service delivery;

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

5 19.2.16 Attending required FaCT meetings and mandatory trainings;  
6 and

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

9 20. PAYMENTS

10 20.1 Maximum Contractual Obligation:

11 The maximum obligation of COUNTY under this Agreement shall be  
12 ~~\$333,540~~ not exceed the amount of \$1,500,000: The amount of \$300,000 for July  
13 1, 2015 through June 30, 2016; the amount of \$300,000 for July 1, 2016 through  
14 June 30, 2017; the amount of \$300,000 for July 1, 2017 through June 30, 2018;  
15 the amount of \$300,000 for July 1, 2018 through June 30, 2019; and the amount  
16 of \$300,000 for July 1, 2019 through June 30, 2020 or actual allowable costs,  
17 whichever is less.

18 20.2 Allowable Costs:

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

26 20.3 Advance Payment:-

27 ADMINISTRATOR may, in its sole discretion, advance to CONTRACTOR  
28 an amount not in excess of 16.66 percent (16.66%) of the maximum obligation of

1 ~~COUNTY for the first twelve month period of the Agreement, upon receipt of a~~  
2 ~~written request. The request shall be accompanied by such justification as~~  
3 ~~ADMINISTRATOR may require. ADMINISTRATOR may deduct any such advances from~~  
4 ~~any one or more payments owed to CONTRACTOR prior to March 31, 2016. If, at~~  
5 ~~the conclusion of this Agreement, there is a balance owing COUNTY, CONTRACTOR~~  
6 ~~shall immediately refund said monies to COUNTY.~~

7 20.4 Claims:

8 20.4.1 CONTRACTOR shall submit monthly claims to be received by  
9 ADMINISTRATOR no later than the twentieth (20<sup>th</sup>) calendar day of the month for  
10 expenses incurred in the preceding month. In the event the twentieth (20<sup>th</sup>)  
11 calendar day falls on a weekend or COUNTY holiday, CONTRACTOR shall submit the  
12 claim the next business day. COUNTY holidays include New Year's Day, Martin  
13 Luther King Day, President Lincoln's Birthday, Presidents' Day, Memorial Day,  
14 Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day,  
15 Friday after Thanksgiving, and Christmas Day.

16 20.4.2 All claims must be submitted on a form approved by  
17 ADMINISTRATOR. ADMINISTRATOR may require CONTRACTOR to submit supporting  
18 source documents with the monthly claim, including, inter alia, a monthly  
19 statement of services, general ledgers, supporting journals, time sheets,  
20 invoices, canceled checks, receipts, and receiving records, some of which may  
21 be required to be copied. Source documents that CONTRACTOR must submit shall  
22 be determined by ADMINISTRATOR and/or COUNTY's Auditor-Controller. CONTRACTOR  
23 shall retain all financial records in accordance with Paragraph 25 (Records,  
24 Inspections, and Audits) of this Agreement.

25 20.4.3 Payments should be released by COUNTY within a reasonable  
26 time period of approximately thirty (30) days after receipt of a correctly  
27 completed claim form and required supporting documentation.

28 20.4.4 Year End and Final Claims:

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

9                   20.4.4.2     The basis for final settlement shall be the  
10 actual allowable costs as defined in Title 45 CFR and OMB Circular A-122 or 48  
11 CFR Section 31.2, as applicable, incurred and paid by CONTRACTOR pursuant to  
12 this Agreement; limited, however, to the maximum obligation of COUNTY. In the  
13 event that any overpayment has been made, COUNTY may offset the amount of the  
14 overpayment against the final payment. In the event overpayment exceeds the  
15 final payment, CONTRACTOR shall pay COUNTY all such sums within five (5)  
16 business days of notice from COUNTY. Nothing herein shall be construed as  
17 limiting the remedies of COUNTY in the event an overpayment has been made.

## 18     21. OVERPAYMENTS

19                   Any payment(s) made by COUNTY to CONTRACTOR in excess of that to which  
20 CONTRACTOR is entitled under this Agreement shall be repaid to COUNTY, in  
21 accordance with any applicable regulations and/or policies in effect during  
22 the term of this Agreement, or as established by COUNTY procedure. Any  
23 overpayments made by COUNTY which result from a payment by any other funding  
24 source shall be repaid, at the discretion of ADMINISTRATOR, to COUNTY or the  
25 funding source. Unless earlier repaid, CONTRACTOR shall make repayment within  
26 thirty (30) days after the date of the final audit findings report and prior  
27 to any administrative appeal process. In the event an overpayment owing by  
28 CONTRACTOR is collected from COUNTY by the funding source, then CONTRACTOR

1 shall reimburse COUNTY within thirty (30) days thereafter and prior to any  
2 administrative appeal process. CONTRACTOR agrees to pay all costs incurred by  
3 COUNTY necessary to enforce the provisions set forth in this Paragraph.

4 22. OUTSTANDING DEBT

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

8 23. FINAL REPORT

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

14 24. INDEPENDENT AUDIT

15 24.1 CONTRACTOR shall employ a licensed certified public accountant who  
16 shall prepare and file with ADMINISTRATOR an annual organization-wide audit of  
17 related expenditures during the term of this Agreement in compliance with the  
18 OMB Circular A-133, Audits of States, Local Governments and Non-Profit  
19 Organizations. The audit must be performed in accordance with generally  
20 accepted government auditing standards and OMB Circular A-122. CONTRACTOR  
21 shall cooperate with COUNTY, State and/or Federal agencies to ensure that  
22 corrective action is taken within six (6) months after issuance of all audit  
23 reports with regard to audit exceptions.

24 24.2 It is mutually understood that CONTRACTOR's yearly fiscal cycle  
25 covers July 1 through June 30. CONTRACTOR shall provide ADMINISTRATOR copies  
26 of organization-wide audits for each of the fiscal cycles corresponding with  
27 the term of this Agreement. CONTRACTOR shall provide each audit within  
28 fourteen (14) calendar days of CONTRACTOR's receipt. Failure of CONTRACTOR to

1 comply with this Paragraph shall be sufficient cause for ADMINISTRATOR to deny  
2 payment under this or any subsequent Agreement with CONTRACTOR until such time  
3 as the required audit(s) are provided to ADMINISTRATOR. ADMINISTRATOR may  
4 modify CONTRACTOR's audit submission deadline upon notice to CONTRACTOR.

5 25. RECORDS, INSPECTIONS AND AUDITS

6 25.1 Financial Records:

7 25.1.1 CONTRACTOR shall prepare and maintain accurate and  
8 complete financial records. Financial records shall be retained, by  
9 CONTRACTOR, for a minimum of five (5) years from the date of final payment  
10 under this Agreement or until all pending COUNTY, State and Federal audits are  
11 completed, whichever is later.

12 25.1.2 CONTRACTOR shall establish and maintain reasonable  
13 accounting, internal control and financial reporting standards in conformity  
14 with generally accepted accounting principles established by the American  
15 Institute of Certified Public Accountants and to the satisfaction of  
16 ADMINISTRATOR.

17 25.2 Client Records:

18 25.2.1 CONTRACTOR shall prepare and maintain accurate and  
19 complete records of clients served and dates and type of services provided  
20 under the terms of this Agreement in a form acceptable to ADMINISTRATOR.

21 25.2.2 All client records related to services provided under the  
22 terms of this Agreement shall be retained by CONTRACTOR for a minimum of five  
23 (5) years from the date of final payment under this Agreement or until all  
24 pending COUNTY, State and Federal audits are completed, whichever is later.  
25 Notwithstanding anything to the contrary, upon termination of this Agreement,  
26 CONTRACTOR shall relinquish control with respect to client records to COUNTY  
27 in accordance with Subparagraph 43.2.

28 25.2.3 COUNTY may refuse payment for a claim if client records

1 are determined by COUNTY to be incomplete or inaccurate. In the event client  
2 records are determined to be incomplete or inaccurate after payment has been  
3 made, COUNTY may treat such payment as an overpayment within the provisions of  
4 this Agreement.

5 25.3 Public Records:

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

11 25.4 Inspections and Audits:

12 25.4.1 The U.S. Department of Health and Human Services,  
13 Comptroller General of the United States, Director of CDSS, State Auditor-  
14 General, ADMINISTRATOR, COUNTY's Auditor-Controller and Internal Audit  
15 Department, or any of their authorized representatives, shall have access to  
16 any books, documents, papers and records, including medical records, of  
17 CONTRACTOR which any of them may determine to be pertinent to this Agreement  
18 for the purpose of financial monitoring. Further, all the above mentioned  
19 persons have the right at all reasonable times to inspect or otherwise  
20 evaluate the work performed or being performed under this Agreement and the  
21 premises in which it is being performed.

22 25.4.2 CONTRACTOR shall make its books and financial records  
23 available within the borders of Orange County within ten (10) days of receipt  
24 of written demand by ADMINISTRATOR.

25 25.4.3 In the event CONTRACTOR does not make its books and  
26 financial records available within the borders of Orange County, CONTRACTOR  
27 agrees to pay all necessary and reasonable expenses incurred by COUNTY, or  
28 COUNTY's designee, necessary to obtain CONTRACTOR's books and financial

1 records.

2 25.4.4 CONTRACTOR shall pay to COUNTY the full amount of  
3 COUNTY's liability to the State or Federal government or any agency thereof  
4 resulting from any disallowances or other audit exceptions to the extent that  
5 such liability is attributable to CONTRACTOR's failure to perform under this  
6 Agreement.

7 25.5 Evaluation Studies:

8 25.5.1 CONTRACTOR shall participate as requested by COUNTY in  
9 research and/or evaluative studies designed to show the effectiveness and/or  
10 efficiency of CONTRACTOR's services or provide information about CONTRACTOR's  
11 project.

12 26. PERSONNEL DISCLOSURE

13 26.1 CONTRACTOR shall make available to ADMINISTRATOR a current list of  
14 all personnel providing services hereunder, including résumés and job  
15 applications. Changes to the list will be immediately provided to  
16 ADMINISTRATOR in writing, along with a copy of a résumé and/or job  
17 application. The list shall include:

18 26.1.1 Names of all full or part-time personnel by title,  
19 including volunteer personnel, whose direct services are required to provide  
20 the programs described herein;

21 26.1.2 A brief description of the functions of each position and  
22 the hours each person works each week; or for part-time personnel, each day or  
23 month, as appropriate;

24 26.1.3 The professional degree, if applicable, and experience  
25 required for each position; and

26 26.1.4 The language skill, if applicable, for all personnel.

27 26.2 CONTRACTOR's employment applications shall require applicants to  
28 provide detailed information regarding the conviction of a crime by any court.

1 for offenses other than minor traffic offenses. Information not disclosed in  
2 the employment application discovered subsequent to the hiring or promotion of  
3 any applicant shall be cause for termination of that employee from the  
4 performance of services under this Agreement.

5 26.3 Where authorized by law, CONTRACTOR shall conduct, at no cost to  
6 COUNTY, criminal record background checks on all employees and/or volunteers  
7 who will provide services under this Agreement. Candidates will satisfy  
8 background checks consistent with and comparable to those required for COUNTY  
9 employees.

10 26.4 CONTRACTOR warrants that all persons employed or otherwise  
11 assigned by CONTRACTOR to provide services under this Agreement have  
12 satisfactory past work records and/or reference checks indicating their  
13 ability to perform the required duties and accept the kind of responsibility  
14 anticipated under this Agreement. CONTRACTOR shall maintain records of  
15 background investigations and reference checks undertaken and coordinated by  
16 CONTRACTOR for each employee and/or volunteer assigned to provide services  
17 under this Agreement for a minimum of five (5) years from the date of final  
18 payment under this Agreement or until all pending COUNTY, State and Federal  
19 audits are completed, whichever is later, in compliance with all applicable  
20 laws.

21 26.5 CONTRACTOR shall immediately notify ADMINISTRATOR concerning the  
22 arrest and/or subsequent conviction, for offenses other than minor traffic  
23 offenses, of any paid employee and/or volunteer staff performing services  
24 under this Agreement, when such information becomes known to CONTRACTOR.  
25 ADMINISTRATOR may determine whether such employee and/or volunteer may  
26 continue to provide services under this Agreement and shall provide notice of  
27 such determination to CONTRACTOR in writing. CONTRACTOR's failure to comply  
28 with ADMINISTRATOR's decision shall be deemed a material breach of this

1 Agreement, pursuant to Paragraph 18 above.

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

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

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

10 26.9 Disqualification, if any, of CONTRACTOR staff, pursuant to  
11 Paragraph 26, shall not relieve CONTRACTOR of its obligation to complete all  
12 work in accordance with the terms and conditions of this Agreement.

13 27. EMPLOYMENT ELIGIBILITY VERIFICATION

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

1 regulations pertaining to the eligibility for employment of any persons  
2 performing work under this Agreement.

3 28. ENFORCEMENT OF CHILD SUPPORT OBLIGATIONS

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

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

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

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

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

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

26 28.3 It is expressly understood that this data will be transmitted to  
27 governmental agencies charged with the establishment and enforcement of child  
28 support orders, and for no other purpose.

29. CHILD AND DEPENDENT ADULT/ELDER ABUSE REPORTING

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

30. NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

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

31. CONFIDENTIALITY

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

31.2 All records and information concerning any and all persons referred to CONTRACTOR by COUNTY or COUNTY's designee shall be considered and kept confidential by CONTRACTOR, CONTRACTOR's staff, agents, employees and volunteers. CONTRACTOR shall require all of its employees, agents,

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

13 31.3 CONTRACTOR shall inform all of its employees, agents,  
14 subcontractors, volunteers and partners of this provision and that any person  
15 violating the provisions of said State law may be guilty of a crime.

16 31.4 CONTRACTOR agrees that any and all subcontracts entered into shall  
17 be subject to the confidentiality requirements of this Agreement.

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

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

26 31.5.2 CONTRACTOR must receive prior written approval of the  
27 Juvenile Court before allowing any child to be interviewed, photographed or  
28 recorded by any publication or organization or to appear on any radio,

1 television or internet broadcast or make any other public appearance. Such  
2 approval shall be requested through child's Social Worker.

3 32. COPYRIGHT ACCESS

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

8 33. WAIVER

9 No delay or omission by either party hereto to exercise any right or  
10 power accruing upon any noncompliance or default by the other party with  
11 respect to any of the terms of this Agreement shall impair any such right or  
12 power or be construed to be a waiver thereof. A waiver by either of the  
13 parties hereto of any of the covenants, conditions, or agreements to be  
14 performed by the other shall not be construed to be a waiver of any succeeding  
15 breach thereof or of any other covenant, condition or agreement herein  
16 contained.

17 34. PETTY CASH

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

20 35. PUBLICITY

21 35.1 Information and solicitations, prepared and released by  
22 CONTRACTOR, concerning the services provided under this Agreement shall state  
23 that the program, wholly or in part, is funded through COUNTY, State and  
24 Federal government funds.

25 35.2 CONTRACTOR shall not disclose any details in connection with this  
26 Agreement to any person or entity except as may be otherwise provided  
27 hereunder or required by law. However, in recognizing CONTRACTOR's need to  
28 identify its services and related clients to sustain itself, COUNTY shall not

1 inhibit CONTRACTOR from publishing its role under this Agreement within the  
2 following conditions:

3 35.2.1 CONTRACTOR shall develop all publicity material in a  
4 professional manner; and

5 35.2.2 During the term of this Agreement, CONTRACTOR shall not,  
6 and shall not authorize another to, publish or disseminate any commercial  
7 advertisements, press releases, feature articles, or other materials using the  
8 name of COUNTY without the prior written consent of COUNTY. COUNTY shall not  
9 unreasonably withhold written consent.

10 36. COUNTY RESPONSIBILITIES

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

13 37. REFERRALS

14 37.1 CONTRACTOR shall provide services to individuals referred by  
15 ADMINISTRATOR.

16 38. REPORTS

17 38.1 CONTRACTOR shall provide information deemed necessary by  
18 ADMINISTRATOR to complete any State-required reports related to the services  
19 provided under this Agreement.

20 38.2 CONTRACTOR shall maintain records and submit reports containing  
21 such data and information regarding the performance of CONTRACTOR's services,  
22 costs or other data relating to this Agreement, as may be requested by  
23 ADMINISTRATOR, upon a form approved by ADMINISTRATOR. ADMINISTRATOR may  
24 modify the provisions of this Paragraph upon written notice to CONTRACTOR.

25 39. ENERGY EFFICIENCY STANDARDS

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

1       40.    ENVIRONMENTAL PROTECTION STANDARDS

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

8           40.1 No facility to be utilized in the performance of the proposed  
9 grant has been listed on the EPA List of Violating Facilities;

10          40.2 It will notify COUNTY prior to award of the receipt of any  
11 communication from the Director, Office of Federal Activities, U.S. EPA,  
12 indicating that a facility to be utilized for the grant is under consideration  
13 to be listed on the EPA List of Violating Facilities; and

14          40.3 It will notify COUNTY and EPA about any known violation of the  
15 above laws and regulations.

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

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

26           A.    The definitions and prohibitions contained in the clause at  
27 Federal Acquisition Regulation 52.203-12, Limitation on Payments to Influence  
28

1 Certain Federal Transactions, included in this solicitation, are hereby  
2 incorporated by reference in Paragraph (B) of this certification.

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

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

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

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

25 C. Submission of this certification and disclosure is a  
26 prerequisite for making or entering into this Agreement imposed by Section  
27 1352, Title 31, USC. Any person who makes an expenditure prohibited under  
28 this provision or who fails to file or amend the disclosure form to be filed

1 or amended by this provision, shall be subject to a civil penalty of not less  
2 than \$10,000, and not more than \$100,000, for each such failure.

3 42. POLITICAL ACTIVITY

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

7 43. TERMINATION PROVISIONS

8 43.1 ADMINISTRATOR may terminate this Agreement without penalty  
9 immediately with cause or after thirty (30) days written notice without cause,  
10 unless otherwise specified. Notice shall be deemed served on the date of  
11 mailing. Cause shall be defined as any breach of contract, any  
12 misrepresentation or fraud on the part of CONTRACTOR. Exercise by  
13 ADMINISTRATOR of the right to terminate this Agreement shall relieve COUNTY of  
14 all further obligations under this Agreement.

15 43.2 Upon termination, or notice thereof, CONTRACTOR agrees to  
16 cooperate with ADMINISTRATOR in the orderly transfer of service  
17 responsibilities, active case records, and pertinent documents.

18 43.3 The obligations of COUNTY under this Agreement are contingent upon  
19 the availability of Federal and/or State funds, as applicable, for the  
20 reimbursement of CONTRACTOR's expenditures, and inclusion of sufficient funds  
21 for the services hereunder in the budget approved by the Orange County Board  
22 of Supervisors each fiscal year this Agreement remains in effect or operation.  
23 In the event that such funding is terminated or reduced, ADMINISTRATOR may  
24 immediately terminate this Agreement, reduce COUNTY's maximum obligation, or  
25 modify this Agreement, without penalty. The decision of ADMINISTRATOR will be  
26 binding on CONTRACTOR. ADMINISTRATOR will provide CONTRACTOR with written  
27 notification of such determination. CONTRACTOR shall immediately comply with  
28 ADMINISTRATOR's decision.

1 43.4 If any provision of this Agreement or the application thereof is  
2 held invalid, the remainder of this Agreement shall not be affected thereby.

3 44. GOVERNING LAW AND VENUE

4 This Agreement has been negotiated and executed in the State of  
5 California and shall be governed by and construed under the laws of the State  
6 of California. In the event of any legal action to enforce or interpret this  
7 Agreement, the sole and exclusive venue shall be a court of competent  
8 jurisdiction located in Orange County, California, and the parties hereto  
9 agree to and do hereby submit to the jurisdiction of such court,  
10 notwithstanding Code of Civil Procedure Section 394. Furthermore, the parties  
11 specifically agree to waive any and all rights to request that an action be  
12 transferred for trial to another county.

13 45. SIGNATURE IN COUNTERPARTS

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

17 ///

18 ///

19 ///

20 ///

21 ///

22 ///

23 ///

24 ///

25 ///

26 ///

27 ///

28 ///

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

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

By: \_\_\_\_\_  
CHAIRMAN OF THE  
BOARD OF SUPERVISORS  
COUNTY OF ORANGE, CALIFORNIA

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

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

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

By: \_\_\_\_\_  
ROBIN STIELER  
Interim Clerk of the Board  
Orange County, California

By: \_\_\_\_\_  
MARICELA RIOS-FAUST  
EXECUTIVE DIRECTOR  
HUMAN OPTIONS, INC.

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

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

By: \_\_\_\_\_  
ANA JIMENEZ-HAMI  
EXECUTIVE DIRECTOR  
ORANGE COUNTY CHILDREN'S  
THERAPEUTIC ARTS CENTER

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

APPROVED AS TO FORM  
COUNTY COUNSEL  
COUNTY OF ORANGE, CALIFORNIA

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

By: \_\_\_\_\_  
ELDON BABER  
EXECUTIVE DIRECTOR  
THE RAISE FOUNDATION

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

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

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

18 1. POPULATION TO BE SERVED

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

1 probation agencies and who are under the jurisdiction of the Orange County  
2 Juvenile Court; military families (active or veteran); and persons with  
3 disabilities. The population to be served as defined in this Paragraph ~~that~~  
4 ~~reside in the city of Santa Ana, California, and surrounding communities~~  
5 ~~within Orange County~~ shall hereinafter be referred to as "PARTICIPANTS" or  
6 "FAMILIES."

7 1.2 CONTRACTOR shall provide Family Resource Center (FRC) services  
8 primarily to those PARTICIPANTS residing in the city of Santa Ana and  
9 surrounding communities.

## 10 2. PSSF & CBCAP FUNDING REQUIREMENTS ~~WORKLOAD STANDARDS~~

11 2.1 CONTRACTOR shall provide services/activities, as described in  
12 Paragraph 5 below, to address one (1) or more of the seven (7) Promoting Safe  
13 and Stable Families (PSSF) outcomes as specified in Subparagraph 2.2 below,  
14 and addressing all four (4) of the PSSF service categories defined in  
15 Subparagraphs 2.3.1 through 2.3.4, below. ~~ADMINISTRATOR may, in its sole~~  
16 ~~discretion and upon written notice to CONTRACTOR, modify: the terms or~~  
17 ~~definitions, the particular type of services/activities to be provided, the~~  
18 ~~time of day and day of week services/activities are to be provided, the~~  
19 ~~location(s) where services/activities shall be provided, the date(s)~~  
20 ~~services/activities shall begin and end, the service goal(s), measurement~~  
21 ~~tools and outcome indicators, and the number of participants to be provided~~  
22 ~~services/activities as described in Paragraph 4, below, without changing~~  
23 ~~COUNTY'S maximum obligation as set forth in this Agreement. CONTRACTOR~~  
24 ~~understands that such modification(s) shall promote community participation.~~  
25 ~~Any modification of services/activities shall remain within the scope of~~  
26 ~~defined PSSF service categories and PSSF outcomes. CONTRACTOR shall not~~  
27 ~~institute any modification without prior, written approval of ADMINISTRATOR.~~  
28 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 ~~FP services should comprise approximately twenty five (25) percent of the~~  
24 ~~budget for total services. Services must address a minimum of one (1) of the~~  
25 ~~PSSF outcomes for each contracted service (as specified in Subparagraph 2.2~~  
26 ~~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 ~~FS services should comprise approximately thirty five (35) percent of the~~  
7 ~~budget for total services. Services must address a minimum of one (1) of the~~  
8 ~~PSSF outcomes for each contracted service (as specified in Subparagraph 2.2~~  
9 ~~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  
13 childcare 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 childcare 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 2.2 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 2.2 below).

4 2.5 PSSF Outcomes: Services must meet a minimum of one (1) of the  
5 following PSSF outcomes for each contracted service:

6 2.3.5 Children are, first and foremost, protected from abuse  
7 and neglect.

8 2.3.6 Children are safely maintained in their own homes  
9 whenever possible and appropriate.

10 2.3.7 Children have permanency and stability in their living  
11 situations.

12 2.3.8 The continuity of family relationships and connections is  
13 preserved for children.

14 Families have enhanced capacity to provide for their children's needs.

15 2.3.9 Children receive appropriate services to meet educational  
16 needs.

17 2.3.10 Children receive adequate services to meet physical and  
18 mental health needs.

19 2.4 Unless specified otherwise, the services described below in  
20 Subparagraphs 5.1 through 5.11 addresses each of the four (4) PSSF categories  
21 described above in Subparagraphs 2.3.1 through 2.3.4.

22 2.5 Community-Based Child Abuse Prevention (CBCAP): Services shall  
23 align with the California Department of Social Services Community-Based Child  
24 Abuse Prevention (CBCAP) program which supports efforts to develop, operate,  
25 expand, enhance, and coordinate initiatives, programs and activities to  
26 prevent child abuse and neglect. In addition, CBCAP supports the coordination  
27 of resources to better strengthen and support families as well as foster  
28 understanding, appreciation and knowledge of diverse populations in order to

1 effectively prevent and treat child abuse and neglect.

2 2.6 ADMINISTRATOR may, in its sole discretion and upon written notice  
3 to CONTRACTOR, modify: the terms or definitions, the particular type of  
4 services/activities to be provided, the time-of-day and day-of-week  
5 services/activities are to be provided, the locations(s) where  
6 services/activities shall be provided, the date(s) services/activities shall  
7 begin and end, the service goal(s), measurement tools and outcome indicators,  
8 and the number of participants to be provided services/activities as described  
9 in Paragraph 5, below, without changing COUNTY's maximum obligation as set  
10 forth in this Agreement. Any modification of services/ activities shall  
11 remain within the scope of defined PSSF service categories and PSSF outcomes  
12 and shall promote community participation. CONTRACTOR shall not institute any  
13 modification without prior written approval of ADMINISTRATOR.

14 2.7 CONTRACTOR and ADMINISTRATOR may mutually agree ~~in writing~~ to  
15 modify workload standards as set forth in this Paragraph and as authorized by  
16 COUNTY, without reducing the level of service to be provided by CONTRACTOR.  
17 This agreement must be in writing.

### 18 3. HOURS OF OPERATION

19 3.1 CONTRACTOR shall provide services during hours that are responsive  
20 to the needs of PARTICIPANTS ~~the target population(s) as determined by~~  
21 ~~ADMINISTRATOR~~. At a minimum, CONTRACTOR shall provide services, Monday  
22 through Friday, from 9:00 a.m. to 6:00 p.m., except COUNTY holidays as  
23 established by the Orange County Board of Supervisors. Weekly hours shall  
24 include a minimum of two (2) weeknights until 8:00 p.m. or one (1) weekend day  
25 for a minimum of four (4) hours to meet community needs. FRC operating hours  
26 must be submitted to ADMINISTRATOR for approval. CONTRACTOR may off-set  
27 regular hours based on the FRC being open for services evenings and/or  
28 weekends. For example, services hours on Tuesday and Thursday may be adjusted

1 to 11:00 a.m. to 8:00 p.m. Any changes to the regular schedule must be pre-  
2 approved, in writing, by ADMINISTRATOR. FRC shall provide a phone messaging  
3 system to record messages and post a sign with an emergency contact name and  
4 telephone number for PARTICIPANTS who may call or visit the FRC after hours.

5 3.2 CONTRACTOR's holiday schedule shall not exceed COUNTY's holiday  
6 schedule which is as follows: New Year's Day, Martin Luther King Day,  
7 President Lincoln's Birthday, Presidents' Day, Memorial Day, Independence Day,  
8 Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after  
9 Thanksgiving, and Christmas Day. CONTRACTOR shall obtain prior written  
10 approval from ADMINISTRATOR for any closure outside of COUNTY's holiday  
11 schedule. Any unauthorized closure shall be deemed a material breach of this  
12 Agreement, pursuant to Paragraph 18, and shall not be reimbursed. CONTRACTOR  
13 is encouraged to provide contracted services on holidays, whenever possible.

14 4. FACT GENERAL REQUIREMENTS AND CHARACTERISTICS

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

16 4.1 Maintain a community facility that offers multiple programs  
17 including, but not limited to the following core services: a case management  
18 team, counseling, family support services, parenting education, domestic  
19 violence prevention and treatment (Personal Empowerment Program), out-of-  
20 school-time youth program, TLFR family fun activities, foster/adoptive parent  
21 recruitment, and information and referral services in support of achieving  
22 FaCT goals.

23 4.2 Operate as a collaborative that includes ~~a minimum of four (4)~~  
24 Contractor Partner Agencies, which are FaCT-Funded and a minimum of two (2)  
25 Non-FaCT Funded Partner Agency(ies) who are providing onsite services at the  
26 FRC.

27 4.3 Have each Non-FaCT Funded Partner Agency(ies) sign a memorandum of  
28 understanding or agreement specifying their commitment to provide services

1 throughout the term of this Agreement.

2 4.4 Designate CB to function as both the designated lead agency and  
3 the program management lead agency. The fiscal and program management  
4 responsibilities shall include those referenced in Paragraph 19 of this  
5 Agreement.

6 4.5 Provide bilingual staff responsible for direct services that are  
7 language appropriate.

8 4.6 Provide services that are culturally responsive to the needs of  
9 the community to be served.

10 4.7 Collaborate with ADMINISTRATOR and COUNTY'S FaCT Network  
11 Administrative Services (FNAS) provider, by attending required meetings,  
12 trainings, completing data entry into FaCT database system, and engaging with  
13 the FaCT Network in activities related to the FaCT mission and vision.

14 4.8 Provide all services at the FRC. Services may also be offered in-  
15 home, at schools, and other community locations as needed as mutually agreed  
16 upon by CONTRACTOR and ADMINISTRATOR. Confidential space is required for all  
17 Clinical Supervision, Family Support Services, Counseling, and Case Management  
18 Team services.

19 4.9 Collaborate with other Contractor Partner Agencies and Non-FaCT  
20 Funded Partner Agency(ies) to ensure participants complete FaCT required  
21 registration, consent, sign-in forms, satisfaction surveys, and/or complete  
22 assessment tools referenced in Subparagraph 8.5 when receiving services  
23 requiring an assessment.

24 4.10 Collaborate with COUNTY staff and COUNTY'S contracted Differential  
25 Response (DR) and Family Stabilization (FS) services staff who provide  
26 services to Social Services Agency (SSA) clients.

27 5. SERVICES

28

1 Throughout this Exhibit, the Contractor Partner Agencies shall  
2 hereinafter be referred to as: Children's Bureau of Southern California (CB),  
3 Human Options Inc. (HO), Orange County Children's Therapeutic Arts Center  
4 (OCCTAC), and The Raise Foundation (RF).

5 5.1 Clinical Supervision (HO):

6 5.1.1 HO shall provide Clinical Supervision services to ensure  
7 the quality of counseling services provided at the FRC.

8 5.1.2 HO's Clinical Supervision services shall include, but are  
9 not limited to: individual and group clinical supervision for counselor(s) at  
10 the FRC, recruitment and supervision of Master's level counseling interns,  
11 case consultation, verification of laws of confidentiality, and ensuring that  
12 child and elder/dependent adult abuse reporting requirements are followed.

13 5.1.3 HO's Clinical Supervision services shall be provided for  
14 a minimum of eighty-eight (88) hours annually and shall be based on the  
15 CONTRACTOR's counseling agency supervision requirements.

16 5.1.4 HO's Clinical Supervision shall be offered continuously  
17 throughout the term of this Agreement.

18 5.1.5 HO shall provide qualified licensed Clinical Supervisor  
19 staff as specified in Subparagraph 14.6 of this Exhibit.

20 5.2 Group Counseling Services (HO):

21 5.2.1 The objectives of Counseling Services are as follows:

22 5.2.1.1 Increase the availability of counseling  
23 services for appropriate non Medi-Cal clients, underinsured clients, and  
24 clients experiencing barriers to accessing mental health services.

25 5.2.1.2 Increase participant's coping skills in  
26 dealing with stress.

27 5.2.1.3 Increase access to social support systems.

28 5.2.1.4 Facilitate linkages to appropriate and needed

1 treatment programs (e.g., domestic violence, substance abuse, mental health,  
2 etc.).

3 5.2.1.5 Reduce risk of violence in the home.

4 5.2.1.6 Improve individual and family functioning.

5 5.2.2 ~~Human Options (HO) shall provide Group Counseling~~  
6 ~~services to children ages birth to eighteen (0-18) years, who are at risk of~~  
7 ~~abuse or neglect, and/or their parents, foster parents (and their children),~~  
8 ~~and/or caregivers (and their children). Individuals may include: those who~~  
9 ~~are low income; coming from intact families, individuals in the process of~~  
10 ~~reunification; those who may be experiencing a crisis due to interpersonal~~  
11 ~~conflicts, difficult parenting issues, challenging child needs, and/or~~  
12 ~~traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes of~~  
13 ~~Subparagraph 4.2). These individuals are not Medi-Cal eligible; and/or do not~~  
14 ~~meet the Medi-Cal eligibility requirements for medical necessity. HO shall~~  
15 ~~provide Crisis, Family, Group, and Individual Counseling services for a~~  
16 ~~minimum of forty (40) one hundred and eleven (111) unduplicated PARTICIPANTS~~  
17 ~~annually. Group Counseling services shall include, but are not be limited to,~~  
18 ~~assess PARTICIPANT's needs, providing emotional support; stabilizing immediate~~  
19 ~~crisis; and developing goals for PARTICIPANTS who are experiencing a crisis~~  
20 ~~due to interpersonal conflicts, family crisis, difficult parenting issues,~~  
21 ~~challenging child needs, and/or traumatic loss. Counseling services will~~  
22 ~~address independent living skills, self control, parenting issues, cycle of~~  
23 ~~abuse, victimization, enhance family dynamics, modify dysfunctional behaviors,~~  
24 ~~incorporate appropriate family roles and develop time limited goals for the~~  
25 ~~family and child in placement that are targeted to PARTICIPANTS' particular~~  
26 ~~reunification plans, if applicable and make appropriate linkages to all needed~~  
27 ~~treatment programs and social support systems. assist parent/caregivers with~~  
28 ~~proper parenting techniques, facilitate therapeutic exploration, discussion of~~

1 ~~family issues impacting overall family functioning and establish reasonable~~  
2 ~~and attainable goals.~~ HO shall utilize evidence-based practices, such as  
3 Seeking Safety or Trauma-Focused Cognitive Behavior Therapy (TF CBT) as  
4 applicable, for Group and Individual Counseling services. The Counselor  
5 and/or designee, as approved by ADMINISTRATOR, shall attend the FRC  
6 Comprehensive Case Management Team meetings. ~~Counseling services shall be~~  
7 ~~provided in a culturally responsive manner in English and Spanish as needed by~~  
8 ~~PARTICIPANT.~~

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

13 5.2.4 HO shall provide Crisis Counseling for a minimum of  
14 forty-three (43) individuals annually. HO shall offer Crisis Counseling  
15 services for a minimum of one (1) and not exceed four (4) sessions per  
16 PARTICIPANT. Counseling sessions shall be a minimum of fifty (50) minutes in  
17 duration, or as clinically indicated by the clinician, and offered to  
18 PARTICIPANTS on a weekly basis.

19 5.2.5 ~~HO shall provide Family Counseling for a minimum of eight~~  
20 ~~(8) families annually. HO shall offer Family Counseling for a minimum of four~~  
21 ~~(4) and not exceed twenty (20) sessions per PARTICIPANT. Counseling sessions~~  
22 ~~shall be a minimum of fifty (50) minutes in duration, or as clinically~~  
23 ~~indicated by the clinician, and offered to PARTICIPANTS on a weekly basis.~~

24 5.2.6 HO shall provide Group Counseling for a minimum of thirty  
25 (30) individuals annually. HO shall ~~provide~~ offer a minimum of ~~six (6)~~ four  
26 (4) Group Counseling series annually. Each series will include a minimum  
27 shall consist of six (6) weekly sessions. Group Counseling sessions shall  
28 each be a minimum of ~~ninety (90) minutes~~ two (2) hours in duration each

1 session. HO shall provide Group Counseling services in a private office space  
2 at the FRC, other community locations, with advance written approval by  
3 ADMINISTRATOR, provided locations can accommodate the confidentiality of the  
4 service.

5 5.2.7 HO shall provide Individual Counseling for a minimum of  
6 thirty-eight (38) individuals annually. HO shall offer Individual Counseling  
7 sessions for a minimum of four (4) and not exceed twenty (20) sessions in  
8 duration, per PARTICIPANT. Counseling sessions shall be a minimum of fifty  
9 (50) minutes in duration, or as clinically indicated by the clinician, and  
10 offered to PARTICIPANTS on a weekly basis.

11 ~~5.2.8 HO shall measure progress by ensuring PARTICIPANTS~~  
12 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~  
13 ~~assessment tools.~~

14 ~~5.2.9 HO Group Counseling services shall address the following~~  
15 ~~PSSF service categories: FP, FS, TLFR, and APS.~~

16 5.2.8 HO shall provide qualified, **bilingual** licensed or  
17 license-eligible Counselor staff as specified in Subparagraph 14.8 of this  
18 Exhibit.

19 5.3 Crisis Counseling:

20 ~~5.2.9 HO shall provide individual or family Crisis Counseling~~  
21 ~~services to children ages birth to eighteen (0-18) years, who are at risk of~~  
22 ~~abuse or neglect, and their parents, foster parents (and their children),~~  
23 ~~and/or caregivers (and their children). Individuals may include: those who~~  
24 ~~are low-income; coming from intact families, families or individuals in the~~  
25 ~~process of reunification; those who may be experiencing a crisis due to~~  
26 ~~interpersonal conflicts, family crisis, difficult parenting issues,~~  
27 ~~challenging child needs, and/or traumatic loss (hereinafter referred to as~~  
28 ~~"PARTICIPANTS" for purposes of Subparagraph 4.3). These individuals are not~~

1 ~~Medi-Cal eligible; and/or do not meet the Medi-Cal eligibility requirements~~  
2 ~~for medical necessity.~~

3           5.2.10 ~~HO shall provide Crisis Counseling services for a minimum~~  
4 ~~of twenty-four (24) unduplicated PARTICIPANTS. Crisis Counseling services~~  
5 ~~shall include, but not be limited to, assessing PARTICIPANT's needs, provide~~  
6 ~~emotional support, stabilize immediate crisis and develop goals for~~  
7 ~~PARTICIPANTS, address independent living skills, self-control, parenting~~  
8 ~~issues, cycle of abuse, victimization, enhance family dynamics, modify~~  
9 ~~dysfunctional behaviors, incorporate appropriate family roles and develop time~~  
10 ~~limited goals for the family and child in placement that are targeted to~~  
11 ~~PARTICIPANTS' particular reunification plans, if applicable, and make~~  
12 ~~appropriate linkages to all needed treatment programs and social support~~  
13 ~~systems, assist parent/caregivers with proper parenting techniques, facilitate~~  
14 ~~therapeutic exploration, discussion of family issues impacting overall family~~  
15 ~~functioning and establish reasonable and attainable goals. The Counselor~~  
16 ~~shall attend the FRC's Comprehensive Case Management Team meetings. Services~~  
17 ~~shall be provided in a culturally responsive manner in English and Spanish as~~  
18 ~~needed by PARTICIPANT.~~

19           5.2.11 ~~HO shall provide Crisis Counseling services throughout~~  
20 ~~the term of this Agreement by appointment Monday through Friday during FRC~~  
21 ~~operating hours. HO may also schedule evening hours at the request of~~  
22 ~~PARTICIPANTS. Counseling sessions shall be a minimum of fifty (50) minutes in~~  
23 ~~duration, or as clinically indicated by the clinician, and offered to~~  
24 ~~PARTICIPANTS on a weekly basis. HO shall provide a minimum of one (1)~~  
25 ~~counseling sessions and a maximum of four (4) sessions for each individual or~~  
26 ~~family. FRC shall provide a phone messaging system to record messages and~~  
27 ~~post a sign with an emergency contact name and telephone number for~~  
28 ~~PARTICIPANTS who may call or visit the FRC after hours.~~

1                   5.2.12 ~~HO shall provide Crisis Counseling services in a private~~  
2 ~~office space at the FRC, or other community locations, with advance written~~  
3 ~~approval by ADMINISTRATOR, provided location can accommodate the~~  
4 ~~confidentiality of the service.~~

5                   5.2.13 ~~HO shall measure progress by ensuring PARTICIPANTS~~  
6 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~  
7 ~~assessment tools.~~

8                   5.2.14 ~~HO's Crisis Counseling services shall address the~~  
9 ~~following PSSF service categories: FP, FS, TLF, and APS.~~

10                  5.2.15 ~~HO shall provide qualified licensed Counselor or license-~~  
11 ~~eligible Counselor staff as specified in Subparagraph 11.8 of this Exhibit.~~

12                  ~~5.3 Differential Response Family Advocacy:~~

13                  5.2.16 ~~CB shall provide Differential Response (DR) Family~~  
14 ~~Advocacy services to the following: families with children ages birth to~~  
15 ~~eighteen (0-18) years, who have been identified by ADMINISTRATOR and referred~~  
16 ~~to CONTRACTOR as potential risk of child abuse or neglect (hereinafter~~  
17 ~~referred to as "PARTICIPANTS" for purposes of Subparagraph 5.12).~~

18                  5.2.17 ~~CB shall provide DR Family Advocacy services for a~~  
19 ~~minimum of seventy five (75) unduplicated PARTICIPANTS. DR Family Advocacy~~  
20 ~~services shall focus on a family centered approach to maintain children safely~~  
21 ~~in the home; reduce entry into the child welfare system; serve as a support to~~  
22 ~~families while in crisis; and provide assistance to PARTICIPANTS in accessing~~  
23 ~~community resources. DR Family Advocacy services shall be provided in a~~  
24 ~~family friendly, culturally responsive manner in English and Spanish as needed~~  
25 ~~by PARTICIPANT.~~

26                  5.2.18 ~~CB shall provide a minimum of one (1) in-home DR Family~~  
27 ~~Advocacy visit and one (1) phone call per family. DR Family Advocacy services~~  
28 ~~shall be provided continuously throughout the term of this Agreement Monday~~

1 through Friday during FRC operating hours. CB shall provide DR Family  
2 Advocacy services for a minimum of thirty (30) days for each PARTICIPANT.

3 5.2.19 CB shall primarily provide DR Family Advocacy services in  
4 family's home, at the FRC, or at other community locations as needed with  
5 advance written approval by ADMINISTRATOR.

6 5.2.20 CB shall measure progress by ensuring PARTICIPANTS  
7 complete a FaCT registration form, FaCT consent form, and FaCT approved  
8 assessment tools.

9 5.2.21 CB's DR Family Advocacy services shall address the  
10 following PSSF service categories: FP.

11 5.2.22 CB shall provide qualified DR Family Advocate staff as  
12 specified in Subparagraph 11.3 of this Exhibit.

13 5.3 DR In Home Family Support:

14 5.2.23 CB shall provide DR In Home Family Support services to  
15 the following: families with children ages birth to eighteen (0-18) years, who  
16 have been identified by ADMINISTRATOR and referred to CONTRACTOR as potential  
17 risk of child abuse or neglect (hereinafter referred to as "PARTICIPANTS" for  
18 purposes of purposes of Subparagraph 5.13).

19 5.2.24 CB shall provide DR In Home Family Support services for a  
20 minimum of sixty (60) unduplicated PARTICIPANTS. DR In Home Family Support  
21 services shall address positive parenting skills, discipline, child  
22 development, child health and safety, assess family needs; stabilize immediate  
23 crisis; increase coping skills and family cohesiveness; reduce exposure to  
24 violence; and improve communication skills. DR In Home Family Support  
25 services shall be provided in a family friendly, culturally responsive manner  
26 in English and Spanish as needed by PARTICIPANT.

27 5.2.25 CB shall provide a minimum of four (4) weeks and maximum  
28 of six (6) weeks DR In Home Family Support services per family. DR In Home

~~Family Support services shall be provided continuously throughout the term of this Agreement Monday through Friday during FRC operating hours.~~

~~5.2.26 CB shall primarily provide DR In-Home Family Support services in family's home, at the FRC, or at other community locations as needed with advance written approval by ADMINISTRATOR.~~

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

~~5.2.27 CB's DR In-Home Family Support services shall address the following PSSF service categories: FP.~~

~~5.2.28 CB shall provide qualified DR In-Home Family Specialist staff as specified in Subparagraph 11.4 of this Exhibit.~~

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

5.3.1 The objectives of Family Support Services are as follows:

5.3.1.1 Increase families' follow-through with service providers.

5.3.1.2 Increase access to resources.

5.3.1.3 Increase effective coordination of services among providers.

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

~~5.3.2 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 their parents, foster parents (and their children), caregivers (and their children), and/or pre- and post-adoptive families. Families may include: those who are low income; unemployed; underemployed; homeless families; those receiving child welfare services including families in the process of reunification; in the COUNTY adoption process; or those who may be experiencing a crisis due to interpersonal conflicts, difficult~~

1 ~~parenting issues, challenging child needs, and/or traumatic loss (hereinafter~~  
2 ~~referred to as "PARTICIPANTS" for purposes of Subparagraph 5.4).~~

3           5.3.2    CB shall provide Family Advocacy/Case Management Support  
4 Services for a minimum of one hundred and ten (100-110) unduplicated FAMILIES  
5 annually. Family Advocacy/Case Management Support Services shall include, but  
6 not be limited to, the following: ~~conduct in office or in-home assessment of~~  
7 ~~family strengths and needs; arrange, coordinate, monitor, evaluate, and~~  
8 ~~advocate for multiple services for families; link PARTICIPANTS to resources~~  
9 ~~services and opportunities;~~ are those services employing a case manager (e.g.,  
10 Family Support Specialist) responsible for assessing the strengths and meeting  
11 the multiple needs of a PARTICIPANT and family; arranging, coordinating,  
12 monitoring, evaluating, and advocating for multiple services for families.  
13 The primary goal of case management shall be to link PARTICIPANTS with  
14 multiple needs to resources, services, and opportunities. The Family Support  
15 Specialist shall also teach and empower PARTICIPANTS to access community  
16 resources, and to strengthen problem solving skills; ~~development and~~  
17 ~~implementation of a service plan; building on and supporting family strengths~~  
18 ~~while identifying and linking families to resources and services; coordination~~  
19 ~~of services among service providers and ADMINISTRATOR's Social Workers;~~  
20 ~~monitor to assure PARTICIPANTS' needs are being met and goals are being~~  
21 ~~achieved; reassessment of needs as appropriate; and termination processes.~~  
22 With PARTICIPANT permission, the Family Advocate or FRC Coordinator shall  
23 refer PARTICIPANT to CONTRACTOR's Comprehensive Case Management Team meetings  
24 to assist with mobilizing services in support of families receiving Family  
25 Advocacy/Case Management Support Services. Family Advocacy/Case Management  
26 Support Services shall be provided in a family friendly, culturally responsive  
27 manner in English and Spanish as needed by PARTICIPANT.

28           5.3.3    CB shall provide Family Advocacy/Case Management Support

1 Services continuously throughout the term of this Agreement ~~Monday through~~  
2 ~~Friday~~ during FRC operating hours or at dates and times convenient to  
3 PARTICIPANTS. CB shall provide ~~short-term~~ Family Advocacy/Case Management  
4 Support Services for a minimum of thirty (30) days or ~~long-term~~ Family  
5 Advocacy/Case Management Support services for a minimum of sixty (60) days for  
6 each PARTICIPANT.

7 5.3.4 CB shall primarily provide Family Advocacy/Case  
8 Management Support Services in family's home, at the FRC, or at other  
9 community locations as needed with advance written approval by ADMINISTRATOR.

10 ~~5.3.5 CB shall measure progress by ensuring PARTICIPANTS~~  
11 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~  
12 ~~assessment tools.~~

13 ~~5.3.5 CB's Family Advocacy/Case Management Support Services~~  
14 ~~shall address the following PSSF service categories: FP, FS, TLFR, and APS.~~

15 5.3.5 CB shall provide qualified, bilingual Family  
16 Advocate/Individual Case Manager Support Specialist staff as specified in  
17 Subparagraph 14.11 of this Exhibit.

18 5.4 Foster and Adoptive Parent Recruitment (CB):

19 5.4.1 The objective of Foster and Adoptive Parent Recruitment  
20 services is to increase foster/adoptive awareness to prospective caregivers.

21 5.4.2 CB shall help promote, in collaboration with  
22 ADMINISTRATOR, the need for foster and adoptive resources for children in need  
23 of a permanent home. Promotional activities may include, but are not limited  
24 to: providing information on the adoption process, available services, and  
25 community involvement via distribution of flyers and other marketing materials  
26 to local community residents, Partner Agency newsletters, and outreach events.

27 5.4.3 CB shall distribute Foster and Adoptive Parent  
28 Recruitment flyers to a minimum of five hundred (500) unduplicated

1 PARTICIPANTS annually.

2 5.4.4 CB's Foster and Adoptive Parent Recruitment services  
3 shall be offered continuously throughout the term of this Agreement. Foster  
4 and Adoptive Parent Recruitment shall be offered at the FRC and other  
5 community locations as needed and approved by ADMINISTRATOR.

6 5.4.5 CB's Foster and Adoptive Parent Recruitment Services  
7 shall address only the following PSSF service category: APS

8 5.4.6 CB shall provide qualified Foster and Adoptive Parent  
9 Recruiter (e.g., Family Support Specialist) staff to provide this service as  
10 specified in Subparagraph 14.12 of this Exhibit.

11 5.5 ~~FRC Comprehensive Case Management Team (CB):~~

12 5.5.1 The objectives of FRC Case Management Team (CMT) services  
13 are as follows:

14 5.5.1.1 Increase collaboration among Contractor  
15 Partner Agencies to effectively coordinate services.

16 5.5.1.2 Improve resource linkages.

17 5.5.1.3 Improve individual and family functioning.

18 5.5.1.4 Decrease duplication of services.

19 5.5.1.5 Build the capacity of communities and FRC to  
20 address the needs of children and families.

21 5.5.2 ~~CB's FRC Comprehensive Case Management Team (CMT)~~  
22 consists of an integrated multidisciplinary team comprised of three (3) or  
23 more persons trained and qualified to provide services. The ~~Comprehensive~~  
24 ~~Case Management Team~~ FRC CMT is responsible for identifying the educational,  
25 health, or social service needs of a child and child's family and for  
26 developing a plan to address these multiple needs as identified in Welfare and  
27 Institutions Code (WIC) section 18986.40. Participants of the FRC CMT shall  
28 include all Contractor Partners Agencies and Non-FaCT Funded Partner

Agency(ies) representatives that would benefit the family. In addition to the participation of the Contractor Partners Agencies, local Miscellaneous Order Number 534.3 specifies that multidisciplinary services team composition include at least two (2) members from the following: Orange County Probation Department, Orange County Health Care Agency, Orange County Department of Education, Regional Center of Orange County, North Orange County Regional Occupational Program, and Orange County SSA.

~~5.5.3 Children's Bureau of Southern California (CB) shall coordinate with collaborative partners and provide Comprehensive Case Management Team services for families with and/or caregivers of children ages birth to eighteen (0-18) years, who are at risk of abuse or neglect. These include low income families, intact families, foster families, and/or families in the process of reunification (hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 5.1).~~

5.5.3 CB, in coordination with Contractor Partners Agencies, shall jointly provide Comprehensive Case Management Team FRC CMT services for a minimum of ~~ninety (90)~~ one hundred (100) unduplicated FAMILIES annually. ~~Comprehensive Case Management Team services include, but are not limited to: identifying the educational, health, or social service needs of a child, and child's family; developing a plan to address these multiple needs; weekly reviews; team assessment; arranging and coordinating appropriate services; monitoring effectiveness of services; and evaluating the outcome of services, and assigned bilingual clinician/intern, in conjunction with appropriate partners, will utilize clinical skills and knowledge of the community in order to access resources that are best suited to client's needs. Comprehensive Case Management Team FRC CMT services shall include, but are not be limited to, the following components:~~

5.5.3.1 Assessment: CB's Family Advocate, CB FRC

1 ~~Coordinator, and Comprehensive Case Management Team~~ FRC CMT Clinical  
2 Supervisor, based on input from the CMT, shall complete a comprehensive  
3 assessment of PARTICIPANTS' strengths and needs, ~~treatment plan, follow-up,~~  
4 and community resources available to PARTICIPANT. ~~The FRC Coordinator shall~~  
5 ~~ensure the completion of a FaCT registration form, FaCT consent form, and~~  
6 ~~referral form.~~

7 5.5.3.2 Individualized Treatment Plan: On the basis  
8 of the assessment in Subparagraph 5.5.3.1, the ~~Family Advocate, CB FRC~~  
9 ~~Coordinator, and Comprehensive Case Management Team~~ FRC CMT shall jointly  
10 develop an individualized treatment plan with the PARTICIPANT that identifies  
11 priorities, desired outcomes, the strategies and resources to be used in  
12 attaining the outcomes, follow up, and termination.

13 5.5.3.3 Reassessment: ~~CB's Family Advocate, CB FRC~~  
14 ~~Coordinator and Comprehensive Case Management Team~~ The FRC CMT Clinical  
15 Supervisor and CMT shall jointly reassess the PARTICIPANT's status, with input  
16 from Contractor Partners Agencies, in a weekly clinical review of cases.  
17 ~~Comprehensive Case Management Team~~ FRC CMT meetings shall provide weekly  
18 evaluations and assessment for PARTICIPANTS.

19 5.5.3.4 Termination: The ~~Comprehensive Case~~  
20 ~~Management Team~~ FRC CMT Clinical Supervisor and CMT shall jointly terminate  
21 the case from FRC CMT when the desired outcomes have been attained, the  
22 PARTICIPANT is non-compliant, or the PARTICIPANT withdraws.

23 5.5.4 CB and ~~FRC Partners~~ in coordination with Contractor  
24 Partners Agencies shall jointly provide ~~Comprehensive Case Management Team~~ FRC  
25 CMT services Monday through Friday from 8:30—5:00 during FRC Operating hours  
26 continuously throughout the term of this Agreement during FRC hours of  
27 operation. ~~Comprehensive Case Management Team~~ FRC CMT meetings shall be  
28 scheduled a minimum of one (1) day per week for a minimum of one (1) hour in

1 duration. The FRC CMT Clinical Supervisor shall facilitate Comprehensive Case  
2 Management Team FRC CMT meetings.

3 ~~5.8.6 CB and FRC Partners shall jointly provide Comprehensive~~  
4 ~~Case Management Team services at FRC location.~~

5 5.5.5 CB and FRC Partners CONTRACTOR PARTNER AGENCIES shall  
6 jointly measure progress by ensuring PARTICIPANTS complete a FaCT registration  
7 form and a FaCT consent form. Additionally, CB shall complete the FaCT  
8 standardized FRC CMT Case Management Team Tracking and Outcomes Log the  
9 required forms referenced in Subparagraph 4.9 and also the FRC CMT Tracking  
10 and Outcomes Log specified in Subparagraph 8.5.

11 5.5.6 ~~CB and FRC Partners shall address the following PSSF~~  
12 ~~service categories: FP, FS, TLFR, and APS.~~

13 5.5.7 CB shall provide qualified licensed Counselor/Program  
14 Manager or license eligible Counselor/Program Manager as the Comprehensive  
15 Case Management Team Facilitator FRC CMT Clinical Supervisor staff to  
16 facilitate FRC CMT meetings as specified in Subparagraphs 14.13 of this  
17 Exhibit.

18 5.6 Group Counseling:

19 5.5.8 Human Options (HO) shall provide Group Counseling  
20 services to children ages birth to eighteen (0-18) years, who are at risk of  
21 abuse or neglect, and/or their parents, foster parents (and their children),  
22 and/or caregivers (and their children). Individuals may include: those who  
23 are low income; coming from intact families, individuals in the process of  
24 reunification; those who may be experiencing a crisis due to interpersonal  
25 conflicts, difficult parenting issues, challenging child needs, and/or  
26 traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes of  
27 Subparagraph 4.2). These individuals are not Medi-Cal eligible; and/or do not  
28 meet the Medi-Cal eligibility requirements for medical necessity.

1           5.5.9    HO shall provide Group Counseling services for a minimum  
2 of forty (40) unduplicated PARTICIPANTS. Group Counseling services shall  
3 include, but not be limited to, assess PARTICIPANT's needs, provide emotional  
4 support, stabilize immediate crisis and develop goals for PARTICIPANTS,  
5 address independent living skills, self control, parenting issues, cycle of  
6 abuse, victimization, enhance family dynamics, modify dysfunctional behaviors,  
7 incorporate appropriate family roles and develop time limited goals for the  
8 family and child in placement that are targeted to PARTICIPANTS' particular  
9 reunification plans, if applicable and make appropriate linkages to all needed  
10 treatment programs and social support systems, assist parent/caregivers with  
11 proper parenting techniques, facilitate therapeutic exploration, discussion of  
12 family issues impacting overall family functioning and establish reasonable  
13 and attainable goals. The Counselor and/or designee, as approved by  
14 ADMINISTRATOR, shall attend the FRC's Comprehensive Case Management Team  
15 meetings. Services shall be provided in a culturally responsive manner in  
16 English and Spanish as needed by PARTICIPANT.

17           5.5.10   HO shall provide Group Counseling services throughout the  
18 term of this Agreement by appointment Monday through Friday during FRC  
19 operating hours. HO may also schedule evening hours at the request of  
20 PARTICIPANTS. HO shall provide a minimum of six (6) Group Counseling series  
21 at a minimum of ninety (90) minutes each session with a six (6) week session  
22 minimum per series. Each session shall include a minimum of four (4) and  
23 maximum of seven (7) PARTICIPANTS per group. FRC shall provide a phone  
24 messaging system to record messages and post a sign with an emergency contact  
25 name and telephone number for PARTICIPANTS who may call or visit the FRC after  
26 hours.

27           5.5.11   HO shall provide Group Counseling services in a private  
28 office space at the FRC, or other community locations, with advance written

1 approval by ADMINISTRATOR, provided location can accommodate the  
2 confidentiality of the service.

3 5.5.12 HO shall measure progress by ensuring PARTICIPANTS  
4 complete a FaCT registration form, FaCT consent form, and FaCT approved  
5 assessment tools.

6 5.5.13 HO Group Counseling services shall address the following  
7 PSSF service categories: FP, FS, TLFR, and APS.

8 5.5.14 HO shall provide qualified licensed Counselor or license-  
9 eligible Counselor staff as specified in Subparagraph 11.8 of this Exhibit.

10 5.6 Community Resource Information and Referral Services (RF):

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

13 5.6.2 The Raise Foundation (RF) shall provide Community  
14 Resource Services to the following: parents and/or caregivers and their  
15 children ages birth to eighteen (0-18) years who are at risk of abuse or  
16 neglect; those who are low income, or dealing with poverty issues (hereinafter  
17 referred to as "PARTICIPANTS" for purposes of Subparagraph 5.10).

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

1 ~~shall be required to~~ Information and Referral Specialist shall collaborate  
 2 ~~partner~~ with other County and local community ~~resource services providers~~  
 3 agencies by receiving and referring clients, which may include, but are not  
 4 limited to 2-1-1- Orange County and Community Engagement Advisory Committee  
 5 (CEAC). ~~Community Resource Services shall be provided in a family friendly,~~  
 6 ~~culturally responsive manner in English and Spanish as needed by PARTICIPANT.~~

7 5.6.4 RF's Information and Referral Specialist shall be  
 8 stationed at the FRC reception area as the first point of contact for walk-in  
 9 and telephone/email inquiries during FRC operating hours. Information and  
 10 Referral Services shall be offered during FRC operating hours. RF shall  
 11 provide ~~Community Resource~~ Information and Referral Services Monday through  
 12 ~~Friday from 8:30 a.m. to 5:00 p.m.,~~ during FRC hours continuously throughout  
 13 the term of this Agreement. ~~FRC shall provide a phone messaging system to~~  
 14 ~~record messages during all other times.~~

15 5.6.5 ~~RF shall provide Community Resource Services at FRC~~  
 16 ~~locations.~~

17 5.6.6 ~~RF shall measure progress by completing FaCT measurement~~  
 18 ~~tools.~~

19 5.6.7 ~~RF's Community Resource Services shall address the~~  
 20 ~~following PSSF service categories: FP, FS, TLFR, and APS.~~

21 5.6.8 RF shall provide qualified, bilingual Community Resource  
 22 Information and Referral Services Specialist, staff as specified in  
 23 Subparagraph 14.15 of this Exhibit.

24 5.7 Other Services - Life Skills Workshops (CB):

25 5.7.1 The objectives for Life Skills Workshops are as follows:

26 5.7.1.1 Improve self-esteem.

27 5.7.1.2 Increase coping skills.

28 5.7.1.3 Improve family bonding.

1           5.7.2    ~~CB, through subcontractor, CB staff, or partner agencies,~~  
2 ~~shall provide Life Skills Workshop services to parents, foster parents, and~~  
3 ~~caregivers of, children ages birth to eighteen (0-18) years who are at risk of~~  
4 ~~abuse or neglect. Individuals may include: those who are low-income; dealing~~  
5 ~~with poverty issues, domestic violence, teen parent, receiving child welfare~~  
6 ~~services including families in the process of reunification or COUNTY adoption~~  
7 ~~process; those who may be experiencing a crisis due to interpersonal~~  
8 ~~conflicts, difficult parenting issues, challenging child needs, or traumatic~~  
9 ~~loss; those who have been identified by ADMINSTRATOR and referred to~~  
10 ~~CONTRACTOR as potential risk of child abuse or neglect; or those referred by~~  
11 ~~FRC staff and partners (hereinafter referred to as "PARTICIPANTS" for purposes~~  
12 ~~of Subparagraph 5.11).~~ CB shall provide Life Skills Workshop services to  
13 children ages three to eighteen (3-18) years who are at risk of child abuse or  
14 neglect. Individuals may include: those who are low-income or dealing with  
15 issues of poverty; those experiencing domestic violence, teen parenting or  
16 receiving child welfare services, including families in the process of family  
17 reunification or adoption; and those who may be experiencing a crisis due to  
18 interpersonal conflicts, difficult parenting issues, challenging child needs,  
19 and/or traumatic loss.

20           5.7.3    CB shall provide Life Skills Workshop services for a  
21 minimum of ~~eight (8)~~ ~~twenty (20)~~ PARTICIPANTS ~~annually~~. Life Skills Workshop  
22 services ~~topics~~ shall include, but are not limited to the following: self-  
23 esteem and character building, increased coping skills and family coherence,  
24 family building and bonding, children and teen issues facing youth, stress  
25 management, and impact of family trauma, child abuse and domestic violence.  
26 ~~Life skills workshop services shall be provided in a family friendly,~~  
27 ~~culturally responsive manner in English and Spanish as needed by PARTICIPANTS.~~

28           5.7.4    CB shall provide ~~one (1)~~ ~~two (2)~~ annual Life Skills

1 Workshop services ~~Monday through Friday~~ during FRC operating hours, ~~and/or on~~  
 2 ~~evenings as required by~~ at dates and times convenient to PARTICIPANTS, during  
 3 the term of this Agreement. Life Skills Workshop services shall be a minimum  
 4 of ~~two (2) hours~~ ninety minutes in duration. ~~CB shall provide childcare to~~  
 5 PARTICIPANTS of the Life Skills Workshop services as needed or required.

6 ~~5.7.5 CB, through subcontractor, CB staff, or partner agencies~~  
 7 ~~shall provide Life Skills Workshop at the FRC and/or at other community~~  
 8 ~~locations, to be approved in advance and in writing by ADMINISTRATOR.~~

9 ~~5.7.5 CB, through subcontractor, CB staff, or partner agencies~~  
 10 ~~shall measure progress by ensuring PARTICIPANTS complete the Group Services~~  
 11 ~~Tracking Log and FaCT Services Sign In Sheet.~~

12 ~~5.7.5 CB's Life Skills Workshop service shall address the~~  
 13 ~~following PSSF service categories: FP, FS, TLFR, and APS.~~

14 ~~5.7.5~~ CB shall provide qualified Life Skills consultant staff  
 15 with expertise in the Life Skills Workshop subject matter. Life Skills topics  
 16 ~~areas~~ to be approved in advance and in writing by ADMINISTRATOR.

17 5.8 Out-of-School-Time Youth Program (OCCTAC):

18 ~~5.8.1~~ The objectives of Out-of-School Time Youth Program are as  
 19 follows:

20 ~~5.8.1.1~~ Increase social connection amongst peers.

21 ~~5.8.1.2~~ Provide a safe place for school-aged  
 22 children.

23 ~~5.8.1.3~~ Increase enrichment opportunities to enhance  
 24 academic achievement and healthy social behavior.

25 ~~5.8.2~~ OCCTAC shall provide Out-of-School-Time Youth Program  
 26 services for a minimum of forty (40) unduplicated PARTICIPANTS annually. Out-  
 27 of-School-Time Youth Program will provide PARTICIPANTS with a safe and  
 28 nurturing place during after school and non-school hours. Activities may

1 include, but are not limited to: recreation, education, healthy development,  
2 artistic and cultural enrichment, and leadership development.

3 5.8.3 During the academic school year, OCCTAC shall provide  
4 Out-of-School-Time Youth Program services through weekly two (2) hour after  
5 school art classes with a curriculum that focus on art activities which  
6 integrates literacy and the creation of books to help students enhance their  
7 language and literacy skills via fun and creative art projects.

8 5.8.4 OCCTAC shall provide qualified Out-of-School-Time Youth  
9 Leader staff as specified in Subparagraph 14.17 of this Exhibit.

10 5.9 Parenting Education (HO):

11 5.9.1 The objectives for Parent Education are as follows:

12 5.9.1.1 Increase social support.

13 5.9.1.2 Enhance coping skills.

14 5.9.1.3 Improve knowledge of child development.

15 5.9.1.4 Improve knowledge of appropriate and  
16 effective discipline.

17 5.9.2 ~~HO shall provide Parenting Education services to parents,~~  
18 ~~foster parents, and/or caregivers of children ages birth to eighteen (0-18)~~  
19 ~~years who are at risk of child abuse or neglect. Parents may include: those~~  
20 ~~who are low-income; coming from intact families; dealing with poverty issues,~~  
21 ~~child abuse issues, domestic violence issues, unemployment, and/or teen~~  
22 ~~parent; individuals in the process of reunification; those who may be~~  
23 ~~experiencing a crisis due to interpersonal conflicts, difficult parenting~~  
24 ~~issues, challenging child needs, and/or traumatic loss (hereinafter referred~~  
25 ~~to as "PARTICIPANTS" for purposes of Subparagraph 4.5).~~ HO shall provide  
26 Parenting Education services for a minimum of ~~fifteen (15)~~ sixty (60)  
27 unduplicated PARTICIPANTS annually. Elements of an effective parenting  
28 education program shall improve parenting skills and family functioning by

1 teaching parents/caregivers about child development (e.g., developmental  
2 expectations), behavior management (e.g., discipline techniques), and coping  
3 skills (e.g., communication and stress management). As applicable, parenting  
4 education emphasis shall be placed on the prevention of recurrence of child  
5 abuse and/or shall address attachment, bonding, and traumatic loss issues. HO  
6 shall utilize Incredible Years and/or Positive Parenting Program (Triple P),  
7 evidenced-based parenting programs, or an evidenced-informed curriculum, to  
8 enhance the parent-child relationship and decrease the risk of child abuse.

9 ~~improve parenting skills, family functioning by teaching parents/caregivers  
10 about child development (e.g., developmental expectations), behavior  
11 management (e.g., discipline techniques), and coping skills (e.g.,  
12 communication and stress management). Parenting Education topics shall  
13 include, but not be limited to the following: address parent responsibilities;  
14 provide psychologically based behavior principles; stress importance of  
15 appropriate discipline and support; self control; emotional regulation;  
16 attachment and bonding from birth throughout childhood; difficulties inherent  
17 throughout childhood; open and honest communication; praise and  
18 acknowledgement; disruptive cycles of inappropriate parenting; healthy and  
19 supportive parenting. Parenting Education services shall be provided in a  
20 family friendly, culturally responsive manner in English and Spanish as needed  
21 by PARTICIPANT.~~

22 5.9.3 HO shall provide a minimum of ~~one (1)~~ four (4) Parenting  
23 Education series annually. HO's Parenting Education series comprised of a  
24 minimum of ~~six (6)~~ eight (8) and a maximum of fourteen (14) weekly classes.  
25 Each ~~session~~ class shall be a minimum of ~~two (2) hours~~ ninety (90) minutes in  
26 duration with a minimum of two (2) PARTICIPANTS per class. HO shall provide  
27 Parenting Education services continuously during the term of this Agreement  
28 ~~from 8:30 a.m. to 5:00 p.m., Monday through Friday, or~~ at dates and times

1 convenient for PARTICIPANTS. ~~HO shall offer Parenting Education services at~~  
2 ~~additional hours and days based on PARTICIPANT availability.~~

3 5.9.4 ~~HO shall provide Parenting Education services at the FRC~~  
4 ~~and/or at other community locations, to be approved in advance and in writing~~  
5 ~~by ADMINISTRATOR.~~ HO shall ensure completion of required paperwork when  
6 providing parenting education to PARTICIPANTS receiving child welfare  
7 services, including, but not limited to, verification of attendance, issuance  
8 of certificates of completion, and verbal and/or written reports to COUNTY  
9 Social Workers

10 5.9.5 ~~HO shall measure progress by ensuring PARTICIPANTS~~  
11 ~~complete a FaCT registration form and FaCT approved assessment tools.~~

12 5.9.5 ~~HO's Parenting Education services shall address the~~  
13 ~~following PSSF service categories: FP and FS.~~

14 5.9.5 HO shall provide qualified, bilingual Parenting Educator  
15 staff (e.g., Counselor) as specified in Subparagraph 14.18 of this Exhibit.

16 5.10 Parenting Education TLFR:

17 5.9.6 ~~HO shall provide Parenting Education TLFR services to~~  
18 ~~parents including caregivers of children ages birth to eighteen (0-18) years~~  
19 ~~who are in the process of reunification. TLFR parents may include: those who~~  
20 ~~are low-income; at risk of child abuse or neglect; dealing with poverty issues~~  
21 ~~child abuse issues, domestic violence issues, unemployment, teen parent; those~~  
22 ~~who may be experiencing a crisis due to interpersonal conflicts, difficult~~  
23 ~~parenting issues, challenging child needs, and/or traumatic loss (hereinafter~~  
24 ~~referred to as "PARTICIPANTS" for purposes of Subparagraph 5.6).~~

25 5.9.7 ~~HO shall provide Parenting Education TLFR services for a~~  
26 ~~minimum of six (6) unduplicated PARTICIPANTS. Parenting Education TLFR topics~~  
27 ~~shall include, but not be limited to the following: address parent~~  
28 ~~responsibilities; provide psychologically based behavior principles; stress~~

1 ~~importance of appropriate discipline and support; self control; emotional~~  
2 ~~regulation; attachment and bonding from birth throughout childhood;~~  
3 ~~difficulties inherent throughout childhood; open and honest communication;~~  
4 ~~praise and acknowledgement; disruptive cycles of inappropriate parenting;~~  
5 ~~healthy and supportive parenting; monitor attendance and participation;~~  
6 ~~written report to County social workers; completion of pre and post test,~~  
7 ~~FaCT Assessment and Treatment Plan (A&TP), a County issued standard form; and~~  
8 ~~required termination reports with the number of sessions PARTICIPANT attended.~~  
9 ~~Parenting Education TLFR services shall be provided in a family friendly,~~  
10 ~~culturally responsive manner in English and Spanish as needed by PARTICIPANT.~~

11 5.9.8 HO shall provide a minimum of one (1) Parenting Education  
12 TLFR series comprised of a minimum of four (4) weekly classes. Each session  
13 shall be a minimum of two (2) hours in duration. Parenting Education TLFR  
14 services shall be offered during the term of this Agreement from 8:30 a.m. to  
15 5:00 p.m., Monday through Friday, at dates and times convenient for  
16 PARTICIPANTS. HO shall offer Parenting Education TLFR services at additional  
17 times based on PARTICIPANT availability.

18 5.9.9 HO shall provide Parenting Education TLFR services at the  
19 FRC and/or at other community locations, to be approved in advance and in  
20 writing by ADMINISTRATOR.

21 5.9.10 HO shall measure progress by ensuring PARTICIPANTS  
22 complete a FaCT registration form and FaCT approved assessment tools.

23 5.9.11 HO's Parenting Education TLFR services shall address the  
24 following PSSF service category: TLFR.

25 5.9.12 HO shall provide qualified Parenting Educator staff as  
26 specified in Subparagraph 11.11 of this Exhibit.

27 5.10 Parenting Education Workshop APS:

28 5.9.13 HO shall provide Parenting Education Workshop APS

1 ~~services to parents including caregivers of children ages birth to eighteen~~  
2 ~~(0-18) years who are at risk of child abuse or neglect. Parents may include:~~  
3 ~~those who are low-income; dealing with poverty issues, domestic violence, teen~~  
4 ~~parent, adoption; those who may be experiencing a crisis due to interpersonal~~  
5 ~~conflicts, difficult parenting issues, challenging child needs, and/or~~  
6 ~~traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes of~~  
7 ~~Subparagraph 5.7).~~

8 ~~5.9.14 HO shall provide Parenting Education Workshop APS~~  
9 ~~services for a minimum of twelve (12) unduplicated PARTICIPANTS. Parenting~~  
10 ~~Education Workshop APS services shall address attachment, bonding, and~~  
11 ~~traumatic loss issues. Parenting Education Workshop APS services topics shall~~  
12 ~~include, but not be limited to the following: "Active Parent," "Straight~~  
13 ~~Talk," "Love and Logic" and "Common Sense" curriculum psychologically based~~  
14 ~~behavior principles, including attachment, bonding and traumatic loss issues,~~  
15 ~~consequences, emotional reactivity, pro activity in planning child's growth~~  
16 ~~process, modeling appropriate behaviors, limit setting and boundaries,~~  
17 ~~attachment and bonding, child development expectation and milestones,~~  
18 ~~behavioral management, effective praise, safety and prevention, coping skills~~  
19 ~~development, self control, alcohol and substance abuse awareness, self esteem,~~  
20 ~~parent roles, communication with adolescents, health, nutrition, and~~  
21 ~~responsible behavior. Parenting Education Workshop APS services shall be~~  
22 ~~provided in a family friendly, culturally responsive manner in English and~~  
23 ~~Spanish as needed by PARTICIPANT.~~

24 ~~5.9.15 HO shall provide a minimum of one (1) Parenting Education~~  
25 ~~Workshop APS and shall be a minimum of six (6) hours in duration. HO shall~~  
26 ~~provide Parenting Education Workshop APS services during the term of this~~  
27 ~~Agreement from 8:30 a.m. to 5:00 p.m., Monday through Friday, at dates and~~  
28 ~~times convenient for PARTICIPANTS. HO shall offer Parenting Education~~

1 ~~Workshop APS after hours and on weekends based on PARTICIPANT availability.~~

2 5.9.16 ~~HO shall measure progress by ensuring PARTICIPANTS~~  
3 ~~complete a FaCT registration form and FaCT approved assessment tools.~~

4 5.9.17 ~~HO's Parenting Education Workshop APS services shall~~  
5 ~~address the following PSSF service categories: APS.~~

6 5.9.18 ~~HO shall provide qualified Parenting Educator staff as~~  
7 ~~specified in Subparagraph 11.11 of this Exhibit.~~

8 5.10 Personal Empowerment Program (Certified Domestic Violence  
9 Prevention and Treatment Education Program) - General and Time-Limited Family  
10 Reunification Participants (HO):

11 5.10.1 The objectives of Personal Empowerment Program (PEP) are  
12 as follows:

13 5.10.1.1 Increase victim's awareness of the threat of  
14 domestic violence and its short/long term effects.

15 5.10.1.2 Develop or enhance safety plan for domestic  
16 violence victims.

17 5.10.1.3 Increase victim's understanding of the  
18 effects domestic violence has on children.

19 5.10.1.4 Increase victim's awareness on the various  
20 types of abuse.

21 5.10.1.5 Promote safety and permanency in homes and  
22 communities through prevention efforts aimed at child abuse and domestic  
23 violence.

24 5.10.2 ~~HO shall provide Personal Empowerment Program services to~~  
25 ~~parents and/or caregivers of children ages birth to eighteen (0-18) years who~~  
26 ~~are at risk of child abuse or neglect. Individuals may include: those who are~~  
27 ~~low-income or dealing with poverty issues; child abuse issues; domestic~~  
28 ~~violence issues; individuals in the COUNTY adoption process; or those who may~~

1 ~~be experiencing a crisis due to interpersonal conflicts, difficult parenting~~  
2 ~~issues, challenging child needs, and/or traumatic loss (hereinafter referred~~  
3 ~~to as "PARTICIPANTS" for purposes of Subparagraph 5.8). HO shall provide~~  
4 ~~Personal Empowerment Program services for a minimum of forty (40) unduplicated~~  
5 ~~PARTICIPANTS. Personal Empowerment Program series is~~ HO's PEP services are  
6 comprised of a ten (10) week educational support program designed to help  
7 ~~battered~~ victims break the cycle of domestic violence through ~~the following:~~  
8 education on the dynamics of domestic violence, effects of violence on victims  
9 and their children, and to help ~~battered~~ victims protect children who live in  
10 domestic violence homes. ~~Personal Empowerment Program~~ PEP Topics shall  
11 include, but are not limited to: safety planning, boundaries, anger  
12 management, legal aspects of domestic violence, working through denial, and  
13 maintaining healthy relationships. ~~Personal Empowerment Program services~~  
14 ~~shall be provided in a family friendly, culturally responsive manner in~~  
15 ~~English and Spanish as needed by PARTICIPANT.~~ PEP curriculum shall educate  
16 PARTICIPANTS about domestic violence and make informed decisions to ensure  
17 personal safety and decrease risk of child abuse. Services shall target the  
18 general community as well as COUNTY's TLFR population.

19 5.10.3 HO shall provide PEP services to a minimum of forty (40)  
20 unduplicated PARTICIPANTS annually.

21 5.10.4 HO shall provide ~~Personal Empowerment Program~~ PEP group  
22 ~~series~~ continuously during the term of this Agreement with a minimum of four  
23 (4) group ~~series~~ annually. Each group shall meet weekly for a minimum of two  
24 (2) hours in duration. HO shall provide ~~Personal Empowerment Program~~ services  
25 ~~from 8:30 a.m. to 5:00 p.m., Monday through Friday, during FRC operating hours~~  
26 ~~or at dates and times convenient for PARTICIPANTS. HO shall offer Personal~~  
27 ~~Empowerment Program services at additional times based on PARTICIPANT~~  
28 ~~availability.~~

1                   ~~5.10.5 HO shall provide Personal Empowerment Program services at~~  
2 ~~the FRC and/or at other community locations, to be approved in advance and in~~  
3 ~~writing by ADMINISTRATOR.~~

4                   ~~5.10.5 HO shall measure progress by ensuring PARTICIPANTS~~  
5 ~~complete FaCT measurement tools. When providing PEP services to COUNTY's TLFR~~  
6 ~~population, HO shall also be required to include, but not be limited to,~~  
7 ~~verification of attendance, issuance of certificates of completion, and verbal~~  
8 ~~and/or written reports to COUNTY Social Workers~~

9                   ~~5.10.6 HO's Personal Empowerment Program PEP services shall~~  
10 ~~address the following PSSF service categories: FP, FS and APS. HO shall~~  
11 ~~provide qualified, bilingual Personal Empowerment Program PEP Instructor staff~~  
12 ~~as specified in Subparagraph 14.19 of this Exhibit. During the entire term of~~  
13 ~~this Agreement, PEP providers must be approved by the PEP Program~~  
14 ~~Collaborative of Orange County.~~

15                   ~~5.11 Personal Empowerment Program TLFR:~~

16                   ~~5.10.7 HO shall provide Personal Empowerment Program TLFR~~  
17 ~~services to parents and/or caregivers of children ages birth to eighteen (0-~~  
18 ~~18) years who are at risk of abuse or neglect. TLFR individuals may include:~~  
19 ~~those who are low income or dealing with poverty issues, child abuse, domestic~~  
20 ~~violence; individuals in the process of reunification; individuals in the~~  
21 ~~COUNTY adoption process; or those who may be experiencing a crisis due to~~  
22 ~~interpersonal conflicts, difficult parenting issues, challenging child needs,~~  
23 ~~and/or traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes~~  
24 ~~of Subparagraph 5.9).~~

25                   ~~5.10.8 HO shall provide Personal Empowerment Program TLFR~~  
26 ~~services for a minimum of five (5) unduplicated PARTICIPANTS. Personal~~  
27 ~~Empowerment Program series is comprised of a ten (10) week educational support~~  
28 ~~program to help battered victims break the cycle of domestic violence through~~

1 the following: education on the dynamics of domestic violence; effects of  
2 violence on victims and their children; and to help battered victims protect  
3 children who live in domestic violence homes. Topics shall include, but not  
4 be limited to, safety planning, boundaries, anger management, legal aspects of  
5 domestic violence, work through denial, and maintain healthy relationships.  
6 Additionally Personal Empowerment Program TLFR shall require monitor client  
7 attendance and participation; and provide verbal and/or written report to  
8 County social workers. Personal Empowerment Program TLFR services shall be  
9 provided in a family friendly, culturally responsive manner in English and  
10 Spanish as needed by PARTICIPANT.

11 HO shall provide Personal Empowerment Program TLFR groups during the term of  
12 this Agreement. Each class shall be a minimum of two (2) hours in duration.  
13 HO shall provide Personal Empowerment Program TLFR services from 8:30 a.m. to  
14 5:00 p.m., Monday through Friday, at dates and times convenient for  
15 PARTICIPANTS. Personal Empowerment Program TLFR services shall be offered at  
16 additional times based on PARTICIPANT availability.

17 5.10.9 HO shall provide Personal Empowerment Program TLFR  
18 services at the FRC and/or at other community locations, to be approved in  
19 advance and in writing by ADMINISTRATOR.

20 5.10.10 HO shall measure progress by ensuring PARTICIPANTS  
21 complete FaCT measurement tools.

22 5.10.11 HO's Personal Empowerment Program TLFR services shall  
23 address the following PSSF service category: TLFR.

24 5.10.12 HO shall provide a qualified Personal Empowerment Program  
25 Instructor staff as specified in Subparagraph 11.7 of this Exhibit.

26 5.11 Time-Limited Family Reunification Family Fun Activities (CB):

27 5.11.1 The objectives of Time-Limited Family Reunification  
28 (TLFR) Family Fun Activities are as follows:

1 5.11.1.1 Increase parent-child bonding.

2 5.11.1.2 Provide a safe and enriching interactive  
3 environment for TLFR families.

4 5.11.2 CB shall provide TLFR Family Fun Activities services to  
5 PARTICIPANTS. In addition to PARTICIPANTS referenced in Paragraph 1, TLFR  
6 Family Fun Activities may also include: children that are removed from their  
7 home and placed in a foster family home or a childcare institution and parents  
8 or primary caregiver of such a child, in order to facilitate the reunification  
9 of the child, safely and appropriately.

10 5.11.3 CB shall provide TLFR Family Fun Activities services for  
11 a minimum of ten (10) unduplicated families annually. TLFR Family Fun  
12 Activities shall include supervised and organized activities and events for  
13 children of parents and/or caregivers in the reunification process.  
14 Activities can include arts and cultural enrichment, education, and recreation  
15 to promote healthy parent-child bonding, quality time, and communication. In  
16 the event a parent is participating in monitored/supervised visitation while  
17 simultaneously participating in a Family Fun Activity, the SSA approved  
18 monitor or supervised visitation specialist must be present during the entire  
19 length of the Family Fun Activity.

20 5.11.4 CB shall provide a minimum of two (2) TLFR Family Fun  
21 Activities (events) annually; topics may include, but are not limited to the  
22 following: Halloween Party, Holiday Adopt-a-Family, Spring Celebration, Movie  
23 Night, and Family Bonding Day.

24 5.11.5 CB's TLFR Family Fun Activities services shall address  
25 only the following PSSF category: TLFR.

26 5.11.6 CB shall provide qualified TLFR Family Fun Activities  
27 Leader staff (e.g., subcontractor or CB staff) as referenced in Subparagraph  
28 14.24 of this Exhibit.

1           6.     ADDITIONAL CONTRACTOR RESPONSIBILITIES

2           6.1     In addition to providing the services described in Paragraph 5 of  
3 this Exhibit A, CONTRACTOR agrees to:

4           6.1.1     Provide ADMINISTRATOR a bi-annual detailed marketing plan  
5 for each contracted service, and revise, if necessary, as requested by  
6 ADMINISTRATOR.

7           6.1.2     Actively engage the community including local residents,  
8 faith-based groups, businesses, public and private organizations, civic  
9 groups, and others in the planning and implementation of services that promote  
10 the well-being, safety, and permanency of children, families and communities.

11          ~~6.1.3     Demonstrate the ability, now and in the future, to~~  
12 ~~integrate multiple public, private, and collaborative partner funding sources.~~

13          6.1.3     ~~CONTRACTOR shall~~ Develop and maintain a Governance  
14 Structure document outlining resource sharing, accountability, decision-making  
15 strategies, and a conflict resolution plan. The Governance Structure shall  
16 include, but not be limited to, the addition and/or deletion of any Contractor  
17 Partner Agencies, change of designated lead agent, ongoing community input and  
18 involvement, principles of collaboration, and voting quorum (including what  
19 constitutes a quorum).

20          ~~6.1.4     CONTRACTOR's FRC Coordinator shall participate in~~  
21 ~~meetings, to be held not more than once per month, of all FaCT FRC Program~~  
22 ~~Coordinators for the purpose of information sharing, joint problem solving,~~  
23 ~~identification of Best Practices, development of common approaches to case~~  
24 ~~management and intake, training, and other related matters. ADMINISTRATOR~~  
25 ~~will provide CONTRACTOR with detailed information regarding meeting date(s)~~  
26 ~~and location(s).~~

27          6.1.4     ~~CONTRACTOR shall~~ Develop a Community Engagement Advisory  
28 Committee (CEAC) that shall meet a minimum of quarterly during the term of

1 this Agreement. ~~CEAC shall develop and advance a community agenda to affect~~  
2 ~~community level change.~~ The FRC will maintain a roster and a copy of minutes  
3 for all CEAC meetings. The composition of CONTRACTOR's CEAC shall vary,  
4 depending on the specific goals of and the services to be provided by the FRC.  
5 The CEAC shall consist of community members such as parents, youths, teachers,  
6 school community liaisons, businesses professionals, religious community  
7 leaders, law enforcement, human and health service professionals, and city  
8 representatives. On an annual basis, CEAC shall assess, survey, and identify  
9 community strengths and needs to advocate for FRC services to meet community  
10 need ~~on an annual basis~~; develop parent and youth leadership; and engage  
11 business community to provide tangible support and leadership. CEAC shall  
12 enlist broad community support and advocacy for the FRC by fundraising for the  
13 FRC and hosting events. A minimum of one thousand dollars (\$1,000) shall be  
14 allocated to the CEAC within the FRC budget for the purposes of its members to  
15 use for planning events and other activities as deemed necessary by the CEAC  
16 committee. ~~CB The FRC shall provide qualified Community Engagement Volunteer~~  
17 ~~Coordinator staff as specified in Subparagraph 14.7 of this Exhibit and~~  
18 ~~volunteer coordination to develop and support CEAC.~~

19 ~~6.1.5 Ensure appropriate CONTRACTOR staff shall participates in~~  
20 ~~all required trainings identified by ADMINISTRATOR, including, but not limited~~  
21 ~~to, management information system, FRC Program Coordinator's role in the FRC,~~  
22 ~~and other FRC responsibilities and activities. ADMINISTRATOR will provide~~  
23 ~~CONTRACTOR with detailed information regarding meeting date(s) and~~  
24 ~~location(s).~~

25 6.1.5 CONTRACTOR shall Follow procedures provided by  
26 ADMINISTRATOR's established for reporting any special incidents that occur  
27 during CONTRACTOR's performance of duties under this Agreement, involving  
28 CONTRACTOR's staff, PARTICIPANTS, and/or property.

1           6.2 Human Options (HO) shall provide a minimum of two hundred fifty  
2 eight ~~(250)~~ (208) hours annually of childcare services at the FRC to children  
3 of parents attending FRC programs ~~Monday through Friday~~ during FRC operating  
4 hours, continuously throughout the term of this Agreement, ~~and on evenings and~~  
5 ~~weekends~~ at dates and times convenient for ~~as required by~~ PARTICIPANTS. HO  
6 ~~shall use this funding for childcare services as described herein.~~ Allowable  
7 costs include direct childcare services and purchases of cleaning supplies,  
8 snacks directly related to childcare services, activities, age appropriate  
9 toys, crafts, and games. ~~All purchases for childcare supplies must be~~  
10 ~~requested in advance and in writing for approval by ADMINISTRATOR.~~ Childcare  
11 services shall be reimbursed based on actual hours worked. Childcare Activity  
12 Leader Worker position does not include any benefits. HO shall provide  
13 qualified Childcare Activity Leader Worker staff as specified in Subparagraph  
14 14.5 of this Exhibit.

15           6.3 CONTRACTOR shall use Emergency Assistance Funds to meet basic  
16 needs of clients in support of services as described herein. Allowable costs  
17 include emergency food, emergency clothing, diapers, medicine, bus tickets to  
18 access services, safety items, one-time rent payment assistance, and one-time  
19 utility payment assistance. Other allowable costs are to be approved in  
20 advance and in writing by ADMINISTRATOR. All purchases from Emergency  
21 Assistance Funds in excess of one hundred (\$100) dollars per client must be  
22 requested in advance and in writing for approval by ADMINISTRATOR. CONTRACTOR  
23 shall research available community resource options prior to approving  
24 expenditures.

## 25       7. FACILITIES

26           7.1 Corbin Family Resource Center is located at:  
27                       2215 West McFadden Avenue  
28                       Santa Ana, CA 92704-2803

1 7.2 Administrative services under this Agreement shall be provided at  
2 Corbin Family Resource Center and:

3 Children’s Bureau of Southern California  
4 50 South Anaheim Blvd., Suite 241  
5 Anaheim, CA 92805-2900

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

9 8. DATA ENTRY AND DATA SUBMISSION REQUIREMENTS

10 8.1 CONTRACTOR shall electronically track the type and amount of  
11 services provided to each PARTICIPANT by Contractor Partner Agencies and a  
12 minimum of two (2) required Non-FaCT Funded Partner Agency(ies). The FRC  
13 Designated Lead Agency shall maintain data that includes the types and amounts  
14 of services provided to each PARTICIPANT, assessment data, key demographic  
15 items Including but not limited to: family identifier, family member  
16 identifier, ethnicity, date of birth, sex, referral reason(s), services  
17 recommended, services provided, date service delivery begins, date service  
18 delivery ends, status indicators [e.g., previous abuse reports, existing  
19 health problems], and primary language spoken as determined by ADMINISTRATOR.

20 8.2 FaCT utilizes a model developed by the Center for the Study of  
21 Social Policy called “Strengthening Families” to frame outcomes and evaluation  
22 data. This model, which has been identified as preventing child abuse and  
23 neglect, identifies the following five (5) protective factors.

- 24 8.2.1 Provide concrete support in times of need,
- 25 8.2.2 Increase parental resilience,
- 26 8.2.3 Increase knowledge of parenting and child development,
- 27 8.2.4 Support the social and emotional competence of children,

28 and

1 8.2.5 Build parents' social connections.

2 8.3 Services provided at the FRC fall under one or more of the  
3 protective factors. FaCT core services have their own measurement tool that  
4 shall be administered and used to collect data and entered into the FaCT  
5 database. The current FaCT database system is a Web-based client management  
6 system, managed by FaCT and its administrative contractor, which provides  
7 contractual and outcome based reporting for each FRC. FRCs shall work closely  
8 with ADMINISTRATOR to maximize utility and adhere to confidentiality within  
9 the data system. FaCT shall provide technical assistance and training to the  
10 FRCs to ensure strong data collection and outcome reporting.

11 8.4 FRC direct services staff (e.g., Information and Resource  
12 Specialist, Family Support Specialist, etc.) shall be responsible for entering  
13 client service and outcome data for FaCT funded and a minimum of two (2)  
14 required non-FaCT funded services into the FaCT data system. These include,  
15 but are not limited to, the following:

16 8.4.1 FRC CMT Clinical Supervisor shall administer, collect,  
17 and enter the FRC CMT tracking and assessment tool;

18 8.4.2 Family Support Specialist shall administer, collect, and  
19 enter the Family Development Matrix Tool(s);

20 8.4.3 Parenting Educator shall administer, collect, and enter  
21 the Parenting Education Survey;

22 8.4.4 OST Youth Leader shall administer, collect, and enter  
23 FaCT Measurement tools; and,

24 8.4.5 Direct service staff shall enter specific data collection  
25 information and complete standardized assessment forms, FaCT Registration  
26 Form, attendance sheets, and other documents required by ADMINISTRATOR.

27 8.5 In addition to the FaCT Registration form and/or FaCT Large Group  
28 Tracking form, the following assessment tool(s) required for each core service

includes:

Core Service	Required Assessment Tool(s)
FRC CMT	FRC 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

8.6 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.

8.7 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.

8.8 The COUNTY measurement tools, referenced in Subparagraph 8.5, 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 ADMINISTRATOR's FaCT Program Coordinator including, but not limited to, the following information:~~

9.1 Monthly Service Grid Reports shall be submitted to ADMINISTRATOR

1 by the twentieth (20<sup>th</sup>) day of each month for the preceding month of services.  
2 In the event the twentieth (20<sup>th</sup>) calendar day falls on a weekend or COUNTY  
3 holiday as specified in Subparagraph **Error! Reference source not found.** of  
4 his Exhibit, CONTRACTOR shall submit the Monthly Service Grid the next  
5 business day.

6 9.2 ~~Family identifier;~~

7 9.3 ~~Family member identifier;~~

8 9.4 ~~Ethnicity;~~

9 9.5 ~~Date of birth;~~

10 9.6 ~~Sex;~~

11 9.7 ~~Referral reason(s);~~

12 9.8 ~~Services recommended;~~

13 9.9 ~~Services provided;~~

14 9.10 ~~Date services delivery begins;~~

15 9.11 ~~Date service delivery ends;~~

16 9.12 ~~Status indicators (e.g., previous abuse reports, existing health  
17 problems, etc.);~~

18 9.13 ~~Primary language spoken;~~

19 9.14 ~~PSSF service outcomes as identified in Paragraph 2 of this  
20 Exhibit; and,~~

21 9.15 ~~PSSF service category as identified in Paragraph 2 of this  
22 Exhibit.~~

23 9.16 ~~Reports shall be prepared in a format approved in writing by  
24 ADMINISTRATOR and shall be transmitted to the FaCT Program Coordinator and  
25 Social Services Agency (SSA) Contract Administrator by the twentieth (20<sup>th</sup>)  
26 day of each month for the preceding month of services.~~

27 9.17 ~~CONTRACTOR shall complete registration forms and attendance sheets  
28 for every service delivered to participant(s) unless specifically exempted by~~

ADMINISTRATOR.

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

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

10. UTILIZATION REVIEW

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

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

11. SUSTAINABILITY

11.1 CONTRACTOR ~~must provide measureable goals that~~ agrees to demonstrate, throughout the term of this Agreement, the ability to integrate multiple public, private, and collaborative partner funding sources ~~resource leveraging and in-kind partnerships and/or grants based on service gaps and identified needs, specific to the community.~~

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

1                   11.2.1 Assessment of long-term need for and reasonableness of  
2 FaCT collaborative programs;

3                   11.2.2 Training programs developed by or for FaCT;

4                   11.2.3 Outreach activities initiated by FaCT staff or FaCT  
5 committees, as mutually agreed by CONTRACTOR and ADMINISTRATOR;

6                   11.2.4 Research of other public/private funding sources and  
7 opportunities;

8                   11.2.5 Pursuit of linkages with other partners, as appropriate;  
9 and.

10                  11.2.6 Development of marketing and community education  
11 materials as mutually agreed upon by CONTRACTOR and ADMINISTRATOR.

12                  11.3 CONTRACTOR agrees to cooperate in these efforts, as well as  
13 independently pursue opportunities to improve sustainability of their  
14 collaborative program. Independent activities may include activities  
15 identified above as well as grant writing and engaging in collaborative  
16 agreements with other integrated service initiatives.

17                  11.4 ~~CONTRACTOR shall inform ADMINISTRATOR of its activities to sustain~~  
18 ~~CONTRACTOR's FaCT collaborative program by including written progress reports~~  
19 ~~in FaCT measurement tools reports.~~

20                  12. MEETINGS AND TRAININGS:

21                  12.1 CONTRACTOR shall ensure the FRC Coordinator participates in  
22 meetings of all FaCT FRC Coordinators for the purpose of information sharing,  
23 joint problem solving, identification of Best Practices, development of common  
24 approaches to case management and intake, training, and other related matters.  
25 Meetings will occur a minimum of one per month. ADMINISTRATOR will provide  
26 CONTRACTOR with detailed information regarding meeting date(s) and  
27 location(s).

28                  12.2 CONTRACTOR shall ensure appropriate CONTRACTOR staff participates

1 in all required trainings and/or meetings as identified by ADMINISTRATOR.  
2 ADMINISTRATOR will provide CONTRACTOR with detailed information regarding  
3 training/meeting date(s) and location(s).

4 12.3 Trainings eligible for reimbursement through this Agreement must  
5 be approved in advance, in writing, by ADMINISTRATOR.

6 12.4 At the request of ADMINISTRATOR, CONTRACTOR shall attend trainings  
7 presented or sponsored by COUNTY.

### 8 13. BUDGET

9 13.1 For each of the five (5) COUNTY fiscal years (July 1 through June  
10 30) included during the term of this Agreement, the maximum annual budget for  
11 services provided pursuant to Exhibit A of this Agreement shall not exceed  
12 \$300,000.

13 13.2 The ADMINISTRATOR and CONTRACTOR may agree, subject to advance  
14 written notice, to add, delete, modify, line item and/or amounts, and/or the  
15 number and type of FTE positions, specified in the annual budget included in  
16 Subparagraph 13.11, without reducing the level of services to be provided or  
17 exceeding COUNTY's maximum obligation stated in Subparagraph 20.1 of this  
18 Agreement. ~~Further, in accordance with Subparagraph 43.3, of this Agreement,~~  
19 ~~in the event ADMINISTRATOR reduces the maximum obligation as stated in~~  
20 ~~Subparagraph 20.1, CONTRACTOR and ADMINISTRATOR may mutually agree in writing~~  
21 ~~to proportionately reduce the service goals as set forth in this Exhibit.~~

22 13.3 For the purpose of meeting specific program needs, CONTRACTOR may  
23 request to reallocate funds between budgeted line items by utilizing a Budget  
24 Modification Request form provided by ADMINISTRATOR, which shall include a  
25 justification narrative specifying the purpose of the request, the amount of  
26 said funds to be reallocated, and the sustaining annual impact as applicable  
27 to the current and subsequent fiscal years. CONTRACTOR shall obtain advance  
28 written approval from ADMINISTRATOR for any Budget Modification Request prior

1 to implementation. Failure to obtain advance written notice approval for any  
2 proposed Budget Modification Request may result in disallowance of  
3 reimbursement for those costs.

4 13.4 In the event the budget shown in Subparagraph 13.11 is modified,  
5 the modified budget shall remain in effect for the remainder of the contract  
6 term, unless superseded by subsequent budget modification(s) that have been  
7 approved in writing by ADMINISTRATOR. For example, if Budget Modification #1  
8 is approved on March 15, 2016, the modified budget will remain in effect until  
9 Budget Modification #2 is requested and approved in writing. The annual  
10 budget beginning on July 1<sup>st</sup> of each fiscal year shall be identical to the most  
11 recently modified annual budget. Under no circumstances shall funds unspent  
12 in one fiscal year carry over to another fiscal year.

13 13.5 It is anticipated multiple budget modifications will occur during  
14 the term of this Agreement. When appropriate, CONTRACTOR will delay  
15 submitting a Budget Modification Request until multiple changes can be  
16 incorporated into a single Budget Modification Request versus submitting  
17 several Budget Modification Requests that include a single line item change.

18 13.6 For purposes of this Agreement, Direct Services Expense is defined  
19 as a non-administrative expense required to provide goods or services for the  
20 direct benefit of PARTICIPANTS. Examples include, but are not limited to:  
21 parent education handbooks, chore charts, art materials, water and snacks for  
22 PARTICIPANT consumption, incentives for clients to attend events, etc.

23 13.7 For purposes of this Agreement, Program Expense is defined as an  
24 administrative expense required for overall service delivery rather than an  
25 expense benefitting an individual PARTICIPANT. Examples include, but are not  
26 limited to: marketing materials, display boards, educational DVDs and video  
27 equipment to broadcast, parent education curriculums, educational  
28 books/reference material to be used by CONTRACTOR's staff, furniture,

1 volunteer staff recognition events, etc.

2 13.8 Budget Modification Requests will be considered for approval when  
3 such requests are to reallocate funds within a similar category such as  
4 reallocating unused funds from a direct service salary position to a new  
5 direct participant service (i.e., Life Skills Workshop) or reallocating unused  
6 Office Supply funds to increase an Insurance line item. Funds may not shift  
7 from a direct service line item to an administrative line item.

8 13.8.1 Consideration for an exception to the provision described  
9 in Subparagraph 13.8 will be considered on a case-by-case basis and shall be  
10 approved at the sole discretion of COUNTY.

11 13.9 In the event ADMINISTRATOR reduces the maximum obligation as  
12 stated in Subparagraph 20.1, CONTRACTOR and ADMINISTRATOR may mutually agree  
13 in writing to proportionately reduce the service goals as set forth in this  
14 Exhibit.

15 13.10 To ensure a meaningful collaboration among Contractor Partner  
16 Agencies and decision-making, no single CONTRACTOR shall have more than fifty-  
17 one percent (51%) of the total collaborative FRC budget. Exception to the  
18 fifty-one percent (51%) maximum may include:

19 13.10.1 The CONTRACTOR is a governmental and/or public agency,  
20 and/or

21 13.10.2 Any CONTRACTOR is providing more than fifty-one percent  
22 (51%) of the total collaborative services. Any partner agency receiving more  
23 than fifty-one percent (51%) of the total FRC collaborative budget must  
24 provide a proportional share of the total FRC collaborative services

25 13.11 The annual budget for services provided pursuant to Exhibit A of  
26 this Agreement ~~span twelve (12) months and~~ is set forth as follows:

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

LINE ITEMS	FTE <sup>(1)</sup>	Hourly Maximum Rate <sup>(2)</sup>	Budget
<u>SALARIES</u>			
Children's Bureau of Southern California (CB) <sup>(5)</sup>			
Community Engagement Volunteer Coordinator (Service 6.1.4)	0.50	\$20.85	\$ 17,680
Family Support Specialist (Services 5.3 and 5.4)	1.00	20.55	39,737
FRC CMT Clinical Supervisor (Service 5.5)	0.05	44.70	4,648
FRC Coordinator (Admin.)	1.00	28.75	56,160
Program Manager (Admin.)	0.041	44.70	<u>400</u>
SUBTOTAL CB SALARIES:			\$118,625
CB Benefits (28%) <sup>(3 and 4)</sup>			<u>33,118</u>
SUBTOTAL CB SALARIES AND BENEFITS:			\$151,743
<u>Human Options (HO) <sup>(5)</sup></u>			
Childcare Worker (Service 6.2)	0.10	\$14.50	\$ 3,016
Clinical Supervisor (Service 5.1)	0.05	32.69	3,400
Counselor/Parenting Educator (Services 5.2 and 5.9)	0.50	25.13	26,000
Program Director (Admin.)	0.025	41.35	<u>2,150</u>
SUBTOTAL HO SALARIES:			\$ 34,566
HO Benefits (16%) <sup>(3 and 4)</sup>			<u>5,531</u>
SUBTOTAL HO SALARIES AND BENEFITS:			\$ 40,097
<u>Orange County Children's Therapeutic Arts Center (OCCTAC) <sup>(5)</sup></u>			
OST Leader (Service 5.8)	0.06	\$35.00	\$ <u>4,288</u>
SUBTOTAL OCCTAC SALARIES:			\$ 4,288
OCCTAC Benefits (8%) <sup>(3)</sup>			<u>328</u>
SUBTOTAL OCCTAC SALARIES AND BENEFITS:			\$ 4,616
<u>The Raise Foundation (RF) <sup>(5)</sup></u>			
Accountant/Bookkeeper (Admin.)	0.05	\$33.76	\$ 3,120
Information and Referral Specialist (Service 5.6)	1.00	16.48	32,032
Operations Manager (Admin.)	0.03	30.00	1,352
Program Manager (Admin.)	0.05	27.86	<u>2,600</u>
SUBTOTAL RF SALARIES:			\$ 39,104
RF Benefits (19%) <sup>(3 and 4)</sup>			<u>7,430</u>
SUBTOTAL RF SALARIES AND BENEFITS:			\$ 46,534
SUBTOTAL ALL SALARIES AND BENEFITS:			\$242,990
<u>PARTICIPANT RELATED SERVICES AND EXPENSES</u>			
CB CEAC (Service 6.1.4)			\$ 1,000
CB Direct Service Expense			1,000
CB Emergency Assistance Fund (Service 6.3)			1,000
CB Life Skills Workshop (Service 5.7)			500

1	CB TLFR Family Fun Activities (Service 5.11)	500
	HO Direct Service Expense	1,000
2	HO Parenting Education (Service 5.9)	7,500
3	HO PEP Expense (Service 5.10) <sup>(7)</sup>	6,000
4	OCCTAC Direct Service Expense	384
	RF Direct Service Expense	1,239
5	RF Emergency Assistance Fund (Service 6.3)	<u>1,200</u>
	SUBTOTAL PARTICIPANT RELATED SERVICES AND EXPENSES:	\$ 21,323
6	<u>ADMINISTRATIVE SERVICES AND SUPPLIES</u> <sup>(5)</sup>	
7	<u>SERVICES:</u>	
	RF Independent Audit	\$ 900
8	<u>SUPPLIES:</u>	
9	CB Office Supplies	700
	CB Postage	100
10	CB Printing/Marketing Materials (Service 5.4)	100
11	CB Program Expense/Set-Up Costs	900
	HO Program Expense	3,095
12	RF Office Supplies	800
13	RF Program Expense	<u>500</u>
	SUBTOTAL ADMINISTRATIVE SERVICES AND SUPPLIES:	\$ 7,095
14	<u>OPERATING EXPENSES</u> <sup>(5)</sup>	
15	CB Equipment Purchase/Lease/Maintenance	\$ 1,498
	CB Mileage <sup>(6)</sup>	800
16	CB Staff Training	300
17	CB Telephone/Internet	1,700
	CB Utilities	1,800
18	HO Internet Expenses	750
19	HO Mileage <sup>(6)</sup>	750
20	HO Staff Training	1,000
	HO Telephone Expenses	599
21	RF Insurance	900
	RF Mileage <sup>(6)</sup>	950
22	RF Phone/DSL/Internet/Tech	1,275
23	RF Staff Training	<u>100</u>
	SUBTOTAL OPERATING EXPENSES	\$ 12,422
24	<u>Indirect Cost</u> <sup>(5)</sup>	
25	CB Indirect Cost	\$ 9,549
	HO Indirect Cost	6,019
26	RF Indirect Cost	<u>602</u>
27	SUBTOTAL INDIRECT COST:	\$ 16,170
28	SUBTOTAL ALL SALARIES, BENEFITS, PARTICIPANT RELATED SERVICES AND SUPPLIES, ADMINISTRATIVE SERVICES AND SUPPLIES, OPERATING EXPENSES AND INDIRECT COST:	\$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; life, vision insurance; long-term/short-term disability insurance; life and disability insurance; payroll taxes such as FICA, Federal Unemployment Tax, State Unemployment Tax, and Worker's Compensation Tax, based on the currently prevailing rates, and vacation/sick time accrual as specified in footnote four (4) below. 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 sixteen percent (16%) of actual salary expense claimed. OCCTAC's overall benefit rate shall not exceed eight percent (8%) of actual salary expense claimed. RF's overall benefit rate shall not exceed nineteen percent (19%) of actual salary expense claimed.

(4) Actual expenses for a vacation/sick time accrual, paid to an employee upon separation in accordance with Contractor's established policy, will be included as an itemized amount on the Salary and Benefit Worksheet submitted as part of Contractor's monthly invoice packet. The expense shall be limited to the amount of vacation/sick time earned by the employee during the County fiscal year in which the claim is made, minus any vacation/sick time the

1 employee used during the same fiscal year. For example, if an employee  
2 separates on February 15, 2016, the vacation/sick time accrual amount eligible  
3 for reimbursement through the Agreement shall be based upon the period of July  
4 1, 2015 through February 15, 2016 only.

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

9 <sup>(6)</sup> Mileage is limited to the amount allowed by IRS.

10 ~~<sup>(7)</sup> Travel costs will be in accordance with Title 41 CFR Chapter 301,  
11 Federal Travel Regulation; Maximum Per Diem Rates; Final Rules. Travel must  
12 be approved by ADMINISTRATOR in advance. CONTRACTOR shall be reimbursed for  
13 actual expenses of lodging up to the maximum allowed in Title 41 CFR Chapter  
14 301, Travel Allowances. CONTRACTOR shall be reimbursed for per diem rate paid  
15 to employees for meals and incidental expenses incurred during travel up to  
16 the maximum allowed in Title 41 CFR Chapter 301, Travel Allowances. HO shall  
17 allocate a minimum of seven thousand five hundred dollars (\$7,500) annually to  
18 the provision of PEP Services. Allowable costs shall include expenses  
19 directly related to PEP services and salary and benefit for PEP Instructor  
20 staff. Monthly reimbursement is based on actual hours worked.~~

21 ~~<sup>(9)</sup> Indirect costs include overhead, insurance and/or independent audit  
22 expenses. CB shall allocate a minimum of two hundred dollars, to the  
23 provision of Life Skills services during the term of this Agreement. Life  
24 Skills allowable costs shall include expenses directly related to the  
25 provision of Life Skills services.~~

26 ~~<sup>(10)</sup> HO shall use this funding for childcare services as described  
27 herein. Allowable costs include direct childcare services and purchases of  
28 supplies and snacks directly related to childcare services; activities and~~

1 ~~games. All purchases for childcare supplies must be requested in advance and~~  
2 ~~in writing for approval by ADMINISTRATOR. Childcare services shall be~~  
3 ~~reimbursed based on actual hours worked. Childcare Activity Leader position~~  
4 ~~does not include any benefits.~~

5 ~~<sup>(11)</sup> CONTRACTOR shall use Emergency Assistance Funds to meet basic needs~~  
6 ~~of clients in support of services as described herein. Allowable costs~~  
7 ~~include emergency food, emergency clothing, diapers, medicine, bus tickets to~~  
8 ~~access services, safety items, one time rent payment assistance, and one time~~  
9 ~~utility payment assistance. Other allowable costs are to be approved in~~  
10 ~~advance and in writing by ADMINISTRATOR. All purchases from Emergency~~  
11 ~~Assistance Funds in excess of one hundred (\$100) dollars per client must be~~  
12 ~~requested in advance and in writing for approval by ADMINISTRATOR. CONTRATOR~~  
13 ~~shall research available community resource options prior to approving~~  
14 ~~expenditures.~~

15 ~~<sup>(12)</sup> CONTRACTOR shall use DR Family Stabilization funds to meet basic~~  
16 ~~needs of DR clients in order to stabilize an immediate crisis in support of~~  
17 ~~services as described herein. Allowable costs include emergency food,~~  
18 ~~emergency clothing, diapers, medicine, bus tickets to access services, safety~~  
19 ~~items, one time rent payment assistance, and one time utility payment~~  
20 ~~assistance. All purchases for DR Family Stabilization funds in excess of one~~  
21 ~~hundred (\$100) dollars per DR client must be requested in advance and in~~  
22 ~~writing for approval by ADMINISTRATOR. CONTRACTOR shall research available~~  
23 ~~community resources prior to approving expenditures.~~

24 ~~CONTRACTOR and ADMINISTRATOR may agree, subject to advance written~~  
25 ~~notice, to add, delete or modify line items and/or amounts and/or the number~~  
26 ~~and type of FTE positions without changing COUNTY's maximum obligation as~~  
27 ~~stated in Subparagraph 20.1 of this Agreement or reducing the level of service~~  
28 ~~to be provided by CONTRACTOR. Further, in accordance with Subparagraph 43.3~~

1 of this Agreement, in the event ADMINISTRATOR reduces the maximum obligation  
 2 as stated in Subparagraph 20.1, CONTRACTOR and ADMINISTRATOR may mutually  
 3 agree in writing to proportionately reduce the service goals as set forth in  
 4 this Exhibit.

#### 5 14. STAFF

##### 6 14.1 Recruitment Practices:

7 14.1.1 CONTRACTOR shall use a formal recruitment plan, which  
 8 complies with Federal and State employment and labor regulations. CONTRACTOR  
 9 shall hire staff with the education, language skills, and experience necessary  
 10 to appropriately perform all functions as described in this Agreement.

11 14.1.2 The number of direct service bilingual staff shall meet  
 12 the needs of the community to be served.

13 14.1.3 CONTRACTOR may be required to submit employer's bilingual  
 14 certification criteria and/or test results.

15 14.2 CONTRACTOR shall specify the FTE percentage for each service for  
 16 staff that provides more than one service. The combined FTE for any  
 17 individual staff may not exceed a 1.0 maximum.

18 CONTRACTOR shall provide the following described staff positions:

19 ~~CB shall provide the following described staff positions:~~

##### 20 14.3 Accountant/Bookkeeper (RF):

21 14.3.1 Duties: Responsible for ensuring accurate and timely  
 22 payment of FRC partner agency invoices, timely billing to ADMINISTRATOR,  
 23 documenting expenditures for audit purposes, attending FaCT-required training,  
 24 and providing financial reports as required or requested by FRC partner  
 25 agencies and/or ADMINISTRATOR.

26 14.3.2 Qualifications Option One (1): Bachelor's degree in  
 27 ~~accounting or in a~~ business, management or finance related field from an  
 28 accredited university ~~and two (2) years of experience working as an accounting~~

1 ~~experience~~. Proficiency in English is required.

2 14.3.3 Qualifications Option Two (2): A minimum of five (5)  
3 years of experience in office management including knowledge of QuickBooks and  
4 Microsoft Office programs, attention to detail, ability to work in a  
5 collaborative environment and computer competency. Proficiency in English is  
6 required and bilingual, based on the community need is preferred.

7 14.4 Administrative Assistant:

8 14.4.1 Duties: ~~Provide general support to Program Supervisor,~~  
9 ~~collect required data, audit files, gather community resources, and other~~  
10 ~~duties as requested.~~

11 14.4.2 Qualifications: ~~High school diploma; one (1) year~~  
12 ~~experience in related field, excellent interpersonal and customer service~~  
13 ~~skills. Bilingual in English/Spanish is preferred and proficiency in English~~  
14 ~~is required.~~

15 14.5 Childcare Activity Leader Worker (HO):

16 14.5.1 Duties: Provide childcare activities at the FRC to  
17 children of PARTICIPANTS attending FRC services, communicate with FRC  
18 Coordinator and HO's ~~Program Coordinator~~ supervisor, attend all required  
19 meetings and trainings, and complete required documents.

20 14.5.2 Qualifications: High school diploma or equivalent and  
21 one (1) year of childcare experience, including working with infants; ability  
22 to deal with stressful situations; and be creative and energetic. Proficiency  
23 in English is required and bilingual, based on community language need, ~~in~~  
24 ~~English/Spanish is required preferred.~~

25 14.6 Clinical Supervisor (HO):

26 14.6.1 Duties: Provide individual and group supervision as  
27 applicable, clinical supervision for counseling services, case consultation to  
28 HO staff as needed, monitor cases, ~~as necessary~~ be available for crisis and

1 clinical consultation as needed, review documents for clinical content, verify  
2 the laws of confidentiality, and ensure that child and elder/dependent adult  
3 abuse reporting are followed-up on every case consult. Ensure accuracy of  
4 paperwork and data entered into the FaCT-approved database and attend all  
5 required meetings and trainings.

6 14.6.2 Qualifications: ~~Master's degree in social work or~~  
7 ~~related field from an accredited university; valid license as a LCSW; MFT; or~~  
8 ~~licensed Psychologist;~~ Licensed Clinical Social Worker (LCSW), Licensed  
9 Marriage and Family Therapist (MFT), or Licensed Clinical Psychologist and two  
10 (2) years of clinical supervision experience. Proficiency in English is  
11 required.

12 14.7 Community Engagement Volunteer Coordinator (CB):

13 14.7.1 Duties: Responsible for assisting in advocacy for the  
14 expansion of the FRC CEAC, programs, and activities focusing on issues that  
15 affects the health, well-being, and public safety of residents in the FRC  
16 community. Oversee community organizing, volunteer recruitment and training,  
17 problem solving, developing and implementing an outreach plan, support the  
18 efforts of local programs to explore donation and service opportunities for  
19 the FRC, develop and promote FRC volunteer project activities, develop and  
20 maintain regular contact with community organizations, coordinate and  
21 communicate with FRC Coordinator, attend all required meetings and trainings,  
22 administer FaCT-approved measurement tools, and enter results into the FaCT-  
23 approved database.

24 14.7.2 Qualifications: Option One (1): Bachelor's degree in  
25 human services or related field from an accredited university; two (2) years  
26 of experience working with at-risk families and the community, including one  
27 (1) year supervision experience; knowledge of public and private social  
28 services agencies, community resources, including Federal and State programs;

1 capable of relating well to individuals from diverse backgrounds, cultures,  
2 varied income, and education levels; and computer competency. Proficiency in  
3 English is required, and bilingual, based on community language need, is  
4 preferred.

5 14.7.3 Qualifications Option Two (2): A minimum of five (5)  
6 years of experience working with at-risk families and the community, including  
7 one (1) supervision experience; knowledge of public and private social  
8 services agencies, community resources, including Federal and State programs;  
9 capable of relating well to individuals from diverse backgrounds, cultures,  
10 varied income, and education levels; and computer competency. Proficiency in  
11 English is required, and bilingual, based on community language need, is  
12 preferred.

13 14.8 Bilingual Counselor (HO):

14 14.8.1 Duties: Responsible for providing therapy including  
15 assessment treatment planning, termination, and documentation. Administer  
16 FaCT approved pre/post measurement tools and entering results into the FaCT-  
17 approved database ~~crisis, family, group, and individual counseling services~~  
18 ~~for children, parents, and/or caregivers who are experiencing a crisis due to~~  
19 ~~interpersonal conflicts, family crisis, difficult parenting issues,~~  
20 ~~challenging child needs, and/or traumatic loss; provide emotional support;~~  
21 ~~stabilize immediate crisis; develop goals for the family; maintain records;~~  
22 ~~prepare reports, collect and input data into FaCT database; and attend all~~  
23 ~~required meetings and trainings.~~

24 14.8.2 Qualifications: Licensed or license-eligible clinician,  
25 MFT Intern, or Masters in Social Work (MSW) Intern ~~(license eligible~~  
26 ~~clinician, or a qualified professional under clinical supervision including~~  
27 ~~student trainee and enrolled in an accredited graduate program under clinical~~  
28 supervision. Proficiency in English and bilingual, ~~in English/Spanish or~~

1 English/Vietnamese based on community language need, is required.

2 14.9 DR Family Advocate:

3 14.9.1 Duties: ~~Provide DR family advocacy services; assess~~  
4 ~~PARTICIPANTS needs; provide one-on-one support with PARTICIPANT's consent;~~  
5 ~~assist families in crisis to access resources to meet needs; participate in~~  
6 ~~Comprehensive Case Management Team meetings; assist PARTICIPANTS with~~  
7 ~~completion of paperwork or forms; coordinate information for PARTICIPANT~~  
8 ~~referrals; ensure PARTICIPANTS access services; follow up with PARTICIPANTS~~  
9 ~~needed and perform home, school, and other community site visits as needed;~~  
10 ~~work closely with FRC partners and COUNTY social workers, participate in~~  
11 ~~Comprehensive Case Management Team Meetings; coordinate with other service~~  
12 ~~providers providing services to PARTICIPANT; compile, prepare and submit data~~  
13 ~~and reports as required by County; maintain records; collect and input data~~  
14 ~~into FaCT database; and attend all required meetings and trainings.~~

15 14.9.2 Qualifications: ~~Bachelor's degree in social work, human~~  
16 ~~services or related field from an accredited university; one (1) year of~~  
17 ~~community experience working with children and families; excellent verbal and~~  
18 ~~written communication skills. Proficiency in English and bilingual in Spanish~~  
19 ~~required.~~

20 14.10 DR In-Home Family Specialist:

21 14.10.1 Duties: ~~Provide DR in-home family support services;~~  
22 ~~parent education; resource brokering; coordinate with multiple service~~  
23 ~~providers to prevent abuse and out of home placement; provide DR crisis~~  
24 ~~intervention including assessment and stabilization of immediate crisis and~~  
25 ~~resource linkage, prepare and submit data and reports as required by~~  
26 ~~ADMINISTRATOR; and attend all required meetings and trainings.~~

27 14.10.2 Qualifications: ~~Master's degree in social work or~~  
28 ~~related field from an accredited university is preferred; Bachelor's degree in~~

1 ~~social work or related field from an accredited university; two (2) years of~~  
2 ~~experience working with children and families; possess excellent verbal and~~  
3 ~~written communication skills, ability to work in a multicultural environment;~~  
4 ~~and a valid California "Class C" driver's license is required. Bilingual in~~  
5 ~~Spanish and proficiency in English is required.~~

6 14.11 Family Advocate/Individual Case Manager Support Specialist (CB):

7 14.11.1 Duties: Responsible for assessing needs and assisting  
8 families ~~in crisis~~ to access resources to meet those needs, including court  
9 ordered families to facilitate family reunification; ~~coordinating information~~  
10 ~~for PARTICIPANT referrals; participating in CMT meetings; following up on~~  
11 ~~PARTICIPANT's progress; helping to alleviate barriers to accessing services;~~  
12 ~~case planning; compiling and maintaining records; preparing reports; attending~~  
13 ~~and presenting cases at CMT meetings; completing FaCT-approved assessment~~  
14 ~~tools; collect and input data entry into FaCT-approved database; attending all~~  
15 ~~required FaCT meetings and trainings, identifying and encouraging families to~~  
16 ~~participate and become active in volunteer and leadership opportunities at the~~  
17 ~~FRC (e.g., CEAC and community projects); and performing related duties as~~  
18 ~~assigned.~~

19 14.11.2 Qualifications Option One (1): Bachelor's degree in  
20 human services or related field from an accredited university, ~~one (1)~~ two (2)  
21 years of experience working directly with families in crisis and the  
22 community, and knowledge of the child welfare system ~~is preferred. A minimum~~  
23 ~~of three (3) years of community experience may substitute for the required~~  
24 ~~Bachelor's degree and two (2) years of experience.~~ Proficiency in English and  
25 bilingual, ~~in Spanish~~ based on community language need, is required.

26 14.11.3 Qualifications Option Two (2): A minimum of five (5)  
27 years of experience working directly with families in crisis and the community  
28 and knowledge of the child welfare system. Proficiency in English and

1 bilingual, based on community language need, is required.

2 14.12 Foster and Adoptive Parent Recruiter (CB):

3 14.12.1 Duties: Responsible for promoting, at community  
4 events/workshops and other local community events in collaboration with  
5 ADMINISTRATOR, information about the adoption process, available services,  
6 community involvement, and the need for foster and adoptive resources for  
7 children in need of a permanent home.

8 14.12.2 Qualifications: High school diploma or equivalent, one  
9 (1) year of experience working directly with families in crisis and community,  
10 knowledge of local resources, excellent customer service skills, and computer  
11 competency (i.e., knowledge and ability to use computers and related  
12 technology). Proficiency in English and bilingual, based on community  
13 language need, is required.

14 14.13 ~~Comprehensive Case Management Team FRC CMT Clinical Supervisor~~  
15 ~~Facilitator/Program Manager (CB):~~

16 14.13.1 ~~Duties:~~ ~~Legally responsible for ensuring the team and/or~~  
17 ~~staff members follow up on all mandated reporting requirements; check~~  
18 ~~attendance of required Comprehensive Case Management Team; ensure~~  
19 ~~confidentiality and/or release forms are signed and maintained; possess a~~  
20 ~~thorough understanding of the laws of confidentiality, child, elder, and~~  
21 ~~dependent adult abuse reporting; facilitate weekly Comprehensive Case~~  
22 ~~Management Team cases including a thorough assessment of needs, treatment~~  
23 ~~plan, follow up plan, and termination; document and maintain case management~~  
24 ~~team records; collect and input data into the FaCT database; and attend all~~  
25 ~~required meetings and trainings. Supervise FRC Coordinator and FRC projects;~~  
26 ~~integrate new and existing FRC programs; collaborate with FaCT staff; attend~~  
27 ~~FaCT committee meetings and forums, and local and regional FRC platform~~  
28 ~~advocacy.~~ Facilitate case management team group process, ensure thorough

1 assessment and linkages for families to resources, and ensure team and/or  
2 staff members follow up on all mandated reporting requirements.  
3 Responsibilities include, but are not limited to:

4 14.13.1.1 Verify and track attendance of required FRC  
5 CMT members;

6 14.13.1.2 Ensure PARTICIPANT confidentiality/release  
7 forms are signed by PARTICIPANT and FRC CMT members;

8 14.13.1.3 Review the laws of confidentiality and child,  
9 elder/dependent adult abuse reporting on an annual basis and ensure compliance  
10 for each case presented;

11 14.13.1.4 Ensure all FRC CMT cases conferenced are  
12 multiple needs cases (i.e., not just information and referral);

13 14.13.1.5 Facilitate weekly review of FRC CMT cases,  
14 including a thorough assessment of needs, treatment plan, and termination;

15 14.13.1.6 Provide and coordinate ongoing cross-training  
16 to FRC CMT on clinical training needs;

17 14.13.1.7 Ensure families are invited to the FRC CMT  
18 meetings;

19 14.13.1.8 Maintain a binder of weekly case logs and  
20 registration forms for each case conferenced at FRC CMT;

21 14.13.1.9 Complete standardized FRC CMT assessment  
22 tools, ensuring COUNTY required FRC CMT data is accurately entered into FaCT  
23 database; and

24 14.13.1.10 Actively engage new collaborative partners  
25 and/or other COUNTY agency representatives to conference cases that would  
26 benefit families.

27 14.13.2 Qualifications: LCSW, MFT, or Licensed Clinical  
28 Psychologist. A minimum of one (1) year of group/meeting facilitation

1 experience is preferred. Proficiency in English is required. Licensed  
 2 clinician or license eligible (registered with the Board of Behavioral Science  
 3 [BBS] and assigned an intern number or an Associate Clinical Social Worker  
 4 [ACSW] number) clinician such as a Licensed clinical social

5 14.13.3 ~~Worker (LCSW), Marriage and Family Therapist (MFT), or~~  
 6 ~~Clinical Psychologist. Three (3) years business or non profit management~~  
 7 ~~experience; two years (2) supervision experience; excellent speaking and~~  
 8 ~~writing skills; ability to facilitate meetings; excellent organizational~~  
 9 ~~skills; program design, planning, development, implementation, and grant~~  
 10 ~~management experience. Bilingual in English/Spanish or English/Vietnamese and~~  
 11 ~~proficiency in English is required~~

12 14.14 FRC Coordinator/Supervisor (CB):

13 14.14.1 Duties: Perform a variety of administrative functions  
 14 including: coordinate service providers; supervise FRC staff including DR  
 15 staff; oversee day-to-day FRC operations of the FRC; compile statistical and  
 16 financial data for various reports; facilitate CEAC community involvement in  
 17 the CEAC; coordinate governance and policy procedure development; coordinate  
 18 staff training opportunities for staff; prepare and monitor program budget;  
 19 perform outreach to community businesses and schools; market FRC services  
 20 within the community; initiate provide outreach to new partners and service  
 21 providers; respond to address public inquires on regarding FRC services,  
 22 procedures, operations, and regulations; facilitate FRC Contractor Partner  
 23 Agencies and staff meetings and ensure completion of meeting minutes; complete  
 24 all required documentation; attend all required FaCT meetings and trainings;  
 25 and perform related duties as assigned.

26 14.14.2 Qualifications Option One (1): Bachelor's degree  
 27 (Master's degree preferred) in social work, sociology, psychology, or related  
 28 field from an accredited university; and two (2) years of experience working

1 with at-risk families and the community; knowledge of the child welfare  
 2 system; capable of relating well to individuals from diverse backgrounds  
 3 cultures, varied income, and education levels; supervision experience in  
 4 management; ~~demonstrated~~ ability to work successfully in a collaborative  
 5 environment; attention to detail; and computer competency. ~~A minimum of four~~  
 6 ~~(4) years of experience working with at risk families and the community may~~  
 7 ~~substitute for the required Bachelor's degree and two (2) years of experience.~~  
 8 Possess proficient written and verbal Proficiency in English skills is  
 9 required and bilingual, in English/Spanish based on community language need,  
 10 is preferred.

11 14.14.3 Qualifications Option Two (2): A minimum of five (5)  
 12 years of experience working with at-risk families and the community; knowledge  
 13 of the child welfare system; capable of relating well to individuals from  
 14 diverse backgrounds, cultures, varied income, and education levels;  
 15 supervision experience in management; ability to work successfully in a  
 16 collaborative environment; attention to detail; and computer competency.  
 17 Proficiency in English is required and bilingual, based on community language  
 18 need, is preferred.

19 HO shall provide the following described staff positions:

20 14.15 Community Resource Services Information and Referral Specialist  
 21 (RF):

22 14.15.1 Duties: Responsible for responding to walk-in, call-in,  
 23 and referred PARTICIPANTS seeking community resources. ~~Provide community~~  
 24 ~~resource information assistance to walk-in, call-in, and referred~~  
 25 ~~PARTICIPANTS~~; Assess and evaluate PARTICIPANT's immediate needs and make  
 26 referrals to appropriate resources. Administer FaCT-approved measurement  
 27 tools and enter results into the FaCT-approved database. ~~linkage to service~~  
 28 ~~providers; refer to appropriate resources; perform outreach to community,~~

1 ~~businesses, and schools; collect and input data into FaCT database; promote~~  
2 ~~FRC program services; assist in evaluation of PARTICIPANT needs; represent FRC~~  
3 ~~at community events; maintain required documentation; and collect and input~~  
4 ~~data into FaCT database.~~ Collaborate with ADMINISTRATOR and FRC Coordinator  
5 in promoting the need for foster and adoptive resources for children in need  
6 of a permanent home. Identify and encourage families to participate and  
7 become active in volunteer and leadership positions at the FRC (e.g., CEAC  
8 community projects).

9 14.15.2 Qualifications: High school diploma or equivalent ~~GED~~;  
10 one (1) year of community experience working directly with families in crisis  
11 and community, knowledge of local resources, excellent customer service  
12 skills, and computer competency (i.e., knowledge and ability to use computers  
13 and related technology). ~~thorough knowledge and understanding of services~~  
14 ~~provided at the FRC and the surrounding community; ability to relate well to~~  
15 ~~individuals from diverse backgrounds and cultures; varied income levels; and~~  
16 ~~educational levels.~~ Proficiency in English and bilingual, based on community  
17 language need, in English/Spanish or English/Vietnamese is required.

18 14.16 Operations Manager (RF):

19 14.16.1 Duties: Administer all human resource functions  
20 including administration of benefits; manage insurance renewals; maintain  
21 accounts receivable and accounts payable functions; and oversee payroll.

22 14.16.2 Qualifications Option One (1): Bachelor's degree in  
23 business, management or related field from an accredited university.  
24 Proficiency in English is required and bilingual, based on the community need,  
25 is preferred.

26 14.16.3 Qualifications Option Two (2): Five (5) years of  
27 experience in office management including knowledge of QuickBooks and  
28 Microsoft Office programs; attention to detail, ability to work in a

collaborative environment and computer competency skills. Proficiency in English is required and bilingual, based on the community need, is preferred

14.17 Out-of-School-Time Youth Leader (OCCTAC):

14.17.1 Duties: Responsible for providing weekly Out-of-School-Time Youth Program services, supervising art activities, monitoring attendance, ensuring the health and safety of PARTICIPANTS is maintained at all times, coordinating and communicating with FRC Coordinator, and submit completed administered FaCT-approved measurement tools to FRC Coordinator to enter results into the FaCT-approved database. An OCCTAC representative will attend required meetings.

14.17.2 Qualifications: Two (2) years of college education, including twelve (12) units of child development or related coursework; two (2) years of experience teaching art to children and youths, including one (1) year of experience working with children is required. Proficiency in English is required, and bilingual, based on community language need, is preferred.

14.18 Parenting Educator (HO):

14.18.1 Duties: ~~Provide~~ Responsible for teaching parenting education classes and workshops for child development, behavior management, coping skills, prevention of recurrence of maltreatment and attachment, bonding, and traumatic loss, improve parenting skills and family functioning; monitor attendance and participation; provide written reports, administering FaCT-approved pre/post-tests measurement tools, ~~compile and maintain records; collect and input data~~ and entering results into FaCT-approved database; and attend all required meetings and trainings.

14.18.2 Qualifications: Twelve (12) units of college education in child development, psychology, sociology, social work, or a related field; one (1) year of experience working in the human services field; and trained and/or certified to provide CONTRACTOR's chosen evidence-based or evidence-

1 informed curriculum ~~one (1) year of experience working with public speaking or~~  
2 ~~teaching or two (2) years of experience working in the human services field.~~  
3 ~~certificate of completion in child development or parenting curriculum, and~~  
4 ~~one (1) year experience with public speaking or teaching. Proficiency in~~  
5 English and bilingual, in English/Spanish based on community language need, is  
6 required.

7 14.19 Personal Empowerment Program PEP Instructor (HO):

8 14.19.1 Duties: Provide and instruct Personal Empowerment  
9 Program (PEP) services, administer FaCT-approved pre/post measurement tools,  
10 and enter results into the FaCT-approved database. ~~Provide Personal~~  
11 ~~Empowerment Program educational support to victims to break the cycle of~~  
12 ~~domestic violence by increasing knowledge of the dynamics of domestic~~  
13 ~~violence, effect of violence on victims and their children, and to help~~  
14 ~~battered victims protect children who live in violent homes; increase family~~  
15 ~~functioning by teaching coping skills and prevention of recurrence of~~  
16 ~~maltreatment; providing emotional support, stabilize immediate crisis;~~  
17 ~~developing goals for the family; monitor attendance and participation; provide~~  
18 ~~written report(s); compile and maintain records; collect and input data into~~  
19 ~~FaCT database; and attend all required meetings and trainings.~~

20 14.19.2 Qualifications: PEP certified instructor shall possess a  
21 ~~minimum of Bachelor's degree in counseling or related field; two (2) years of~~  
22 ~~experience working with domestic violence families, forty (40) hours of~~  
23 ~~Domestic Violence Prevention training, eight (8) hours of Child Abuse~~  
24 ~~Prevention and Reporting Training, completion of Personal Empowerment Program~~  
25 ~~PEP Training, and a valid Domestic Violence Advocate Certificate is required.~~  
26 ~~Proficiency in English and bilingual, in English/Spanish or English/Vietnamese~~  
27 ~~based on community language need, is required.~~

28 14.20 Program Manager (CB):

1 14.20.1 Duties: Provide general oversight of and responsibility  
2 for COUNTY/FaCT contract at designated site, supervise FRC Coordinator and FRC  
3 projects, integrate new and existing FRC programs, collaborate with FaCT  
4 staff, attend FaCT committee meetings and forums, and provide local and  
5 regional FRC advocacy.

6 14.20.2 Qualifications: Master's degree in social work or  
7 related field from an accredited university, five (5) years of social services  
8 experience, and three (3) years of supervision experience is required. Two  
9 (2) years of experience in more than one child welfare service (i.e., foster  
10 care, residential care, in-home services, Wraparound services, family  
11 preservation, or other child abuse prevention) is preferred. Proficiency in  
12 English is required.

13 14.21 Program Manager (RF):

14 14.21.1 Duties: Provide oversight and supervision of RF's staff  
15 in Agreement; attend meetings (i.e., Steering Committee, case management, and  
16 other partner related meetings) as contractually required; act as liaison  
17 between FRC partners, RF accounting department, and FaCT to ensure accurate  
18 and timely invoicing to the Designated Lead Agency; ensure accuracy of  
19 billings; and maintain complete and accurate records of all financial and  
20 outcome measurement data.

21 14.21.2 Qualifications Option One (1): Bachelor's Degree in  
22 social work, psychology, or a related field from an accredited university, two  
23 (2) years of experience working with at-risk families and the community,  
24 knowledge of the child welfare system, supervision experience, ability to work  
25 successfully in a collaborative environment, attention to detail, computer  
26 competency skills, ability to facilitate meetings and excellent speaking,  
27 writing and organizational skills. Proficiency in English is required.

28 14.21.3 Qualifications Option Two (2): Five (5) years of

1 supervision experience, five (5) years of experience working with at-risk  
2 families and the community, knowledge of the child welfare system, ability to  
3 work successfully in a collaborative environment, attention to detail computer  
4 competency skills, ability to facilitate meetings and excellent speaking  
5 writing and organizational skills. Proficiency in English is required.

6 14.22 Program Supervisor Manager/Director (H0):

7 14.22.1 Duties: Oversee all H0 services contracted with FaCT,  
8 supervising FaCT-contracted staff, ~~administration of Administrative Assistant~~  
9 ~~and Parenting Educator~~, ensure accuracy of data into FaCT-approved database,  
10 and attend all required FaCT meetings and trainings.

11 14.22.2 Qualifications: ~~Bachelor's~~ Master's degree in social  
12 work, counseling, ~~human service~~ or related field from an accredited university  
13 (LCSW or Licensed MFT preferred); ~~five (5)~~ two (2) years of management and  
14 supervision experience; computer competency; excellent written and verbal  
15 communication skills; knowledge of program support, grant writing, and  
16 community development; domestic violence, clinical supervision, field  
17 instructor certifications; and program development experience is preferred.  
18 ~~administering human service programs~~, Proficiency in English is required and  
19 bilingual, ~~in English/Spanish~~ based on community language need, is preferred.

20 RF shall provide the following described staff positions:-

21 14.23 Supervisor:-

22 14.23.1 Duties:- ~~Responsible for overseeing the administration of~~  
23 ~~services provided by the Information and Referral Specialist and the~~  
24 ~~Accountant Positions; ensuring staff are provided with adequate training,~~  
25 ~~ensuring the accuracy of financial records; and attending FRC Partner Meetings~~  
26 ~~and trainings as required.~~

27 14.23.2 Qualifications:- ~~Bachelor's Degree in human services or a~~  
28 ~~related field from an accredited university; five years of management and~~

1 ~~supervisory experience in the social service field; and possess excellent~~  
2 ~~written and verbal skills.~~

3 14.24 TLFR Family Fun Activities Leader CB:

4 14.24.1 Duties: Provide supervision and TLFR Family Fun  
5 Activities to children and youth in the reunification process, monitor  
6 attendance, and ensure the health and safety of the children is maintained at  
7 all times, coordinate events with FRC Coordinator, attend all required  
8 meetings, and administer FaCT-approved measurement tools and enter results  
9 into the FaCT-approved database.

10 14.24.2 Qualifications: Twelve (12) units of college education  
11 in child development, education, psychology, sociology, social work, health,  
12 recreation, business, or related field from an accredited institution of  
13 higher learning; one (1) year of experience working with families and/or  
14 children; and one (1) year of experience facilitating groups and/or workshops.  
15 Proficiency in English is required and bilingual, based on community language  
16 need, is preferred.