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Exhibit A

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1. TERM

The term of this Agreement shall commence on July 1, 2015, and terminate on June 30, 2020, unless earlier terminated pursuant to the provisions of Paragraph 43 of this Agreement; however, CONTRACTOR shall be obligated to perform such duties as would normally extend beyond this term, including but not limited to, obligations with respect to indemnification, audits, reporting and accounting. ~~CONTRACTOR and ADMINISTRATOR may mutually agree in writing to extend the term of this Agreement, for up to twelve (12) additional months upon the same terms and conditions, provided that COUNTY's maximum obligation as stated in Subparagraph 20.1 of this Agreement does not increase as a result.~~

2. ALTERATION OF TERMS

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

3. STATUS OF CONTRACTOR

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

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

4 4. DESCRIPTION OF SERVICES, STAFFING

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

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

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

19 5. LICENSES AND STANDARDS

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

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

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

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

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

18 6. DELEGATION AND ASSIGNMENT/SUBCONTRACTS

19 6.1 Delegation and Assignment:

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

1 6.2 Subcontracts:

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

9 6.2.1 Subcontracts of \$25,000 or less:

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

18 6.2.2 Subcontracts in excess of \$25,000:

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

1 subcontractor's performance until completion of services.

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

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

16 7. FORM OF BUSINESS ORGANIZATION AND REAL PROPERTY DISCLOSURE

17 7.1 Form of Business Organization:

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

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

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

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

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

3 7.2 Change in Form of Business Organization:

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

11 7.3 Real Property Disclosure:

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

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

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

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

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

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

1 agreement;

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

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

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

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

1 describing such changes.

2 8. NON-DISCRIMINATION

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

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

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

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

23 8.5 Non-Discrimination in Employment:

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

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

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

8 California Department of Social Services

9 Public Inquiry and Response Bureau

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

11 Sacramento, CA 94244-2430

12 Telephone: (800) 952-5253

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

14 8.6 Non-Discrimination in Service Delivery:

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

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

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

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

13 8.6.2.2 Discrimination Complaint Form

14 8.6.2.3 Civil Rights Contacts:

15 County Civil Rights Contact:

16 Orange County Social Services Agency

17 Program Integrity

18 Attn: Civil Rights Coordinator

19 P.O. Box 22001

20 Santa Ana, CA 92702-2001

21 Telephone: (714) 438-8877

22 State Civil Rights Contact:

23 California Department of Social Services

24 Civil Rights Bureau

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

26 Sacramento, CA 94244-2430

27 Federal Civil Rights Contact:

28 U.S. Department of Health and Human Services

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

9. NOTICES

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

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

CONTRACTOR: Costa Mesa Family Resource Center
c/o Human Options, Inc.
P.O. Box 53745
Irvine, CA 92619-3745

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

10. NOTICE OF DELAYS

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

11. INDEMNIFICATION

11.1 CONTRACTOR agrees to indemnify, defend with counsel approved in

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

13 12. INSURANCE

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

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

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

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

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

16 12.5 Qualified Insurer:

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

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

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

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

12.7 Required Coverage Forms:

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

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

12.8 Required Endorsements:

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

12.8.1.1 An Additional Insured endorsement using ISO

1 form CG 2010 or CG 2033 or a form at least as broad naming the County of
2 Orange, its elected and appointed officials, officers, employees, agents as
3 Additional Insureds.

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

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

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

15 ~~12.11 The Workers' Compensation policy shall contain a waiver of~~
16 ~~subrogation endorsement waiving all rights of subrogation against the County~~
17 ~~of Orange, its elected and appointed officials, officers, agents and~~
18 ~~employees.~~

19 12.12 CONTRACTOR shall notify County in writing within thirty (30) days
20 of any policy cancellation and ten (10) days for non-payment of premium and
21 provide a copy of the cancellation notice to County. Failure to provide
22 written notice of cancellation may constitute a material breach of the
23 contract, upon which the County may suspend or terminate this Agreement.

24 12.13 If CONTRACTOR's Professional Liability policy is a "claims made"
25 policy, CONTRACTOR shall agree to maintain professional liability coverage for
26 two (2) years following completion of this Agreement.

27 12.14 The Commercial General Liability policy shall contain a
28 severability of interests clause also known as a "separation of insureds"

1 clause (standard in the ISO CG 0001 policy).

2 12.15 Insurance certificates should be mailed to COUNTY at the address
3 indicated in Paragraph 9 of this Agreement.

4 12.16 If CONTRACTOR fails to provide the insurance certificates and
5 endorsements within seven (7) days of notification by CEO/County Procurement
6 Office or ADMINISTRATOR, award may be made to the next qualified proponent.

7 12.17 COUNTY expressly retains the right to require CONTRACTOR to
8 increase or decrease insurance of any of the above insurance types throughout
9 the term of this Agreement. Any increase or decrease in insurance will be as
10 deemed by County of Orange Risk Manager as appropriate to adequately protect
11 COUNTY.

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

18 12.19 The procuring of such required policy or policies of insurance
19 shall not be construed to limit CONTRACTOR's liability hereunder nor to
20 fulfill the indemnification provisions and requirements of this Agreement, nor
21 act in any way to reduce the policy coverage and limits available from the
22 insurer.

23 13. NOTIFICATION OF INCIDENTS, CLAIMS OR SUITS

24 CONTRACTOR shall report to COUNTY:

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

1 13.2 Any third party claim or lawsuit filed against CONTRACTOR arising
2 from or related to services performed by CONTRACTOR under this Agreement.
3 Such report shall be submitted to COUNTY within twenty-four (24) hours of
4 occurrence.

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

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

12 14. CONFLICT OF INTEREST

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

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

23 15. ANTI-PROSELYTISM PROVISION

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

28 16. SUPPLANTING GOVERNMENT FUNDS

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

10 17. EQUIPMENT

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

20 CONTRACTOR further agrees to the following:

21 17.1.1 To maintain all items of Capital Equipment in good
22 working order and condition, normal wear and tear excepted.

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

28 17.1.3 To report in writing to ADMINISTRATOR immediately after

1 discovery, the loss or theft of any items of Capital Equipment. For stolen
2 items, the local law enforcement agency must be contacted and a copy of the
3 police report submitted to ADMINISTRATOR.

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

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

17 17.3 Personal Computer Equipment:

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

27 18. BREACH SANCTIONS

28 Failure by CONTRACTOR to comply with any of the provisions, covenants,

1 or conditions of this Agreement shall be a material breach of this Agreement.
2 In such event, ADMINISTRATOR may, and in addition to immediate termination and
3 any other remedies available at law, in equity, or otherwise specified in this
4 Agreement:

5 18.1 Afford CONTRACTOR a time period within which to cure the breach,
6 which period shall be established by ADMINISTRATOR; and/or

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

10 18.3 Offset against any monies billed by CONTRACTOR but yet unpaid by
11 COUNTY those monies disallowed pursuant to Subparagraph 18.2 above.

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

14 19. DESIGNATED ~~FISCAL~~ LEAD AGENCY

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

1 the designated fiscal lead agent shall satisfy COUNTY's payment obligation
2 under this Agreement.

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

9 19.2.1 Oversight of FRC services;

10 19.2.2 Employment and supervision of the FRC Coordinator;

11 19.2.3 Facilitating established meetings for Contractor Partner
12 Agencies and generating meeting minutes;

13 19.2.4 Coordinating a minimum of weekly case management
14 meetings;

15 19.2.5 Collecting and maintaining complete documentation for
16 invoices from Contractor Partner Agencies;

17 19.2.6 Overseeing the collection, maintenance, and management of
18 FRC data including outcome measurements from Contractor Partner Agencies;

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

22 19.2.8 Reimbursing FaCT-funded Contractor Partner Agencies for
23 FaCT-funded services rendered prior to invoicing COUNTY;

24 19.2.9 Generating modification requests on the FRC's behalf for
25 submission to COUNTY;

26 19.2.10 Collecting information from Contractor Partner Agencies
27 and generating a monthly FRC activity calendar;

28 19.2.11 Coordinating FRC sustainability efforts referenced in

1 Exhibit "A", Paragraph 11 of this Agreement;

2 19.2.12 Ensuring all Contractor Partner Agencies are current on
3 required documentation (e.g., insurance certificates, copies of
4 resumes/applications, independent audits);

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

8 19.2.14 Facilitating collaborative activities, services, and
9 programs to ensure effective service delivery;

10 19.2.15 Maintaining complete and accurate records of all
11 financial and outcome measurement data for the FRC;

12 19.2.16 Attending required FaCT meetings and mandatory trainings;
13 and

14 19.2.17 Maintaining the integrity of the FaCT database and other
15 reports as necessary.

16 20. PAYMENTS

17 20.1 Maximum Contractual Obligation:

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

25 20.2 Allowable Costs:

26 During the term of this Agreement, COUNTY shall pay CONTRACTOR
27 monthly in arrears, for actual allowable costs incurred and paid by CONTRACTOR
28 pursuant to this Agreement, as defined in OMB Circular A-122 or as approved by

1 ADMINISTRATOR. However, COUNTY, in its sole discretion, may pay CONTRACTOR
2 for anticipated allowable costs that will be incurred by CONTRACTOR for the
3 months of May and June in 2016, 2017, 2018, 2019, and 2020, during the month
4 of such anticipated expenditure.

5 20.3 Advance Payment:

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

14 20.4 Claims:

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

23 20.4.2 All claims must be submitted on a form approved by
24 ADMINISTRATOR. ADMINISTRATOR may require CONTRACTOR to submit supporting
25 source documents with the monthly claim, including, inter alia, a monthly
26 statement of services, general ledgers, supporting journals, time sheets,
27 invoices, canceled checks, receipts, and receiving records, some of which may
28 be required to be copied. Source documents that CONTRACTOR must submit shall

1 be determined by ADMINISTRATOR and/or COUNTY's Auditor-Controller. CONTRACTOR
2 shall retain all financial records in accordance with Paragraph 25 (Records,
3 Inspections, and Audits) of this Agreement.

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

7 20.4.4 Year End and Final Claims:

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

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

25 21. OVERPAYMENTS

26 Any payment(s) made by COUNTY to CONTRACTOR in excess of that to which
27 CONTRACTOR is entitled under this Agreement shall be repaid to COUNTY, in
28 accordance with any applicable regulations and/or policies in effect during

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

11 22. OUTSTANDING DEBT

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

15 23. FINAL REPORT

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

21 24. INDEPENDENT AUDIT

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

1 corrective action is taken within six (6) months after issuance of all audit
2 reports with regard to audit exceptions.

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

12 25. RECORDS, INSPECTIONS AND AUDITS

13 25.1 Financial Records:

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

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

24 25.2 Client Records:

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

28 25.2.2 All client records related to services provided under the

1 terms of this Agreement shall be retained by CONTRACTOR for a minimum of five
2 (5) years from the date of final payment under this Agreement or until all
3 pending COUNTY, State and Federal audits are completed, whichever is later.
4 Notwithstanding anything to the contrary, upon termination of this Agreement,
5 CONTRACTOR shall relinquish control with respect to client records to COUNTY
6 in accordance with Subparagraph 43.2.

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

12 25.3 Public Records:

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

18 25.4 Inspections and Audits:

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

1 25.4.2 CONTRACTOR shall make its books and financial records
2 available within the borders of Orange County within ten (10) days of receipt
3 of written demand by ADMINISTRATOR.

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

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

13 25.5 Evaluation Studies:

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

18 26. PERSONNEL DISCLOSURE

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

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

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

1 month, as appropriate;

2 26.1.3 The professional degree, if applicable, and experience
3 required for each position; and

4 26.1.4 The language skill, if applicable, for all personnel.

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

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

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

27 26.5 CONTRACTOR shall immediately notify ADMINISTRATOR concerning the
28 arrest and/or subsequent conviction, for offenses other than minor traffic

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

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

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

14 26.8 CONTRACTOR shall notify COUNTY immediately when staff is
15 terminated for cause from working on this Agreement.

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

19 27. EMPLOYMENT ELIGIBILITY VERIFICATION

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

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

9 28. ENFORCEMENT OF CHILD SUPPORT OBLIGATIONS

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

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

25 28.2 The failure of CONTRACTOR to timely submit the data or
26 certifications required by subsections (a), (b), (c), or (d), or to comply
27 with all Federal and State employee reporting requirements for child support
28 enforcement or to comply with all lawfully served Wage and Earnings Assignment

1 Orders and Notices of Assignment shall constitute a material breach of this
2 Agreement, and failure to cure such breach within sixty (60) calendar days of
3 notice from COUNTY shall constitute grounds for termination of this Agreement.

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

7 29. CHILD AND DEPENDENT ADULT/ELDER ABUSE REPORTING

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

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

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

25 31. CONFIDENTIALITY

26 31.1 CONTRACTOR agrees to maintain the confidentiality of its records
27 pursuant to WIC Sections 827 and 10850-10853, the CDSS MPP, Division 19-000,
28 and all other provisions of law, and regulations promulgated thereunder

1 relating to privacy and confidentiality, as each may now exist or be hereafter
2 amended.

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

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

22 31.4 CONTRACTOR agrees that any and all subcontracts entered into shall
23 be subject to the confidentiality requirements of this Agreement.

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

28 31.5.1 No access, disclosure or release of information regarding

1 a child who is the subject of Juvenile Court proceedings shall be permitted
2 except as authorized. If authorization is in doubt, no such information shall
3 be released without the written approval of a Judge of the Juvenile Court.

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

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

23 32. COPYRIGHT ACCESS

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

28 33. WAIVER

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

9 34. PETTY CASH

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

12 35. PUBLICITY

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

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

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

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

1 unreasonably withhold written consent.

2 36. COUNTY RESPONSIBILITIES

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

5 37. REFERRALS

6 37.1 CONTRACTOR shall provide services to individuals referred by
7 ADMINISTRATOR.

8 38. REPORTS

9 38.1 CONTRACTOR shall provide information deemed necessary by
10 ADMINISTRATOR to complete any State-required reports related to the services
11 provided under this Agreement.

12 38.2 CONTRACTOR shall maintain records and submit reports containing
13 such data and information regarding the performance of CONTRACTOR's services,
14 costs or other data relating to this Agreement, as may be requested by
15 ADMINISTRATOR, upon a form approved by ADMINISTRATOR. ADMINISTRATOR may
16 modify the provisions of this Paragraph upon written notice to CONTRACTOR.

17 39. ENERGY EFFICIENCY STANDARDS

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

21 40. ENVIRONMENTAL PROTECTION STANDARDS

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

28 40.1 No facility to be utilized in the performance of the proposed

1 grant has been listed on the EPA List of Violating Facilities:

2 40.2 It will notify COUNTY prior to award of the receipt of any
3 communication from the Director, Office of Federal Activities, U.S. EPA,
4 indicating that a facility to be utilized for the grant is under consideration
5 to be listed on the EPA List of Violating Facilities; and

6 40.3 It will notify COUNTY and EPA about any known violation of the
7 above laws and regulations.

8 41. CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN
9 FEDERAL TRANSACTIONS

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

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

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

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

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

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

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

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

22 42. POLITICAL ACTIVITY

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

26 43. TERMINATION PROVISIONS

27 43.1 ADMINISTRATOR may terminate this Agreement without penalty
28 immediately with cause or after thirty (30) days written notice without cause,

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

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

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

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

22 44. GOVERNING LAW AND VENUE

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

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notwithstanding Code of Civil Procedure Section 394. Furthermore, the parties specifically agree to waive any and all rights to request that an action be transferred for trial to another county.

45. SIGNATURE IN COUNTERPARTS

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

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

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

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

Dated: _____

Dated: _____

By: _____
ELDON BABER
EXECUTIVE DIRECTOR
THE RAISE FOUNDATION

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

Dated: _____

Dated: _____

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

By: _____
LUCY SANTANA
CHIEF EXECUTIVE OFFICER
GIRLS INCORPORATED OF ORANGE COUNTY

Attest:

Dated: _____

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

APPROVED AS TO FORM
COUNTY COUNSEL
COUNTY OF ORANGE, CALIFORNIA

By: _____
DEPUTY

Dated: _____

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

16
17 1. POPULATION TO BE SERVED

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

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

7 1.2 Contractor shall provide Family Resource Center (FRC) services
8 primarily to those PARTICIPANTS residing in the city of Costa Mesa 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 5, 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 ~~Services should comprise approximately twenty-five (25) percent of the budget~~
24 ~~for total services. FACT-funded services must address a minimum of one (1) of~~
25 ~~the PSSF outcomes for each contracted service (as specified in Subparagraph~~
26 ~~2.5 below).~~

27 2.3.2 Family Support: Family Support services are primarily
28 community-based preventive activities designed to alleviate stress and promote

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

9 2.3.3 Time-Limited Family Reunification: Time-Limited Family
10 Reunification (TLFR) are services and activities provided to a child who is
11 removed from the child's home and placed in a foster family home or a child
12 care institution. These services are also for the parents or primary
13 caregiver for the child, in order to facilitate the reunification of the child
14 safely and appropriately during the court ordered family reunification period.
15 TLFR services include individual, group, and family counseling; inpatient,
16 residential, or outpatient substance abuse treatment services; mental health
17 services; assistance to address domestic violence; temporary child care and
18 therapeutic services for families, including crisis nurseries; and
19 transportation to and from any of the above services. ~~TLFR services should~~
20 ~~comprise approximately twenty (20) percent of the budget for total services.~~
21 ~~Services must address a minimum of one (1) of the PSSF outcomes for each~~
22 ~~contracted service (as specified in Subparagraph 2.5 below).~~

23 2.3.4 Adoption Promotion and Support: Adoption Promotion and
24 Support (APS) services are designed to encourage more adoptions out of the
25 foster care system, when adoptions promote the best interest of children, and
26 include such activities as pre- and post-adoptive services designed to
27 expedite the adoption process and support adoptive families. ~~APS services~~
28 ~~should comprise approximately twenty (20) percent of the budget for total~~

1 ~~services. Services must address a minimum of one (1) of the PSSF outcomes for~~
2 ~~each contracted service (as specified in Subparagraph 2.5 below).~~

3 2.4 Unless specified otherwise, the services described below in
4 Subparagraphs 5.1 through 5.10 addresses each of the four (4) PSSF categories
5 described above in Subparagraphs 2.3.1 through 2.3.4.

6 ~~2.5 Services must meet a minimum of one (1) of the following PSSF~~
7 ~~outcomes for each contracted service:~~

8 2.4.1 ~~Children are, first and foremost, protected from abuse~~
9 ~~and neglect.~~

10 2.4.2 ~~Children are safely maintained in their own homes~~
11 ~~whenever possible and appropriate.~~

12 2.4.3 ~~Children have permanency and stability in their living~~
13 ~~situations.~~

14 2.4.4 ~~The continuity of family relationships and connections is~~
15 ~~preserved for children.~~

16 2.4.5 ~~Families have enhanced capacity to provide for their~~
17 ~~children's needs.~~

18 2.4.6 ~~Children receive appropriate services to meet educational~~
19 ~~needs.~~

20 2.4.7 ~~Children receive adequate services to meet physical and~~
21 ~~mental health needs.~~

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 location(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. ~~CONTRACTOR understands that such modification(s)~~
11 ~~shall promote community participation.~~ Any modification of services/activities
12 shall remain within the scope of defined PSSF service categories and PSSF
13 outcomes and shall promote community participation. CONTRACTOR shall not
14 institute any modification without prior written approval of ADMINISTRATOR.

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

19 3. HOURS OF OPERATION

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

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

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

17 4. FaCT GENERAL REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

5. SERVICES

Throughout this Exhibit, the Contractor Partner Agencies shall hereinafter be referred to as: Human Options, Inc. (HO), Children's Bureau of Southern California (CB), Girls Incorporated of Orange County (GIOC), and The Raise Foundation (RF).

5.1 Clinical Supervision (HO):

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

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

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

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

5.1.5 HO shall provide qualified licensed Clinical Supervisor as specified in Subparagraph 14.5 of this Exhibit.

5.2 Crisis Counseling Services (HO):

~~HO shall provide Crisis Counseling services to children ages birth to eighteen (0-18) years who are at risk of abuse or neglect, and/or their parents, foster parents (and their children), adoptive families (and their children), and/or caregivers (and their children). Individuals may include: those who are low income; coming from intact families; individuals in the process of reunification; those who may be experiencing a crisis due to interpersonal conflicts, difficult parenting issues, challenging child needs,~~

1 and/or traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes
2 of Subparagraph 5.2) These individuals are not Medi-Cal eligible; and/or do
3 not meet the Medi-Cal eligibility requirements for medical necessity. The
4 objectives of Counseling Services are as follows:

5 5.2.1.1 Increase the availability of counseling
6 services for appropriate non Medi-Cal clients, underinsured clients, and
7 clients experiencing barriers to accessing mental health services.

8 5.2.1.2 Increase participant's coping skills in
9 dealing with stress.

10 5.2.1.3 Increase access to social support systems.

11 5.2.1.4 Facilitate linkages to appropriate and needed
12 treatment programs (e.g., domestic violence, substance abuse, mental health,
13 etc.).

14 5.2.1.5 Reduce risk of violence in the home.

15 5.2.1.6 Improve individual and family functioning.

16 5.2.2 HO shall provide Crisis, Individual, Family, and Group
17 Counseling services for a minimum of ~~fifty-five~~ one hundred and one (55 101)
18 unduplicated PARTICIPANTS annually. Crisis Counseling services shall include,
19 but not be limited to: ~~assess PARTICIPANT's needs; provide~~ providing emotional
20 support; stabilizing immediate crisis; and developing goals for PARTICIPANTS
21 who are experiencing a crisis due to interpersonal conflicts, family crisis,
22 difficult parenting issues, challenging child needs, and/or traumatic loss.
23 Services shall address parenting issues, cycle of abuse, victimization,
24 enhance family dynamic and make appropriate linkages to all needed treatment
25 programs and social support systems.; ~~address independent living skills; self-~~
26 ~~control; parenting issues; cycle of abuse; victimization; enhance family~~
27 ~~dynamics; modify dysfunctional behaviors; incorporate appropriate family~~
28 ~~roles; develop time limited goals for the family and child in placement that~~

1 ~~are targeted to PARTICIPANTS' particular reunification plans if applicable;~~
2 ~~and make appropriate linkages to all needed treatment programs and social~~
3 ~~support systems. The Counselor/Therapist and/or designee, as approved by~~
4 ~~ADMINISTRATOR, shall attend the FRC's Comprehensive Case Management Team~~
5 ~~meetings. Services shall be provided in a culturally responsive manner in~~
6 ~~English and Spanish as needed by PARTICIPANT.~~

7 5.2.3 HO shall provide Crisis, Individual, Family, and Group
8 Counseling services during the term of this Agreement by appointment ~~Monday~~
9 ~~through Friday~~ during FRC operating hours. HO may also schedule evening hours
10 at the request of PARTICIPANTS.

11 5.2.4 HO shall provide Crisis Counseling for a minimum of forty
12 (40) individuals annually. Crisis Counseling sessions shall be a minimum of
13 fifty (50) minutes in duration, ~~or as clinically indicated by the clinician,~~
14 ~~and be~~ offered to PARTICIPANTS on a weekly basis. HO shall offer a minimum of
15 one (1) ~~week of counseling sessions~~ and a maximum of four (4) sessions for
16 each PARTICIPANT. ~~FRC shall provide a phone messaging system to record~~
17 ~~messages and post a sign with an emergency contact name and telephone number~~
18 ~~for PARTICIPANTS who may call or visit the FRC after hours.~~

19 5.2.5 HO shall provide Individual Counseling for a minimum of
20 twenty-five (25) individuals annually. Individual Counseling sessions shall
21 be a minimum of fifty (50) minutes in duration and be offered to PARTICIPANTS
22 on a weekly basis. HO shall offer a minimum of four (4) and maximum of twelve
23 (12) sessions for each PARTICIPANT. If deemed necessary by Counselor,
24 Individual counseling sessions may be extended up to a maximum of twenty (20)
25 sessions per PARTICIPANT. If appropriate, HO shall use evidence-based
26 practices such as "Seeking Safety" or trauma-focused cognitive behavioral
27 therapy to meet PARTICIPANT needs and address PARTICIPANT symptoms.

28 5.2.6 HO shall provide Family Counseling services for a minimum

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

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

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

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

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

5.2.11 HO shall provide qualified, bilingual licensed/licensed eligible Counselor/Therapist staff as specified in Subparagraph 14.8 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.

1 ~~access resources; and office and in-home visits. Services shall be provided in~~
2 ~~a family friendly, culturally responsive and affirming manner in English and~~
3 ~~Spanish as needed by PARTICIPANT.~~

4 5.3.4 CB shall provide Family Advocacy/~~Case Management~~ Support
5 services ~~continuously throughout~~ during the term of this Agreement ~~during FRC~~
6 ~~operating hours or from 8:30 a.m. to 5:00 p.m., Monday through Friday~~ at dates
7 and times convenient for PARTICIPANTS. CB shall provide ~~short-term~~ Family
8 ~~Advocacy/Case Management~~ Support services for a minimum of thirty (30) days ~~or~~
9 ~~long term Family Advocacy/Case Management Support services for a minimum of~~
10 ~~sixty (60) days for each PARTICIPANT.~~

11 5.3.5 CB shall primarily provide Family Advocacy/~~Case~~
12 ~~Management~~ Support services in family's home, at the FRC, or at other
13 community locations as needed with advance written approval by ADMINISTRATOR.

14 5.3.6 ~~CB shall measure progress by ensuring PARTICIPANTS~~
15 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~
16 ~~assessment tools.~~

17 5.3.7 ~~CB's Family Advocacy/Case Management Support services~~
18 ~~shall address the following PSSF service categories: FP, FS, TLF, and APS.~~

19 5.3.8 CB shall provide qualified, ~~bilingual~~ Family Advocate
20 Support Specialist staff as specified in Subparagraph 14.9 of this Exhibit.

21 5.4 Foster and Adoptive Parent Recruitment (HO):

22 5.4.1 The objective of Foster and Adoptive Parent Recruitment
23 services is to increase foster/adoptive awareness to prospective caregivers.

24 5.4.2 HO shall help promote, in collaboration with
25 ADMINISTRATOR, the need for foster and adoptive resources for children in need
26 of a permanent home. Promotional activities may include, but are not limited
27 to: displaying media or printed material at the FRC, promotion at community
28 events/workshops, and distribution of flyers and other marketing materials to

1 local community residents. The FRC Coordinator shall coordinate the delivery
2 of this service.

3 5.4.3 The FRC coordinator shall attend a minimum of three (3)
4 community resource fairs annually, one (1) Blue Ribbon Event annually, and a
5 minimum of one (1) community meeting each month. HO shall also distribute
6 monthly emails to community agencies who engage with foster care and adoption
7 services.

8 5.4.4 HO shall provide Foster and Adoptive Recruitment services
9 for a minimum of ten (10) unduplicated PARTICIPANTS annually.

10 5.4.5 Foster and Adoptive Parent Recruitment services shall be
11 offered continuously throughout the term of this Agreement.

12 5.4.6 HO's Foster and Adoptive Parent Recruitment Services
13 shall address only the following PSSF service category: APS

14 5.4.7 HO shall provide qualified Foster and Adoptive Parent
15 Recruiter staff (e.g., FRC Coordinator) as specified in Subparagraph 14.10 of
16 this Exhibit.

17 5.5 ~~FRC Comprehensive Case Management Team (HO)~~:

18 5.5.1 The objectives of FRC Case Management Team (FRC CMT)
19 services are as follows:

20 5.5.1.1 Increase collaboration among Contractor
21 Partner Agencies to effectively coordinate services.

22 5.5.1.2 Improve resource linkages.

23 5.5.1.3 Improve individual and family functioning.

24 5.5.1.4 Decrease duplication of services.

25 5.5.1.5 Build the capacity of communities and FRC to
26 address the needs of children and families.

27 5.5.2 The ~~FRC Comprehensive Case Management Team~~ CMT consists
28 of an integrated multidisciplinary team comprised of three (3) or more persons

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

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

21 5.5.4 HO, in coordination with ~~collaborative partners~~
22 ~~Contractor Partner Agencies~~, shall provide ~~Comprehensive Case Management Team~~
23 FRC CMT services for a minimum of seventy-five (75) unduplicated FAMILIES
24 PARTICIPANTS annually. ~~Comprehensive Case Management Team services include,~~
25 ~~but are not limited to: identifying the educational, health, or social service~~
26 ~~needs of a child, and child's family; developing a plan to address these~~
27 ~~multiple needs; weekly reviews; team assessment; arranging and coordinating~~
28 ~~appropriate services; monitoring effectiveness of services; and evaluating the~~

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

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

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

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

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

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

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

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

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

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

15 5.5.9 HO shall provide qualified ~~licensed or licensed eligible~~
16 ~~Comprehensive Case Management Team Facilitator~~ FRC CMT Clinical Supervisor
17 staff to facilitate ~~Comprehensive Case Management Team~~ FRC CMT meetings as
18 specified in Subparagraph 14.6 of this Exhibit.

19 Group Counseling:

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

1 eligibility requirements for medical necessity.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~5.6.8 MH RF shall provide qualified, bilingual Information and Referral Community Resource Services Specialist staff as specified in Subparagraph 14.12 of this Exhibit.~~

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

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

5.7.1.1 Increase social connection amongst peers.

5.7.1.2 Provide a safe place for school-aged

children.

5.7.1.3 Increase enrichment opportunities to enhance

academic achievement and healthy social behavior.

5.7.2 GIOC shall provide Out-of-School-Time Youth Program

Services for a minimum of forty (40) unduplicated PARTICIPANTS annually. Out-of-School-Time Youth Program will provide PARTICIPANTS with a safe and nurturing place during after school and non-school hours. GIOC's Out-of-School-Time Youth Program Services shall focus on literacy lab, academic support, leadership development, and thematic based classes. Activities may include, but are not limited to: recreation, education, healthy development, and artistic and cultural enrichment.

5.7.3 GIOC shall offer Out-of-School-Time activities twice a

week for one and a half (1 ½) hours after school, during school breaks, and summer.

5.7.4 GIOC shall provide qualified Out-of-School-Time

Leader/Program Facilitator staff as specified in Subparagraph 14.14 of this Exhibit.

5.8 Parenting Education (HO):

5.8.1 The objectives for Parent Education are as follows:

5.8.1.1 Increase social support.

5.8.1.2 Enhance coping skills.

5.8.1.3 Improve knowledge of child development.

5.8.1.4 Improve knowledge of appropriate and effective discipline.

5.8.2 HO shall provide Parenting Education services to parents,

~~foster parents and/or caregivers of children ages birth to eighteen (0-18) years who are at risk of abuse or neglect. Parents may include: those who are low-income; coming from intact families; dealing with poverty issues, child abuse, domestic violence, teen parent, adoption, individuals in the process of~~

1 reunification; those who may be experiencing a crisis due to interpersonal
 2 conflicts, difficult parenting issues, challenging child needs, and/or
 3 traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes of
 4 Subparagraph 5.5).

5 5.8.3 HO shall provide Parenting Education services for a
 6 minimum of eight (8) unduplicated PARTICIPANTS. HO shall provide Parenting
 7 Education utilizing evidence based or evidence informed Parenting Education
 8 curriculum (e.g., Incredible Years and/or Triple P - Positive Parenting
 9 Program). Elements of an effective parenting education services program shall
 10 improve parenting skills and family functioning by teaching parents/caregivers
 11 about child development (e.g., developmental expectations), behavior
 12 management (e.g., discipline techniques), and coping skills (e.g.,
 13 communication and stress management). As applicable, parenting education
 14 topics emphasis shall include, but not be placed on limited to the prevention
 15 of recurrence of child abuse and/or shall address attachment, bonding, and
 16 traumatic loss issues following: address parent responsibilities; provide
 17 psychologically based behavior principles; stress importance of appropriate
 18 discipline and support; self control; emotional regulation; attachment and
 19 bonding from birth throughout childhood; difficulties inherent throughout
 20 childhood; open and honest communication; praise and acknowledgement;
 21 disruptive cycles of inappropriate parenting; healthy and supportive
 22 parenting. Parenting Education services shall be provided in a family
 23 friendly, culturally responsive and affirming manner in English and Spanish as
 24 needed by PARTICIPANT.

25 5.8.4 HO shall provide Parenting Education services for a
 26 minimum of eight sixty (8 60) unduplicated PARTICIPANTS annually.

27 5.8.5 HO shall provide a minimum of one four (1 4) Parenting
 28 Education series. Each series shall be a minimum comprised of six eight (6 8)

1 weekly to maximum of fourteen (14) weeks in duration. Each class shall be a
2 minimum of ninety (90) minutes in duration and shall be offered on a weekly
3 basis. Parenting Education services shall be provided during the term of this
4 Agreement from 8:30 a.m. to 5:00 p.m., Monday through Friday, at dates and
5 times convenient for PARTICIPANTS. HO shall offer Parenting Education
6 services at additional times based on PARTICIPANT availability.

7 5.8.6 HO shall provide Parenting Education services at the FRC
8 and/or at other community locations, to be approved in advance and in writing
9 by ADMINISTRATOR. HO shall ensure completion of required paperwork when
10 providing parenting education to PARTICIPANTS receiving child welfare
11 services, including, but not limited to: verification of attendance, issuance
12 of certificates of completion, and verbal and/or written reports to COUNTY
13 Social Workers.

14 5.8.7 HO shall measure progress by ensuring PARTICIPANTS
15 complete a FACT registration form and FACT approved measurement tools.

16 5.8.8 HO's Parenting Education services shall address the
17 following PSSF service categories: FP and FS.

18 5.8.9 HO shall provide qualified, bilingual Parenting Educator
19 staff as specified in Subparagraph 14.15 of this Exhibit.

20 Parenting Education TLFR:

21 5.8.10 HO shall provide Parenting Education TLFR services to
22 parents including caregivers of children ages birth to eighteen (0-18) years
23 who are in the process of reunification. TLFR parents may include: those who
24 are low income; dealing with poverty issues, domestic violence, teen parent,
25 those who may be experiencing a crisis due to interpersonal conflicts,
26 difficult parenting issues, challenging child needs, and/or traumatic loss
27 (hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 5.6).

28 5.8.11 HO shall provide Parenting Education TLFR services for a

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

16 5.8.12 ~~HO shall provide a minimum of one (1) Parenting Education~~
17 ~~TLFR series comprised of a minimum of four (4) weekly classes. Parenting~~
18 ~~Education TLFR services shall be offered during the term of this Agreement~~
19 ~~from 8:30 a.m. to 5:00 p.m., Monday through Friday, at dates and times~~
20 ~~convenient for PARTICIPANTS. HO shall offer Parenting Education TLFR services~~
21 ~~at additional times based on PARTICIPANT availability.~~

22 5.8.13 ~~HO shall provide Parenting Education TLFR services at the~~
23 ~~FRC and/or at other community locations, to be approved in advance and in~~
24 ~~writing by ADMINISTRATOR.~~

25 5.8.14 ~~HO shall measure progress by ensuring PARTICIPANTS~~
26 ~~complete a FaCT registration form and FaCT approved measurement tools.~~

27 5.8.15 ~~HO's Parenting Education TLFR services shall address the~~
28 ~~following PSSF service categories: TLFR.~~

1 5.8.16 ~~HO shall provide qualified Parenting Educator staff as~~
2 ~~specified in Subparagraph 11.11 of this Exhibit.~~

3 ~~Adoption Parent Education Workshop~~

4 5.8.17 ~~HO shall provide Adoption Parent Education Workshop~~
5 ~~services to adoptive families and/or caregivers of children ages birth to~~
6 ~~eighteen (0-18) years in the adoption process (hereinafter referred to as~~
7 ~~"PARTICIPANTS" for purposes of Subparagraph 5.7).~~

8 5.8.18 ~~HO shall provide Adoption Parent Education Workshop~~
9 ~~services for a minimum of six (6) unduplicated PARTICIPANTS. Adoption Parent~~
10 ~~Education Workshop services shall address attachment, bonding, and traumatic~~
11 ~~loss issues. Adoption Parent Education topics shall include, but not be~~
12 ~~limited to: address parent responsibilities; provide psychologically based~~
13 ~~behavior principles; stress importance of appropriate discipline and support;~~
14 ~~self control; emotional regulation; attachment and bonding from birth~~
15 ~~throughout childhood; difficulties inherent throughout childhood; open and~~
16 ~~honest communication; praise and acknowledgement; disruptive cycles of~~
17 ~~inappropriate parenting; healthy and supportive parenting. Adoption Parent~~
18 ~~Education Workshop services shall be provided in a family friendly, culturally~~
19 ~~responsive and affirming manner in English and Spanish as needed by~~
20 ~~PARTICIPANT.~~

21 5.8.19 ~~HO shall provide a minimum of one (1) Adoption Parent~~
22 ~~Education Workshop for a minimum of six (6) hours in duration during the term~~
23 ~~of this Agreement from 8:30 a.m. to 5:00 p.m., Monday through Friday, at dates~~
24 ~~and times convenient for PARTICIPANTS. Adoption Parent Education Workshop~~
25 ~~services shall be offered at additional times based on PARTICIPANT~~
26 ~~availability.~~

27 5.8.20 ~~HO shall provide Adoption Parent Education Workshop~~
28 ~~services at the FRC and/or at other community locations, to be approved in~~

1 ~~advance and in writing by ADMINISTRATOR.~~

2 5.8.21 ~~HO shall measure progress by ensuring PARTICIPANTS~~
3 ~~complete a FaCT registration form and FaCT approved measurement tools.~~

4 5.8.22 ~~HO's Adoption Parent Education Workshop services shall~~
5 ~~address the following PSSF service categories: APS.~~

6 5.8.23 ~~HO shall provide qualified Parenting Educator staff as~~
7 ~~specified in Subparagraph 11.11 of this Exhibit.~~

8 5.9 Personal Empowerment Program: (Certified Domestic Violence
9 Prevention and Treatment Education Program) - General and TLFR Participants
10 (HO):

11 5.9.1 The objectives of Personal Empowerment Program (PEP) are
12 as follows:

13 5.9.1.1 Increase victim's awareness of the threat of
14 domestic violence and its short/long term effects.

15 5.9.1.2 Develop or enhance safety plan for domestic
16 violence victims.

17 5.9.1.3 Increase victim's understanding of the
18 effects domestic violence has on children.

19 5.9.1.4 Increase victim's awareness on the various
20 types of abuse.

21 5.9.1.5 Promote safety and permanency in homes and
22 communities through prevention efforts aimed at child abuse and domestic
23 violence.

24 5.9.2 ~~HO shall provide Personal Empowerment Program services to~~
25 ~~parents and/or caregiver of children ages birth to eighteen (0-18) years who~~
26 ~~are at risk of abuse or neglect. Individuals may include: those who are low-~~
27 ~~income or dealing with poverty issues; child abuse, domestic violence;~~
28 ~~individuals in the COUNTY adoption process; or those who may be experiencing a~~

1 ~~crisis due to interpersonal conflicts, difficult parenting issues, challenging~~
2 ~~child needs, and/or traumatic loss (hereinafter referred to as "PARTICIPANTS"~~
3 ~~for purposes of Subparagraph 5.8).~~

4 5.9.3 ~~HO shall provide Personal Empowerment Program services~~
5 ~~for a minimum of thirty (30) unduplicated PARTICIPANTS. Personal Empowerment~~
6 ~~Program services series is comprised of shall be a ten (10) week educational~~
7 ~~support program designed to help battered victims break the cycle of domestic~~
8 ~~violence through the following: education on the dynamics of domestic~~
9 ~~violence, effects of violence on victims and their children, and to help~~
10 ~~battered victims protect children who live in domestic violence homes. Topics~~
11 ~~shall include, but are not be limited to: safety planning, boundaries, anger~~
12 ~~management, legal aspects of domestic violence, work through denial, and~~
13 ~~maintain healthy relationships. Services shall be provided in a family~~
14 ~~friendly, culturally responsive and affirming manner in English and Spanish as~~
15 ~~needed by PARTICIPANT target the general community as well as COUNTY's TLFR~~
16 ~~population.~~

17 5.9.4 HO, shall provide ~~Personal Empowerment Program PEP~~
18 ~~services for to a minimum of thirty forty (30 40) unduplicated PARTICIPANTS~~
19 ~~annually.~~

20 5.9.5 HO, shall provide ~~three four (3 4) PEP series annually.~~
21 ~~Each series shall be of ten (10) weeks in duration. Personal Empowerment~~
22 ~~Program services. Each class shall be a minimum of two (2) hours in duration,~~
23 ~~HO shall provide Personal Empowerment Program services from 8:30 a.m. to 5:00~~
24 ~~p.m., Monday through Friday. PEP services shall be offered continuously during~~
25 ~~the term of this Agreement at dates and times convenient for PARTICIPANTS.—HO~~
26 ~~shall offer Personal Empowerment Program services at additional times based on~~
27 ~~PARTICIPANT availability.~~

28 5.9.6 HO shall provide Personal Empowerment Program services at

1 ~~the FRC and/or at other community locations, to be approved in advance and in~~
2 ~~writing by ADMINISTRATOR.~~

3 5.9.7 ~~HO shall measure progress by ensuring PARTICIPANTS~~
4 ~~complete FaCT measurement tools.~~ When providing PEP services to COUNTY's
5 TLFR population, HO shall also be required to include, but not be limited to:
6 verification of attendance, issuance of certificates of completion, and verbal
7 and/or written reports to COUNTY Social Workers.

8 5.9.8 ~~HO's Personal Empowerment Program services shall address~~
9 ~~the following PSSF service categories: FP and FS.~~

10 5.9.9 HO, shall provide qualified, bilingual Personal
11 Empowerment Program (PEP) Instructor/Domestic Violence Advocate staff as
12 specified in Subparagraph 14.16 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 ~~Personal Empowerment Program TLFR:~~

16 5.9.10 ~~HO shall provide Personal Empowerment Program TLFR~~
17 ~~services to parents and/or caregiver 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 5.9.11 ~~HO's shall provide Personal Empowerment Program TLFR~~
26 ~~services for a minimum of five (5) unduplicated PARTICIPANTS. Personal~~
27 ~~Empowerment Program TLRF 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 monitoring of~~
7 ~~client attendance and participation; and provide verbal and/or written report~~
8 ~~to County social workers. Services shall be provided in a family friendly,~~
9 ~~culturally responsive and affirming manner in English and Spanish as needed by~~
10 ~~PARTICIPANT.~~

11 5.9.12 ~~HO shall provide Personal Empowerment Program TLFR groups~~
12 ~~during the term of this Agreement. Each group shall be a minimum of two (2)~~
13 ~~hours in duration. HO shall provide Personal Empowerment Program TLFR~~
14 ~~services from 8:30 a.m. to 5:00 p.m., Monday through Friday, at dates and~~
15 ~~times convenient for PARTICIPANTS. Personal Empowerment Program TLFR services~~
16 ~~shall be offered at additional times based on PARTICIPANT availability.~~

17 5.9.13 ~~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 5.9.14 ~~HO shall measure progress by ensuring PARTICIPANTS~~
21 ~~complete FaCT measurement tools.~~

22 5.9.15 ~~HO's Personal Empowerment Program TLFR services shall~~
23 ~~address the following PSSF service categories: TLFR.~~

24 5.9.16 ~~HO shall provide qualified Personal Empowerment Program~~
25 ~~Instructor staff as specified in Subparagraph 11.12 of this Exhibit.~~

26 5.10 Time-Limited Family Reunification Family Fun Activities:

27 5.10.1 The objectives of Time-Limited Family Reunification
28 (TLFR) Family Fun Activities are to increase parent-child bonding and provide

1 a safe and enriching interactive environment for TLFR families.

2 5.10.2 HO shall provide TLFR Family Fun Activities to
3 PARTICIPANTS. In addition to participants referenced in Paragraph 1, TLFR
4 Family Fun Activities may also include children that are removed from their
5 home and placed in a foster family home or a childcare institution and parents
6 or primary caregiver of such a child, in order to facilitate the reunification
7 of the child, safely and appropriately.

8 5.10.3 HO shall provide TLFR Family Fun Activities services for
9 a minimum of ten (10) unduplicated FAMILIES annually. TLFR Family Fun
10 Activities shall include supervised and organized activities and events for
11 children of parents and/or caregivers in the reunification process.
12 Activities may include, but are not limited to, the following: arts and
13 crafts, recreation, and healthy lifestyle education programs which are
14 designed to promote healthy parent-child bonding, quality time, and
15 communication. In the event a parent is participating in monitored/supervised
16 visitation while simultaneously participating in a Family Fun Activity, the
17 approved monitor or supervised visitation specialist must be present during
18 the entire length of the Family Fun Activity.

19 5.10.4 HO shall provide a minimum of two (2) TLFR Family Fun
20 Activities (events) annually. Each event shall be a minimum of ninety (90)
21 minutes in duration.

22 5.10.5 HO shall provide TLFR Family Fun Activities services at
23 FRC locations or at other community locations as needed with advance written
24 approval by ADMINISTRATOR.

25 5.10.6 HO's TLFR Family Fun Activities services shall address
26 only the following PSSF service category: TLFR

27 5.10.7 HO shall provide qualified TLFR Family Fun Activities
28 Coordinator staff as specified in Subparagraph 14.20 of this Exhibit at no

1 cost to County.

2 6. ADDITIONAL CONTRACTOR RESPONSIBILITIES

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

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

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

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

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

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

28 6.1.4 ~~CONTRACTOR shall~~ Develop a Community Engagement Advisory

1 Committee (CEAC) that shall meet a minimum of quarterly during the term of
2 this Agreement. ~~CEAC shall develop and advance a community agenda to affect~~
3 ~~community level change.~~ The FRC will maintain a roster and a copy of minutes
4 for all CEAC meetings. The composition of CONTRACTOR's CEAC shall vary,
5 depending on the specific goals of, and the services to be provided by the
6 FRC. The CEAC shall consist of community members such as parents, youths,
7 teachers, school community liaisons, businesses professionals, religious
8 community leaders, law enforcement, human and health service professionals,
9 and city representatives. CEAC shall assess, survey, and identify community
10 strengths and needs to advocate for FRC services to meet community need on an
11 annual basis; develop parent and youth leadership; and engage business
12 community to provide tangible support and leadership. CEAC shall enlist broad
13 community support and advocacy for the FRC by fundraising for the FRC and
14 hosting events. A minimum of one thousand dollars (\$1,000) shall be allocated
15 to the CEAC within the FRC budget for the purposes of its members to use for
16 planning events, and other activities as deemed necessary by the CEAC
17 committee. RF shall provide qualified Community Engagement Volunteer
18 Coordinator staff as specified in Subparagraph 14.7 of this Exhibit. ~~The FRC~~
19 ~~shall provide staff and volunteer coordination to develop and support CEAC.~~
20 ~~appropriate CONTRACTOR staff shall participate in all required training~~
21 ~~identified by ADMINISTRATOR, including, but not limited to, management~~
22 ~~information system, FRC Program Coordinator's role in the FRC, and other FRC~~
23 ~~responsibilities and activities. ADMINISTRATOR will provide CONTRACTOR with~~
24 ~~detailed information regarding meeting date(s) and location(s).~~

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

1 6.2 ~~RF HO~~ shall provide a minimum of two hundred sixty-six (266) hours
 2 annually of Childcare services at the FRC to children of parents attending FRC
 3 programs ~~Monday through Friday~~ during FRC operating hours, ~~and on evenings and~~
 4 ~~weekends as required by PARTICIPANTS~~ continuously throughout, during the term
 5 of this Agreement, or at dates and times convenient for PARTICIPANTS.
 6 Allowable costs include direct childcare services and purchases of cleaning
 7 supplies, snacks directly related to childcare services, activities, age
 8 appropriate toys, crafts, and games. Childcare services shall be reimbursed
 9 based on actual hours worked. ~~RF HO~~ shall provide qualified Childcare Worker
 10 staff as specified in Subparagraph 14.4 of this Exhibit. ~~RF shall provide a~~
 11 ~~minimum of:~~

12 6.2.1 ~~Two hundred fifty (250) hours of childcare during the~~
 13 ~~term of this contract.~~

14 6.3 CONTRACTOR shall use Emergency Assistance Funds to meet basic
 15 needs of clients in support of services as described herein. Allowable costs
 16 include emergency food, emergency clothing, diapers, medicine, bus tickets to
 17 access services, safety items, one-time rent payment assistance, and one-time
 18 utility payment assistance. Other allowable costs are to be approved in
 19 advance and in writing by ADMINISTRATOR. All purchases for Emergency
 20 Assistance funds in excess of one hundred (\$100) dollars per client ~~must~~ shall
 21 be requested in advance and in writing for approval by ADMINISTRATOR.
 22 CONTRACTOR shall research available community resources options prior to
 23 approving expenditures.

24 7. FACILITIES

25 7.1 Costa Mesa Family Resource Center is located at:
 26 307 Placentia Avenue, Suite 209
 27 Newport Beach, CA 92663-3308

28 7.2 Administrative services under this Agreement shall be provided at

1 Costa Mesa Family Resource Center and:

2 Human Options Inc.

3 P.O. Box 53745

4 Irvine, CA 92619-3745

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

8 8. DATA ENTRY AND DATA SUBMISSION REQUIREMENTS

9 8.1 CONTRACTOR shall electronically track the type and amount of
10 services provided to each PARTICIPANT by Contractor Partner Agencies and a
11 minimum of two (2) required Non-FaCT Funded Partner Agency(ies). The FRC
12 Designated Lead Agency shall maintain data that includes the types and amounts
13 of services provided to each PARTICIPANT, assessment data, key demographic
14 items including but not limited to: family identifier, family member
15 identifier, ethnicity, date of birth, sex, referral reason(s), services
16 recommended, services provided, date service delivery begins, date service
17 delivery ends, status indicators [e.g., previous abuse reports, existing
18 health problems], and primary language spoken as determined by ADMINISTRATOR.

19 8.2 FaCT utilizes a model developed by the Center for the Study of
20 Social Policy called “Strengthening Families” to frame outcomes and evaluation
21 data. This model, which has been identified as preventing child abuse and
22 neglect identifies the following five (5) protective factors:

23 8.2.1 Provide concrete support in times of need;

24 8.2.2 Increase parental resilience;

25 8.2.3 Increase knowledge of parenting and child development;

26 8.2.4 Support the social and emotional competence of children;

27 and

28 8.2.5 Build parents’ social connections.

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

10 8.3 FRC direct services staff (e.g., Information and Resource
11 Specialist, Family Support Specialist, etc.) shall be responsible for entering
12 client service and outcome data for FaCT funded and a minimum of two (2)
13 required non-FaCT funded services into the FaCT data system. These include,
14 but are not limited to, the following:

15 8.3.1 FRC CMT Clinical Supervisor shall administer, collect,
16 and enter the FRC CMT tracking and assessment tool;

17 8.3.2 Family Support Specialist shall administer, collect, and
18 enter the Family Development Matrix Tool(s);

19 8.3.3 Parenting Educator shall administer, collect, and enter
20 the Parenting Education Survey;

21 8.3.4 Out-of-School-Time Leader shall administer, collect, and
22 enter FaCT Measurement tools; and

23 8.3.5 Direct service staff shall enter specific data collection
24 information and complete standardized assessment forms, FaCT Registration
25 Form, attendance sheets, and other documents required by ADMINISTRATOR.

26 8.4 In addition to the FaCT Registration form and/or FaCT Large Group
27 Tracking form, the following assessment tool(s) required for each core service
28 includes:

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

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

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

8.7 The COUNTY measurement tools, referenced in Subparagraph 8.4 are subject to change based on program and evaluation needs as defined by ADMINISTRATOR.

9. REPORTS

CONTRACTOR shall prepare and submit written reports in a format approved in writing by ADMINISTRATOR. Written reports include the Quarterly Assessment Report and the Monthly Service Grid, ~~regarding each participant to the FaCT Program Coordinator including, but not limited to, the following information:~~

9.1 ~~Family identifier;~~ Monthly Service Grid Reports shall be submitted to ADMINISTRATOR by the twentieth (20th) day of each month for the preceding month of services. In the event the twentieth (20th) calendar day falls on a

1 weekend or COUNTY holiday as specified in Subparagraph 3.2 of this Exhibit,
2 CONTRACTOR shall submit the Monthly Service Grid the next business day to
3 Administrator.

4 9.2 ~~Family member identifier;~~

5 9.3 ~~Ethnicity;~~

6 9.4 ~~Date of birth;~~

7 9.5 ~~Sex;~~

8 9.6 ~~Referral reason(s);~~

9 9.7 ~~Services recommended;~~

10 9.8 ~~Services provided;~~

11 9.9 ~~Date services delivery begins;~~

12 9.10 ~~Date service delivery ends;~~

13 9.11 ~~Status indicators (e.g., previous abuse reports, existing health
14 problems, etc.);~~

15 9.12 ~~Primary language spoken;~~

16 9.13 ~~PSSF outcome measures as identified in Paragraph 2 of this
17 Exhibit; and,~~

18 9.14 ~~PSSF service categories as identified in Paragraph 2 of this
19 Exhibit.~~

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

24 9.16 ~~CONTRACTOR shall complete registration forms and attendance sheets
25 for every service delivered to participant(s) unless specifically exempted by
26 ADMINISTRATOR.~~

27 9.17 ~~CONTRACTOR shall complete the FaCT standardized Marketing Outreach
28 Log and CEAC Data Form and shall submit to ADMINISTRATOR quarterly, ten (10)~~

1 calendar days following the end of each quarter.

2 9.18 CONTRACTOR shall provide information deemed necessary by
3 ADMINISTRATOR to complete any state-required reports related to the services
4 provided under this Agreement.

5 10. UTILIZATION REVIEW

6 10.1 CONTRACTOR and ADMINISTRATOR shall meet upon ADMINISTRATOR's
7 request at CONTRACTOR's facility identified in Paragraph 7 of this Exhibit A
8 to review and evaluate a random selection of PARTICIPANT case records. The
9 review shall include, but is not limited to: an evaluation of the necessity,
10 appropriateness, and length of services provided. PARTICIPANT cases to be
11 reviewed shall be randomly selected by COUNTY.

12 10.2 In the event CONTRACTOR and ADMINISTRATOR are unable to resolve
13 differences of opinion regarding the necessity, appropriateness, and length of
14 services provided, the dispute shall be submitted to COUNTY's Director of
15 Children and Family Services for final resolution.

16 11. SUSTAINABILITY

17 11.1 Contractor agrees to demonstrate, throughout the term of this
18 Agreement, the ability, ~~now and in the future~~ to integrate multiple public,
19 private, and collaborative partner funding sources.

20 11.2 CONTRACTOR must provide measureable goals that demonstrate
21 resource leveraging and in-kind partnerships and/or grants based on service
22 gaps and identified needs, specific to the community.

23 11.3 CONTRACTOR agrees to work with ADMINISTRATOR ~~and/or FaCT~~ in order
24 to pursue long-term sustainability of CONTRACTOR's FaCT collaborative
25 programs. This includes, but is not limited to, participation in the
26 following:

27 11.3.1 Assessment of long-term need for and reasonableness of
28 FaCT collaborative programs;

1 11.3.2 Training programs developed by or for FaCT;

2 11.3.3 Outreach activities initiated by FaCT staff or FaCT
3 committees, as mutually agreed by CONTRACTOR and ADMINISTRATOR;

4 11.3.4 Research of other public/private funding sources and
5 opportunities;

6 11.3.5 Pursuit of linkages with other partners, as appropriate;
7 and

8 11.3.6 Development of marketing and community education
9 materials as mutually agreed upon by CONTRACTOR and ADMINISTRATOR.

10 11.4 CONTRACTOR agrees to cooperate in these efforts, as well as
11 independently pursue opportunities to improve sustainability of their
12 collaborative program. Independent activities may include activities
13 identified above as well as grant writing and engaging in collaborative
14 agreements with other integrated service initiatives.

15 11.5 ~~CONTRACTOR shall inform ADMINISTRATOR of its activities to sustain~~
16 ~~CONTRACTOR's FaCT collaborative program by including written progress reports~~
17 ~~in FaCT measurement tools reports.~~

18 12. MEETINGS AND TRAININGS:

19 12.1 CONTRACTOR shall ensure the FRC Coordinator participates in
20 meetings of all FaCT FRC Coordinators for the purpose of information sharing,
21 joint problem solving, identification of Best Practices, development of common
22 approaches to case management and intake, training, and other related matters.
23 Meetings will occur a minimum of one per month. ADMINISTRATOR will provide
24 CONTRACTOR with detailed information regarding meeting date(s) and
25 location(s).

26 12.2 CONTRACTOR shall ensure appropriate CONTRACTOR staff participates
27 in all required trainings and/or meetings as identified by ADMINISTRATOR.
28 ADMINISTRATOR will provide CONTRACTOR with detailed information regarding

1 training/meeting date(s) and location(s).

2 12.3 Trainings eligible for reimbursement through this Agreement must
3 be approved in advance, in writing, by ADMINISTRATOR.

4 12.4 At the request of ADMINISTRATOR, CONTRACTOR shall attend trainings
5 presented or sponsored by COUNTY.

6 13. BUDGET

7 13.1 For each of the five (5) COUNTY fiscal years (July 1 through June
8 30) included during the term of this Agreement, the maximum annual budget for
9 services provided pursuant to Exhibit A of this Agreement shall not exceed
10 \$300,000.

11 13.2 The ADMINISTRATOR and CONTRACTOR may agree, subject to advance
12 written notice, to add, delete, modify, line item and/or amounts, and/or the
13 number and type of FTE positions, specified in the annual budget included in
14 Subparagraph 13.11, without reducing the level of services to be provided or
15 exceeding COUNTY's maximum obligation stated in Subparagraph 20.1 of this
16 Agreement.

17 13.3 For the purpose of meeting specific program needs, CONTRACTOR may
18 request to reallocate funds between budgeted line items by utilizing a Budget
19 Modification Request form provided by ADMINISTRATOR, which shall include a
20 justification narrative specifying the purpose of the request, the amount of
21 said funds to be reallocated, and the sustaining annual impact as applicable
22 to the current and subsequent fiscal years. CONTRACTOR shall obtain advance
23 written approval from ADMINISTRATOR for any Budget Modification Request prior
24 to implementation. Failure to obtain advance written notice approval for any
25 proposed Budget Modification Request may result in disallowance of
26 reimbursement for those costs.

27 13.4 In the event the budget shown in Subparagraph 13.11 is modified,
28 the modified budget shall remain in effect for the remainder of the contract

1 term, unless superseded by subsequent budget modification(s) that have been
2 approved in writing by ADMINISTRATOR. For example, if Budget Modification #1
3 is approved on March 15, 2016, the modified budget will remain in effect until
4 Budget Modification #2 is requested and approved in writing. The annual
5 budget beginning on July 1st of each fiscal year shall be identical to the
6 most recently modified annual budget. Under no circumstances shall funds
7 unspent in one fiscal year carry over to another fiscal year.

8 13.5 It is anticipated multiple budget modifications will occur during
9 the term of this Agreement. When appropriate, CONTRACTOR will delay submitting
10 a Budget Modification Request until multiple changes can be incorporated into
11 a single Budget Modification Request versus submitting several Budget
12 Modification Requests that include a single line item change.

13 13.6 For purposes of this Agreement, Direct Services Expense is defined
14 as a non-administrative expense required to provide goods or services for the
15 direct benefit of PARTICIPANTS. Examples include, but are not limited to:
16 parent education handbooks, chore charts, art materials, water and snacks for
17 PARTICIPANT consumption, incentives for clients to attend events, etc.

18 13.7 For purposes of this Agreement, Program Expense is defined as an
19 administrative expense required for overall service delivery rather than an
20 expense benefitting an individual PARTICIPANT. Examples include, but are not
21 limited to: marketing materials, display boards, educational DVDs and video
22 equipment to broadcast, parent education curriculums, educational
23 books/reference material to be used by CONTRACTOR's staff, furniture,
24 volunteer staff recognition events, etc.

25 13.8 Budget Modification Requests will be considered for approval when
26 such requests are to reallocate funds within a similar category such as
27 reallocating unused funds from a direct service salary position to a new
28 direct participant service (i.e., Life Skills Workshop) or reallocating unused

Office Supply funds to increase an Insurance line item. Funds may not shift from a direct service line item to an administrative line item.

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

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

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

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

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

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

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

<u>SALARIES</u>	<u>FTE ⁽¹⁾</u>	<u>Maximum Hourly Rate ⁽²⁾</u>	<u>Budget</u>
<u>Human Option (HO) ⁽⁶⁾</u>			
<u>Counselor/Therapist (Services 5.2 and 5.8)</u>	0.60	\$28.41	\$35,455
<u>Clinical Supervisor/CMT Clinical Supervisor (Service 5.1 and 5.5)</u>	0.06	\$31.51	3,932
<u>FRC Coordinator (Services 5.4)</u>	1.0	\$30.00	<u>62,400</u>

1	SUBTOTAL HO SALARIES:			\$101,787
2	HO Benefits (17%) ^(3 and 5)			17,303
3	SUBTOTAL HO SALARIES AND BENEFITS:			\$119,090
4	Children Bureau of Southern CA (CB) ⁽⁶⁾			
5	Family Support Specialist (Service 5.3)	1.0	\$19.55	\$35,360
6	Program Manager (Admin.)	0.041	\$44.70	3,556
7	SUBTOTAL CB SALARIES:			\$38,916
8	CB Benefits (28%) ^(3 and 5)			10,896
9	SUBTOTAL CB SALARIES AND BENEFITS:			\$49,812
10	GIRLS INCORPORATED OF ORANGE COUNTY (GIOC) ⁽⁶⁾			
11	OST Leader/Program Facilitator (Service 5.7)	0.50	\$15.00	\$15,600
12	SUBTOTAL GIOC SALARIES:			\$15,600
13	GIOC Benefits (15%) ^(3 and 4)			2,340
14	SUBTOTAL GIOC SALARIES AND BENEFITS:			\$17,940
15	THE RIASE FOUNDATION (RF) ⁽⁶⁾			
16	Accountant/Bookkeeper (Admin.)	0.025	\$30.00	\$1,560
17	Community Engagement Volunteer Coordinator (Service 6.1.4)	0.50	\$20.82	20,415
18	Information & Referral Specialist (Service 5.6)	1.0	\$16.48	32,552
19	Operations Manager (Admin.)	0.025	\$30.00	1,352
20	Program Manager (Admin.)	0.05	\$27.86	2,600
21	Supervisor (Admin.)	0.025	\$45.00	1,875
22	SUBTOTAL RF SALARIES:			\$60,354
23	RF Benefits (21%) ^(3 and 5)			12,674
24	SUBTOTAL RF SALARIES AND BENEFITS:			\$73,028
25	PARTICIPANT RELATED SERVICES AND EXPENSE			
26	HO Childcare Worker (Service 6.2)		\$14.50	\$3,016
27	HO Direct Service Expense			500
28	HO PEP (Service 5.9)			6,000
29	CB Direct Service Expense			100
30	CB Emergency Assistance Fund (Service 6.3)			705
31	GIOC Direct Service Expense			2,060
32	RF CEAC (Service 6.1.4)			1,500
33	RF Direct Service Expense			500
34	RF Emergency Assistance Fund (Service 6.3)			500
35	SUBTOTAL PARTICIPANT RELATED SERVICES AND EXPENSES:			\$14,881

ADMINISTRATIVE SERVICES AND SUPPLIES ⁽⁶⁾SERVICES

RF Independent Audit	\$900
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SUPPLIES

HO Office Supplies	582
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HO Program Expense	200
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CB Office Supplies	300
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CB Program Expense	278.54
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RF Office Supplies	500
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RF Program Expense	500
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SUBTOTAL ADMINISTRATIVE SERVICES AND SUPPLIES:	\$3,261
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OPERATING EXPENSES ⁽⁶⁾

HO Internet Expense	\$2,000
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HO Mileage ⁽⁷⁾	1,200
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HO Training	100
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CB Equipment Purchase/Lease/Maintenance	1,500
---	-------

CB Mileage ⁽⁷⁾	800
---------------------------	-----

CB Telephone/Internet	500
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RF Equipment Purchase/Lease/Rental	1,000
------------------------------------	-------

RF Insurance	\$900
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RF Mileage ⁽⁷⁾	800
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RF Staff Training	90
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RF Telephone and Internet	1,000
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SUBTOTAL OPERATING EXPENSES:	\$9,890
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INDIRECT COSTS ⁽⁶⁾

HO Indirect Cost	\$10,465
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CB Indirect Cost	\$953
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RF Indirect Cost	\$680
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SUBTOTAL INDIRECT COSTS	\$12,098
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SUBTOTAL ALL SALARIES, BENEFITS, SERVICES, SUPPLIES, OPERATING EXPENSES AND INDIRECT COSTS:	\$300,000
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MAXIMUM COUNTY OBLIGATION	\$300,000
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(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

1 time (stated as a percentage) the position will be paid for under the terms of
2 this Agreement, regardless of the number of hours actually worked.

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

5 ⁽³⁾ ~~Medical, long-term disability, retirement, pension, employee~~
6 ~~assistance, FICA, SUI, Workers' Compensation and vacation accrual.~~ Employee
7 Benefits may include contributions to 401k or retirement plans; health
8 insurance; dental insurance; vision insurance; long-term/short-term disability
9 insurance; life and disability insurance; payroll taxes such as FICA, Federal
10 Unemployment Tax, State Unemployment Tax, and Worker's Compensation Tax, based
11 on the currently prevailing rates, and vacation/sick time accrual as specified
12 in footnotes four (4) and/or five (5) below. HO's overall benefit rate shall
13 not exceed seventeen percent (17%) of actual salary expense claimed. CB's
14 overall benefit rate shall not exceed twenty-eight percent (28%) of actual
15 salary expense claimed. GIOC's overall benefit rate shall not exceed fifteen
16 percent (15%) of actual salary expense claimed. RF's overall benefit rate
17 shall not exceed twenty-one percent (21%) of actual salary expense claimed.

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

24 ⁽⁵⁾ An actual expenditure for a vacation/sick time accrual payment, paid
25 to an employee upon separation in accordance with CONTRACTOR's established
26 policy, will be included as an itemized amount on the Salary and Benefit
27 Worksheet submitted as part of CONTRACTOR's monthly invoice packet. The
28 amount eligible for reimbursement shall be limited to the amount of

1 vacation/sick time earned by the employee during the COUNTY fiscal year in
2 which the claim is made, minus any vacation/sick time the employee used during
3 the same fiscal year. For example, if an employee separates on February 15,
4 2016, the vacation/sick time accrual amount eligible for reimbursement through
5 the Agreement shall be based upon the period of July 1, 2015 through February
6 15, 2016 only.

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

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

12 ~~⁽⁵⁾ Travel costs will be in accordance with Title 41 CFR Chapter 301,
13 Federal Travel Regulation; Maximum Per Diem Rates; Final Rules. Travel must
14 be approved by ADMINISTRATOR in advance. CONTRACTOR shall be reimbursed for
15 actual expenses of lodging up to the maximum allowed in Title 41 CFR Chapter
16 301, Travel Allowances. CONTRACTOR shall be reimbursed for per diem rate paid
17 to employees for meals and incidental expenses incurred during travel up to
18 the maximum allowed in Title 41 CFR Chapter 301, Travel Allowances.~~

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

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

~~⁽⁵⁾ CB's indirect costs include a federal allocation method for general administration, human resources support, payroll, accounting, and information technology assistance costs.~~

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

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

~~⁽⁹⁾ RF shall use Emergency Assistance funds to meet basic needs of clients in support of services as described herein. Allowable costs include emergency food, emergency clothing, diapers, medicine, bus tickets to access services, safety items, one-time rent payment assistance, and one-time utility payment assistance. Other allowable costs are to be approved in advance and in writing by ADMINISTRATOR. All purchases for Emergency Assistance funds in excess of one hundred (\$100) dollars per client shall be requested in advance and in writing for approval by ADMINISTRATOR. CONTRACTOR shall research available community resources options prior to approving expenditures.~~

14. STAFF

14.1 Recruitment Practices:

14.1.1 CONTRACTOR shall use a formal recruitment plan, which complies with Federal and State employment and labor regulations. CONTRACTOR

shall hire staff with the education, language skills, and experience necessary to appropriately perform all functions as described in this Agreement.

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

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

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

CONTRACTOR shall provide the following described staff positions:

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

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

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

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

14.3 Accountant/Bookkeeper (RF):

14.3.1 Duties: Responsible for ensuring accurate and timely ~~submittal~~ ~~payment of FRC partner agency invoices;~~ ~~timely billing to ADMINISTRATOR;~~ document expenditures for audit purposes, attend FaCT-required trainings, and provide financial reports as required or requested by FRC Partner Agencies and/or ADMINISTRATOR.

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

14.4 Childcare Worker (HO):

14.4.1 Duties: Provide childcare activities at the FRC to children of PARTICIPANTS attending FRC services; ~~responsible for providing childcare for children of parents attending FRC programs and completing~~

1 required documentation; ~~provide activities including, but not be limited to,~~
2 ~~arts and crafts, playing with building blocks and play dough, and educational~~
3 ~~games such as counting, sorting, color recognition, and puzzles;~~ ensure the
4 health and safety of the children are maintained at all times; set up and
5 clean up designated areas; taking appropriate action in the event of an
6 emergency; report any incidents that impact the health and safety of a child
7 immediately to the FRC Coordinator; report any suspected abuse and/or neglect
8 of a child immediately to the FRC Coordinator; attend all required meetings
9 and trainings; maintain confidentiality of clients; maintain a positive
10 attitude; and work effectively with parents, staff, and volunteers.

11 14.4.2 Qualifications: High school diploma or equivalent; and
12 one (1) year of childcare experience, including experience working with
13 infants; ~~professional demeanor;~~ ability to deal with stressful situations and
14 be creative; and energetic. ~~ability to work in a multicultural environment;~~
15 ~~bilingual in Spanish is preferred; and~~ Proficiency in English is required and
16 bilingual, based on community language need, is preferred.

17 14.5 Clinical Supervisor (HO):

18 14.5.1 Duties: Provide individual and group supervision, as
19 applicable; clinical supervision for counseling services; case consultation to
20 FRC staff, as needed; monitor cases; be available for crisis and clinical
21 consultation, as needed; review documents for clinical content; verify the
22 laws of confidentiality; and ensure that child and elder/dependent adult abuse
23 reporting are followed-up on every case consult. Ensure accuracy of paperwork
24 and data entered into the FaCT-approved database and attend all required
25 meetings and trainings.

26 14.5.2 Qualifications: Licensed Clinical Social Worker (LCSW),
27 Licensed Marriage and Family Therapist (MFT), or Licensed Clinical
28 Psychologist and a minimum of two (2) years of clinical supervision

1 experience. Proficiency in English is required.

2 14.6 CMT Clinical Supervisor (HO):

3 14.6.1 Duties: Facilitate case management team group process,
 4 ensure thorough assessment and linkages for families to resources, and ensure
 5 team and/or staff members follow up on all mandated reporting requirements.
 6 ~~Legally Responsible~~ Responsibilities include, but are not limited to: ~~for~~
 7 ~~ensuring the team and/or staff members follow up on all mandated reporting~~
 8 ~~requirements;~~ verify and track ~~check~~ attendance of required ~~Comprehensive Case~~
 9 ~~Management Team~~ FRC CMT members; ensure PARTICIPANT confidentiality/release
 10 ~~and/or release~~ forms are signed by PARTICIPANT and FRC CMT members ~~and~~
 11 ~~maintained;~~ possess a thorough understanding of review the laws of
 12 confidentiality and child, elder/dependent ~~and dependent~~ adult abuse reporting
 13 on an annual basis and ensure compliance for each case presented; ensure all
 14 FRC CMT cases conferenced are multiple needs cases (i.e., not just information
 15 and referral); facilitate weekly review of FRC CMT ~~Comprehensive Case~~
 16 ~~Management Team~~ cases including a thorough assessment of needs, treatment
 17 plan, follow up plan, and termination; ~~document and maintain case management~~
 18 ~~team records;~~ collect and input data into the FaCT database; and attend all
 19 ~~required meetings and trainings~~ provide and coordinate ongoing cross-training
 20 to FRC CMT on clinical training needs; ensure families are invited to the FRC
 21 CMT meetings; maintain a binder of weekly case logs and registration forms for
 22 each case conferenced at FRC CMT; complete standardized FRC CMT assessment
 23 tools, ensuring COUNTY required FRC CMT data is accurately entered into FaCT
 24 database; and actively engage new collaborative partners and/or other COUNTY
 25 agency representatives to conference cases that would benefit families.

26 14.6.2 Qualifications: Must be a ~~Licensed Clinical Social Worker~~
 27 ~~(LCSW,)~~ or a ~~Marriage and Family Therapist (MFT),~~ or Licensed Clinical
 28 ~~Psychologist.~~ A minimum of ~~have~~ at least ~~three~~ one (3 1) years of experience

1 working in the field; have knowledge of the problems in child abuse and
2 domestic violence and principles of crisis counseling and family therapy.
3 Must possess excellent written and verbal communication skills. Group/meeting
4 facilitation experience is preferred. Proficiency in English is required.

5 14.7 Community Engagement Volunteer Coordinator (RF):

6 14.7.1 Duties: Assist in advocacy for the expansion of the FRC
7 CEAC, programs, and activities focusing on issues that affects the health,
8 well-being, and public safety of residents in the FRC community. Oversee
9 community organizing, volunteer recruitment and training, problem solving, and
10 developing and implementing an outreach plan. Support the efforts of local
11 programs to explore donation and service opportunities for the FRC, develop
12 and promote FRC volunteer project activities, develop and maintain regular
13 contact with community organizations, coordinate and communicate with FRC
14 Coordinator, attend all required meetings and trainings, administer FaCT-
15 approved measurement tools, and enter results into the FaCT database.

16 14.7.2 Qualifications: Option One (1): Bachelor's degree in
17 human services or related field from an accredited university; two (2) years
18 of experience working with at-risk families and the community, including one
19 (1) year supervisory experience; knowledge of public and private social
20 services agencies, community resources, including Federal and State programs;
21 capable of relating well to individuals from diverse backgrounds, cultures,
22 varied income, and education levels; and computer competency. Proficiency in
23 English is required, and bilingual, based on community language need, is
24 preferred.

25 14.7.3 Qualifications Option Two (2): A minimum of five (5)
26 years of experience working with at-risk families and the community, including
27 one (1) year supervisory 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 14.8 Counselor/Therapist (HO):

6 14.8.1 Duties: Provide therapy including assessment, treatment
7 planning, termination summaries, progress notes, and documentation.
8 Administer FaCT-approved pre/post measurement tools and enter results into the
9 FaCT-approved database. ~~Provide individual, family, group, and crisis~~
10 ~~counseling services for children, parents, and/or caregivers who are~~
11 ~~experiencing a crisis due to interpersonal conflicts, family crisis, difficult~~
12 ~~parenting issues, challenging child needs, and/or traumatic loss; provide~~
13 ~~emotional support; stabilize immediate crisis; develop goals for the family;~~
14 ~~maintain records; prepare reports; collect and input data into FaCT database;~~
15 ~~and attend all required meetings and trainings.~~

16 14.8.2 Qualifications: Licensed clinician, license eligible
17 clinician, ~~from an accredited university, or a qualified professional under~~
18 ~~clinical supervision, including student trainees and interns~~ Marriage and
19 Family Therapist Intern, or Masters in Social Work Intern enrolled in an
20 accredited graduate program under clinical supervision. ~~Bilingual in~~
21 ~~English/Spanish and Proficiency in English~~ and bilingual, based on community
22 language need, is required.

23 14.9 Family Advocate Support Specialist (CB):

24 14.9.1 Duties: Responsible for assessing needs and assisting
25 families in crisis to access resources to meet those needs, including court
26 ordered families to facilitate family reunification; coordinate information
27 for participant referrals; ~~participate at Case Management Team meetings;~~
28 follow-up on progress of families and help to alleviate barriers to accessing

1 services; case planning; compile and maintain records; prepare reports;
2 attending and presenting cases at CMT meetings; completing FaCT-approved
3 assessment tools; ~~collect and input~~ data entry into the FaCT database; and
4 attend all required FaCT meetings and trainings.

5 14.9.2 Qualifications Option One (1): Bachelor's degree in human
6 services or related field from an accredited university, knowledge of the
7 child welfare system, and two (2) years of experience working directly with
8 families in crisis and the community is preferred. ~~A minimum of three (3)~~
9 ~~years of experience may substitute for the required Bachelor's degree and two~~
10 ~~(2) years of experience. Bilingual in English/Spanish and Proficiency in~~
11 English is required, and bilingual, based on community language need, is
12 required.

13 14.9.3 Qualifications Option Two (2): A minimum of five (5)
14 years of experience working directly with families in crisis and the community
15 and knowledge of the child welfare system. Proficiency in English and
16 bilingual, based on community language need, is required.

17 14.10 Foster and Adoptive Parent Recruiter (HO):

18 14.10.1 Duties: Responsible for promoting at community events/
19 workshops/resource fairs, and other local community events in collaboration
20 with ADMINISTRATOR, information about the adoption process, available
21 services, community involvement, and the need for foster and adoptive
22 resources for children in need of a permanent home.

23 14.10.2 Qualifications Option One (1): Bachelor's degree (or
24 Master's degree preferred) in social work, sociology, psychology, or related
25 field from an accredited university and two (2) years of experience working
26 with at-risk families and the community; knowledge of the child welfare
27 system; capable of relating well to individuals from diverse backgrounds,
28 cultures, varied income, and education levels; supervisory experience in

1 management; ability to work successfully in a collaborative environment;
 2 attention to detail; and computer competency. Proficiency in English is
 3 required and bilingual, based on community language need, is preferred.

4 14.10.3 Qualifications Option Two (2): A minimum of five (5)
 5 years of experience working with at-risk families and the community; knowledge
 6 of the child welfare system; capable of relating well to individuals from
 7 diverse backgrounds, cultures, varied income, and education levels;
 8 supervisory experience; ability to work successfully in a collaborative
 9 environment; attention to detail; and computer competency. Proficiency in
 10 English is required and bilingual, based on community language need, is
 11 preferred.

12 14.11 FRC Coordinator (HO):

13 14.11.1 Duties: Perform a variety of administrative functions
 14 including: coordinate service providers; supervise FRC staff; oversee day-to-
 15 day FRC operations of the FRC; compile statistical and financial data for
 16 various reports; facilitate CEAC community involvement in the CEAC; coordinate
 17 governance and policy procedure development; coordinate staff training
 18 opportunities; prepare and monitor program budget; perform outreach to
 19 community businesses and schools; market FRC services within the community;
 20 initiate outreach to new partners and service providers; ~~respond to~~ address
 21 public inquires ~~on~~ regarding FRC services, procedures, operations, and
 22 regulations; ~~facilitate FRC Contractor Partner Agencies~~ and staff meetings and
 23 ensure completion of meeting minutes; complete all required documentation;
 24 attend all required FaCT meetings and trainings; and perform related duties as
 25 assigned.

26 14.11.2 Qualifications Option One (1): Bachelor's degree (or
 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; supervisory experience in
 4 management; ability to work successfully in a collaborative environment;
 5 attention to detail; and computer competency. ~~A minimum of four (4) years of~~
 6 ~~experience working with at risk families and the community may substitute for~~
 7 ~~the required Bachelor's degree and two (2) years of experience.~~ Bilingual in
 8 English/Spanish is preferred and Proficiency in English is required and
 9 bilingual, based on community language need, is preferred.

10 14.11.3 Qualifications Option Two (2): A minimum of five (5)
 11 years of experience working with at-risk families and the community; knowledge
 12 of the child welfare system; capable of relating well to individuals from
 13 diverse backgrounds, cultures, varied income, and education levels;
 14 supervisory experience; ability to work successfully in a collaborative
 15 environment; attention to detail; and computer competency. Proficiency in
 16 English is required and bilingual, based on community language need, is
 17 preferred.

18 14.12 Information and Referral Specialist (RF) Community Resource
 19 Services Specialist:

20 14.12.1 Duties: Responsible for ~~providing community resource~~
 21 ~~information assistance to~~ responding to walk-in, call-in, and referred
 22 PARTICIPANTS seeking community resources. ~~provide linkages to service~~
 23 ~~providers; perform outreach to community businesses and schools; research~~
 24 ~~information regarding community services; collect and input required program~~
 25 ~~data; promote FRC program services; assist in the evaluation of PARTICIPANT~~
 26 ~~needs; represent the FRC at community events; and maintain required~~
 27 ~~documentation;~~ Assess PARTICIPANT's immediate needs and make referrals to
 28 appropriate resources. Administer FaCT-approved measurement tools and enter

1 results collect and input data into the FaCT database. Bilingual in
2 English/Spanish or English/Vietnamese is required.

3 14.12.2 Qualifications: High school diploma or equivalent, GED;
4 one (1) year of experience working directly with families in crisis and
5 community, knowledge and understanding of the services provided by the FRC of
6 local resources, excellent customer service skills, and computer competency
7 (i.e., knowledge and ability to use computers and related technology) ability
8 to relate well to individuals from diverse backgrounds, cultures, varied
9 income levels, and educational levels; bilingual is required based on
10 community need; and Proficiency in English and bilingual, based on community
11 language need, is required.

12 14.13 Operations Manager (RF):

13 14.13.1 Duties: Administer all human resource functions,
14 including administration of benefits, manage insurance renewals, maintain
15 accounts receivable and accounts payable functions, and oversee payroll.

16 14.13.2 Qualifications: A minimum of five (5) years of experience
17 in business, management, or related field (Bachelor's degree in business,
18 management, or related field from an accredited university is preferred).
19 Proficiency in English is required, and bilingual, based on community language
20 need, is preferred.

21 14.14 Out-of-School-Time Leader/Program Facilitator (GIOC):

22 14.14.1 Duties: Provide supervision and Out-of-School-Time
23 activities to children and youth based on community need, monitor attendance,
24 and ensure the safety of children is maintained at all times. Coordinate and
25 communicate with FRC Coordinator, attend all required meetings, administer
26 FaCT approved measurement tools, and enter the results into the FaCT database.

27 14.14.2 Qualifications: High school diploma or equivalent, twelve
28 (12) units of child development or related course work, and one (1) year of

experience working with children is required. Proficiency in English is required, and bilingual, based on community language need, is preferred.

14.15 Parenting Educator (HO):

14.15.1 Duties: Responsible for improving parenting skills and family functioning by Teaching Parenting Education classes and workshops parents/caregivers about child development (e.g., developmental expectations), behavior management (e.g., discipline techniques), and coping skills (e.g., communication and stress management); prevention of recurrence of maltreatment and attachment, bonding, and traumatic loss issues; monitor attendance and participation; provide written report(s) and complete pre-post tests; compile and maintain records; administer FaCT-approved pre/post measurement tools; and enter the results collect and input data into the FaCT database; and attend all required meetings.

14.15.2 Qualifications: Possess a minimum of 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 the CONTRACTOR's chosen evidence-based or evidence-informed curriculum one (1) year of experience with public speaking or teaching or two (2) years of experience working in the human services field; certificate of completion in child development or parenting curriculum and one (1) year experience with public speaking or teaching. Proficiency in Position must be bilingual in English/Spanish and bilingual, based on community language need, is required.

14.16 Personal Empowerment Program (PEP) Instructor/Domestic Violence Advocate (HO):

14.16.1 Duties: Provide and instruct Personal Empowerment Program (PEP) services, administer FaCT-approved pre/post measurement tools, and enter results into the FaCT database. Responsible for providing educational support

1 to victims to break the cycle of domestic violence by increasing knowledge of
2 the dynamics of domestic violence, effects of violence on victims and their
3 children, and to help battered victims protect children who live in violent
4 homes; increase family functioning by teaching coping skills, prevention of
5 recurrence of maltreatment; provide emotional support, stabilize immediate
6 crisis and develop goals for the family; monitor attendance and participation,
7 provide written report(s); compile and maintain records; collect and input
8 data into the FaCT database; and attend all required meetings.

9 14.16.2 Qualifications: PEP certified instructor shall possess a
10 minimum of two (2) years of experience working with domestic violence
11 families, forty (40) hours of Domestic Violence Prevention training, eight (8)
12 hours of Child Abuse Prevention and Reporting training, and completion of
13 Personal Empowerment Program training. A valid Domestic Violence Advocate
14 Certificate is required. Proficiency in English and bilingual, ~~in~~
15 ~~English/Spanish or English/Vietnamese~~ based on community language need, is
16 preferred required.

17 14.17 Program Manager (CB):

18 14.17.1 Duties: Responsible for overseeing the CB Family
19 Advocate; work closely with SSA FaCT staff to ensure the Family Advocacy
20 service is well integrated at the site; participate in FaCT committees and
21 community forums as requested; advocate the FRC platform in local and regional
22 settings as requested. Responsible for direct supervision of the CB Family
23 Advocate. Provide general oversight of and responsibility for COUNTY/FaCT
24 contract at designated site, supervise FRC Coordinator and FRC projects,
25 integrate new and existing FRC programs, collaborate with FaCT staff, attend
26 FaCT committee meetings and forums, and provide local and regional FRC
27 platform advocacy.

28 14.17.2 Qualifications: Master's degree in health and human

~~services field of public administration from~~ in social work or related field,
~~from~~ an accredited university; ~~five~~ ~~three~~ (3 5) years of social service
~~experience in management of nonprofits or business;~~ ~~two~~ a minimum of three (2
~~3) years minimum of supervisory experience;~~ ~~excellent speaking and writing~~
~~skills;~~ ~~excellent organizational skills;~~ ~~experience with program design,~~
~~development and implementation including planning and grant management~~ and a
~~minimum of two (2) years of experience is preferred in more than one child~~
~~welfare service (i.e., foster care, residential care, in-home services,~~
~~Wraparound services, family preservation, or other child abuse prevention).~~
~~Licensed bilingual English/Spanish preferred~~ Proficiency in English is
 required.

14.18 Program Manager (RF):

14.18.1 Duties: Responsible for overseeing the CB Family
 Advocate; work closely with SSA FaCT staff to ensure the Family Advocacy
 service is well integrated at the site; participate in FaCT committees and
 community forums as requested; advocate the FRC platform in local and regional
 settings as requested. Responsible for direct supervision of the CB Family
 Advocate. Provide oversight and supervision of RF staff; attend steering
 committee meetings, case management (as required), and other partner related
 meetings as required; act as a liaison between FRC partners, RF accounting
 department, and FaCT to ensure accurate and timely invoicing to the lead
 agency and ensure accuracy of billing; and maintain complete and accurate
 records of all financial and outcome data measurement.

14.18.2 Qualifications: Five (5) years of supervisory experience
~~in social work or related field is required.~~ ~~Master's~~ Bachelor's degree in
~~health and human services field of public administration from~~ in social work
~~or related field,~~ ~~from~~ an accredited university is preferred. ~~three~~ (3) years
~~of experience in management of nonprofits or business,~~ ~~two~~ 2) years minimum of

1 ~~supervisory experience excellent speaking and writing skills; excellent~~
2 ~~organizational skills; experience with program design, development and~~
3 ~~implementation including planning and grant~~ Licensed bilingual English/Spanish
4 ~~preferred~~ Proficiency in English is required.

5 14.19 Supervisor (RF):

6 14.19.1 Duties: Provide oversight and supervision of The Raise
7 Foundation staff in the Agreement; attend Steering Committee meetings, Case
8 Management (as required), and other partner related meetings as contractually
9 required; act as a liaison between FRC partners, Raise Foundation Accounting
10 Department, and FaCT to ensure the following: accurate and timely invoicing to
11 the Lead agency, ~~and ensure~~ accuracy of billings, and maintain complete and
12 accurate records of all financial and outcome measurement data.

13 14.19.2 Qualifications: ~~Master's degree preferred,~~ Bachelor's
14 degree in Social Work or related field from an accredited university is
15 required. Master's degree is preferred. Proficiency in English is required.

16 14.20 TLFR Family Fun Activities Coordinator (HO):

17 14.20.1 Duties: Provide supervision and TLFR Family Fun
18 Activities to adults, children and youth in the reunification process, and
19 ensure the health and safety of the children is maintained at all times.
20 Coordinate events with the FRC Coordinator, attend meetings related to TLFR
21 Family Fun Activities, administer FaCT-approved measurement tools (as
22 required), and enter results into the FaCT-approved database.

23 14.20.2 Qualifications: Bachelor's Degree in human services or
24 related field from an accredited university, minimum of two (2) years working
25 with children in a group setting, and availability to work on evenings and
26 weekends is required. Preschool Special Education Credential or Early
27 Childhood Education Credential and one (1) year of experience working with
28 domestic violence program is preferred. Proficiency in English and bilingual,

based on community language need, is required.

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