

W I T N E S S E T H:

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

WHEREAS, COUNTY desires to contract with CONTRACTOR for the provision of services Promoting Safe and Stable Families, Differential Response, and Family Stabilization in Orange County; and

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

WHEREAS, such services are authorized and provided for pursuant to the Adoptions and Safe Families Act of 1997 (Public Law 105-89), California Welfare and Institutions Code Sections 16600-16605, All County Letters (ACL) No. 01-20 and ACL No. 03-12, ACL No. 14-12, and the Child and Family Services Improvement and Innovation Act (2001);

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

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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 Friendly Center Orange Family Resource Center (FRC), for the
8 Provision of Services Promoting Safe and Stable Families, Differential
9 Response (DR), and Family Stabilization (FS) Services, attached hereto and
10 incorporated herein by reference. CONTRACTOR shall operate continuously
11 throughout the term of this Agreement with the number and type of staff
12 described and as required for provision of services hereunder.

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

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

20 5. LICENSES AND STANDARDS

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

1 5.2 In the performance of this Agreement, CONTRACTOR shall comply,
2 unless waived in whole or in part by ADMINISTRATOR, with all applicable
3 provisions of the California Welfare and Institutions Code (WIC); Title 45 of
4 the Code of Federal Regulations (CFR); Federal Office of Management and Budget
5 (OMB) Circulars A-21, A-122, and A-87; Title 48 CFR Section 31.2; and all
6 applicable laws and regulations of the United States, State of California,
7 County of Orange Social Services Agency and all administrative regulations,
8 rules and policies adopted thereunder as each and all may now exist or be
9 hereafter amended.

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

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

19 6. DELEGATION AND ASSIGNMENT/SUBCONTRACTS

20 6.1 Delegation and Assignment:

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

1 requiring COUNTY approval.

2 6.2 Subcontracts:

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

10 6.2.1 Subcontracts of \$25,000 or less:

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

19 6.2.2 Subcontracts in excess of \$25,000:

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

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

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

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

17 7. FORM OF BUSINESS ORGANIZATION AND REAL PROPERTY DISCLOSURE

18 7.1 Form of Business Organization:

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

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

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

28 7.1.3 A detailed statement indicating the relationship of

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

4 7.2 Change in Form of Business Organization:

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

12 7.3 Real Property Disclosure:

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

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

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

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

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

28 7.3.3.2 The amount of monetary consideration to be

1 paid to the lessor or licensor over the term of the rental, lease or license
2 agreement;

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

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

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

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

1 services. CONTRACTOR shall promptly notify ADMINISTRATOR, in writing,
2 describing such changes.

3 8. NON-DISCRIMINATION

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

16 8.2 CONTRACTOR shall develop an Affirmative Action Program Plan which
17 meets the lawful and applicable requirements of the U.S. Department of Health
18 and Human Services.

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

23 8.4 CONTRACTOR shall comply with Executive Order 11246, entitled
24 "Equal Employment Opportunity," as amended by Executive Order 11375 and as
25 supplemented in Department of Labor regulations (Title 41 CFR Part 60).

26 8.5 Non-Discrimination in Employment:

27 8.5.1 All solicitations or advertisements for employees placed
28 by or on behalf of CONTRACTOR shall state that all qualified applicants will

1 receive consideration for employment without regard to race, religious creed,
2 color, national origin, ancestry, physical disability, mental disability,
3 medical condition, genetic information, marital status, sex, gender, gender
4 identity, gender expression, age, sexual orientation, military and veteran
5 status ~~sex, race, color, ethnicity, national origin, ancestry, religion, age,~~
6 ~~marital status, medical condition, sexual orientation, sexual preference,~~
7 ~~physical or mental disability~~ or any other protected group in accordance with
8 the requirements of all applicable Federal or State laws. Notices describing
9 the provisions of the equal opportunity clause shall be posted in a
10 conspicuous place for employees and job applicants.

11 8.5.2 CONTRACTOR shall refer any and all employees desirous of
12 filing a formal discrimination complaint to:

13 California Department of Social Services

14 Public Inquiry and Response Bureau

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

16 Sacramento, CA 94244-2430

17 Telephone: (800) 952-5253

18 (800) 952-8349 (For the hard of hearing)

19 8.6 Non-Discrimination in Service Delivery:

20 8.6.1 CONTRACTOR shall comply with Titles VI and VII of the
21 Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of
22 1973, as amended; the Age Discrimination Act of 1975, as amended; the Food
23 Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of
24 the Americans with Disabilities Act of 1990; California Civil Code Section 51
25 et seq., as amended; California Government Code (CGC) Sections 11135-11139.5,
26 as amended; CGC Section 12940 (c), (h) (1), (i), and (j); CGC Section 4450;
27 Title 22, California Code of Regulations (CCR) Sections 98000-98413; Title 24,
28 CCR Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (CGC Section

1 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption
 2 Act of 1996; and other applicable Federal and State laws, as well as their
 3 implementing regulations (including Title 45 CFR Parts 80, 84, and 91; Title 7
 4 CFR Part 15; and Title 28 CFR Part 42), and any other law pertaining to Equal
 5 Employment Opportunity, Affirmative Action and Nondiscrimination as each may
 6 now exist or be hereafter amended. CONTRACTOR shall not implement any
 7 administrative methods or procedures which would have a discriminatory effect
 8 or which would violate the CDSS Manual of Policies and Procedures (MPP)
 9 Division 21, Chapter 21-100. If there are any violations of this Paragraph,
 10 CDSS shall have the right to invoke fiscal sanctions or other legal remedies
 11 in accordance with WIC Section 10605, or CGC Sections 11135-11139.5, or any
 12 other laws, or the issue may be referred to the appropriate Federal agency for
 13 further compliance action and enforcement of Subparagraph 8.6 et seq.

14 8.6.2 CONTRACTOR shall provide any and all clients desirous of
 15 filing a formal complaint any and all information as appropriate:

16 8.6.2.1 Pamphlet: "Your Rights Under California
 17 Welfare Programs" (PUB 13)

18 8.6.2.2 Discrimination Complaint Form

19 8.6.2.3 Civil Rights Contacts:

20 County Civil Rights Contact:

21 Orange County Social Services Agency

22 Program Integrity

23 Attn: Civil Rights Coordinator

24 P.O. Box 22001

25 Santa Ana, CA 92702-2001

26 Telephone: (714) 438-8877

27 State Civil Rights Contact:

28 California Department of Social Services

Civil Rights Bureau
P.O. Box 944243, M.S. 15-70
Sacramento, CA 94244-2430
Federal Civil Rights Contact:
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: Friendly Center Orange Family Resource Center
c/o Friendly Center, Inc.
P.O. Box 706
Orange, CA 92856-6706

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

10. NOTICE OF DELAYS

Except as otherwise provided under this Agreement, when either party has knowledge that any actual or potential situation is delaying or threatens to

1 delay the timely performance of this Agreement, that party shall, within one
2 (1) business day, give notice thereof, including all relevant information with
3 respect thereto, to the other party.

4 11. INDEMNIFICATION

5 11.1 CONTRACTOR agrees to indemnify, defend with counsel approved in
6 writing by COUNTY, and hold U.S. Department of Health and Human Services, the
7 State, COUNTY, and their elected and appointed officials, officers, employees,
8 agents and those special districts and agencies which COUNTY's Board of
9 Supervisors acts as the governing Board ("COUNTY INDEMNITEES") harmless from
10 any claims, demands or liability of any kind or nature, including but not
11 limited to personal injury or property damage, arising from or related to the
12 services, products or other performance provided by CONTRACTOR pursuant to
13 this Agreement. If judgment is entered against CONTRACTOR and COUNTY by a
14 court of competent jurisdiction because of the concurrent active negligence of
15 COUNTY or COUNTY INDEMNITEES, CONTRACTOR and COUNTY agree that liability will
16 be apportioned as determined by the court. Neither party shall request a jury
17 apportionment.

18 12. INSURANCE

19 12.1 Prior to the provision of services under this Agreement,
20 CONTRACTOR agrees to purchase all required insurance at CONTRACTOR's expense
21 and to deposit with ADMINISTRATOR Certificates of Insurance, including all
22 endorsements required herein, necessary to satisfy COUNTY that the insurance
23 provisions of this Agreement have been complied with, and to keep such
24 insurance coverage and the certificates therefore on deposit with
25 ADMINISTRATOR during the entire term of this Agreement. CONTRACTOR shall
26 ensure that all subcontractors performing work on behalf of Contractor
27 pursuant to this agreement shall be covered under Contractor's insurance as an
28 Additional Insured or maintain insurance subject to the same terms and

1 conditions as set forth herein for Contractor. Contractor shall not allow
2 subcontractors to work if subcontractors have less than the level of coverage
3 required by County from Contractor under this agreement. It is the obligation
4 of Contractor to provide notice of the insurance requirements to every
5 subcontractor and to receive proof of insurance prior to allowing any
6 subcontractor to begin work. Such proof of insurance must be maintained by
7 Contractor through the entirety of this Agreement for inspection by County
8 representative(s) at any reasonable time.

9 12.2 CONTRACTOR shall ensure that all subcontractors performing work on
10 behalf of CONTRACTOR pursuant to this Agreement shall obtain insurance subject
11 to the same terms and conditions as set forth herein for CONTRACTOR.

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

19 12.4 If CONTRACTOR fails to maintain insurance acceptable to COUNTY for
20 the full term of this Agreement, COUNTY may terminate this Agreement.

21 12.5 Qualified Insurer:

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

28 12.5.2 If the insurance carrier does not have an A.M. Best

Rating of A-/VIII, the CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial rating.

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

<u>Coverage</u>	<u>Minimum Limits</u>	<u>Responsible Contractor Partner Agencies</u>
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate	Friendly Center, Inc.(FC); City of Orange (CO); Interval House (IH); and Western Youth Services (WYS)
Automobile Liability including coverage for owned, non-owned and hired vehicles	\$1,000,000 per occurrence	FC, CO, IH, and WYS
Workers' Compensation	Statutory	FC, CO, IH, and WYS
Employer's Liability Insurance	\$1,000,000 per occurrence	FC, CO, IH, and WYS
Professional Liability Insurance	\$1,000,000 per claims made or per occurrence \$1,000,000 aggregate	IH, WYS
Sexual Misconduct Liability	\$1,000,000 per occurrence	FC, CO, IH, and WYS
Employee Dishonesty		CB

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:

1 12.8.1 Commercial General Liability policy shall contain the
2 following endorsements, which shall accompany the Certificate of Insurance:

3 12.8.1.1 An Additional Insured endorsement using ISO
4 form CG 2010 or CG 2033 or a form at least as broad naming the County of
5 Orange, its elected and appointed officials, officers, employees, agents as
6 Additional Insureds.

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

11 ~~12.9 The County of Orange shall be the loss payee on the Employee~~
12 ~~Dishonesty coverage. A Loss Payee endorsement evidencing that the County of~~
13 ~~Orange is a Loss Payee shall accompany the Certificate of Insurance.~~

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

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

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

27 12.13 If CONTRACTOR's Professional Liability policy is a "claims made"
28 policy, CONTRACTOR shall agree to maintain professional liability coverage for

1 two (2) years following completion of this Agreement.

2 12.14 The Commercial General Liability policy shall contain a
3 severability of interests clause also known as a "separation of insureds"
4 clause (standard in the ISO CG 0001 policy).

5 12.15 Insurance certificates should be mailed to COUNTY at the address
6 indicated in Paragraph 9 of this Agreement.

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

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

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

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

26 13. NOTIFICATION OF INCIDENTS, CLAIMS OR SUITS

27 CONTRACTOR shall report to COUNTY:

28 13.1 Any accident or incident relating to services performed under this

1 Agreement which involves injury or property damage which may result in the
2 filing of a claim or lawsuit against CONTRACTOR and/or COUNTY. Such report
3 shall be made in writing within twenty-four (24) hours of occurrence.

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

8 13.3 Any injury to an employee of CONTRACTOR that occurs on COUNTY
9 property. Such report shall be submitted to COUNTY within twenty-four (24)
10 hours of occurrence.

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

15 14. CONFLICT OF INTEREST

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

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

26 15. ANTI-PROSELYTISM PROVISION

27 No funds provided directly to institutions or organizations to provide
28 services and administer programs under Title 42 United States Code (USC)

1 Section 604(a)(1)(A) shall be expended for sectarian worship, instruction, or
2 proselytization, except as otherwise permitted by law.

3 16. SUPPLANTING GOVERNMENT FUNDS

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

13 17. EQUIPMENT

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

23 CONTRACTOR further agrees to the following:

24 17.1.1 To maintain all items of Capital Equipment in good
25 working order and condition, normal wear and tear excepted.

26 17.1.2 To label all items of Capital Equipment, do periodic
27 inventories as required by ADMINISTRATOR and to maintain an inventory list
28 showing where and how the Capital Equipment is being used, in accordance with

1 procedures developed by ADMINISTRATOR. All such lists shall be submitted to
2 ADMINISTRATOR within ten (10) days of any request therefore.

3 17.1.3 To report in writing to ADMINISTRATOR immediately after
4 discovery, the loss or theft of any items of Capital Equipment. For stolen
5 items, the local law enforcement agency must be contacted and a copy of the
6 police report submitted to ADMINISTRATOR.

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

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

20 17.3 Personal Computer Equipment:

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

1 upon termination of this Agreement.

2 18. BREACH SANCTIONS

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

8 18.1 Afford CONTRACTOR a time period within which to cure the breach,
9 which period shall be established by ADMINISTRATOR; and/or

10 18.2 Discontinue reimbursement to CONTRACTOR for and during the period
11 in which CONTRACTOR is in breach, which reimbursement shall not be entitled to
12 later recovery; and/or

13 18.3 Offset against any monies billed by CONTRACTOR but yet unpaid by
14 COUNTY those monies disallowed pursuant to Subparagraph 18.2 above.

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

17 19. DESIGNATED ~~FISCAL~~ LEAD AGENCY

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

1 ~~fiscal~~ lead agent. The designated ~~fiscal~~ lead agent shall thereafter disburse
2 payment as appropriate to the Contractor Partner Agencies. Each of the
3 Contractor Partner Agencies agrees that COUNTY's disbursement of payment to
4 the designated ~~fiscal~~ lead agent shall satisfy COUNTY's payment obligation
5 under this Agreement.

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

12 19.2.1 Oversight of FRC services;

13 19.2.2 Employment and supervision of the FRC Coordinator;

14 19.2.3 Facilitating established meetings for Contractor Partner
15 Agencies and generating meeting minutes;

16 19.2.4 Coordinating a minimum of weekly case management
17 meetings;

18 19.2.5 Collecting and maintaining complete documentation for
19 invoices from Contractor Partner Agencies;

20 19.2.6 Overseeing the collection, maintenance, and management of
21 FRC data including outcome measurements from Contractor Partner Agencies;

22 19.2.7 Generating monthly reports (i.e. Service Grids) in
23 accordance with Paragraph 38 of this Agreement and Exhibit Paragraph 9 for
24 submission to COUNTY;

25 19.2.8 Reimbursing FaCT-funded Contractor Partner Agencies for
26 FaCT-funded services rendered prior to invoicing COUNTY;

27 19.2.9 Generating modification requests on the FRC's behalf for
28 submission to COUNTY;

1 19.2.10 Collecting information from Contractor Partner Agencies
2 and generating a monthly FRC activity calendar;

3 19.2.11 Coordinating FRC sustainability efforts referenced in
4 Exhibit "A", Paragraph 11 of this Agreement;

5 19.2.12 Ensuring all Contractor Partner Agencies are current on
6 required documentation (e.g., insurance certificates, copies of
7 resumes/applications, independent audits);

8 19.2.13 Ensuring all Non-FaCT Funded Partner Agency(ies) have a
9 current agreement with the FRC and provide copies of agreements to COUNTY upon
10 request;

11 19.2.14 Facilitating collaborative activities, services, and
12 programs to ensure effective service delivery;

13 19.2.15 Maintaining complete and accurate records of all
14 financial and outcome measurement data for the FRC;

15 19.2.16 Attending required FaCT meetings and mandatory trainings;
16 and

17 19.2.17 Maintaining the integrity of the FaCT database and other
18 reports as necessary.

19 20. PAYMENTS

20 20.1 Maximum Contractual Obligation:

21 The maximum obligation of COUNTY under this Agreement shall be
22 ~~\$333,540~~ not exceed the amount of \$2,692,700: The amount of \$538,540 for July
23 1, 2015 through June 30, 2016; the amount of \$538,540 for July 1, 2016 through
24 June 30, 2017; the amount of \$538,540 for July 1, 2017 through June 30, 2018;
25 the amount of \$538,540 for July 1, 2018 through June 30, 2019; and the amount
26 of \$538,540 for July 1, 2019 through June 30, 2020 or actual allowable costs,
27 whichever is less.

28 20.2 Allowable Costs:

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

8 20.3 Advance Payment:

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

17 20.4 Claims:

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

26 20.4.2 All claims must be submitted on a form approved by
27 ADMINISTRATOR. ADMINISTRATOR may require CONTRACTOR to submit supporting
28 source documents with the monthly claim, including, inter alia, a monthly

1 statement of services, general ledgers, supporting journals, time sheets,
2 invoices, canceled checks, receipts, and receiving records, some of which may
3 be required to be copied. Source documents that CONTRACTOR must submit shall
4 be determined by ADMINISTRATOR and/or COUNTY's Auditor-Controller. CONTRACTOR
5 shall retain all financial records in accordance with Paragraph 25 (Records,
6 Inspections, and Audits) of this Agreement.

7 20.4.3 Payments should be released by COUNTY within a reasonable
8 time period of approximately thirty (30) days after receipt of a correctly
9 completed claim form and required supporting documentation.

10 20.4.4 Year End and Final Claims:

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

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

28 21. OVERPAYMENTS

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

14 22. OUTSTANDING DEBT

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

18 23. FINAL REPORT

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

24 24. INDEPENDENT AUDIT

25 24.1 CONTRACTOR shall employ a licensed certified public accountant who
26 shall prepare and file with ADMINISTRATOR an annual organization-wide audit of
27 related expenditures during the term of this Agreement in compliance with the
28 OMB Circular A-133, Audits of States, Local Governments and Non-Profit

1 Organizations. The audit must be performed in accordance with generally
2 accepted government auditing standards and OMB Circular A-122. CONTRACTOR
3 shall cooperate with COUNTY, State and/or Federal agencies to ensure that
4 corrective action is taken within six (6) months after issuance of all audit
5 reports with regard to audit exceptions.

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

15 25. RECORDS, INSPECTIONS AND AUDITS

16 25.1 Financial Records:

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

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

27 25.2 Client Records:

28 25.2.1 CONTRACTOR shall prepare and maintain accurate and

1 complete records of clients served and dates and type of services provided
2 under the terms of this Agreement in a form acceptable to ADMINISTRATOR.

3 25.2.2 All client records related to services provided under the
4 terms of this Agreement shall be retained by CONTRACTOR for a minimum of five
5 (5) years from the date of final payment under this Agreement or until all
6 pending COUNTY, State and Federal audits are completed, whichever is later.
7 Notwithstanding anything to the contrary, upon termination of this Agreement,
8 CONTRACTOR shall relinquish control with respect to client records to COUNTY
9 in accordance with Subparagraph 43.2.

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

15 25.3 Public Records:

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

21 25.4 Inspections and Audits:

22 25.4.1 The U.S. Department of Health and Human Services,
23 Comptroller General of the United States, Director of CDSS, State Auditor-
24 General, ADMINISTRATOR, COUNTY's Auditor-Controller and Internal Audit
25 Department, or any of their authorized representatives, shall have access to
26 any books, documents, papers and records, including medical records, of
27 CONTRACTOR which any of them may determine to be pertinent to this Agreement
28 for the purpose of financial monitoring. Further, all the above mentioned

1 persons have the right at all reasonable times to inspect or otherwise
2 evaluate the work performed or being performed under this Agreement and the
3 premises in which it is being performed.

4 25.4.2 CONTRACTOR shall make its books and financial records
5 available within the borders of Orange County within ten (10) days of receipt
6 of written demand by ADMINISTRATOR.

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

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

16 25.5 Evaluation Studies:

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

21 26. PERSONNEL DISCLOSURE

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

27 26.1.1 Names of all full or part-time personnel by title,
28 including volunteer personnel, whose direct services are required to provide

1 the programs described herein;

2 26.1.2 A brief description of the functions of each position and
3 the hours each person works each week; or for part-time personnel, each day or
4 month, as appropriate;

5 26.1.3 The professional degree, if applicable, and experience
6 required for each position; and

7 26.1.4 The language skill, if applicable, for all personnel.

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

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

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

1 laws.

2 26.5 CONTRACTOR shall immediately notify ADMINISTRATOR concerning the
3 arrest and/or subsequent conviction, for offenses other than minor traffic
4 offenses, of any paid employee and/or volunteer staff performing services
5 under this Agreement, when such information becomes known to CONTRACTOR.
6 ADMINISTRATOR may determine whether such employee and/or volunteer may
7 continue to provide services under this Agreement and shall provide notice of
8 such determination to CONTRACTOR in writing. CONTRACTOR's failure to comply
9 with ADMINISTRATOR's decision shall be deemed a material breach of this
10 Agreement, pursuant to Paragraph 18 above.

11 26.6 COUNTY has the right to approve or disapprove all of CONTRACTOR's
12 staff performing work hereunder and any proposed changes in CONTRACTOR's
13 staff.

14 26.7 COUNTY shall have the right to require CONTRACTOR to remove any
15 employee from the performance of services under this Agreement. At the
16 request of COUNTY, CONTRACTOR shall immediately replace said personnel.

17 26.8 CONTRACTOR shall notify COUNTY immediately when staff is
18 terminated for cause from working on this Agreement.

19 26.9 Disqualification, if any, of CONTRACTOR staff, pursuant to
20 Paragraph 26, shall not relieve CONTRACTOR of its obligation to complete all
21 work in accordance with the terms and conditions of this Agreement.

22 27. EMPLOYMENT ELIGIBILITY VERIFICATION

23 As applicable, CONTRACTOR warrants that it fully complies with all
24 Federal and State statutes and regulations regarding the employment of aliens
25 and others, and that all its employees performing work under this Agreement
26 meet the citizenship or alien status requirement set forth in Federal statutes
27 and regulations. CONTRACTOR shall obtain, from all employees performing work
28 hereunder, all verification and other documentation of employment eligibility

1 status required by Federal or State statutes and regulations including, but
2 not limited to, the Immigration Reform and Control Act of 1986, Title 8 USC
3 Section 1324 et seq., as they currently exist and as they may be hereafter
4 amended. CONTRACTOR shall retain all such documentation for all covered
5 employees for the period prescribed by the law. CONTRACTOR shall indemnify,
6 defend with counsel approved in writing by COUNTY, and hold harmless, COUNTY,
7 its agents, officers, and employees from employer sanctions and any other
8 liability which may be assessed against CONTRACTOR or COUNTY or both in
9 connection with any alleged violation of any Federal or State statutes or
10 regulations pertaining to the eligibility for employment of any persons
11 performing work under this Agreement.

12 28. ENFORCEMENT OF CHILD SUPPORT OBLIGATIONS

13 28.1 In order to comply with child support enforcement requirements of
14 COUNTY, CONTRACTOR agrees to furnish to ADMINISTRATOR within thirty (30) days
15 of the award of this Agreement:

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

28 28.2 The failure of CONTRACTOR to timely submit the data or

1 certifications required by subsections (a), (b), (c), or (d), or to comply
2 with all Federal and State employee reporting requirements for child support
3 enforcement or to comply with all lawfully served Wage and Earnings Assignment
4 Orders and Notices of Assignment shall constitute a material breach of this
5 Agreement, and failure to cure such breach within sixty (60) calendar days of
6 notice from COUNTY shall constitute grounds for termination of this Agreement.

7 28.3 It is expressly understood that this data will be transmitted to
8 governmental agencies charged with the establishment and enforcement of child
9 support orders, and for no other purpose.

10 29. CHILD AND DEPENDENT ADULT/ELDER ABUSE REPORTING

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

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

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

28 31. CONFIDENTIALITY

1 31.1 CONTRACTOR agrees to maintain the confidentiality of its records
2 pursuant to WIC Sections 827 and 10850-10853, the CDSS MPP, Division 19-000,
3 and all other provisions of law, and regulations promulgated thereunder
4 relating to privacy and confidentiality, as each may now exist or be hereafter
5 amended.

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

22 31.3 CONTRACTOR shall inform all of its employees, agents,
23 subcontractors, volunteers and partners of this provision and that any person
24 violating the provisions of said State law may be guilty of a crime.

25 31.4 CONTRACTOR agrees that any and all subcontracts entered into shall
26 be subject to the confidentiality requirements of this Agreement.

27 31.5 CONTRACTOR agrees to maintain the confidentiality of its records
28 with respect to Juvenile Court matters, in accordance with WIC Section 827,

1 all applicable statutes, case law, and Orange County Juvenile Court Policy
2 regarding Confidentiality, as it now exists or may hereafter be amended.

3 31.5.1 No access, disclosure or release of information regarding
4 a child who is the subject of Juvenile Court proceedings shall be permitted
5 except as authorized. If authorization is in doubt, no such information shall
6 be released without the written approval of a Judge of the Juvenile Court.

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

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

26 32. COPYRIGHT ACCESS

27 The U.S. Department of Health and Human Services, the CDSS, and COUNTY
28 will have a royalty-free, nonexclusive and irrevocable license to publish,

1 translate, or use, now and hereafter, all material developed under this
2 Agreement including those covered by copyright.

3 33. WAIVER

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

12 34. PETTY CASH

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

15 35. PUBLICITY

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

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

26 35.2.1 CONTRACTOR shall develop all publicity material in a
27 professional manner; and

28 35.2.2 During the term of this Agreement, CONTRACTOR shall not,

1 and shall not authorize another to, publish or disseminate any commercial
2 advertisements, press releases, feature articles, or other materials using the
3 name of COUNTY without the prior written consent of COUNTY. COUNTY shall not
4 unreasonably withhold written consent.

5 36. COUNTY RESPONSIBILITIES

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

8 37. REFERRALS

9 37.1 CONTRACTOR shall provide services to individuals referred by
10 ADMINISTRATOR.

11 38. REPORTS

12 38.1 CONTRACTOR shall provide information deemed necessary by
13 ADMINISTRATOR to complete any State-required reports related to the services
14 provided under this Agreement.

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

20 39. ENERGY EFFICIENCY STANDARDS

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

24 40. ENVIRONMENTAL PROTECTION STANDARDS

25 CONTRACTOR shall be in compliance with Section 306 of the Clean Air Act
26 [Title 42 USC Section 1857(h)], Section 508 of the Clean Water Act (Title 33
27 USC Section 1368), Executive Order 11738 and Environmental Protection Agency,
28 hereinafter referred to as "EPA," regulations (Title 40 CFR Part 15), as any

1 may now exist or be hereafter amended. Under these laws and regulations,
2 CONTRACTOR assures that:

3 40.1 No facility to be utilized in the performance of the proposed
4 grant has been listed on the EPA List of Violating Facilities;

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

9 40.3 It will notify COUNTY and EPA about any known violation of the
10 above laws and regulations.

11 41. CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN
12 FEDERAL TRANSACTIONS

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

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

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

27 1) No Federal appropriated funds have been paid or will
28 be paid to any person for influencing or attempting to influence an officer or

1 employee of any agency, a Member of Congress, an officer or employee of
2 Congress, or an employee of a Member of Congress on his or her behalf in
3 connection with the awarding of any Federal contract, the making of any
4 Federal grant, the making of any Federal loan, the entering into of any
5 cooperative agreement, and the extension, continuation, renewal, amendment or
6 modification of any Federal contract, grant, loan or cooperative agreement;

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

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

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

25 42. POLITICAL ACTIVITY

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

1 43. TERMINATION PROVISIONS

2 43.1 ADMINISTRATOR may terminate this Agreement without penalty
3 immediately with cause or after thirty (30) days written notice without cause,
4 unless otherwise specified. Notice shall be deemed served on the date of
5 mailing. Cause shall be defined as any breach of contract, any
6 misrepresentation or fraud on the part of CONTRACTOR. Exercise by
7 ADMINISTRATOR of the right to terminate this Agreement shall relieve COUNTY of
8 all further obligations under this Agreement.

9 43.2 Upon termination, or notice thereof, CONTRACTOR agrees to
10 cooperate with ADMINISTRATOR in the orderly transfer of service
11 responsibilities, active case records, and pertinent documents.

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

23 43.4 If any provision of this Agreement or the application thereof is
24 held invalid, the remainder of this Agreement shall not be affected thereby.

25 44. GOVERNING LAW AND VENUE

26 This Agreement has been negotiated and executed in the State of
27 California and shall be governed by and construed under the laws of the State
28 of California. In the event of any legal action to enforce or interpret this

1 Agreement, the sole and exclusive venue shall be a court of competent
2 jurisdiction located in Orange County, California, and the parties hereto
3 agree to and do hereby submit to the jurisdiction of such court,
4 notwithstanding Code of Civil Procedure Section 394. Furthermore, the parties
5 specifically agree to waive any and all rights to request that an action be
6 transferred for trial to another county.

7 45. SIGNATURE IN COUNTERPARTS

8 The parties agree that separate copies of this Agreement may be signed
9 by each of the parties, and this Agreement will have the same force and effect
10 as if the original had been signed by all the parties.
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WHEREFORE, the parties hereto have executed this Agreement in the County of Orange, California.

By: _____
CATHY SEELIG
EXECUTIVE DIRECTOR
FRIENDLY CENTER, INC.

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

Dated: _____

Dated: _____

By: _____
CAROL WILLIAMS
EXECUTIVE DIRECTOR
INTERVAL HOUSE

By: _____
CITY OF ORANGE
Rick Otto
INTERIM CITY MANAGER

Dated: _____

Dated: _____

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

By: _____
LORRAYNE LEIGH BELHUMEUR, PH.D.
CHIEF EXECUTIVE OFFICER
WESTERN YOUTH SERVICES

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: _____

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EXHIBIT A
TO
AGREEMENT
BETWEEN
COUNTY OF ORANGE
AND
FRIENDLY CENTER, INC.
AND
CITY OF ORANGE
AND
INTERVAL HOUSE
AND
WESTERN YOUTH SERVICES
FOR THE PROVISION OF
SERVICES PROMOTING SAFE AND STABLE FAMILIES,
DIFFERENTIAL RESPONSE, AND FAMILY STABILIZATION

1. POPULATION TO BE SERVED

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

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

8 1.2 Contractor shall provide Family Resource Center (FRC) services
9 primarily to those PARTICIPANTS residing in the city of Orange and surrounding
10 communities.

11 1.3 CONTRACTOR shall provide Differential Response (DR) services to
12 PARTICIPANTS including: birth, kinship, blended, adoptive, and foster families
13 with children birth to eighteen (0-18) years who are at risk for child abuse
14 and/or neglect and who have been identified by Social Services Agency (SSA)
15 Children and Family Services (CFS) Division as likely to make needed changes
16 to improve child safety.

17 1.4 CONTRACTOR shall provide Family Stabilization (FS) services to
18 PARTICIPANTS including California Work Opportunity and Responsibility to Kids
19 (CalWORKs) program recipients who are experiencing an identified situation
20 and/or crisis that is destabilizing the family and would interfere with the
21 adult clients' ability to participate in Welfare-to-Work (WTW) activities and
22 services.

23 1.5 CONTRACTOR shall provide DR and FS services to PARTICIPANTS
24 residing in the following cities: Brea, Irvine, Orange, Tustin, North Tustin,
25 Villa Park, Yorba Linda, and surrounding unincorporated areas.

26 2. PSSF & CBCAP FUNDING REQUIREMENTS WORKLOAD STANDARDS

27 2.1 CONTRACTOR shall provide services/activities as described in
28 Paragraph 5 below to address one (1) or more of the seven (7) Promoting Safe

1 and Stable Families (PSSF) outcomes as specified in Subparagraph 2.2 below,
2 and addressing all four (4) of the PSSF service categories defined in
3 Subparagraphs 2.3.1 through 2.3.4 below. ~~ADMINISTRATOR may, in its sole~~
4 ~~discretion and upon written notice to CONTRACTOR, modify: the terms or~~
5 ~~definitions, the particular type of services/activities to be provided, the~~
6 ~~time of day and day of week services/activities are to be provided, the~~
7 ~~location(s) where services/activities shall be provided, the date(s)~~
8 ~~services/activities shall begin and end, the service goal(s), measurement~~
9 ~~tools and outcome indicators, and the number of participants to be provided~~
10 ~~services/activities as described in Paragraph 5, below, without changing~~
11 ~~COUNTY's maximum obligation as set forth in this Agreement. CONTRACTOR~~
12 ~~understands that such modification(s) shall promote community participation.~~
13 ~~Any modification of services/activities shall remain within the scope of~~
14 ~~defined PSSF service categories and PSSF outcomes. CONTRACTOR shall not~~
15 ~~institute any modification without prior written approval of ADMINISTRATOR.~~
16 The PSSF service categories are as follows:

17 2.2 PSSF Outcomes: Services must meet a minimum of one (1) of the
18 following PSSF outcomes ~~for each contracted service:~~

19 2.2.1 Children are, first and foremost, protected from abuse
20 and neglect.

21 2.2.2 Children are safely maintained in their own homes
22 whenever possible and appropriate.

23 2.2.3 Children have permanency and stability in their living
24 situations.

25 2.2.4 The continuity of family relationships and connections is
26 preserved for children.

27 2.2.5 Families have enhanced capacity to provide for their
28 children's needs.

1 2.2.6 Children receive appropriate services to meet educational
2 needs.

3 2.2.7 Children receive adequate services to meet physical and
4 mental health needs.

5 2.3 The four (4) PSSF service categories are as follows:

6 2.3.1 Family Preservation: Family Preservation (FP) services
7 typically are designed to help families alleviate crises that might lead to
8 out-of-home placement of children; maintain the safety of children in their
9 own homes; and assist families in obtaining services and other supports
10 necessary to address their multiple needs in a culturally responsive manner.
11 ~~FP services should comprise approximately twenty-five (25) percent of the~~
12 ~~budget for total services. Services must address a minimum of one (1) of the~~
13 ~~PSSF outcomes for each contracted service (as specified in Subparagraph 2.4~~
14 ~~below).~~

15 2.3.2 Family Support: Family Support ~~(FS)~~ services are
16 primarily community-based preventive activities designed to alleviate stress
17 and promote parental competencies and behaviors that will increase the ability
18 of families to successfully nurture their children; enable families to use
19 other resources and opportunities available in the community; and create
20 supportive networks to enhance child-rearing abilities of parents and help
21 compensate for the increased social isolation and vulnerability of families.
22 ~~FS services should comprise approximately thirty-five (35) percent of the~~
23 ~~budget for total services. Services must address a minimum of one (1) of the~~
24 ~~PSSF outcomes for each contracted service (as specified in Subparagraph 2.4~~
25 ~~below).~~

26 2.3.3 Time-Limited Family Reunification: Time-Limited Family
27 Reunification (TLFR) are services and activities provided to a child who is
28 removed from the child's home and placed in a foster family home or a child

1 care institution. These services are also for the parents or primary
2 caregiver for the child, in order to facilitate the reunification of the child
3 safely and appropriately during the court ordered family reunification period.
4 TLFR services include individual, group, and family counseling; inpatient,
5 residential, or outpatient substance abuse treatment services; mental health
6 services; assistance to address domestic violence; temporary child care and
7 therapeutic services for families, including crisis nurseries; and
8 transportation to and from any of the above services. ~~TLFR services should~~
9 ~~comprise approximately twenty (20) percent of the budget for total services.~~
10 ~~Services must address a minimum of one (1) of the PSSF outcomes for each~~
11 ~~contracted service (as specified in Subparagraph 2.4 below).~~

12 2.3.4 Adoption Promotion and Support: Adoption Promotion and
13 Support (APS) services are designed to encourage more adoptions out of the
14 foster care system, when adoptions promote the best interest of children, and
15 include such activities as pre- and post-adoptive services designed to
16 expedite the adoption process and support adoptive families. ~~APS services~~
17 ~~should comprise approximately twenty (20) percent of the budget for total~~
18 ~~services. Services must address a minimum of one (1) of the PSSF outcomes for~~
19 ~~each contracted service (as specified in Subparagraph 2.4 below).~~

20 ~~2.4 PSSF Outcomes: Services must meet a minimum of one (1) of the~~
21 ~~following PSSF outcomes for each contracted service:~~

22 2.3.1 ~~Children are, first and foremost, protected from abuse and~~
23 ~~neglect.~~

24 2.3.2 ~~Children are safely maintained in their own homes~~
25 ~~whenever possible and appropriate.~~

26 2.3.3 ~~Children have permanency and stability in their living~~
27 ~~situations.~~

28 2.3.4 ~~The continuity of family relationships and connections is~~

1 ~~preserved for children.~~

2 2.3.5 ~~Families have enhanced capacity to provide for their~~
3 ~~children's needs.~~

4 2.3.6 ~~Children receive appropriate services to meet educational~~
5 ~~needs.~~

6 ~~Children receive adequate services to meet physical and mental health needs.~~

7 2.4 Unless specified otherwise, the services described below in
8 Subparagraphs 5.1 through 5.25 addresses each of the four (4) PSSF categories
9 described above in Subparagraphs 2.3.1 through 2.3.4.

10 2.5 Community-Based Child Abuse Prevention (CBCAP): Services shall
11 align with the California Department of Social Services Community-Based Child
12 Abuse Prevention (CBCAP) program which supports efforts to develop, operate,
13 expand, enhance, and coordinate initiatives, programs and activities to
14 prevent child abuse and neglect. In addition, CBCAP supports the coordination
15 of resources to better strengthen and support families as well as foster
16 understanding, appreciation and knowledge of diverse populations in order to
17 effectively prevent and treat child abuse and neglect.

18 2.6 ADMINISTRATOR may, in its sole discretion and upon written notice
19 to CONTRACTOR, modify: the terms or definitions, the particular type of
20 services/activities to be provided, the time-of-day and day-of-week
21 services/activities are to be provided, the locations(s) where
22 services/activities shall be provided, the date(s) services/activities shall
23 begin and end, the service goal(s), measurement tools and outcome indicators,
24 and the number of participants to be provided services/activities as described
25 in Paragraph 5, below, without changing COUNTY's maximum obligation as set
26 forth in this Agreement. ~~CONTRACTOR understands that such modification(s)~~
27 ~~shall promote community participation.~~ Any modification of services/activities
28 shall remain within the scope of defined PSSF service categories and PSSF

1 outcomes and shall promote community participation. CONTRACTOR shall not
2 institute any modification without prior written approval of ADMINISTRATOR.

3 2.7 CONTRACTOR and ADMINISTRATOR may mutually agree ~~in writing~~ to
4 modify workload standards as set forth in this Paragraph and as authorized by
5 COUNTY, without reducing the level of service to be provided by CONTRACTOR.
6 This agreement must be in writing.

7 3. HOURS OF OPERATION

8 3.1 CONTRACTOR shall provide services during hours that are responsive
9 to the needs of ~~the target population(s) as determined by ADMINISTRATOR~~
10 PARTICIPANTS. At a minimum, CONTRACTOR shall provide services Monday through
11 Friday from 9:00 a.m. to 6:00 p.m., except COUNTY holidays as established by
12 the Orange County Board of Supervisors. Weekly hours shall include a minimum
13 of two (2) weeknights until 8:00 p.m. or one (1) weekend day for a minimum of
14 four (4) hours to meet community needs. FRC operating hours must be submitted
15 to ADMINISTRATOR for approval. CONTRACTOR may off-set regular hours based on
16 the FRC being open for services evenings and/or weekends. For example,
17 services hours on Tuesday and Thursday may be adjusted to 11:00 a.m. to 8:00
18 p.m. Any changes to the regular schedule must be pre-approved, in writing,
19 by ADMINISTRATOR. FRC shall provide a phone messaging system to record
20 messages and post a sign with an emergency contact name and telephone number
21 for PARTICIPANTS who may call or visit the FRC after hours.

22 3.2 CONTRACTOR's holiday schedule shall not exceed ~~maintain a holiday~~
23 ~~schedule consistent with~~ COUNTY's holiday schedule which is as follows: New
24 Year's Day, Martin Luther King Day, President Lincoln's Birthday, Presidents'
25 Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day,
26 Thanksgiving Day, Friday after Thanksgiving, and Christmas Day. CONTRACTOR
27 shall obtain prior written approval from ADMINISTRATOR for any closure outside
28 of COUNTY's holiday schedule. Any unauthorized closure shall be deemed a

1 material breach of this Agreement, pursuant to Paragraph 18, and shall not be
2 reimbursed. CONTRACTOR is encouraged to provide contracted services on
3 holidays, whenever possible.

4 4. FaCT GENERAL REQUIREMENTS

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

6 4.1 Maintain a community facility that offers multiple programs
7 including, but not limited to the following core services: a case management
8 team, counseling, family support services, parenting education, domestic
9 violence prevention and treatment (Personal Empowerment Program), out-of-
10 school-time youth program, TLFR family fun activities, foster/adoptive parent
11 recruitment, and information and referral services in support of achieving
12 FaCT goals.

13 4.2 Operate as a collaborative that includes Contractor Partner
14 Agencies, which are FaCT-Funded, and a minimum of two (2) Non-FaCT Funded
15 Partner Agency(ies) who are providing onsite services at the FRC.

16 4.3 Have each Non-FaCT Funded Partner Agency(ies) sign a memorandum of
17 understanding or agreement specifying their commitment to provide services
18 throughout the term of this Agreement.

19 4.4 Designate Friendly Center, Inc. to function as both the designated
20 lead agency and the program management lead agency. The fiscal and program
21 management responsibilities shall include those referenced in Paragraph 19 of
22 this Agreement.

23 4.5 Provide bilingual staff responsible for direct services that are
24 language appropriate.

25 4.6 Provide services that are cultural responsive to the needs of the
26 community to be served.

27 4.7 Collaborate with ADMINISTRATOR and COUNTY'S FaCT Network
28 Administrative Services (FNAS) provider, by attending required meetings,

1 trainings, completing data entry into FaCT database system, and engaging with
2 the FaCT Network in activities related to the FaCT mission and vision.

3 4.8 Provide all services at the FRC. Services may also be offered in-
4 home, at schools, and other community locations as needed as mutually agreed
5 upon by CONTRACTOR and ADMINISTRATOR. Confidential space is required for all
6 Clinical Supervision, Family Support Services, Counseling, and Case Management
7 Team services.

8 4.9 Collaborate with other Contractor Partner Agencies and Non-FaCT
9 Funded Partner Agency(ies) to ensure participants complete FaCT required
10 registration, consent, sign-in forms, satisfaction surveys, and/or complete
11 assessment tools referenced in Subparagraph 8.4 when receiving services
12 requiring an assessment.

13 4.10 Collaborate with COUNTY staff and COUNTY's contracted DR and FS
14 services staff who provide services to SSA clients residing in the DR and FS
15 Service Region as referenced in Subparagraph 1.5.

16 4.11 Collaborate with SSA DR Social Workers in engaging families in
17 services to improve child safety and provide DR services, described in
18 Subparagraphs 5.22 through 5.25, to clients residing in all cities within the
19 DR Service Region as referenced in Subparagraph 1.5. For the purpose of
20 expanding service accessibility to DR service for clients, and where possible,
21 the FRC will outstation DR staff at other FaCT FRCs or facilities approved by
22 ADMINISTRATOR.

23 4.11.1 DR services are appropriate when reported allegations
24 meet statutory definitions of abuse or neglect at low to moderate risk and an
25 initial assessment made by SSA's CFS Division determines that with targeted
26 services a family is likely to make needed changes to improve child safety.

27 4.11.2 The County's DR primary goal is to engage a greater
28 number of families in services within the community without bringing them into

1 the child welfare system and, at the same time, reduce the recurrence of child
2 abuse.

3 4.12 Collaborate with COUNTY's CalWORKs WTW FS Program workers to
4 increase client success in program participation and provide FS services,
5 described in Subparagraph 5.26 to clients residing in FS Service Region as
6 referenced in Subparagraph 1.5. For the purpose of expanding service
7 accessibility to FS service for clients, and where possible, the FRC will
8 outstation FS staff at other FaCT FRCs or facilities approved by
9 ADMINISTRATOR.

10 4.12.1 FS is designed to ensure a basic level of stability
11 within a family prior to, or concurrently with, participation in WTW
12 activities. Regulations require that counties inform CalWORKs applicants and
13 recipients that short-term FS services are available to assist individuals and
14 their families who are experiencing a crisis or situation that destabilizes
15 the family and impairs the client's ability to meet WTW participation
16 requirements.

17 4.12.2 The goal of FS is to increase client success in the WTW
18 program through intensive case management and the assignment of participants
19 to additional barrier-removal services and activities.

20 5. SERVICES

21 Throughout this Exhibit, the Contractor Partner Agencies shall
22 hereinafter be referred to as: Friendly Center, Inc. (FC), City of Orange
23 (CO), Interval House (IH), and Western Youth Services (WYS).

24 5.1 Clinical Supervision (WYS):

25 5.1.1 WYS shall provide Clinical Supervision services to ensure
26 the quality of counseling services provided at the FRC.

27 5.1.2 Clinical Supervision services shall include, but are not
28 limited to: individual and group clinical supervision for counselor(s) at the

1 FRC, recruitment and supervision of Master's level counseling interns, case
2 consultation, verification of laws of confidentiality, and ensuring that child
3 and elder/dependent adult abuse reporting requirements are followed.

4 5.1.3 Clinical Supervision services shall be provided for a
5 minimum of two (2) hours per week and shall be based on the CONTRACTOR's
6 counseling agency supervision requirements.

7 5.1.4 Clinical Supervision shall be offered continuously
8 throughout the term of this Agreement.

9 5.1.5 WYS shall provide qualified licensed Clinical Supervisor
10 as specified in Subparagraph 14.6 of this Exhibit.

11 5.2 ~~Individual~~ Counseling Services (WYS):

12 5.2.1 ~~WYS shall provide Individual Counseling services to~~
13 ~~children ages birth to eighteen (0-18) years who are at risk of abuse or~~
14 ~~neglect, and/or their parents, foster parents (and their children), adoptive~~
15 ~~families (and their children), and/or caregivers (and their children).~~
16 ~~Individuals may include: those who are low-income; coming from intact~~
17 ~~families; individuals in the process of reunification; those who may be~~
18 ~~experiencing a crisis due to interpersonal conflicts, difficult parenting~~
19 ~~issues, challenging child needs, and/or traumatic loss (hereinafter referred~~
20 ~~to as "PARTICIPANTS" for purposes of Subparagraph 5.2). These individuals are~~
21 ~~not Medi-Cal eligible; and/or do not meet the Medi-Cal eligibility~~
22 ~~requirements for medical necessity. The objectives of Counseling Services are~~
23 as follows:

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

27 5.2.1.2 Increase participant's coping skills in
28 dealing with stress.

1 5.2.1.3 Increase access to social support systems.

2 5.2.1.4 Facilitate linkages to appropriate and needed
3 treatment programs (e.g., domestic violence, substance abuse, mental health,
4 etc.).

5 5.2.1.5 Reduce risk of violence in the home.

6 5.2.1.6 Improve individual and family functioning.

7 5.2.2 WYS shall provide Crisis, Individual, and Group
8 Counseling services for a minimum of ~~twenty-eight (28)~~ one hundred and thirty-
9 five (135) unduplicated PARTICIPANTS annually. ~~Individual~~ Counseling services
10 shall include, but not be limited to, ~~the following: assess PARTICIPANT's~~
11 ~~needs; provide~~ providing emotional support; stabilizing immediate crisis; and
12 developing goals for PARTICIPANTS who are experiencing a crisis due to
13 interpersonal conflicts, family crisis, difficult parenting issues,
14 challenging child needs, and/or traumatic loss. Services shall address
15 parenting issues, cycle of abuse, victimization, enhance family dynamic and
16 make appropriate linkages to all needed treatment programs and social support
17 systems. ~~; address independent living skills; self-control; parenting issues;~~
18 ~~cycle of abuse; victimization; enhance family dynamics; modify dysfunctional~~
19 ~~behaviors; incorporate appropriate family roles; develop time limited goals~~
20 ~~for the family and child in placement that are targeted to PARTICIPANTS'~~
21 ~~particular reunification plans, if applicable; and make appropriate linkages~~
22 ~~to all needed treatment programs and social support systems.~~ The
23 ~~Clinician/Intern~~ Counselor and/or designee, as approved by ADMINISTRATOR,
24 shall attend the FRC's ~~Comprehensive~~ Case Management Team meetings.
25 ~~Individual Counseling services shall be provided in a culturally responsive~~
26 ~~manner in English and Spanish as needed by PARTICIPANT.~~

27 5.2.3 WYS shall provide Crisis, Individual, and Group
28 Counseling services during the term of this Agreement by appointment ~~Monday~~

1 ~~through Friday~~ during FRC operating hours. WYS may also schedule evening
2 hours at the request of PARTICIPANTS.

3 5.2.4 WYS shall provide Crisis Counseling for a minimum of
4 thirty (30) individuals annually. WYS shall offer Crisis Counseling ~~session~~
5 services for a minimum of one (1) session and not exceed four (4) sessions per
6 PARTICIPANT ~~on a weekly basis~~. WYS shall offer ~~a minimum of four (4) weeks of~~
7 ~~counseling~~ Crisis Counseling on a weekly basis, once a week, for a minimum of
8 four (4) sessions and a maximum of twenty (20) sessions ~~for each~~ per
9 PARTICIPANT. Crisis Counseling sessions shall be a minimum of fifty (50)
10 minutes in duration ~~or as clinically indicated by the clinician~~. Crisis
11 counseling shall be based on motivational interviewing and solution focused
12 crisis intervention ~~FRC shall provide a phone messaging system to record~~
13 ~~messages and post a sign with an emergency contact name and telephone number~~
14 ~~for PARTICIPANTS who may call or visit the FRC after hours~~.

15 5.2.5 WYS shall provide Individual Counseling for a minimum of
16 fifteen (15) individuals annually. WYS shall provide Individual Counseling on
17 a weekly basis, once a week, for a minimum of four (4) and maximum of twenty
18 (20) sessions per PARTICIPANT. Individual counseling sessions shall be a
19 minimum of fifty (50) minutes in duration or as clinically indicated by the
20 counselor, ~~and offered to PARTICIPANTS on a weekly basis~~. WYS shall use a
21 model based on trauma focused Cognitive Behavioral Therapy and/or other
22 evidence based or evidence informed model to provide Individual Counseling
23 services.

24 5.2.6 WYS shall provide Group Counseling services for a minimum
25 of ninety (90) individuals annually. WYS shall offer eight (8) series of
26 Group Counseling annually. Each series shall consist six of (6) weekly
27 sessions, with each session as a stand-alone covering a topic consistent with
28 other topics. Group Counseling sessions shall be a minimum of one (1) hour in

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

5 5.2.7 ~~WYS shall provide Individual Counseling services in a~~
6 ~~private office space at the FRC, or other community locations, with advance~~
7 ~~written approval by ADMINISTRATOR, provided location can accommodate the~~
8 ~~confidentiality of the service.~~

9 5.2.8 ~~WYS shall measure progress by ensuring PARTICIPANTS~~
10 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~
11 ~~assessment tools.~~

12 5.2.9 ~~WYS's Individual Counseling services shall address the~~
13 ~~following PSSF service categories: FP, FS, TLFR, and APS.~~

14 5.2.10 WYS shall provide qualified, bilingual licensed/licensed
15 eligible Counselor ~~Clinician/Intern~~ staff as specified in Subparagraph 14.8 of
16 this Exhibit.

17 Open Ended Group Counseling:

18 5.2.11 ~~WYS shall provide Open Ended Group Counseling services to~~
19 ~~children ages birth to eighteen (0-18) years who are at-risk of abuse or~~
20 ~~neglect, and/or their parents, foster parents (and their children), and/or~~
21 ~~caregivers (and their children). Individuals may include: those who are low-~~
22 ~~income; coming from intact families; individuals in the process of~~
23 ~~reunification; those who may be experiencing a crisis due to interpersonal~~
24 ~~conflicts, difficult parenting issues, challenging child needs, and/or~~
25 ~~traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes of~~
26 ~~Subparagraph 4.3). These individuals are not Medi-Cal eligible; and/or do not~~
27 ~~meet the Medi-Cal eligibility requirements for medical necessity.~~

28 5.2.12 ~~WYS shall provide Open Ended Group Counseling services~~

1 ~~for a minimum of thirty-three (33) unduplicated PARTICIPANTS. Open Ended~~
2 ~~Group Counseling services shall include, but not be limited to, the following:~~
3 ~~assess PARTICIPANT's needs; provide emotional support; stabilize immediate~~
4 ~~crisis; develop goals for PARTICIPANTS; address independent living skills;~~
5 ~~self-control; parenting issues; cycle of abuse; victimization; enhance family~~
6 ~~dynamics; modify dysfunctional behaviors; incorporate appropriate family~~
7 ~~roles; develop time limited goals for the family and child in placement that~~
8 ~~are targeted to PARTICIPANTS' particular reunification plans, if applicable;~~
9 ~~and make appropriate linkages to all needed treatment programs and social~~
10 ~~support systems. The Clinician/Intern and/or designee, as approved by~~
11 ~~ADMINISTRATOR, shall attend the FRC's Comprehensive Case Management Team~~
12 ~~meetings. Open Ended Group Counseling services shall be provided in a~~
13 ~~culturally responsive manner in English and Spanish as needed by PARTICIPANTS.~~

14 ~~5.2.13 WYS shall provide Open Ended Group Counseling services~~
15 ~~during the term of this Agreement Monday through Friday during FRC operating~~
16 ~~hours. WYS may also schedule evening hours at the request of PARTICIPANTS.~~
17 ~~WYS shall provide a minimum of four (4) Open Ended Group Counseling series at~~
18 ~~a minimum of ninety (90) minutes each session with a ten (10) week session~~
19 ~~minimum per series. Each session shall include a minimum of three (3) and~~
20 ~~maximum of nine (9) PARTICIPANTS per group. FRC shall provide a phone~~
21 ~~messaging system to record messages and post a sign with an emergency contact~~
22 ~~name and telephone number for PARTICIPANTS who may call or visit the FRC after~~
23 ~~hours.~~

24 ~~5.2.14 WYS shall provide Open Ended Group Counseling services in~~
25 ~~a private office space at FRC locations, or other community locations, with~~
26 ~~advance written approval by ADMINISTRATOR, provided location can accommodate~~
27 ~~the confidentiality of the service.~~

28 ~~5.2.15 WYS shall measure progress by ensuring PARTICIPANTS~~

1 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~
2 ~~assessment tools.~~

3 ~~5.2.16 WYS' Open Ended Group Counseling services shall address~~
4 ~~the following PSSF service categories: FP, FS, TLFR, and APS.~~

5 ~~WYS shall provide qualified licensed/licensed eligible Counselor~~
6 ~~Clinician/Intern staff as specified in Subparagraph 11.12 of this Exhibit.~~

7 5.3 Family Advocacy Support Services (FC):

8 5.3.1 The objectives of Family Support Services are as follows:

9 5.3.1.1 Increase families' follow-through with
10 service providers.

11 5.3.1.2 Increase access to resources.

12 5.3.1.3 Increase effective coordination of services
13 among providers.

14 5.3.1.4 Assist in accessing resources so families may
15 achieve economic self-sufficiency.

16 5.3.2 ~~Friendly Center (FC) shall provide Family Advocacy~~
17 ~~services to children ages birth to eighteen (0-18) years who are at risk of~~
18 ~~abuse or neglect, and/or their parents, foster parents (and their children),~~
19 ~~and/or caregivers (and their children), pre- and post-adoptive families.~~
20 ~~Families may include: those who are low-income; unemployed; underemployed;~~
21 ~~intact families; homeless families; families in the process of reunification;~~
22 ~~families in the COUNTY adoption process; or those who may be experiencing a~~
23 ~~crisis due to interpersonal conflicts, difficult parenting issues, challenging~~
24 ~~child needs, and/or traumatic loss (hereinafter referred to as "PARTICIPANTS"~~
25 ~~for purposes of Subparagraph 5.4).~~

26 5.3.3 FC shall provide Family Advocacy Support Services for a
27 minimum of one hundred ~~seventy~~twenty-five (1725) unduplicated FAMILIES
28 annually. Family Advocacy Support Services shall include, but not be limited

1 ~~to,~~ are those services employing a case manager (e.g., Family Support
2 Specialist) responsible for assessing the following: ~~conduct in office or in-~~
3 ~~home assessment of family~~ strengths and meeting the multiple needs; ~~arrange,~~
4 ~~monitor, evaluate, and advocate for multiple services for families;~~ refer of a
5 PARTICIPANTS and family: arranging, coordinating, monitoring, evaluating, and
6 advocating for multiple services for families. The primary goal of case
7 management shall be to link PARTICIPANTS with multiple needs to resources,
8 services, and opportunities. The Family Support Specialist shall also teach
9 ~~to~~ and empower PARTICIPANTS to access community resources and opportunities;
10 ~~empower PARTICIPANTS to access community resources;~~ and ~~strengthen problem~~
11 ~~solving skills;~~ ~~development and implement a service plan;~~ build on and support
12 family strengths; identify and link families to resources and services;
13 coordination of services among service providers and ADMINISTRATOR's Social
14 Workers; ~~monitor to assure PARTICIPANTS' needs are being met and goals are~~
15 ~~being achieved;~~ reassessment of needs as appropriate; and termination
16 processes. With PARTICIPANT permission, the Family Advocate or FRC
17 Coordinator shall refer PARTICIPANT to CONTRACTOR's Comprehensive Case
18 Management Team meetings to assist with mobilization of services in support of
19 families receiving Family Advocacy services. Family Advocacy services shall
20 be provided in a family friendly, culturally responsive manner in English,
21 Spanish, or Vietnamese as needed by PARTICIPANT.

22 5.3.4 FC shall provide Family Advocacy Support Services during
23 continuously throughout the term of this Agreement ~~Monday through Friday~~
24 during FRC operating hours or at dates and times convenient for PARTICIPANTS.
25 FC shall provide ~~short term~~ Family Advocacy Support Services for a minimum of
26 thirty (30) days ~~or long term Family Advocacy services for a minimum of sixty~~
27 ~~(60) days for each PARTICIPANT.~~

28 5.3.5 FC shall primarily provide Family Advocacy Support

1 Services in family's home, at the FRC, or at other community locations as
2 needed with advance written approval by ADMINISTRATOR.

3 ~~5.3.6 FC shall measure progress by ensuring PARTICIPANTS~~
4 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~
5 ~~assessment tools.~~

6 ~~5.3.7 FC's Family Advocacy services shall address the following~~
7 ~~PSSF service categories: FP, FS, TLFR, and APS.~~

8 5.3.8 FC shall provide qualified, bilingual Family Advocate
9 Support Specialist staff as specified in Subparagraph 14.15 of this Exhibit.

10 5.4 Foster and Adoptive Parent Recruitment (FC):

11 5.4.1 The objective of Foster and Adoptive Parent Recruitment
12 services is to increase foster/adoptive awareness to prospective caregivers.

13 5.4.2 FC shall help promote, in collaboration with
14 ADMINISTRATOR, the need for foster and adoptive resources for children in need
15 of a permanent home. Promotional activities may include, but are not limited
16 to: displaying media or printed material at the FRC, promotion at community
17 events/workshops, and distribution of flyers and other marketing materials to
18 local community residents. The FRC Coordinator shall coordinate the delivery
19 of this service.

20 5.4.3 FC shall refer a minimum of ten (10) prospective
21 Foster/Adoptive parents to SSA annually, contact a minimum of two hundred and
22 fifty (250) participants annually through outreach speaking engagements, and
23 distribute Foster and Adoptive Parent Recruitment flyers to a minimum of two
24 thousand (2,000) ~~unduplicated~~ PARTICIPANTS annually.

25 5.4.4 Foster and Adoptive Parent Recruitment services shall be
26 offered continuously throughout the term of this Agreement.

27 5.4.5 FC's Foster and Adoptive Parent Recruitment Services
28 shall address only the following PSSF service category: APS

1 5.4.6 FC shall provide qualified Foster and Adoptive Parent
2 Recruiter staff (e.g., FRC Coordinator) to provide this service as specified
3 in Subparagraph 14.16 of this Exhibit.

4 5.5 FRC Comprehensive Case Management Team (WYS):

5 5.5.1 The objectives of FRC Case Management Team (FRC CMT)
6 services are as follows:

7 5.5.1.1 Increase collaboration among Contractor
8 Partner Agencies to effectively coordinate services.

9 5.5.1.2 Improve resource linkages.

10 5.5.1.3 Improve individual and family functioning.

11 5.5.1.4 Decrease duplication of services.

12 5.5.1.5 Build the capacity of communities and FRC to
13 address the needs of children and families.

14 5.5.2 The FRC ~~Comprehensive Case Management Team~~ CMT consists
15 of an integrated multidisciplinary team comprised of three (3) or more persons
16 trained and qualified to provide services. The ~~Comprehensive Case Management~~
17 ~~Team~~ FRC CMT is responsible for identifying the educational, health, or social
18 service needs of a child and child's family and for developing a plan to
19 address these multiple needs as identified in Welfare and Institutions Code
20 (WIC) section 18986.40. Participants of the FRC CMT shall include all
21 Contractor Partner Agencies and Non-FaCT Funded Partners Agency
22 representatives that would benefit the family. In addition to the
23 participation of the ~~FRC partner agencies~~ Contractor Partner Agencies, local
24 Miscellaneous Order Number 534.3 specifies that multidisciplinary services
25 team composition include at least two (2) members from the following: Orange
26 County Probation Department, Orange County Health Care Agency, Orange County
27 Department of Education, Regional Center of Orange County, North Orange County
28 Regional Occupational Program, and Orange County SSA.

1 5.5.3 ~~Western Youth Services (WYS) shall provide Comprehensive~~
2 ~~Case Management Team services for families with and/or caregivers of children~~
3 ~~ages birth to eighteen (0-18) years, who are at risk of abuse or neglect.~~
4 ~~These include low-income, intact families, foster families, and/or families in~~
5 ~~the process of reunification, (hereinafter referred to as "PARTICIPANTS" for~~
6 ~~purposes of Subparagraph 5.1).~~

7 5.5.4 WYS, in coordination with ~~collaborative partners~~
8 ~~Contractor Partner Agencies, shall provide Comprehensive Case Management Team~~
9 ~~FRC CMT services for a minimum of seventy-five (75) unduplicated PARTICIPANTS~~
10 ~~FAMILIES annually. Comprehensive Case Management Team services include, but~~
11 ~~are not limited to, the following: identify the educational, health, or social~~
12 ~~service needs of a child, and child's family; develop a plan to address these~~
13 ~~multiple needs; weekly reviews; team assessment; arrange and coordinate~~
14 ~~appropriate services; monitor effectiveness of services; and evaluate the~~
15 ~~outcome of services. Comprehensive Case Management Team FRC CMT services~~
16 ~~shall include, but are not be limited to, the following components:~~

17 5.5.4.1 Assessment: The FRC CMT ~~WYS Clinician/Intern~~
18 ~~Clinical Supervisor, based on input from the CMT, shall complete an a~~
19 ~~comprehensive assessment of PARTICIPANTS' strengths and needs, treatment plan,~~
20 ~~follow-up, and community resources available to PARTICIPANT. The WYS~~
21 ~~Comprehensive Case Management Team Facilitator shall ensure the completion of~~
22 ~~a FaCT registration form, FaCT consent form, and referral form.~~

23 5.5.4.2 Individualized Treatment Plan: On the basis
24 of the assessment in 5.5.4.1, the ~~WYS Clinician/Intern, Family Resource Center~~
25 ~~(FRC) CMT Coordinator, and Comprehensive Case Management Team shall jointly~~
26 ~~develop an individualized treatment plan with the PARTICIPANT that identifies~~
27 ~~priorities, desired outcomes, the strategies and resources to be used to~~
28 ~~attain the outcomes, follow up, and termination.~~

1 5.5.4.3 Reassessment: The ~~WYS Clinician/Intern, FRC~~
2 ~~Coordinator, and Comprehensive Case Management Team~~ FRC CMT Clinical
3 Supervisor and CMT shall ~~jointly~~ reassess the PARTICIPANT's status, with input
4 from ~~collaborative partners Contractor Partner Agencies~~, in a weekly clinical
5 review of cases. ~~Comprehensive Case Management Team~~ FRC CMT meetings shall
6 provide weekly evaluations and assessment for PARTICIPANTS.

7 5.5.4.4 Termination: The FRC ~~Comprehensive Case~~
8 ~~Management Team~~ CMT Clinical Supervisor and CMT shall jointly terminate the
9 case when the desired outcomes have been attained, the PARTICIPANT is non-
10 compliant, or the PARTICIPANT withdraws.

11 5.5.5 WYS in coordination with Contractor Partner Agencies
12 shall provide ~~Comprehensive Case Management Team services~~ FRC CMT services
13 ~~Monday through Friday from 8:30a.m. — 5:00p.m.~~ continuously throughout during
14 the term of this Agreement during FRC hours of operation. ~~Comprehensive Case~~
15 ~~Management Team~~ FRC CMT meetings shall be scheduled a minimum of one (1) day
16 per week for a minimum of one (1) hour in duration. ~~WYS's Case Management~~
17 ~~Team Facilitator~~ The FRC CMT Clinical Supervisor shall facilitate
18 ~~Comprehensive Case Management Team~~ FRC CMT meetings.

19 5.5.6 ~~WYS shall provide Comprehensive Case Management Team~~
20 ~~services at FRC locations.~~

21 5.5.7 WYS shall complete the required forms referenced in
22 Subparagraph 4.9 and also the FRC CMT Tracking and Outcomes Log specified in
23 Subparagraph 8.4. ~~measure progress by ensuring PARTICIPANTS complete a FaCT~~
24 ~~registration form and a FaCT consent form.~~ Additionally, ~~WYS shall complete~~
25 ~~the FaCT standardized Case Management Team Tracking and Outcomes Log.~~

26 5.5.8 ~~WYS's Comprehensive Case Management Team services shall~~
27 ~~address the following PSSF service categories: FP, FS, TLFR, and APS.~~

28 5.5.9 WYS shall provide qualified ~~licensed or license eligible~~

1 ~~Comprehensive Case Management Team Facilitator~~ FRC CMT Clinical Supervisor
2 staff to facilitate ~~Comprehensive Case Management Team~~ FRC CMT meetings, as
3 specified in Subparagraph 14.17 of this Exhibit.

4 5.6 ~~Community Resource Services~~ Information and Referral Services
5 (FC):

6 5.6.1 The objective of Information and Referral Services is to
7 increase access to community resources for families in need.

8 5.6.2 ~~FC shall provide Community Resource Services to the~~
9 ~~following: parents and/or caregivers and their children ages birth to eighteen~~
10 ~~(0-18) years who are at risk of abuse and/or neglect; low income or dealing~~
11 ~~with poverty issues (hereinafter referred to as "PARTICIPANTS" for purposes of~~
12 ~~Subparagraph 5.10).~~

13 5.6.3 FC shall provide ~~Community Resource~~ Information and
14 Referral Services for a minimum of ~~four~~ three thousand six hundred fifty six
15 (4,656 3,000) unduplicated PARTICIPANTS annually. ~~Community Resource~~
16 Information and Referral Services shall include an assessment of need and
17 referral services including, but not limited to the following: assessment of
18 needs, referral to emergency housing, emergency food, family counseling,
19 childcare, substance abuse counseling and treatment, parent ~~training~~
20 education, utility assistance, health and mental health treatment, education,
21 and job training, legal aid, and youth academic and recreation services; ~~and~~
22 ~~many other services based on client needs. The FRC shall be required to~~
23 ~~partner with other County and local community resource service providers.~~
24 ~~Community Resource Services shall be provided in a family friendly, culturally~~
25 ~~responsive manner in English and Spanish as needed by PARTICIPANT.~~
26 Information and Referral Specialist shall collaborate with other community
27 agencies by receiving and referring clients, which may include, but not
28 limited to 2-1-1 Orange County, Help Me Grow, etc.

1 5.6.4 ~~FC shall provide Community Resource Services Monday~~
2 ~~through Friday from 8:30 a.m. to 5:00 p.m., during the term of this Agreement.~~
3 ~~FC shall provide a phone messaging system to record messages during all other~~
4 ~~times.~~ Information and Referral Specialist shall be stationed at the FRC
5 reception area as the first point of contact for walk-in and telephone/email
6 inquiries during FRC operating hours. Information and Referral Services shall
7 be offered during FRC operating hours.

8 5.6.5 ~~FC shall provide Community Resource Services at FRC~~
9 ~~locations.~~

10 5.6.6 ~~FC shall measure progress by completing the FaCT approved~~
11 ~~tracking tools.~~

12 5.6.7 ~~FC's Community Resource Services shall address the~~
13 ~~following PSSF service categories: FP, FS, TLFR, and APS.~~

14 5.6.8 FC shall provide qualified, bilingual Community Resource
15 Information and Referral ~~Services~~ Specialist staff as specified in
16 Subparagraph 14.21 of this Exhibit.

17 5.7 Other Services - Afterschool Academic Assistance (FC) ~~Success For~~
18 ~~All Children And Youth:~~

19 5.7.1 ~~FC shall provide Success For All Children and Youth~~
20 ~~services for children ages five through eighteen (5-18) years who are~~
21 ~~academically at risk (hereinafter referred to as "PARTICIPANTS" for purposes~~
22 ~~of Subparagraph 5.16).~~ The objectives for Afterschool Academic Assistance
23 services are as follows:

24 5.7.1.1 Assist PARTICIPANTS improve their
25 understanding of the subject matter for which they are receiving tutoring
26 services.

27 5.7.1.2 Assist PARTICIPANTS increase their academic
28 performance.

1 5.7.2 FC shall provide ~~Success For All Children and Youth~~
2 Afterschool Academic Assistance services to a minimum of two hundred (200)
3 unduplicated PARTICIPANTS annually. ~~Success For All Children and Youth~~
4 Afterschool Academic Assistance service is comprised of three components:
5 Tutoring for Youth, Tutoring for Middle School, and Tutoring for High School
6 students. ~~Success For All Children and Youth~~ Afterschool Academic Assistance
7 services includes, but are not limited to, the following: after school
8 homework tutoring, development of academic skills and responsibilities,
9 computer lab research, word processing, literature and science curriculum, and
10 academic enrichment. Tutoring for Youth includes ~~shall provide~~, but is not be
11 limited to, the following: building study skills, homework assistance, and
12 remedial assistance. ~~Each PARTICIPANT shall be offered two (2) sessions~~
13 ~~weekly, each session shall be a minimum of two and a half (2 1/2) hours.~~
14 Tutoring for Middle School includes, but is not limited to, the following:
15 ~~shall provide~~ homework assistance, study and computer skills, and
16 encouragement of lifelong learning. ~~Each PARTICIPANT shall be offered up to~~
17 ~~four (4) sessions weekly on a drop-in basis.~~ Tutoring for High School ~~shall~~
18 includes ~~provide~~, but is not be limited to, the following: ~~evening workshops,~~
19 homework assistance, subject tutoring, enrichment, application assistance and
20 preparation to pass the ~~for~~ California High School Exit Exam, career
21 exploration, and college preparation and support. ~~Each PARTICIPANT shall be~~
22 ~~offered up to four (4) sessions weekly on a drop-in basis.~~ ~~Success For All~~
23 ~~Children and Youth services shall be provided in a family friendly, culturally~~
24 ~~responsive manner in English and Spanish as needed.~~

25 5.7.3 ~~FC shall provide Success For All Children and Youth~~
26 ~~services during the term of this Agreement Monday through Friday during FRC~~
27 ~~operating hours.~~ FC shall provide Afterschool Academic Assistance services on
28 a drop-in basis from Monday through Thursday during the academic school year

1 and for six (6) weeks during the summer. Afterschool Academic Assistance
2 services shall be available from 2:30 p.m. to 6:00 p.m. for PARTICIPANTS in
3 elementary and middle schools, and from 6:00 p.m. to 8:00 p.m. for
4 PARTICIPANTS in middle and high school.

5 5.7.4 ~~FC shall provide Success For All Children and Youth~~
6 ~~services at FRC locations or at other community locations as needed with~~
7 ~~advance written approval by ADMINISTRATOR.~~

8 5.7.5 ~~FC shall measure progress by completing FaCT approved~~
9 ~~measurement tool(s).~~

10 5.7.6 ~~FC's Success For All Children and Youth services shall~~
11 ~~address the following PSSF service categories: FP, FS, TLFR, and APS.~~

12 5.7.7 FC shall provide qualified Education ~~Coordinator~~
13 Specialist staff as specified in Subparagraph 14.12 of this Exhibit.

14 5.8 Other Services - Back in Control Series (FC):

15 5.8.1 FC shall provide Back in Control Program for parents with
16 at-risk adolescent children ages eight through eighteen (8-18) years who are
17 strong willed, display disruptive behavior, make poor choices, and/or have a
18 history with local police or school administration.

19 5.8.2 FC shall provide forty-three (43) two (2) hour sessions
20 to a minimum of one hundred thirty (130) unduplicated PARTICIPANTS (parents
21 and children) annually. PARTICIPANTS shall attend a minimum of four (4) group
22 sessions and may attend additional group session as needed. Back in Control
23 Program is comprised of a lecture, group participation, and homework
24 assignment/review. Back in Control Program shall include, but not be limited
25 to the following: setting behavioral goals, parental authority, define family
26 rules, and learn how to consistently enforce the rules while creating a loving
27 environment.

28 5.8.3 FC shall provide qualified Back in Control Facilitator

1 staff as specified in Subparagraph 14.4 of this Exhibit.

2 5.9 Other Services - Community Education and Outreach Program (CO):

3 5.9.1 The City of Orange, through the Orange Police Department
4 (OPD), shall provide a minimum of one (1) Community Education and Outreach
5 Program to a minimum of thirty (30) unduplicated PARTICIPANTS annually. The
6 Community Education and Outreach Program is comprised of a minimum of five (5)
7 sessions. Community Education and Outreach shall increase awareness on topics
8 relevant to members of the community and may include, but are not limited to,
9 presentations by various units of the Police Department such as Traffic,
10 Detectives, Patrol, Gang, Narcotics etc. to foster a mutually beneficial
11 relationship for the participants and officers. Each session shall be a
12 minimum of two (2) hours in duration and the series shall conclude with a
13 graduation at the Police Department with a station tour. Participants will
14 receive a certificate of completion. The Program shall be marketed to a
15 specific community population group most likely to benefit from the Community
16 Education Program. CO shall provide marketing materials and supplies required
17 for each event and will be eligible for reimbursement through this Agreement.

18 5.9.2 CO shall provide the personnel necessary to conduct
19 Community Education and Outreach Program event at no cost to the FRC or
20 COUNTY.

21 5.10 Other Services - Domestic Violence Counseling (IH):

22 5.10.1 ~~IH shall provide Domestic Violence Counseling services to~~
23 ~~children ages birth to eighteen (0-18) years, parents (and their children),~~
24 ~~foster parents (and their children), and caregivers (and their children) who~~
25 ~~are victims of domestic violence. Individuals may include those referred by~~
26 ~~court, child protective services, and other social workers (hereinafter~~
27 ~~referred to as "PARTICIPANTS" for purposes of Subparagraph 4.18).~~

28 5.10.2 IH shall provide Domestic Violence Counseling services

1 for a minimum of ~~seventeen~~ sixteen (17 16) unduplicated PARTICIPANTS annually.
2 Domestic Violence Counseling services shall be goal oriented and topic focused
3 and shall ~~to~~ include, but is not limited to, the following: develop problem
4 solving skills; emotional support; increased control in life situations;
5 enhanced self-esteem; assist victims trapped in domestic violence situations;
6 individualized counseling plans; incorporate time limited goals for the family
7 and children in placement specific to PARTICIPANTS' reunification plans, as
8 applicable; and appropriate linkages to all needed treatment programs and
9 social support systems. The Personal Empowerment Program Instructor, as
10 approved by ADMINISTRATOR, shall attend the FRC's ~~Comprehensive Case~~
11 ~~Management Team~~ CMT meetings. ~~Domestic Violence Counseling services shall be~~
12 ~~provided in a culturally responsive manner in English and Spanish as needed by~~
13 ~~PARTICIPANT.~~

14 5.10.3 IH shall provide Domestic Violence Counseling services
15 continuously ~~during~~ throughout the term of this Agreement, by appointment
16 Monday through Friday during FRC operating hours. IH may also schedule
17 evening hours at the request of PARTICIPANTS. Domestic Violence Counseling
18 sessions shall be: ~~a minimum of one fifty (50 1) minutes~~ hour in duration, or
19 as clinically indicated by the clinician; ~~by appointment;~~ and offered to
20 PARTICIPANTS on a weekly basis. IH shall ~~provide~~ offer a minimum of ~~four~~
21 ~~three (4 3) weeks of counseling sessions and a maximum of twenty (20) sessions~~
22 for each PARTICIPANT. ~~FRC shall provide a phone messaging system to record~~
23 ~~messages and post a sign with an emergency contact name and telephone number~~
24 ~~for PARTICIPANTS who may call or visit the FRC after hours.~~

25 5.10.4 ~~IH shall provide Domestic Violence Counseling services in~~
26 ~~a private office space at the FRC, or other community locations, with advance~~
27 ~~written approval by ADMINISTRATOR, provided location can accommodate the~~
28 ~~confidentiality of the service.~~

1 5.10.5 ~~IH shall measure progress by ensuring PARTICIPANTS~~
2 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~
3 ~~assessment tools.~~

4 5.10.6 ~~IH's Domestic Violence Counseling services shall address~~
5 ~~the following PSSF service categories: FP, FS, TLFR, and APS.~~

6 5.10.7 IH shall provide qualified Personal Empowerment Program
7 Instructor staff as specified in Subparagraph 14.24 of this Exhibit.

8 5.11 Other Services - Domestic Violence Legal Assistance (IH):

9 5.11.1 ~~IH shall provide Domestic Violence Legal Assistance~~
10 ~~services to parents, foster parents, caregivers, and/or their children ages~~
11 ~~birth to eighteen (0-18) years, who are victims of domestic violence.~~
12 ~~Individuals may include those referred by court, child protective services,~~
13 ~~and other social workers (hereinafter referred to as "PARTICIPANTS" for~~
14 ~~purposes of Subparagraph 5.19).~~

15 5.11.2 IH shall provide Domestic Violence Legal Assistance
16 services for a minimum of fourteen (14) unduplicated PARTICIPANTS annually.
17 Domestic Violence Legal Assistance services, comprised of individual and
18 group, legal clinics and legal counseling, shall include, but not be limited
19 to, the following: assistance with restraining orders; custody and family law
20 information; filing court paperwork; advocacy; preparation for court
21 appearance; court appearance accompaniment; attorney representation; legal
22 resources; legal and court process education; justice system protection and
23 navigation; and make appropriate linkages to all needed treatment programs and
24 social support systems. ~~The Personal Empowerment Program PEP Instructor, as~~
25 ~~approved by ADMINISTRATOR, shall attend the FRC's Comprehensive Case~~
26 ~~Management Team CMT meetings. Domestic Violence Legal Assistance services~~
27 ~~shall be provided in a culturally responsive manner in English and Spanish as~~
28 ~~needed by PARTICIPANT.~~

1 5.11.3 IH shall provide Domestic Violence Legal Assistance
2 services to each PARTICIPANT continuously ~~during~~ throughout the term of this
3 Agreement, ~~Monday through Friday~~ during FRC operating hours. IH may also
4 schedule evening hours at the request of PARTICIPANTS. Domestic Violence
5 Legal Assistance services shall be a minimum of ~~two~~ ten (2 10) hours for each
6 PARTICIPANT. ~~FRC shall provide a phone messaging system to record messages~~
7 ~~and post a sign with an emergency contact name and telephone number for~~
8 ~~PARTICIPANTS who may call or visit the FRC after hours.~~

9 5.11.4 IH shall provide Domestic Violence Legal Assistance
10 services in a confidential office space at the FRC ~~locations~~, or other
11 community ~~locations~~, with advance written approval by ADMINISTRATOR, provided
12 that these location can accommodate the confidentiality of the service.

13 5.11.5 ~~IH shall measure progress by ensuring PARTICIPANTS~~
14 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~
15 ~~assessment tools.~~

16 5.11.6 ~~IH's Domestic Violence Legal Assistance services shall~~
17 ~~address the following PSSF service categories: FP, FS, TLFR, and APS.~~

18 5.11.7 IH shall provide qualified Family Law Attorney staff as
19 specified in Subparagraph 14.13 of this Exhibit.

20 5.12 Other Services - Emergency Assistance (FC):

21 5.12.1 ~~FC shall provide Emergency Assistance services to~~
22 ~~individuals with children ages birth through eighteen (0-18) years who are at~~
23 ~~risk of abuse or neglect (hereinafter referred to as "PARTICIPANTS" for~~
24 ~~purposes of Subparagraph 5.15).~~

25 5.12.2 FC shall provide Emergency Assistance services to a
26 minimum of ~~seven~~ four hundred (7400) unduplicated PARTICIPANTS annually.
27 Emergency Assistance services shall include, but is not limited to, the
28 following: assistance with emergency food, rent, utilities, and clothing. ~~and~~

1 ~~supportive food programs comprised of the following: commodities; Senior Brown~~
2 ~~Bag; Mobile Pantry; Kids Café; Food Rescue; weekly and monthly food~~
3 ~~distribution; and Women, Infants, and Children food voucher program.~~
4 ~~Emergency Assistance services shall be provided in a family friendly,~~
5 ~~culturally responsive manner in English and Spanish as needed.~~

6 5.12.3 FC shall provide Emergency Assistance services
7 continuously throughout during the term of this Agreement, Monday through
8 Friday during FRC operating hours. FC shall provide Emergency Assistance
9 services at FRC locations or at other community locations as needed with
10 advance written approval by ADMINISTRATOR.

11 5.12.4 FC shall measure progress by completing FaCT approved
12 measurement tool(s).

13 5.12.5 FC's Emergency Assistance services shall address the
14 following PSSF service categories: FP, FS, TLFR, and APS.

15 5.12.6 FC shall provide qualified Community Resource Specialist
16 Family Services Assistant staff as specified in Subparagraph 14.14 of this
17 Exhibit.

18 5.13 Other Services - Family Community Fun Events (FC):

19 5.13.1 FC shall provide Family Community Events services to
20 families with children ages birth through eighteen (0-18) years who are at
21 risk of abuse or neglect (hereinafter referred to as "PARTICIPANTS" for
22 purposes of Subparagraph 4.14).

23 5.13.2 FC shall provide Family Community Fun Events services to
24 a minimum of six five hundred (6500) unduplicated PARTICIPANTS annually.
25 Family Community Fun Events services shall include, but is not limited to, the
26 following: "Spring Fun Day" and "Day of the Child Holiday Outreach." Family
27 Community Fun Events services shall be comprised of games, activities, and
28 holiday crafts and a prize or gift. Family Community Events services shall be

1 ~~provided in a family friendly, culturally responsive manner in English and~~
2 ~~Spanish as needed.~~

3 5.13.3 FC shall provide ~~three~~ two (2) Family Community Fun
4 Events during the term of this Agreement annually. ~~Monday through Friday~~
5 ~~during FRC operating hours.~~

6 5.13.4 FC shall provide ~~Family Community Events services at FRC~~
7 ~~locations or at other community locations as needed with advance written~~
8 ~~approval by ADMINISTRATOR.~~

9 5.13.5 FC shall measure progress by ~~completing FaCT approved~~
10 ~~measurement tool(s).~~

11 5.13.6 FC's ~~Family Community Events services shall address the~~
12 ~~following PSSF service categories: FP, FS, TLFR, and APS.~~

13 5.13.7 FC shall provide qualified FRC ~~Program~~ Coordinator staff
14 as specified in Subparagraph 14.18 of this Exhibit.

15 5.14 Other Services - Family Support Services (English/Vietnamese)
16 (FC):

17 5.14.1 FC shall provide FRC Family Support Services for a
18 minimum of thirty (30) unduplicated PARTICIPANTS annually. Family Support
19 Services are those services employing a case manager (e.g., Family Support
20 Specialist) responsible for assessing the strengths and meeting the multiple
21 the needs of a PARTICIPANT and family, including but not limited to:
22 arranging, coordinating, monitoring, evaluating, and advocating for multiple
23 services for families. The primary goal of case management shall be to link
24 PARTICIPANTS with multiple needs to resources, services, and opportunities.
25 The Family Support Specialist shall also teach and empower PARTICIPANTS to
26 access community resources and opportunities and to strengthen problem solving
27 skills.

28 5.14.2 FC shall provide Family Support Services continuously

1 throughout the term of this Agreement during FRC operating hours. FC shall
2 provide Family Support Services for a minimum of thirty (30) days.

3 5.14.3 Family Support Specialist staff, as approved by
4 ADMINISTRATOR, shall attend the FRC's CMT meetings.

5 5.14.4 FC shall provide qualified Family Support Specialist
6 staff as specified in Subparagraph 14.15 of this Exhibit.

7 5.15 Other Services - Father Events (FC):

8 5.15.1 The objectives for Father Events are as follows:

9 5.15.1.1 Encourage father-child bonding.

10 5.15.1.2 Encourage positive interaction for fathers
11 and their children.

12 5.15.2 FC shall provide Father Events for a minimum of fifteen
13 (15) unduplicated families annually. Father Events activities shall include
14 cultural enrichment, education, and recreation to promote healthy father-child
15 bonding, quality time, and communication.

16 5.15.3 FC shall provide a minimum of four (4) Father Events
17 annually including, but not limited to, the following: Dinner with Dad Movie
18 Night, Story time with Dad, and themed sports nights.

19 5.15.4 FC shall provide qualified FRC Coordinator staff as
20 referenced in Subparagraph 14.18 of this Exhibit.

21 5.16 Other Services - Food Distributions (FC):

22 5.16.1 The objectives for Food Distribution services are to
23 provide healthy supplemental food for families to ensure they have a stable
24 food supply for their children. Food Distribution services shall include, but
25 is not limited to, the following: supportive food programs comprised of the
26 following: commodities; Senior Brown Bag; Mobile Pantry; Kids Café; Food
27 Rescue; weekly and monthly food distribution; and Women, Infants, and Children
28 food voucher program.

1 5.16.2 FC shall provide Food Distributions for a minimum of
2 three thousand (3,000) individuals annually.

3 5.16.3 FC shall provide a minimum of one (1) Food Distribution
4 monthly.

5 5.16.4 FC shall provide qualified Family Services Assistant
6 staff as referenced in Subparagraph 14.14 of this Exhibit.

7 5.17 Other Services - Family Health and Resource Fair (FC):

8 5.17.1 ~~FC shall provide Family Health and Resource Fair services~~
9 ~~to families with children ages birth through eighteen (0-18) years who are at~~
10 ~~risk of abuse or neglect (hereinafter referred to as "PARTICIPANTS" for~~
11 ~~purposes of Subparagraph 5.17).~~

12 5.17.2 FC shall provide Family Health and Resource Fair services
13 to a minimum of two hundred (200) unduplicated PARTICIPANTS annually. ~~Family~~
14 ~~Health and Resource Fair~~ FC shall provide a minimum of ~~two~~ one (2 1) Family
15 Health and Resource Fair events annually for a minimum of three (3) hours in
16 duration. ~~Family Health and Resource Fair~~ services include, but is not
17 limited to the following: community resources, linkage and information on ~~the~~
18 ~~following services:~~ health insurance, dental care, immunization, nutrition,
19 foster and adoption, health assessments, voter registration, school readiness,
20 and Kids Print domestic violence intervention. ~~Family Health and Resource~~
21 ~~Fair services shall be provided in a family friendly, culturally responsive~~
22 ~~manner in English and Spanish as needed.~~

23 5.17.3 ~~FC shall provide Family Health and Resource Fair services~~
24 ~~during the term of this Agreement Monday through Friday during FRC operating~~
25 ~~hours.~~

26 5.17.4 ~~FC shall provide Family Health and Resource Fair services~~
27 ~~at FRC locations or at other community locations as needed with advance~~
28 ~~written approval by ADMINISTRATOR.~~

1 5.17.5 ~~FC shall measure progress by completing FaCT approved~~
2 ~~measurement tool(s).~~

3 5.17.6 ~~FC's Family Health and Resource Fair services shall~~
4 ~~address the following PSSF service categories: FP, FS, TLF, and APS.~~

5 5.17.7 ~~FC shall provide qualified FRC Program Coordinator staff~~
6 ~~as specified in Subparagraph 14.18 of this Exhibit.~~

7 5.17.8 ~~FC shall provide Parent Project Series services during~~
8 ~~the term of this Agreement Monday through Friday during FRC operating hours.~~

9 5.17.9 ~~FC shall provide Parent Project Series services at FRC~~
10 ~~locations or at other community locations as needed with advance written~~
11 ~~approval by ADMINISTRATOR.~~

12 5.17.10 ~~FC shall measure progress by completing FaCT approved~~
13 ~~measurement tool(s).~~

14 5.17.11 ~~FC's Parent Project Series services shall address the~~
15 ~~following PSSF service categories: FP, FS, TLF, and APS.~~

16 Closed Group Counseling:

17 5.17.12 ~~WYS shall provide Closed Group Counseling services to~~
18 ~~children ages six to eighteen (6-18) years who are at risk of abuse or~~
19 ~~neglect, and/or their parents, foster parents (and their children), adoptive~~
20 ~~families (and their children), and/or caregivers (and their children).~~
21 ~~Individuals may include: those who are low income; coming from intact~~
22 ~~families; individuals in the process of reunification; those who may be~~
23 ~~experiencing a crisis due to interpersonal conflicts, family crisis, difficult~~
24 ~~parenting issues, challenging child needs, and/or traumatic loss (hereinafter~~
25 ~~referred to as "PARTICIPANTS" for purposes of Subparagraph 4.20). These~~
26 ~~individuals are not Medi-Cal eligible; and/or do not meet the Medi-Cal~~
27 ~~eligibility requirements for medical necessity.~~

28 5.17.13 ~~WYS shall provide Closed Group Counseling services for a~~

1 ~~minimum of twenty-eight (28) unduplicated PARTICIPANTS. Closed Group~~
2 ~~Counseling services shall include, but not be limited to, the following:~~
3 ~~assess PARTICIPANT's needs; provide emotional support; stabilize immediate~~
4 ~~crisis; develop goals for PARTICIPANTS; address independent living skills;~~
5 ~~self-control; parenting issues; cycle of abuse; victimization; enhance family~~
6 ~~dynamics; modify dysfunctional behaviors; incorporate appropriate family~~
7 ~~roles; develop time limited goals for the family and child in placement that~~
8 ~~are targeted to PARTICIPANTS' particular reunification plans, if applicable;~~
9 ~~and make appropriate linkages to all needed treatment programs and social~~
10 ~~support systems. The Clinician/Intern and/or designee, as approved by~~
11 ~~ADMINISTRATOR, shall attend the FRC's Comprehensive Case Management Team~~
12 ~~meetings. Services shall be provided in a culturally responsive manner in~~
13 ~~English and Spanish as needed by PARTICIPANTS.~~

14 ~~5.17.14 WYS shall provide Closed Group Counseling services during~~
15 ~~the term of this Agreement Monday through Friday during FRC operating hours.~~
16 ~~WYS may also schedule evening hours at the request of PARTICIPANTS. WYS shall~~
17 ~~provide a minimum of four (4) Closed Group Counseling series at a minimum of~~
18 ~~sixty (60) minutes each session with a six (6) week session minimum per~~
19 ~~series. Each session shall include a minimum of three (3) and maximum of~~
20 ~~seven (7) PARTICIPANTS per group. FRC shall provide a phone messaging system~~
21 ~~to record messages and post a sign with an emergency contact name and~~
22 ~~telephone number for PARTICIPANTS who may call or visit the FRC after hours.~~

23 ~~5.20.4 WYS shall provide Closed Group Counseling services in a private~~
24 ~~office space at FRC locations, or other community locations, with advance~~
25 ~~written approval by ADMINISTRATOR, provided location can accommodate the~~
26 ~~confidentiality of the service.~~

27 ~~5.17.15 WYS shall measure progress by ensuring PARTICIPANTS~~
28 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~

1 ~~assessment tools.~~

2 5.17.16 ~~WYS's Closed Group Counseling services shall address the~~
3 ~~following PSSF service categories: FP, FS, TLF, and APS.~~

4 ~~WYS shall provide qualified licensed/licensed eligible Counselor~~
5 ~~Clinician/Intern staff as specified in Subparagraph 11.12 of this Exhibit~~

6 5.18 Out-of-School-Time Youth Program (FC):

7 5.18.1 The objectives of Out-of-School Time Youth Program are as
8 follows:

9 5.18.1.1 Increase social connection amongst peers.

10 5.18.1.2 Provide a safe place for school-aged
11 children.

12 5.18.1.3 Increase enrichment opportunities to enhance
13 academic achievement and healthy social behavior.

14 5.18.2 FC shall provide Out-of-School-Time Youth Program
15 Services for a minimum of eighty (80) unduplicated PARTICIPANTS annually.
16 Out-of-School-Time Youth Program will provide PARTICIPANTS with a safe and
17 nurturing place during after school and non-school hours. Activities may
18 include, but are not limited to: recreation, education, healthy development,
19 artistic and cultural enrichment, and leadership development.

20 5.18.3 FC shall offer Out-of-School-Time activities on Fridays
21 during the academic school year from 2:30 p.m. to 6:00 p.m.

22 5.18.4 FC shall provide qualified Out-of-School-Time Leader
23 staff as specified in Subparagraph 14.22 of this Exhibit.

24 5.19 Parenting Education (WYS):

25 5.19.1 The objectives for Parent Education are as follows:

26 5.19.1.1 Increase social support.

27 5.19.1.2 Enhance coping skills.

28 5.19.1.3 Improve knowledge of child development.

1 5.19.1.4 Improve knowledge of appropriate and
2 effective discipline.

3 5.19.2 ~~WYS shall provide Parenting Education to parents, foster~~
4 ~~parents and/or caregivers of children ages birth to eighteen (0-18) years who~~
5 ~~are at risk of abuse or neglect. Parents may include: those who are low-~~
6 ~~income; coming from intact families; dealing with poverty issues, child abuse,~~
7 ~~domestic violence, teen parent, adoption, individuals in the process of~~
8 ~~reunification; those who may be experiencing a crisis due to interpersonal~~
9 ~~conflicts, difficult parenting issues, challenging child needs, and/or~~
10 ~~traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes of~~
11 ~~Subparagraph 5.5).~~

12 5.19.3 ~~WYS shall provide Parenting Education services for a~~
13 ~~minimum of ten (10) unduplicated PARTICIPANTS. WYS shall utilize the Love and~~
14 ~~Logic curriculum or other evidence-based or evidence-informed Parenting~~
15 ~~Education curriculum. Elements of an effective parenting education services~~
16 ~~program shall improve parenting skills and family functioning by teaching~~
17 ~~parents/caregivers about child development (e.g., developmental expectations),~~
18 ~~behavior management (e.g., discipline techniques), and coping skills (e.g.,~~
19 ~~communication and stress management). As applicable, parenting education~~
20 ~~topics emphasis shall include, but not be limited to, placed on the prevention~~
21 ~~of recurrence of child abuse and/or shall address attachment, bonding, and~~
22 ~~traumatic loss issues following: parent responsibilities; psychologically~~
23 ~~based behavior principles; appropriate discipline; support; self-control;~~
24 ~~emotional regulation; attachment; bonding; inherent difficulties of co-~~
25 ~~parenting; child development education; open and honest communication; praise~~
26 ~~and acknowledgement; disruptive cycles of inappropriate parenting; and~~
27 ~~supportive parenting. Parenting Education services shall be provided in a~~
28 ~~family friendly, culturally responsive manner in English and Spanish as needed~~

1 ~~by PARTICIPANT.~~

2 5.19.4 WYS shall provide Parenting Education services for a
3 minimum of ~~ten~~ sixty (10 60) unduplicated PARTICIPANTS annually.

4 5.19.5 WYS shall provide a minimum of ~~one~~ six (1 6) Parenting
5 Education series annually. Each series shall be a minimum ~~comprised~~ of six
6 (6) weeks ~~weekly~~ in duration, one per week with a minimum of ten (10)
7 PARTICIPANTS per classes. ~~Each class session shall be a minimum of two (2)~~
8 ~~hours in duration.~~ WYS shall provide Parenting Education services shall be
9 provided ~~during the term of this Agreement from 8:30 a.m. to 5:00 p.m., Monday~~
10 ~~through Friday,~~ at dates and times convenient for PARTICIPANTS. WYS shall
11 ~~offer Parenting Education services at additional times based on PARTICIPANT~~
12 ~~availability.~~

13 5.19.6 WYS shall provide Parenting Education services at FRC
14 ~~locations and/or at other community locations, to be approved in advance and~~
15 ~~in writing by ADMINISTRATOR.~~ WYS shall ensure completion of required
16 paperwork when providing parenting education to PARTICIPANTS receiving child
17 welfare services, including, but not limited to: verification of attendance,
18 issuance of certificates of completion, and verbal and/or written reports to
19 COUNTY Social Workers.

20 5.19.7 WYS shall measure progress by ensuring PARTICIPANTS
21 complete a FaCT registration form and FaCT approved assessment tools.

22 5.19.8 WYS's Parenting Education services shall address the
23 following PSSF service categories: FP and FS

24 5.19.9 WYS shall provide qualified, bilingual Parenting Educator
25 staff as specified in Subparagraph 14.23 of this Exhibit.

26 Parenting Education TLFR:

27 5.19.10 WYS shall provide Parenting Education TLFR services to
28 parents including caregivers of children ages birth to eighteen (0-18) years

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

6 5.19.11 WYS shall provide Parenting Education TLFR services for a
7 minimum of ten (10) unduplicated PARTICIPANTS. Parenting Education TLFR shall
8 emphasize prevention of recurrence of maltreatment. Parenting Education TLFR
9 topics shall include, but not be limited to, the following: address parent
10 responsibilities; psychologically based behavior principles; appropriate
11 discipline; support; self-control; and emotional regulation; attachment and
12 bonding; inherent difficulties of co-parenting; child development education;
13 open and honest communication; praise and acknowledgement; disruptive cycles
14 of inappropriate parenting; supportive parenting monitor attendance and
15 participation; written report to County social workers; completion of FaCT
16 approved assessment tools, ATP, a County issued standard form; and required
17 termination reports with the number of sessions PARTICIPANT attended.
18 Parenting Education TLFR services shall be provided in a family friendly,
19 culturally responsive manner in English and Spanish as needed by PARTICIPANT.

20 5.19.12 WYS shall provide a minimum of one (1) Parenting
21 Education TLFR series comprised of four (4) weekly classes. Each class
22 session shall be a minimum of two (2) hours in duration. WYS shall provide
23 Parenting Education TLFR services during the term of this Agreement from 8:30
24 a.m. to 5:00 p.m., Monday through Friday, at dates and times convenient for
25 PARTICIPANTS. WYS shall offer Parenting Education TLFR services at additional
26 times based on PARTICIPANT availability.

27 5.19.13 WYS shall provide Parenting Education TLFR services at
28 the FRC and/or at other community locations, to be approved in advance and in

1 ~~writing by ADMINISTRATOR.~~

2 ~~5.19.14 WYS shall measure progress by ensuring PARTICIPANTS~~
3 ~~complete a FaCT registration form and FaCT approved assessment tools.~~

4 ~~5.6.6 WYS's Parenting Education TLFR services shall address the following PSSE~~
5 ~~service categories: TLFR.~~

6 ~~5.19.15 WYS shall provide qualified Parenting Educator staff as~~
7 ~~specified in Subparagraph 11.11 of this Exhibit.~~

8 Parenting Education Workshops APS:

9 ~~5.19.16 WYS shall provide Parenting Education Workshops APS~~
10 ~~services for families who are at risk, low income parents and/or caregivers~~
11 ~~with children ages birth to eighteen (0-18) years who are at risk for child~~
12 ~~abuse and neglect; dealing with poverty issues, child abuse, domestic~~
13 ~~violence, unemployment, teen pregnancy, adoption and/or family reunification~~
14 ~~(hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 4.7).~~

15 ~~5.19.17 WYS shall provide Parenting Education Workshop APS~~
16 ~~services for a minimum of ten (10) unduplicated PARTICIPANTS. Parenting~~
17 ~~Education Workshops APS services shall address the following: attachment;~~
18 ~~bonding; and traumatic loss issues. Parenting Education Workshop APS services~~
19 ~~topics shall include, but not be limited to, the following topics: parent~~
20 ~~responsibilities; psychologically based behavior principles; appropriate~~
21 ~~discipline; support; self control; emotional regulation; attachment; bonding;~~
22 ~~inherent difficulties of co parenting; child development education; open and~~
23 ~~honest communication; praise and acknowledgement; disruptive cycles of~~
24 ~~inappropriate parenting; and supportive parenting; Parenting Education~~
25 ~~Workshop APS services shall be provided in a family friendly, culturally~~
26 ~~responsive and manner in English and Spanish as needed by PARTICIPANT.~~

27 ~~5.19.18 WYS shall provide a minimum of two (2) Parenting~~
28 ~~Education Workshop APS for a minimum of three (3) hours in duration. WYS~~

1 shall provide Parenting Education Workshop APS services during the term of
2 this Agreement from 8:30 a.m. to 5:00 p.m., Monday through Friday, at dates
3 and times convenient for PARTICIPANTS. WYS shall offer Parenting Education
4 Workshop APS services at additional times based on PARTICIPANT availability.

5 5.19.19 WYS shall provide Parenting Education Workshop APS
6 services at FRC locations and/or at other community locations, to be approved
7 in advance and in writing by ADMINISTRATOR.

8 5.19.20 WYS shall measure progress by ensuring PARTICIPANTS
9 complete a FaCT registration form and FaCT approved assessment tools.

10 5.19.21 WYS's Parenting Education Workshop APS services shall
11 address the following PSSF service categories: APS.

12 5.19.22 WYS shall provide qualified Parenting Educator staff as
13 specified in Subparagraph 11.11 of this Exhibit.

14 5.20 Personal Empowerment Program (Certified Domestic Violence
15 Prevention and Treatment Education Program) - General and TLFR Participants
16 (IH):

17 5.20.1 The objectives of Personal Empowerment Program (PEP) are
18 as follows:

19 5.20.1.1 Increase victim's awareness of the threat of
20 domestic violence and its short/long term effects.

21 5.20.1.2 Develop or enhance safety plan for domestic
22 violence victims.

23 5.20.1.3 Increase victim's understanding of the
24 effects domestic violence has on children.

25 5.20.1.4 Increase victim's awareness on the various
26 types of abuse.

27 5.20.1.5 Promote safety and permanency in homes and
28 communities through prevention efforts aimed at child abuse and domestic

1 violence.

2 5.20.2 ~~Interval House (IH) shall provide Personal Empowerment~~
3 ~~Program services to parents and/or caregivers of children ages birth to~~
4 ~~eighteen (0-18) years who are at risk of abuse or neglect. Individuals may~~
5 ~~include: those who are low income or dealing with poverty issues; child~~
6 ~~abuse, domestic violence; individuals in the County adoption process; or those~~
7 ~~who may be experiencing a crisis due to interpersonal conflicts, difficult~~
8 ~~parenting issues, challenging child needs, and/or traumatic loss (hereinafter~~
9 ~~referred to as "PARTICIPANTS" for purposes of Subparagraph 5.8).~~

10 5.20.3 ~~IH shall provide Personal Empowerment Program services to~~
11 ~~a minimum of twenty seven (27) unduplicated PARTICIPANTS. Personal empowerment~~
12 ~~Program services is shall be comprised of a ten (10) week educational support~~
13 ~~program to help battered victims break the cycle of domestic violence through~~
14 ~~the following: education on the dynamics of domestic violence, effects of~~
15 ~~violence on victims and their children, and to help battered victims protect~~
16 ~~children who live in domestic violence homes. Personal Empowerment Program~~
17 ~~Topics shall include, but are not limited to: the following: develop a safety~~
18 ~~planning, boundaries, anger management, legal aspects of domestic violence,~~
19 ~~work through denial, and maintain healthy relationships. Personal Empowerment~~
20 ~~Program services shall be provided in a family friendly, culturally responsive~~
21 ~~manner in English and Spanish as needed by PARTICIPANT. Services shall target~~
22 ~~the general community as well as COUNTY's TLFR population.~~

23 5.20.4 ~~IH shall provide Personal Empowerment Program PEP~~
24 ~~services to a minimum of ~~twenty seven~~ forty (27 40) unduplicated PARTICIPANTS~~
25 ~~annually.~~

26 5.20.5 ~~IH shall provide a minimum of ~~four~~ ten (4 10) weeks of~~
27 ~~Personal Empowerment educational support programs that shall be offered~~
28 ~~continuously during the term of this Agreement. Each class shall be a minimum~~

1 of two (2) hours in duration, ~~and offered on a weekly basis.~~ IH shall provide
2 ~~Personal Empowerment Program services from 8:30 a.m. to 5:00 p.m., Monday~~
3 ~~through Friday,~~ at dates and times convenient for PARTICIPANTS. ~~during the~~
4 ~~term of this Agreement.~~ IH shall offer Personal Empowerment Program services
5 ~~at additional times based on PARTICIPANT availability.~~

6 5.20.6 ~~IH shall provide Personal Empowerment Program services at~~
7 ~~FRC locations and/or at other community locations, to be approved in advance~~
8 ~~and in writing by ADMINISTRATOR.~~

9 5.20.7 ~~IH shall measure progress by ensuring PARTICIPANTS~~
10 ~~complete a FaCT registration form and FaCT approved assessment tools.~~ When
11 providing PEP services to COUNTY's TLFR population, IH shall also be required
12 to include, but not be limited to: verification of attendance, issuance of
13 certificates of completion, and verbal and/or written reports to COUNTY Social
14 Workers.

15 5.20.8 ~~IH's Personal Empowerment Program services shall address~~
16 ~~the following PSSF service categories: FP, FS, and APS.~~

17 5.20.9 IH shall provide qualified, bilingual Personal
18 Empowerment Program Instructor staff as specified in Subparagraph 14.24 of
19 this Exhibit. During the entire term of this Agreement, PEP providers must be
20 approved by the PEP Program Collaborative of Orange County.

21 Personal Empowerment Program TLFR:

22 5.20.10 ~~IH shall provide Personal Empowerment Program TLFR~~
23 ~~services to parents and/or caregiver of children ages birth to eighteen (0-18)~~
24 ~~years who are at risk of abuse or neglect.~~ TLFR individuals may include:
25 ~~those who are low income or dealing with poverty issues; child abuse, domestic~~
26 ~~violence; individuals in the process of reunification; individuals in the~~
27 ~~COUNTY adoption process; or those who may be experiencing a crisis due to~~
28 ~~interpersonal conflicts, difficult parenting issues, challenging child needs,~~

1 and/or traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes
2 of Subparagraph 5.9).

3 5.20.11 IH shall provide Personal Empowerment Program TLFR
4 services for a minimum of four (4) unduplicated PARTICIPANTS. Personal
5 Empowerment Program TLFR is comprised of a ten (10) week educational support
6 program to help battered victims break the cycle of domestic violence through
7 the following: education on the dynamics of domestic violence; effect of
8 violence on victims and their children; and to help battered victims protect
9 children who live in domestic violence homes. Personal Empowerment Program
10 TLFR topics shall include, but not be limited to, safety planning, boundaries,
11 anger management, legal aspects of domestic violence, work through denial, and
12 maintain healthy relationships. Personal Empowerment Program TLFR shall
13 require monitoring of client attendance and participation; and provide verbal
14 and/or written report to County social workers. Personal Empowerment Program
15 TLFR services shall be provided in a family friendly, culturally responsive
16 manner in English and Spanish as needed by PARTICIPANT.

17 5.20.12 IH shall provide Personal Empowerment Program TLFR during
18 the term of this Agreement. Each Personal Empowerment Program TLFR class
19 shall be a minimum of two (2) hours in duration. IH shall provide Personal
20 Empowerment Program TLFR services from 8:30 a.m. to 5:00 p.m., Monday through
21 Friday, at dates and times convenient for PARTICIPANTS. Personal Empowerment
22 Program TLFR services shall be offered at additional times based on
23 PARTICIPANT availability.

24 5.20.13 IH shall provide Personal Empowerment Program TLFR
25 services at the FRC and/or at other community locations, to be approved in
26 advance and in writing by ADMINISTRATOR.

27 5.20.14 IH shall measure progress by ensuring PARTICIPANTS
28 complete FaCT measurement tools.

1 5.20.15 ~~IH's Personal Empowerment Program TLFR services shall~~
2 ~~address the following PSSF service categories: TLFR.~~

3 5.20.16 ~~IH shall provide qualified Personal Empowerment Program~~
4 ~~Instructor staff as specified in Subparagraph 11.8 of this Exhibit.~~

5 5.21 Family Interactive Events APS Time-Limited Family Reunification
6 Family Fun Activities (FC):

7 5.21.1 The objectives of Time-Limited Family Reunification
8 (TLFR) Family Fun Activities are to increase parent-child bonding and provide
9 a safe and enriching interactive environment for TLFR families.

10 5.21.2 FC shall provide TLFR Family ~~Interactive Events APS Fun~~
11 ~~Activities to PARTICIPANTS. services for at-risk individuals, including~~
12 ~~adoptive, foster, non-relative family members, and/or relative caregivers with~~
13 ~~children ages birth through eighteen (0-18) years, (hereinafter referred to as~~
14 ~~"PARTICIPANTS" for purposes of Subparagraph 5.11).~~ In addition to
15 participants referenced in Paragraph 1, TLFR Family Fun Activities may also
16 include children that are removed from their home and placed in a foster
17 family home or a childcare institution and parents or primary caregiver of
18 such a child, in order to facilitate the reunification of the child, safely
19 and appropriately.

20 5.21.3 FC shall provide TLFR Family ~~Interactive Events APS Fun~~
21 ~~Activities services for a minimum of fifteen (15) unduplicated PARTICIPANTS~~
22 ~~FAMILIES annually. TLFR Family Interactive Events APS Fun Activities services~~
23 ~~shall include focus on the following: families; bonding; peer support; and~~
24 ~~socialization. Family Interactive Events APS services shall be provided in a~~
25 ~~family friendly, culturally responsive manner in English and Spanish as needed~~
26 ~~by PARTICIPANT supervised and organized activities and events for children of~~
27 ~~parents and/or caregivers in the reunification process. Activities can~~
28 ~~include arts and cultural enrichment, education, and recreation to promote~~

1 healthy parent-child bonding, quality time, and communication. In the event a
 2 parent is participating in monitored/supervised visitation while
 3 simultaneously participating in a Family Fun Activity, the SSA approved
 4 monitor or supervised visitation specialist must be present during the entire
 5 length of the Family Fun Activity.

6 5.21.4 FC shall provide a minimum of two (2) TLFR Family
 7 ~~Interactive Events~~ APS Fun Activities (events) annually; topics may include,
 8 but are not limited to, the following: ~~Family Interactive Events~~ APS services
 9 ~~shall be provided during the term of this Agreement Monday through Friday~~
 10 ~~during FRC operating hours~~ Halloween event, Holiday Outreach event in
 11 December, and Spring Fun Day. Events shall occur during evening or weekend
 12 hours.

13 5.21.5 FC shall ~~primarily~~ provide TLFR Family ~~Interactive Events~~
 14 APS Fun Activities services at FRC locations or at other community locations
 15 as needed with advance written approval by ADMINISTRATOR.

16 5.21.6 ~~FC shall measure progress by ensuring PARTICIPANTS~~
 17 ~~complete a FaCT registration form, and FaCT approved assessment tools.~~

18 5.21.7 FC's TLFR Family ~~Interactive Events~~ APS Fun Activities
 19 services shall address only the following PSSF service category: APS TLFR.

20 5.21.8 FC shall provide qualified TLFR Family Fun Activities
 21 Leader ~~FRC Program Coordinator~~ staff (e.g., FRC Coordinator) as specified in
 22 Subparagraph 14.26 of this Exhibit.

23 Adoption Community Outreach:

24 5.21.9 ~~FC shall provide Adoption Community Outreach services to~~
 25 ~~parents with children ages birth through eighteen (0-18) years who are at risk~~
 26 ~~of abuse or neglect (hereinafter referred to as "PARTICIPANTS" for purposes of~~
 27 ~~Subparagraph 5.12).~~

28 5.21.10 ~~FC shall provide a minimum of eight (8) Adoption~~

~~Community Outreach presentations to a minimum of one hundred fifty (150) unduplicated PARTICIPANTS. Adoption Community Outreach services shall increase community awareness and provide foster and adoptive service information to schools, parent groups, service clubs, and faith-based groups. Adoption Community Outreach services shall be provided in a family friendly, culturally responsive manner in English and Spanish as needed.~~

~~5.21.11 FC shall provide Adoption Community Outreach services during the term of this Agreement Monday through Friday during FRC operating hours.~~

~~5.21.12 FC shall provide Adoption Community Outreach services at FRC locations or at other community locations as needed with advance written approval by ADMINISTRATOR.~~

~~5.21.13 FC shall measure progress by completing FaCT approved measurement tool(s).~~

~~5.21.14 FC's Adoption Community Outreach services shall address the following PSSF service categories: APS.~~

~~5.21.15 FC shall provide qualified FRC Program Coordinator staff as specified in Subparagraph 11.1 of this Exhibit.~~

DR Services

5.22 Differential Response Case Management Team (WYS):

5.22.1 The objectives of Differential Response Case Management Team (DR CMT) services are as follows:

5.22.1.1 Increase collaboration among Contractor Partner Agencies on a weekly basis to effectively coordinate DR services.

5.22.1.2 Improve resource linkages for DR PARTICIPANTS.

5.22.1.3 Improve individual and family functioning for DR PARTICIPANTS.

1 5.22.1.4 Decrease duplication of DR services.

2 5.22.2 The DR CMT, which can be combined with FRC CMT, consists
3 of an integrated multidisciplinary team comprised of three (3) or more persons
4 trained and knowledgeable in providing DR CMT services. The DR CMT is
5 responsible for identifying the educational, health, or social service needs
6 of a child and child's family and for developing a plan to address these
7 multiple needs as identified in WIC section 18986.40. Participants of the DR
8 CMT shall include Contractor Partner Agencies and Non-FaCT Funded Partner
9 Agency(ies) representatives that would benefit the family. In addition to the
10 participation of the Contractor Partner Agencies, local Miscellaneous Order
11 Number 534.3 specifies that multidisciplinary services team composition
12 include at least two (2) members from the following: Orange County Probation
13 Department, Orange County Health Care Agency, Orange County Department of
14 Education, Regional Center of Orange County, North Orange County Regional
15 Occupational Program, and Orange County SSA.

16 5.22.3 WYS in coordination with FC shall coordinate with
17 Contractor Partner Agencies to provide DR CMT services for families who have
18 been referred for DR services by SSA. Families referred were reported to SSA
19 with allegations that meet statutory definitions of child abuse or neglect at
20 low to moderate risk and have been assessed as likely to make needed changes
21 to improve child safety if provided targeted services.

22 5.22.4 WYS and FC in coordination with Contractor Partner
23 Agencies shall jointly provide DR CMT services for a minimum of seventy-five
24 (75) unduplicated FAMILIES annually.

25 5.22.5 WYS and FC in coordination with Contractor Partner
26 Agencies shall jointly provide DR CMT services continuously throughout the
27 term of this Agreement. DR CMT meetings shall be scheduled a minimum of one
28 (1) day per week for a minimum of one (1) hour in duration. If the DR CMT

1 meeting is combined with the FRC CMT meeting, the minimum combined duration of
2 the meeting shall be no less than two (2) hours. The DR CMT Clinical
3 Supervisor shall facilitate DR CMT meetings.

4 5.22.6 WYS in coordination with FC shall complete the FaCT
5 standardized DR CMT Tracking and Outcomes Log as well as the required forms
6 referenced in Subparagraph 8.4.

7 5.22.7 WYS shall provide qualified DR CMT Clinical Supervisor
8 staff, as specified in Subparagraph 14.9 of this Exhibit, to facilitate DR CMT
9 meetings. FC shall provide qualified FRC Coordinator staff as specified in
10 Subparagraph 14.18, to encourage CMT attendance and maintain open
11 communication with COUNTY Social Workers and involved community stakeholders.

12 5.23 DR Family Support Services (English/Spanish) (FC):

13 5.23.1 The objectives of DR Family Support Services are as
14 follows:

15 5.23.1.1 Maintain children safely in the home.

16 5.23.1.2 Reduce entry into the child welfare system.

17 5.23.1.3 Support families in crisis.

18 5.23.1.4 Work with SSA DR Social Workers and families
19 in identifying resources which will protect children and preserve the family.

20 5.23.2 FC shall provide DR Family Support Services to
21 PARTICIPANTS referred by SSA.

22 5.23.3 FC shall provide DR Family Support Services for a minimum
23 of seventy-five (75) unduplicated FAMILIES annually. DR Family Support
24 Services are those services employing a case manager (e.g., Family Support
25 Specialist) responsible for assessing the strengths and meeting the multiple
26 needs of a PARTICIPANT and family, arranging, coordinating, monitoring,
27 evaluating, and advocating for multiple services for families.

28 5.23.4 FC shall provide DR Family Support Services for a minimum

1 of thirty (30) days per family.

2 5.23.5 FC shall primarily provide DR Family Support Services in
3 family's home, at FRC locations, or at other community locations as needed
4 with advance written approval by ADMINISTRATOR.

5 5.23.6 FC shall provide qualified DR Family Support Specialist
6 staff as specified in Subparagraph 14.10 of this Exhibit.

7 5.24 DR Family Support Services (English/Vietnamese) (FC):

8 5.24.1 The objectives of DR Family Support Services are as
9 follows:

10 5.24.1.1 Maintain children safely in the home.

11 5.24.1.2 Reduce entry into the child welfare system.

12 5.24.1.3 Support families in crisis.

13 5.24.1.4 Work with SSA DR Social Workers and families
14 in identifying resources which will protect children and preserve the family.

15 5.24.2 FC shall provide DR Family Support Services to
16 PARTICIPANTS referred by SSA.

17 5.24.3 FC shall primarily provide DR Family Support Services in
18 family's home, at FRC locations, or at other community locations as needed
19 with advance written approval by ADMINISTRATOR.

20 5.24.4 FC shall provide DR Family Support Services for a minimum
21 of forty-five (45) unduplicated FAMILIES annually. DR Family Support Services
22 are those services employing a case manager (e.g., Family Support Specialist)
23 responsible for assessing the strengths and meeting the multiple needs of a
24 PARTICIPANT and family, arranging, coordinating, monitoring, evaluating, and
25 advocating for multiple services for families.

26 5.24.5 FC shall provide DR Family Support Services for a minimum
27 of thirty (30) days per family.

28 5.24.6 FC shall provide qualified, bilingual DR Family Support

1 Specialist staff as specified in Subparagraph 14.10 of this Exhibit.

2 5.25 DR In-Home Family Support (FC):

3 5.25.1 The objectives of DR In-Home Family Support Services are
4 as follows:

5 5.25.1.1 Address positive parenting skills,
6 discipline, child development, and child health and safety.

7 5.25.1.2 Assess family needs, stabilize immediate
8 crisis, increase coping skills and family cohesiveness, reduce exposure to
9 violence, and improve communication skills.

10 5.25.1.3 Coordinate resources and multiple service
11 providers to help prevent abuse and out-of-home placement.

12 5.25.2 FC shall provide DR In-Home Family Services for a minimum
13 of sixty (60) unduplicated FAMILIES annually.

14 5.25.3 FC shall offer DR In-Home Family Support services for a
15 minimum of four (4) weeks and a maximum of six (6) weeks per family.

16 5.25.4 FC shall primarily provide DR In-Home Family Support
17 Services in family's home, at FRC locations, or at other community locations
18 as needed with advance written approval by ADMINISTRATOR.

19 5.25.5 FC shall provide qualified DR In-Home Family Specialist
20 staff as specified in Subparagraph 14.11 of this Exhibit.

21 5.26 FS Family Support Services (FC):

22 5.26.1 FC shall provide FS Family Support Services to the
23 following: individuals and their families who are participating in the
24 California Work Opportunity and Responsibility to Kids (CalWORKs) FS Program
25 and are experiencing a crisis or situation that destabilizes the family and
26 impairs the Welfare-to-Work (WTW) client's ability to meet WTW participation
27 requirements.

28 5.26.2 FC shall provide FS Family Support Services for a minimum

1 of fifty (50) unduplicated FAMILIES annually. FS Family Support Services
2 shall focus on a family centered approach to address crisis issues causing
3 barriers to WTW participation activities; serve as a support to families while
4 in crisis; and provide assistance to PARTICIPANTS in accessing community
5 resources.

6 5.26.3 FC shall provide FS Family Support Services continuously
7 throughout the term of this Agreement during FRC operating hours or at dates
8 and times convenient for PARTICIPANTS. FC shall provide FS Family Support
9 Services for a minimum of thirty (30) days.

10 5.26.4 FC shall primarily provide FS Family Support Services in
11 family's home, at the FRC, or at other community locations with advance
12 written approval by ADMINISTRATOR.

13 5.26.5 PSSF categories referenced in Subparagraph 2.3.1 through
14 2.3.4 are not applicable to FS Family Support Services.

15 5.26.6 FC shall provide a qualified FS Family Support Specialist
16 staff as specified in Subparagraph 14.19 of this Exhibit.

17 6. ADDITIONAL CONTRACTOR RESPONSIBILITIES

18 6.1 In addition to providing the services described in Paragraph 5 of
19 this Exhibit A, CONTRACTOR agrees to:

20 6.1.1 Provide ADMINISTRATOR a bi-annual detailed marketing plan
21 for each contracted service, and revise, if necessary, as requested by
22 ADMINISTRATOR.

23 6.1.2 Actively engage the community including local residents,
24 faith-based groups, businesses, public and private organizations, civic
25 groups, and others in the planning and implementation of services that promote
26 the well-being, safety, and permanency of children, families and communities.

27 ~~6.1.3 Demonstrate the ability, now and in the future, to integrate~~
28 ~~multiple public, private, and collaborative partner funding sources.~~

1 6.1.3 ~~CONTRACTOR shall~~ Develop and maintain a Governance
2 Structure document outlining resource sharing, accountability, decision-making
3 strategies, and conflict resolution plan. The Governance Structure shall
4 include, but not be limited to, the addition and/or deletion of any ~~partner~~
5 ~~agency~~ Contractor Partner Agencies, change of designated ~~fiscal~~ lead agent,
6 ongoing community input, and involvement, principles of collaboration, and
7 voting quorum (including what constitutes a quorum).

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

15 6.1.4 Develop a Community Engagement Advisory Committee (CEAC)
16 that shall meet a minimum of quarterly during the term of this Agreement.
17 ~~CEAC shall develop and advance a community agenda to affect community level~~
18 ~~change.~~ The FRC will maintain a roster and a copy of minutes for all CEAC
19 meetings. The composition of CONTRACTOR's CEAC shall vary depending on the
20 specific goals of, and the services to be provided by the FRC. The CEAC shall
21 consist of community members such as parents, youths, teachers, school
22 community liaisons, business professionals, religious community leaders, law
23 enforcement, human and health service professionals, and city representatives.
24 On an annual basis, CEAC shall assess, survey, and identify community
25 strengths and needs to advocate for FRC services to meet community needs;
26 develop parent and youth leadership; and engage business community to provide
27 tangible support and leadership. CEAC shall enlist broad community support
28 and advocacy for the FRC by fundraising for the FRC and hosting events. A

1 minimum of one thousand dollars (\$1,000) shall be allocated to the CEAC within
2 the FRC budget for the purposes of its members to use for planning events, and
3 other activities as deemed necessary by the CEAC committee. FC shall provide
4 qualified Community Engagement Volunteer Coordinator staff as specified in
5 Subparagraph 14.7 of this Exhibit. ~~The FRC shall provide staff and volunteer~~
6 ~~coordination to develop and support CEAC.~~

7 ~~6.1.5 Appropriate CONTRACTOR staff shall participate in all~~
8 ~~required training identified by ADMINISTRATOR, including, but not limited to,~~
9 ~~management information system, FRC Program Coordinator's role in the FRC, and~~
10 ~~other FRC responsibilities and activities. ADMINISTRATOR will provide~~
11 ~~CONTRACTOR with detailed information regarding meeting date(s) and~~
12 ~~location(s).~~

13 6.1.5 Follow procedures provided by ADMINISTRATOR's ~~established~~
14 ~~procedures~~ for reporting any special incidents that occur during CONTRACTOR's
15 performance of duties under this Agreement involving CONTRACTOR's staff,
16 PARTICIPANTS, and/or property.

17 6.2 FC shall provide a minimum of five hundred and twenty (520) hours
18 annually to Childcare services ~~hours~~ at the FRC ~~location(s)~~ to children of
19 parents attending FRC programs ~~Monday through Friday~~ during FRC operating
20 hours, ~~and on evenings and weekends as required by PARTICIPANTS~~ continuously
21 throughout ~~during~~ the term of this Agreement, or at dates and times convenient
22 for PARTICIPANTS. Allowable costs include direct child care services and
23 purchases of cleaning supplies, snacks directly related to child care
24 services, activities, age appropriate toys, crafts, and games. Child Care
25 services shall be reimbursed based on actual hours worked. FC shall provide
26 qualified Childcare ~~Provider~~ Worker(s) staff as specified in Subparagraph 14.5
27 of this Exhibit.

28 6.3 Contractor ~~FC~~ shall use Emergency Assistance Funds to meet basic

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

10 7. FACILITIES

11 7.1 Friendly Center Orange Family Resource Center is located at:
12 147 W. Rose Ave.
13 Orange, CA 92867

14 7.2 Administrative services under this Agreement shall be provided at
15 Friendly Center Orange Family Resource Center and:
16 Friendly Center Orange
17 147 W. Rose Ave.
18 Orange, CA 92867-6627

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

22 8. DATA ENTRY AND DATA SUBMISSION REQUIREMENTS

23 8.1 CONTRACTOR shall electronically track the type and amount of
24 services provided to each PARTICIPANT by Contractor Partner Agencies and a
25 minimum of two (2) required Non-FaCT Funded Partners Agency(ies). The FRC
26 Designated Lead Agency shall maintain data that includes the types and amounts
27 of services provided to each PARTICIPANT, assessment data, key demographic
28 items including but not limited to: family identifier, family member

1 identifier, ethnicity, date of birth, sex, referral reason(s), services
2 recommended, services provided, date service delivery begins, date service
3 delivery ends, status indicators [e.g., previous abuse reports, existing
4 health problems], and primary language spoken as determined by ADMINISTRATOR.

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

9 8.2.1 Provide concrete support in times of need;

10 8.2.2 Increase parental resilience;

11 8.2.3 Increase knowledge of parenting and child development;

12 8.2.4 Support the social and emotional competence of children;

13 and

14 8.2.5 Build parents' social connections.

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

24 8.3 FRC direct services staff (e.g., Information and Resource
25 Specialist, Family Support Specialist, etc.) shall be responsible for entering
26 client service and outcome data for FaCT funded and a minimum of two (2)
27 required non-FaCT funded services into the FaCT data system. These include,
28 but are not limited to, the following:

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

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

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

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

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

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

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

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

8.6 FRCs can administer COUNTY-approved measurement tools (e.g.,

1 tracking logs, pre/post-tests, satisfaction surveys, etc.) to collect data on
2 other services. ADMINISTRATOR shall provide CONTRACTOR a minimum of ten (10)
3 business day notice in the event a measurement tool is changed.

4 8.7 The COUNTY measurement tools, referenced in Subparagraph 8.4 are
5 subject to change based on program and evaluation needs as defined by
6 ADMINISTRATOR.

7 9. REPORTS

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

13 9.1 Monthly Service Grid Reports shall be submitted to ADMINISTRATOR
14 by the twentieth (20th) day of each month for the preceding month of services.
15 In the event the twentieth (20th) calendar day falls on a weekend or COUNTY
16 holiday as specified in Subparagraph 3.2 of this Exhibit, CONTRACTOR shall
17 submit the Monthly Service Grid the next business day to ADMINISTRATOR.

18 9.2 ~~Family identifier;~~

19 9.3 ~~Family member identifier;~~

20 9.4 ~~Ethnicity;~~

21 9.5 ~~Date of birth;~~

22 9.6 ~~Sex;~~

23 9.7 ~~Referral reason(s);~~

24 9.8 ~~Services recommended;~~

25 9.9 ~~Services provided;~~

26 9.10 ~~Date services delivery begins;~~

27 9.11 ~~Date service delivery ends;~~

28 9.12 ~~Status indicators (e.g., previous abuse reports, existing health~~

1 ~~problems, etc.);~~

2 9.13 ~~Primary language spoken;~~

3 9.14 ~~PSSF service outcomes as identified in Paragraph 2 of this~~
4 ~~Exhibit; and,~~

5 9.15 ~~PSSF service category as identified in Paragraph 2 of this~~
6 ~~Exhibit.~~

7 9.16 ~~Reports shall be prepared in a format approved in writing by~~
8 ~~ADMINISTRATOR and shall be transmitted to the FaCT Program Coordinator and~~
9 ~~Social Services Agency (SSA) Contract Administrator by the twentieth (20th)~~
10 ~~day of each month for the preceding month of services.~~

11 9.17 ~~CONTRACTOR shall complete registration forms and attendance sheets~~
12 ~~for every service delivered to participant(s) unless specifically exempted by~~
13 ~~ADMINISTRATOR.~~

14 9.18 ~~CONTRACTOR shall complete the FaCT standardized Marketing Outreach~~
15 ~~Log and CEAC Data Form, and shall submit to ADMINISTRATOR quarterly, ten (10)~~
16 ~~calendar days following the end of each quarter.~~

17 9.19 ~~CONTRACTOR shall provide information deemed necessary by~~
18 ~~ADMINISTRATOR to complete any state-required reports related to the services~~
19 ~~provided under this Agreement.~~

20 10. UTILIZATION REVIEW

21 10.1 ~~CONTRACTOR and ADMINISTRATOR shall meet upon ADMINISTRATOR's~~
22 ~~request at CONTRACTOR's facility identified in Paragraph 7 of this Exhibit A~~
23 ~~to review and evaluate a random selection of PARTICIPANT case records. The~~
24 ~~review shall include, but is not limited to, an evaluation of the necessity,~~
25 ~~appropriateness, and length of services provided. PARTICIPANT cases to be~~
26 ~~reviewed shall be randomly selected by COUNTY.~~

27 10.2 ~~In the event CONTRACTOR and ADMINISTRATOR are unable to resolve~~
28 ~~differences of opinion regarding the necessity, appropriateness, and length of~~

1 services provided, the dispute shall be submitted to COUNTY's Director of
2 Children and Family Services for final resolution.

3 11. SUSTAINABILITY

4 11.1 CONTRACTOR agrees to demonstrate throughout the term of this
5 Agreement, the ability, ~~now and in the future~~ to integrate multiple public,
6 private, and collaborative partner funding sources.

7 11.2 CONTRACTOR must provide measureable goals that demonstrate
8 resource leveraging and in-kind partnerships and/or grants based on service
9 gaps and identified needs, specific to the community.

10 11.3 CONTRACTOR agrees to work with ADMINISTRATOR ~~and/or FaCT~~ in order
11 to pursue long-term sustainability of CONTRACTOR's FaCT collaborative
12 programs. This includes, but is not limited to, participation in the
13 following:

14 11.3.1 Assessment of long-term need for and reasonableness of
15 FaCT collaborative programs;

16 11.3.2 Training programs developed by or for FaCT;

17 11.3.3 Outreach activities initiated by FaCT staff or FaCT
18 committees, as mutually agreed by CONTRACTOR and ADMINISTRATOR;

19 11.3.4 Research of other public/private funding sources and
20 opportunities;

21 11.3.5 Pursuit of linkages with other partners as appropriate;
22 and

23 11.3.6 Development of marketing and community education
24 materials as mutually agreed upon by CONTRACTOR and ADMINISTRATOR.

25 11.4 CONTRACTOR agrees to cooperate in these efforts, as well as
26 independently pursue opportunities to improve sustainability of their
27 collaborative program. Independent activities may include activities
28 identified above as well as grant writing and engaging in collaborative

1 agreements with other integrated service initiatives.

2 11.5 ~~CONTRACTOR shall inform ADMINISTRATOR of its activities to sustain~~
3 ~~CONTRACTOR's FaCT collaborative program by including written progress reports~~
4 ~~in FaCT mandated reports.~~

5 12. MEETINGS AND TRAININGS:

6 12.1 CONTRACTOR shall ensure the FRC Coordinator participates in
7 meetings of all FaCT FRC Coordinators for the purpose of information sharing,
8 joint problem solving, identification of Best Practices, development of common
9 approaches to case management and intake, training, and other related matters.
10 Meetings will occur a minimum of one per month. ADMINISTRATOR will provide
11 CONTRACTOR with detailed information regarding meeting date(s) and
12 location(s).

13 12.2 CONTRACTOR shall ensure appropriate CONTRACTOR staff participates
14 in all required trainings and/or meetings as identified by ADMINISTRATOR.
15 ADMINISTRATOR will provide CONTRACTOR with detailed information regarding
16 training/meeting date(s) and location(s).

17 12.3 Trainings eligible for reimbursement through this Agreement must
18 be approved in advance, in writing, by ADMINISTRATOR.

19 12.4 At the request of ADMINISTRATOR, CONTRACTOR shall attend trainings
20 presented or sponsored by COUNTY.

21 13. BUDGET

22 13.1 For each of the five (5) COUNTY fiscal years (July 1 through June
23 30) included during the term of this Agreement, the maximum annual budget for
24 services provided pursuant to Exhibit A of this Agreement shall not exceed
25 \$538,540.

26 13.2 ADMINISTRATOR AND CONTRACTOR may agree, subject to advance written
27 notice, to add, delete, modify, line item and/or amounts, and/or the number
28 and type of FTE positions, specified in the annual budget included in

1 Subparagraph 13.11, without ~~changing~~ reducing the level of services to be
2 provided or exceeding COUNTY's maximum obligation as stated in Subparagraph
3 20.1 of this Agreement ~~or reducing the level of service to be provided by~~
4 ~~CONTRACTOR. Further, in accordance with Subparagraph 13.3, of this Agreement,~~
5 ~~in the event ADMINISTRATOR reduces the maximum obligation as stated in~~
6 ~~Subparagraph 20.1, CONTRACTOR and ADMINISTRATOR may mutually agree in writing~~
7 ~~to proportionately reduce the service goals as set forth in this Exhibit.~~

8 13.3 For the purpose of meeting specific program needs, CONTRACTOR may
9 request to reallocate funds between budgeted line items by utilizing a Budget
10 Modification Request form provided by ADMINISTRATOR, which shall include a
11 justification narrative specifying the purpose of the request, the amount of
12 said funds to be reallocated, and the sustaining annual impact as applicable
13 to the current and subsequent fiscal years. CONTRACTOR shall obtain advance
14 written approval from ADMINISTRATOR for any Budget Modification Request prior
15 to implementation. Failure to obtain advance written notice approval for any
16 proposed Budget Modification Request may result in disallowance of
17 reimbursement for those costs.

18 13.4 In the event the budget shown in Subparagraph 13.11 is modified,
19 the modified budget shall remain in effect for the remainder of the contract
20 term, unless superseded by subsequent budget modification(s) that have been
21 approved in writing by ADMINISTRATOR. For example, if Budget Modification #1
22 is approved on March 15, 2016, the modified budget will remain in effect until
23 Budget Modification #2 is requested and approved in writing. The annual
24 budget beginning on July 1st of each fiscal year shall be identical to the
25 most recently modified annual budget. Under no circumstances shall funds
26 unspent in one fiscal year carry over to another fiscal year.

27 13.5 It is anticipated multiple budget modifications will occur during
28 the term of this Agreement. When appropriate, CONTRACTOR will delay submitting

1 a Budget Modification Request until multiple changes can be incorporated into
2 a single Budget Modification Request versus submitting several Budget
3 Modification Requests that include a single line item change.

4 13.6 For purposes of this Agreement, Direct Services Expense is defined
5 as a non-administrative expense required to provide goods or services for the
6 direct benefit of PARTICIPANTS. Examples include, but are not limited to:
7 parent education handbooks, chore charts, art materials, water and snacks for
8 PARTICIPANT consumption, incentives for clients to attend events, etc.

9 13.7 For purposes of this Agreement, Program Expense is defined as an
10 administrative expense required for overall service delivery rather than an
11 expense benefitting an individual PARTICIPANT. Examples include, but are not
12 limited to: marketing materials, display boards, educational DVDs and video
13 equipment to broadcast, parent education curriculums, educational
14 books/reference material to be used by CONTRACTOR's staff, furniture,
15 volunteer staff recognition events, etc.

16 13.8 Budget Modification Requests will be considered for approval when
17 such requests are to reallocate funds within a similar category such as
18 reallocating unused funds from a direct service salary position to a new
19 direct participant service (i.e., Life Skills Workshop) or reallocating unused
20 Office Supply funds to increase an Insurance line item. Funds may not shift
21 from a direct service line item to an administrative line item.

22 13.8.1 Consideration for an exception to the provision described
23 in Subparagraph 13.7 will be considered on a case-by-case basis and shall be
24 approved at the sole discretion of COUNTY.

25 13.9 In the event ADMINISTRATOR reduces the maximum obligation as
26 stated in Subparagraph 20.1, CONTRACTOR and ADMINISTRATOR may mutually agree
27 in writing to proportionately reduce the service goals as set forth in this
28 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 is set forth as follows:

<u>SALARIES</u>	<u>FTE</u> ⁽¹⁾	<u>Maximum Hourly Rate</u> ⁽²⁾	<u>Budget</u>
<u>Friendly Center, Inc. (FC)</u> ⁽⁵⁾			
<u>Accounting Coordinator (Admin.)</u>	0.075	\$20.00	\$3,120
<u>Childcare Worker (Service 6.2)</u>	0.25	\$10.00	5,200
<u>Community Engagement Volunteer Coordinator (Service 6.1.4)</u>	0.50	\$13.00	12,480
<u>Education Specialist (Service 5.7)</u>	0.83	\$16.00	26,524
<u>Family Services Assistant (Services 5.12 and 5.16)</u>	0.50	\$13.00	12,480
<u>Family Support Specialist (English/Spanish) (Service 5.3)</u>	1.00	\$15.00	29,120
<u>Family Support Specialist (English/Vietnamese) (Service 5.14)</u>	0.25	\$18.00	9,360
<u>FRC Coordinator (Services 5.4, 5.13, 5.15, 5.17, 5.21)</u>	1.00	\$20.00	41,600
<u>Information & Referral Specialist (Service 5.6)</u>	1.00	\$13.00	22,880
<u>OST Leader (Service 5.18)</u>	0.15	\$12.00	3,432
<u>SUBTOTAL FC SALARIES:</u>			\$166,196
<u>FC Benefits (14%)</u> ^(3 and 4)			24,987
<u>SUBTOTAL FC SALARIES AND BENEFITS:</u>			\$191,183

1	<u>Interval House (IH) ⁽⁵⁾</u>			
2	Family Law Attorney (Service 5.11)	0.075	\$25.50	\$3,900
3	Personal Empowerment Program (PEP) Instructor (Services 5.10 and 5.20)	0.30	\$22.50	13,198
4	SUBTOTAL IH SALARIES:			\$17,098
5	IH Benefits (21 %) ^(3 and 4)			3,591
6	SUBTOTAL IH SALARIES AND BENEFITS:			\$20,689
7	<u>Western Youth Services (WYS) ⁽⁵⁾</u>			
8	Clinical Supervisor (Service 5.1)	0.05	\$34.85	\$3,624
9	Counselor (Service 5.2)	0.50	\$26.44	27,498
10	FRC CMT Clinical Supervisor (Service 5.5)	0.10	\$34.85	7,248
11	Parenting Educator (Service 5.19)	0.0375	\$26.44	2,062
12	Program Director (Admin.)	0.0125	\$34.85	906
13	SUBTOTAL WYS SALARIES:			\$41,338
14	WYS Benefits (21%) ^(3 and 4)			8,681
15	SUBTOTAL WYS SALARIES AND BENEFITS:			\$50,019
16	<u>PARTICIPANT RELATED SERVICES AND EXPENSE</u>			
17	FC CEAC (Service 6.1.4)			\$1,000
18	FC Direct Service Expense			1,035
19	FC Back in Control Series (Service 5.8)			10,750
20	CO Direct Services Expense			1,000
21	IH Direct Service Expense			1204
22	WYS Direct Service Expense			150
23	SUBTOTAL PARTICIPANT RELATED SERVICES AND EXPENSES:			\$15,139
24	<u>ADMINISTRATIVE SERVICES AND SUPPLIES ⁽⁵⁾</u>			
25	<u>SERVICES</u>			
26	FC Independent Audit			\$1,000
27	WYS Independent Audit			180
28	<u>SUPPLIES</u>			
29	FC Office Supplies			1000
30	FC Postage			500
31	FC Program Expense			1,500
32	CO Program Expense			500
33	WYS Office Supplies			75
34	WYS Program Expense			75
35	SUBTOTAL ADMINISTRATIVE SERVICES AND SUPPLIES:			\$4,830
36	<u>OPERATING EXPENSES ⁽⁵⁾</u>			

1	FC Equipment Lease/Rental Copy Machine			\$3,600
	FC Insurance			4,400
2	FC Maintenance Janitorial Supplies			1,650
3	FC Telephone/Internet			3,465
	WYS Insurance			225
4	WYS Mileage ⁽⁶⁾			300
5	WYS Staff Training			150
6	SUBTOTAL OPERATING EXPENSES:			\$13,790

7	<u>INDIRECT COSTS</u> ⁽⁵⁾			
8	WYS Indirect Cost			\$4,350
	SUBTOTAL INDIRECT COSTS			\$4,350
9	SUBTOTAL ALL SALARIES, BENEFITS, SERVICES, SUPPLIES, OPERATING EXPENSES AND INDIRECT COSTS			\$300,000

DIFFERENTIAL RESPONSE (DR) PROGRAM:DR SALARIES

12	FC DR Family Support Specialist			
13	(English/Spanish) (Service 5.23)	1.00	\$18.00	\$35,360
14	FC DR Family Support Specialist			
	(English/Vietnamese) (Service 5.24)	0.50	\$18.00	18,720
15	FC DR In-Home Family Specialist (Service 5.25)	1.00	\$20.00	37,440
16	WYS DR CMT Clinical Supervisor (Service 5.22)	0.05	\$34.85	3,624
	SUBTOTAL DR SALARIES			\$95,144
17	FC DR Benefits (14%) ^(3 and 4)			12,813
18	WYS DR Benefits (21%) ^(3 and 4)			761
19	SUBTOTAL DR SALARIES AND BENEFITS:			\$108,718

DR ADMINISTRATIVE SERVICES AND SUPPLIES ⁽⁵⁾SERVICES

21	FC DR Emergency Assistance Fund (Service 6.3)			\$4,185
22	FC DR Independent Audit			200

SUPPLIES

23	FC DR Office Supplies			300
24	FC DR Program Expense			4,371
25	WYS DR Office Supplies			200
	WYS DR Program Expense			100
26	SUBTOTAL DR ADMINISTRATIVE SERVICES AND SUPPLIES:			\$9,356

DR OPERATING EXPENSES ⁽⁵⁾

28	FC DR Insurance			\$3,000
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1	FC DR Mileage ⁽⁶⁾			1,886
2	FC DR Telephone/Internet			1,500
3	WYS DR Insurance			100
4	WYS DR Mileage ⁽⁶⁾			240
5	WYS DR Staff Training			200
6	SUBTOTAL DR OPERATING EXPENSES			\$6,926
7	SUBTOTAL DR SALARIES, ADMINISTRATIVE			
8	SERVICES SUPPLIES AND OPERATING EXPENSES:			\$125,000
9	<u>FAMILY STABILIZATION (FS) PROGRAM:</u>			
10	<u>FS SALARIES ⁽⁵⁾</u>			
11	FC FS Accounting Coordinator (Admin.)	0.05	\$20.00	\$2,080
12	FC FS Family Support Specialist (Service 5.26)	1.00	\$20.00	\$37,440
13	FC FS Program Assistant (Admin.)	0.15	\$20.00	6,240
14	SUBTOTAL FC FS SALARIES:			\$45,760
15	FC FS Benefits (14%) ^(3 and 4)			6,407
16	SUBTOTAL FS SALARIES AND BENEFITS:			\$52,167
17	<u>FS PARTICIPANT RELATED SERVICES AND EXPENSE</u>			
18	FC FS Bus Passes			\$2,000
19	FC FS Emergency Assistance Fund (Service 6.3)			34,473
20	FC FS Workshop/Consultants/Job Training			10,000
21	SUBTOTAL FS PARTICIPANTS RELATED SERVICES			
22	AND EXPENSE:			\$46,473
23	<u>FS ADMINISTRATIVE SERVICES AND SUPPLIES ⁽⁵⁾</u>			
24	<u>SERVICES</u>			
25	FC FS Independent Audit			\$300
26	<u>SUPPLIES</u>			
27	FC FS Copying/Printing/Marketing Material			1,000
28	FC FS Laptop Computer and Printer			3,000
29	FC FS Office Supplies			1,500
30	SUBTOTAL FS ADMINISTRATIVE SERVICES AND SUPPLIES:			\$5,800
31	<u>FS OPERATING EXPENSES ⁽⁵⁾</u>			
32	FC FS Insurance			\$1,200
33	FC FS Internet/Telephone Expense			3,200
34	FC FS Mileage ⁽⁶⁾			3,000
35	FC FS Postage			200
36	FC FS Staff Training			1,500
37	SUBTOTAL FS OPERATING EXPENSES:			\$9,100

SUBTOTAL FS SALARIES, ADMINISTRATIVE SERVICES SUPPLIES AND OPERATING EXPENSES:	\$113,540
MAXIMUM COUNTY OBLIGATION	\$538,540

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

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

(3) ~~Medical, long term disability, retirement, pension, employee assistance, FICA, SUI, Workers' Compensation and vacation accrual~~ Employee Benefits may include contributions to 401k or retirement plans; health insurance; dental insurance; life, vision insurance; long-term/short-term disability insurance; life and disability insurance; payroll taxes such as FICA, Federal Unemployment Tax, State Unemployment Tax, and Worker's Compensation Tax, based on the currently prevailing rates, and vacation/sick time accrual as specified in footnote four (4) below. FC's overall benefit rate shall not exceed fourteen percent (14%) of actual salary expense claimed. CO's overall benefit rate shall not exceed 1.45% of actual salary expense claimed. IH's overall benefit rate shall not exceed twenty-one percent (21%) of actual salary expense claimed. WYS's overall benefit rate shall not exceed twenty-one percent (21%) of actual salary expense claimed.

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

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 ⁽⁵⁾ 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.) and shall
10 be held to no more than fifteen percent (15%) of the total gross program
11 costs.

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

13 ~~⁽⁶⁾ Travel costs will be in accordance with Title 41 CFR Chapter 301,
14 Federal Travel Regulation; Maximum Per Diem Rates; Final Rules. Travel must
15 be approved by ADMINISTRATOR in advance. CONTRACTOR shall be reimbursed for
16 actual expenses of lodging up to the maximum allowed in Title 41 CFR Chapter
17 301, Travel Allowances. CONTRACTOR shall be reimbursed for per diem rate paid
18 to employees for meals and incidental expenses incurred during travel up to
19 the maximum allowed in Title 41 CFR Chapter 301, Travel Allowances.~~

20 ~~⁽⁶⁾ WYS's indirect costs include the following: professional dues,
21 subscriptions, business licenses fees, utilities, recruitment, training, IT
22 maintenance, office supplies, and allocated administrative overhead expenses.~~

23 ~~⁽⁶⁾ FC shall allocate a minimum of five thousand five hundred thirty-
24 three (\$5,533) dollars to the provision of Childcare services. Childcare
25 allowable costs shall include direct childcare and purchase of supplies and
26 snacks directly related to childcare services; activities and educational
27 games; and set-up and clean-up of childcare space. All purchases related for
28 childcare supplies must be requested in advance and in writing for approval by~~

1 ADMINISTRATOR. ~~Monthly reimbursement for the Childcare Provider is based on~~
 2 ~~actual hours worked.~~

3 ~~(7) FC shall allocate a minimum of eight thousand three hundred twenty~~
 4 ~~(\$8,320) dollars to the Education Coordinator position, currently a full-time~~
 5 ~~position funded by various funding sources including FaCT funding. Monthly~~
 6 ~~reimbursement for the Education Coordinator is based on actual hours worked.~~
 7 ~~CONTRACTOR's FRC Program Coordinator staff shall fulfill the Education~~
 8 ~~Coordinator's responsibilities without increasing the FRC Program Coordinator~~
 9 ~~FTE should funding sources become unavailable during the term of this~~
 10 ~~Agreement.~~

11 ~~(7) WYS's Parenting Education services, as referenced in Subparagraph 4.5~~
 12 ~~through 4.7, shall consist of a Parenting Educator at a minimum of seventy-six~~
 13 ~~(76) hours, and related benefits as applicable, during the term of this~~
 14 ~~Agreement. Monthly reimbursement for the Parenting Education position is~~
 15 ~~based on actual hours worked.~~

16 ~~(8) FC shall allocate a minimum of one thousand five hundred forty-eight~~
 17 ~~(\$1,548) dollars and a minimum of thirty-two (32) direct service hours to the~~
 18 ~~provision of Parent Project services during the term of this Agreement.~~
 19 ~~Monthly reimbursement is based on actual hours worked.~~

20 ~~(9) FC shall allocate a minimum of one thousand five hundred sixty~~
 21 ~~(\$1,560) dollars and a minimum of one hundred thirty (130) accounting~~
 22 ~~coordinator service hours during the term of this Agreement. Monthly~~
 23 ~~reimbursement is based on actual hours worked.~~

24 14. STAFF

25 14.1 Recruitment Practices:

26 14.1.1 CONTRACTOR shall use a formal recruitment plan, which
 27 complies with Federal and State employment and labor regulations. CONTRACTOR
 28 shall hire staff with the education, language skills, and experience necessary

1 to appropriately perform all functions as described in this Agreement.

2 14.1.2 The number of direct service bilingual staff shall meet
3 the needs of the community to be served.

4 14.1.3 CONTRACTOR may be required to submit employer's bilingual
5 certification criteria and/or test results.

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

9 CONTRACTOR shall provide the following described staff positions:

10 14.3 Accounting Coordinator (FC):

11 14.3.1 Duties: Ensure accurate and timely submittal of
12 invoices, document expenditures for audit purposes, attend FaCT required
13 trainings, and provide financial reports as required or requested by Partner
14 Agencies and/or ADMINISTRATOR. ~~Compile accounting reports for payment of~~
15 ~~collaborative partners; communicate and follow up with partners on all~~
16 ~~invoicing related duties.~~

17 14.3.2 Qualifications: Two (2) years bookkeeping experience;
18 computer literacy in Word, Excel, and QuickBooks computer programs; ability to
19 prioritize tasks to meet deadlines; and oral and written proficiency in
20 English is required.

21 14.4 Back in Control Facilitator (FC):

22 14.4.1 Duties: Direct, monitor, and facilitate Back in Control
23 services; provide parents with valuable tools and information to regain
24 control in home or to prepare for their adolescent children's disruptive
25 behavior, poor choices and other challenges; monitor attendance and
26 participation; complete FaCT approved assessment tools; compile and maintain
27 records; collect and input data into FaCT database; and attend all required
28 meetings and trainings.

1 14.4.2 Qualifications: Bachelor's degree in Public
2 Administration, or related field from an accredited university; possess a
3 Parent Educator's Teaching Credential; and a minimum of two (2) years public
4 speaking or teaching experience. Proficiency in English is required.
5 Bilingual in English/Spanish or English/Vietnamese preferred.

6 14.5 Childcare Provider Worker (FC):

7 14.5.1 Duties: Provide childcare activities at the FRC to
8 children of PARTICIPANTS attending FRC services, including childcare for DR
9 and FS services if applicable, communicate with FRC Coordinator, attend all
10 required meetings and trainings, and complete required documents.

11 14.5.2 Qualifications: High school diploma or equivalent and
12 one (1) year of childcare ~~E~~experience, ~~with childcare~~ including working with
13 infants, ~~and children~~; ability to deal ~~calmly~~ with stressful situations~~;~~, and
14 ~~must enjoy games~~ be creative and energetic. ~~Bilingual~~ Proficiency in
15 English/Spanish or English/Vietnamese preferred and proficiency in English is
16 required and bilingual, based on community language need, is preferred.

17 14.6 Clinical Supervisor (WYS) ~~WYS shall provide the following~~
18 ~~described staff positions:Comprehensive Case Management Team Facilitator/WYS~~
19 Program Coordinator:

20 14.6.1 Duties: Provide individual and group supervision as
21 applicable, clinical supervision for counseling services, case consultation to
22 FRC staff as needed, monitor cases, be available for crisis and clinical
23 consultation as needed, review documents for clinical content, verify the laws
24 of confidentiality are followed, and ensure that child and elder/dependent
25 adult abuse reporting are followed-up on every case consult. Ensure accuracy
26 of paperwork and data entered into the FaCT database and attend all required
27 meetings and trainings. ~~Licensed or licensed eligible clinician shall~~
28 ~~facilitate the Comprehensive Case Management Team;~~ be legally responsible for

1 ~~ensuring the Comprehensive Case Management Team and/or staff member follow up~~
2 ~~on all mandated reporting requirements; monitor attendance of required~~
3 ~~Comprehensive Case Management Team members; ensure confidentiality forms are~~
4 ~~signed for each staff attending Comprehensive Case Management Team meetings;~~
5 ~~interface with FRC PARTICIPANTS; ensure confidentiality/release forms are~~
6 ~~signed by PARTICIPANTS; review laws of confidentiality; child, elder, and~~
7 ~~dependent adult abuse reporting , and as needed; review Comprehensive Case~~
8 ~~Management Team cases conferenced are multiple needs cases; facilitate weekly~~
9 ~~review of Comprehensive Case Management Team cases including a thorough~~
10 ~~assessment of needs, treatment plan, follow up plan, and termination; review~~
11 ~~each case and document update weekly; provide and coordinate ongoing cross-~~
12 ~~training to Comprehensive Case Management Team on clinical training needs;~~
13 ~~review and follow up on need to file a child, elder, and/or dependent adult~~
14 ~~abuse report for each case as applicable; assess Comprehensive Case Management~~
15 ~~Team for different training needs; work with FRC Coordinator to set up~~
16 ~~training time and presenters; ensure families are invited to Comprehensive~~
17 ~~Case Management Team meeting(s); maintain binder of weekly case logs and~~
18 ~~registration forms for each case conferenced; complete standardized Case~~
19 ~~Management Team assessment tools; ensure COUNTY required Comprehensive Case~~
20 ~~Management Team data is accurately collected and input data into FaCT~~
21 ~~database; invite collaborative partners to conference cases as needed; assess~~
22 ~~functioning of Comprehensive Case Management Team; invite COUNTY and other~~
23 ~~agency representatives to attend, including but not limited to, the following:~~
24 ~~all FaCT-funded FRC partners; non-FaCT funded collaborative partners; and~~
25 ~~agency representatives; provide individual, family, group, and crisis~~
26 ~~counseling; prepare reports, collect and input data into FaCT database;~~
27 ~~provide case review and assignments; supervision of clinical staff; attend~~
28 ~~required FRC staff meetings and trainings; and general administrative duties.~~

1 14.6.2 Qualifications: Licensed Clinical Social Worker (LCSW),
2 Marriage and Family Therapist (MFT), or Licensed Clinical Psychologist
3 ~~preferred; or license eligible and a minimum of two (2) years of clinical~~
4 ~~supervision experience. registered with the Board of Behavioral Sciences (BBS)~~
5 ~~and assigned an intern number or an Associate Clinical Social Worker [ACSW~~
6 ~~number) clinician under clinical supervision. Bilingual in English/Spanish or~~
7 ~~English/Vietnamese is preferred and p~~Proficiency in English is required.

8 14.7 Community Engagement Volunteer Coordinator (FC):

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

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

28 14.7.3 Qualifications Option Two (2): A minimum of five (5)

1 years of experience working with at-risk families and the community, including
 2 one (1) year supervisory experience; knowledge of public and private social
 3 services agencies, community resources, including Federal and State programs;
 4 capable of relating well to individuals from diverse backgrounds, cultures,
 5 varied income, and education levels; and computer competency. Proficiency in
 6 English is required, and bilingual, based on community language need, is
 7 preferred.

8 14.8 ~~Bilingual~~ Counselor (WYS) Clinician/Intern:

9 14.8.1 Duties: Provide therapy including assessment treatment
 10 planning, termination, and documentation. Administer FaCT approved pre/post
 11 measurement tools and enter results into the FaCT Database. ~~Provide~~
 12 ~~individual, family, and group counseling services prepare and provide written~~
 13 ~~reports; monitor attendance and participation; administer FaCT measurement~~
 14 ~~tools; compile and maintain records; collect and input data into FaCT~~
 15 ~~database; and attend all required meetings and trainings.~~

16 14.8.2 Qualifications: Licensed clinician, or under the
 17 supervision of a licensed clinician or a qualified mental health professional
 18 under clinical supervision including ~~license-eligible clinician from Marriage~~
 19 ~~and Family Therapist Intern, ACWS with addition of Masters in Social Work~~
 20 ~~Intern or Marriage and Family Therapy trainee university, or a qualified~~
 21 ~~professional under clinical supervision including student trainees and interns~~
 22 ~~enrolled in an accredited graduate program under clinical supervision.~~
 23 ~~Bilingual in English/Spanish or English/Vietnamese and p~~Proficiency in English
 24 and bilingual, in English/Spanish or English/Vietnamese based on community
 25 language need, is required.

26 14.9 DR CMT Clinical Supervisor WYS:

27 14.9.1 Duties: Facilitate case management team group process,
 28 ensure thorough assessment and linkages for families to resources, and ensure

1 team and/or staff members follow up on all mandated reporting requirements.
2 Responsibilities include, but are not limited to: verify and track attendance
3 of required DR CMT members; ensure PARTICIPANT confidentiality/release forms
4 are signed by PARTICIPANT and DR CMT members; review the laws of
5 confidentiality and child, elder/dependent adult abuse reporting on an annual
6 basis and ensure compliance for each case presented; ensure all DR CMT cases
7 conferenced are multiple needs cases (i.e., not just information and
8 referral); facilitate weekly review of DR CMT cases, including a thorough
9 assessment of needs, treatment plan, follow up plan, and termination; provide
10 and coordinate ongoing cross-training to DR CMT on clinical training needs;
11 ensure families are invited to the DR CMT meetings; maintain a binder of
12 weekly case logs and registration forms for each case conferenced at DR CMT;
13 complete standardized DR CMT assessment tools, ensuring COUNTY required DR CMT
14 data is accurately entered into FaCT database; and actively engage new
15 collaborative partners and/or other COUNTY agency representatives to
16 conference cases that would benefit families.

17 14.9.2 Licensed Clinical Social Worker, Marriage and Family
18 Therapist, or Licensed Clinical Psychologist. A minimum of one (1) year of
19 group/meeting facilitation experience is preferred. Proficiency in English is
20 required.

21 14.10 DR Family Support Specialist (FC):

22 14.10.1 Duties: Provide DR Family Support Services; assess
23 PARTICIPANT's needs; provide one-on-one support; assist families in crisis to
24 access resources to meet needs; attend and participate in DR CMT meetings;
25 assist PARTICIPANTS with the completion of necessary paperwork or forms;
26 coordinate information for PARTICIPANTS referrals; ensure PARTICIPANTS are
27 able to access services; follow up with PARTICIPANTS as needed; perform home,
28 school, or other community site visits as needed; work closely with Contractor

1 Partner Agencies and SSA Social Workers; coordinate with other service
 2 providers providing services to PARTICIPANTS; compile, prepare, and submit
 3 data and reports as required by COUNTY; maintain records; and attend all
 4 required meetings and trainings as needed.

5 14.10.2 Qualifications: Bachelor's degree in human services or
 6 related field from an accredited university, knowledge of the child welfare
 7 system, and two (2) years of experience working directly with families in
 8 crisis and the community is preferred. Proficiency in English is required and
 9 bilingual, based on community language need, is required.

10 14.11 DR In-Home Family Specialist (FC):

11 14.11.1 Duties: Provide DR In-Home Family Support Services,
 12 parenting education, and resource brokering; coordinate with multiple service
 13 providers to prevent abuse and out-of-home placement; provide DR crisis
 14 intervention, including assessment and stabilization of immediate crisis and
 15 resource linkages; prepare and submit data and reports as required by COUNTY;
 16 and attend required meetings and training as needed.

17 14.11.2 Qualifications: Bachelor's degree (Master's degree
 18 preferred) in social work or related field from an accredited university. Two
 19 (2) years of experience working with children and families, possess excellent
 20 verbal and written communications skills, and ability to work in a
 21 multicultural environment. Proficiency in English is required and bilingual,
 22 based on community language need, is preferred.

23 14.12 Education Coordinator Specialist (FC):

24 14.12.1 Duties: ~~Provide Success For All Children And Youth~~
 25 ~~Oversee tutoring programs oversight~~ for students grades kindergarten through
 26 high school; supervise ~~ion~~ of work-study students, volunteers, and interns;
 27 train tutors on common core curriculum; monitor attendance and ~~participants~~
 28 participation; administer, compile, and record student assessment data; and

1 collect and input data into FaCT database.

2 14.12.2 Qualifications: ~~Bachelor's degree preferred; Associates~~
3 ~~degree in education, sociology, social work, or the arts required; knowledge~~
4 ~~of various child development levels; two (2) High school diploma or~~
5 ~~equivalent, twelve (12) units of child development or related course work, and~~
6 ~~one (1) years of experience working with school age children is required.;~~
7 ~~strong organizational, communication and computer skills; ability to~~
8 ~~communicate with school staff, parents, and students.~~ Proficiency in English
9 is required and bilingual, based on community language need, is preferred.

10 14.13 Family Law Attorney (IH):

11 14.13.1 Duties: Provide legal assistance to victims of domestic
12 violence with restraining orders, custody and related family law issues;
13 conduct legal clinics; provide legal counseling and advocacy; prepare clients
14 for court; court accompaniment; provide information on legal options, legal
15 resources, legal and court processes, and effective use of justice system;
16 monitor attendance and participation; provide written reports; administer FaCT
17 measurement tool(s); compile and maintain records; collect and input data into
18 FaCT database; and attend all required meetings and trainings.

19 14.13.2 Qualifications: Must be a member in good standing with
20 the State Bar of California, knowledge of domestic violence dynamics, and one
21 (1) year experience working in family law and Orange County criminal justice
22 system. Proficiency in English is required and bilingual, ~~in English/Spanish~~
23 ~~or English/Vietnamese~~ based on community language need, is preferred. ~~and~~
24 ~~proficiency in English is required.~~

25 14.14 Family Services Assistant (FC):

26 14.14.1 Duties: Provide emergency assistance to meet the basic
27 needs of families and stabilize their situations. Train and supervise
28 volunteers. Monitor, administer, compile, and record data on numbers served,

1 product received and enter into the FaCT database. Responsible for assessing
2 food needs in the community and assisting families to food programs to meet
3 those needs; track client data, food data, and compile reports to
4 collaborative food partnerships; and communicate food needs to FRC
5 Coordinator.

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

12 14.15 Family Advocate Support Specialist (FC):

13 14.15.1 Duties: ~~Provide family advocacy services;~~ Assess needs
14 and assist families ~~in crisis~~ to access resources to meet needs, including
15 court ordered families to facilitate family reunification; ~~develop a~~ case
16 planning; ~~coordinate information for PARTICIPANT referrals;~~ attend and
17 participate in Comprehensive Case Management Team meetings; ~~follow up on~~
18 PARTICIPANT's progress; help alleviate barriers to accessing services; present
19 cases at CMT meetings; compile and maintain records; prepare reports; complete
20 FaCT-approved assessment tools; ~~collect and input~~ data entry into FaCT-
21 approved database; and attend all required FaCT meetings and trainings.

22 14.15.2 Qualifications Option One (1): Bachelor's degree in
23 human services or related field from an accredited university; knowledge of
24 the child welfare system; and ~~one two (1-2)~~ years of ~~community~~ experience
25 preferred; ~~or three (3) years of community experience and working directly~~
26 with families ~~in crisis in the human services or related field~~ and the
27 community. Proficiency ~~Bilingual in English/Spanish or English/Vietnamese and~~
28 ~~proficiency~~ in English and bilingual in English/Vietnamese or English/Spanish,

1 based on community language need, is required.

2 14.15.3 Qualifications Option Two (2): A minimum of five (5)
3 years of experience working directly with families in crisis and the community
4 and knowledge of the child welfare system. Proficiency in English and
5 bilingual, based on community language need, is required.

6 14.16 Foster and Adoptive Parent Recruiter (FC):

7 14.16.1 Duties: Responsibilities include speaking at service
8 clubs, school district collaborative meetings, local school parent meetings,
9 and churches. Distribute print media at community events, collaborative
10 meetings, and corporate events.

11 14.16.2 Qualifications: High school diploma or equivalent, one
12 (1) year community experience working directly with families in crisis and
13 community, knowledge of local resources, excellent customer service skills,
14 and computer competency (i.e. knowledge and ability to use computers and
15 related technology). Proficiency in English and bilingual, based on community
16 language need, is required.

17 14.17 FRC CMT Clinical Supervisor (WYS):

18 14.17.1 Duties: Facilitate case management team group process,
19 ensure thorough assessment and linkages for families to resources, and ensure
20 team and/or staff members follow up on all mandated reporting requirements.
21 Responsibilities include, but are not limited to: verify and track attendance
22 of required FRC CMT members; ensure PARTICIPANT confidentiality/release forms
23 are signed by PARTICIPANT and FRC CMT members; review the laws of
24 confidentiality and child, elder/dependent adult abuse reporting on an annual
25 basis and ensure compliance for each case presented; ensure all FRC CMT cases
26 conferenced are multiple needs cases (i.e., not just information and
27 referral); facilitate weekly review of FRC CMT cases, including a thorough
28 assessment of needs, treatment plan, follow up plan, and termination; provide

1 and coordinate ongoing cross-training to FRC CMT on clinical training needs;
2 ensure families are invited to the FRC CMT meetings; maintain a binder of
3 weekly case logs and registration forms for each case conferenced at FRC CMT;
4 complete standardized FRC CMT assessment tools, ensuring COUNTY required FRC
5 CMT data is accurately entered into FaCT database; and actively engage new
6 collaborative partners and/or other COUNTY agency representatives to
7 conference cases that would benefit families.

8 14.17.2 Qualifications: Licensed Clinical Social Worker,
9 Marriage and Family Therapist, or Licensed Clinical Psychologist. A minimum
10 of one (1) year of group/meeting facilitation experience is preferred.
11 Proficiency in English is required.

12 14.18 FRC Program Coordinator (FC):

13 14.18.1 Duties: Perform a variety of administrative functions
14 including: coordinate service providers; supervise FRC staff; oversee the day-
15 to-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 ~~provide~~ initiate outreach to new partners and service providers; ~~respond to~~
21 address public inquiries ~~on FRC~~ regarding services, procedures, operations, and
22 regulations; facilitate Contractor Partner Agencies and staff meetings and
23 ensure completion of meeting minutes; complete all required documentation;
24 collaborate with ADMINISTRATOR in promoting Foster/Adoptive Parent
25 Recruitment Services, at community events/workshops and other local community
26 events as needed, for foster and adoptive resources for children in need of a
27 permanent home; attend all required FaCT meetings and trainings; and perform
28 related duties as assigned.

1 14.18.2 Qualifications Option One (1): Bachelor's degree (or
2 Master's degree preferred) in social work, sociology, psychology, or related
3 field from an accredited university and two (2) years of experience working
4 with at-risk families and the community; knowledge of the child welfare
5 system; capable of relating well to individuals from diverse backgrounds,
6 cultures, varied income, and education levels; supervisory experience in
7 management; ability to work successfully in a collaborative environment;
8 attention to detail; and computer competency. ~~A minimum of four (4) years of~~
9 ~~experience working with at risk families and the community may substitute for~~
10 ~~the required Bachelor's degree and two (2) years of experience.~~ Bilingual in
11 English/Spanish is preferred and proficiency in English is required and
12 bilingual, based on community language need, is preferred.

13 14.18.3 Qualifications Option Two (2): A minimum of five (5)
14 years of experience working with at-risk families and the community; knowledge
15 of the child welfare system; capable of relating well to individuals from
16 diverse backgrounds, cultures, varied income, and education levels;
17 supervisory experience; ability to work successfully in a collaborative
18 environment; attention to detail; and computer competency. Proficiency in
19 English is required and bilingual, based on community language need, is
20 preferred.

21 14.19 FS Family Support Specialist (FC)

22 14.19.1 Duties: Provide FS Family Support Services; assess
23 PARTICIPANT's needs; provide one-on-one support; assist families in crisis to
24 access resources to meet needs; attend and participate in CMT meetings; assist
25 PARTICIPANTS with the completion of necessary paperwork or forms; coordinate
26 information for PARTICIPANTS referrals; ensure PARTICIPANTS are able to access
27 services; follow up with PARTICIPANTS as needed; perform home, school, or
28 other community site visits as needed; work closely with Contractor Partner

1 Agencies and CalWORK's Case Managers; coordinate with other service providers
 2 providing services to PARTICIPANTS; compile, prepare, and submit data and
 3 reports as required by COUNTY; maintain records; and attend all required
 4 meetings and trainings as needed.

5 14.19.2 Qualifications: Bachelor's degree in human services or
 6 related field from an accredited university, knowledge of the child welfare
 7 system, and two (2) years of experience working directly with families in
 8 crisis and the community is preferred. Proficiency in English is required and
 9 bilingual, based on community language need, is preferred.

10 14.20 FS Program Assistant (FC):

11 14.20.1 Duties: Provide assistance and support for the FS
 12 Program; act as a liaison between FS Family Support Specialist and FC
 13 Accounting for processing of client related checks (i.e. rental assistance,
 14 motel assistance, utility assistance and other types of assistance as needed);
 15 support FS Family Support Specialist scheduling of classes/workshops as
 16 required for clients; attend meetings and other duties as assigned.

17 14.20.2 Qualifications: Bachelor's degree in social work or
 18 related field from an accredited university and two (2) years' experience in
 19 the non-profit field. Proficiency in English is required.

20 14.21 Information and Referral Specialist (FC) ~~Community Resource~~
 21 Specialist:

22 14.21.1 Duties: Respond ~~Provide community resource information~~
 23 ~~assistance~~ to walk-in, call-in, and referred PARTICIPANTS seeking community
 24 resources. Assess PARTICIPANT's immediate needs and make referrals to
 25 appropriate resources; ~~linkage to service providers, refer to appropriate~~
 26 ~~resources; perform outreach to community, promote FRC program services; assist~~
 27 ~~in evaluation of PARTICIPANT needs; represent FRC at community events,~~
 28 ~~maintain required documentation; and administer FaCT-approved measurement~~

1 tools and enter results ~~collect and input data~~ into the FaCT database.

2 14.21.2 Qualifications: High school diploma or equivalent ~~GED~~,
3 one (1) year community experience working directly with families in crisis and
4 community, ~~thorough~~ knowledge of local resources, ~~and understanding of~~
5 ~~services provided at the FRC and the surrounding community~~, ability to relate
6 ~~well to individuals from diverse backgrounds and cultures~~, varied income
7 ~~levels, and educational levels~~ excellent customer service skills, and computer
8 competency (i.e., knowledge and ability to use computers and related
9 technology). ~~Bilingual Proficiency in English/Spanish or English/Vietnamese~~
10 and ~~proficiency in English~~ bilingual, based on community language need, is
11 required.

12 14.22 Out-of-School-Time Leader (FC):

13 14.22.1 Duties: Provide supervision and Out-of-School-Time
14 activities to children and youth based on community need, monitor attendance,
15 and ensure the health and safety of the children is maintained at all times.
16 Coordinate and communicate with FRC Coordinator, attend all required meetings,
17 administer FaCT-approved measurement tools, and enter results into the FaCT
18 database.

19 14.22.2 Qualifications: High school diploma or equivalent,
20 twelve (12) units of child development or related course work, and one (1)
21 year of experience working with children is required. Proficiency in English
22 is required, and bilingual, based on community language need, is preferred.

23 14.23 Parenting Educator (WYS):

24 14.23.1 Duties: ~~Provide~~ Teach Parenting Education classes and
25 workshop; improve parent skills and family functioning; monitor attendance and
26 participation; provide written reports; administer FaCT-approved ~~assessment~~
27 pre/post measurement tools; ~~compile and maintain records~~; ~~collect and input~~
28 enter the results ~~data~~ into the FaCT database; ~~and attend all required~~

meetings and trainings.

14.23.2 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 chosen evidence-based or evidence-informed curriculum ~~one (1) year of experience working with public speaking or teaching; or two (2) years 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.~~ Bilingual Proficiency in English/Spanish or English/Vietnamese and proficiency in English bilingual, based on community language need, is required.

14.24 Personal Empowerment Program Instructor (IH):

14.24.1 Duties: Provide and instruct Personal Empowerment Program (PEP) services, administer FaCT-approved pre/post measurement tools, and enter results into the FaCT database. Duties for TLFR PARTICIPANTS include, but are not limited to: verify attendance, issue certificates of completion, and provide verbal and/or written reports to County social workers. ~~Provide Personal Empowerment Program educational support and instruction; develop goals for PARTICIPANTS; monitor attendance and participation; provide written reports; administer FaCT pre/post measurement tools; compile and maintain records; collect and input data into FaCT database; and attend all required meetings and trainings.~~

14.24.2 Qualifications: Possess a minimum of two (2) years of experience working with domestic violence families, forty (40) hours of Domestic Violence Prevention training, eight (8) hours of Child Abuse Prevention and Reporting Training, and completion of Personal Empowerment Program Training. A valid Domestic Violence Advocate Certificate is required. Proficiency Bilingual in English/Spanish or English/Vietnamese and proficiency

1 ~~in English~~ bilingual, based on community language need, is required.

2 14.25 Program Director (WYS):

3 14.25.1 Duties: ~~Responsible for~~ ~~overseeing~~ all WYS services
4 contracted with FaCT, supervise FaCT-contracted ~~funded WYS~~ staff; complete
5 required reports and documents; and attend all required meetings.

6 14.25.2 Qualifications: Licensed clinician (i.e., LCSW, MFT, or
7 Psychologist); ~~and a M~~minimum of two (2) years post licensure experience;
8 ~~maintain a current California Licensure as LCSW, MFT, or Psychologist;~~ and
9 abide by ethical standards as set forth by the Board of Behavioral Sciences
10 ~~BBS~~ and the professional association to which Program Director belongs ÷
11 ~~experience in the administration of mental health services with a strong~~
12 ~~preference for administering multidisciplinary mental health services;~~ ability
13 ~~to provide competent and clear direction/leadership to mental health team;~~
14 ~~experience working with allied professionals;~~ ability to interface with COUNTY
15 ~~and school district staff;~~ and an extensive working knowledge of clinical
16 standards of child abuse reporting and program development. Proficiency in
17 English is required.

18 14.26 TLFR Family Fun Activities Leader (FC):

19 14.26.1 Duties: Responsible for providing supervision and TLFR
20 Family Fun Activities to children and youth in the reunification process,
21 monitor attendance, and ensure the health and safety of the children is
22 maintained at all times.

23 14.26.2 Qualifications: High school diploma or equivalent, one
24 (1) year community experience working directly with families in crisis and
25 community, knowledge of local resources, excellent customer service skills,
26 and computer competency (i.e. knowledge and ability to use computers and
27 related technology). Proficiency in English and bilingual, based on community
28 language need, is required.