



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, 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:

///

///

///

///

///

///

TABLE OF CONTENTS

1	1.	TERM	5
2	2.	ALTERATION OF TERMS	5
3	3.	STATUS OF CONTRACTOR	5
4	4.	DESCRIPTION OF SERVICES, STAFFING	6
5	5.	LICENSES AND STANDARDS	6
6	6.	DELEGATION AND ASSIGNMENT/SUBCONTRACTS	7
7	7.	FORM OF BUSINESS ORGANIZATION AND REAL PROPERTY DISCLOSURE	9
8	8.	NON-DISCRIMINATION	12
9	9.	NOTICES	15
10	10.	NOTICE OF DELAYS	15
11	11.	INDEMNIFICATION	16
12	12.	INSURANCE	16
13	13.	NOTIFICATION OF INCIDENTS, CLAIMS OR SUITS	20
14	14.	CONFLICT OF INTEREST	21
15	15.	ANTI-PROSELYTISM PROVISION	21
16	16.	SUPLANTING GOVERNMENT FUNDS	21
17	17.	EQUIPMENT	22
18	18.	BREACH SANCTIONS	23
19	19.	DESIGNATED LEAD AGENCY	24
20	20.	PAYMENTS	26
21	21.	OVERPAYMENTS	28
22	22.	OUTSTANDING DEBT	29
23	23.	FINAL REPORT	29
24	24.	INDEPENDENT AUDIT	29
25	25.	RECORDS, INSPECTIONS AND AUDITS	30
26	26.	PERSONNEL DISCLOSURE	32
27	27.	EMPLOYMENT ELIGIBILITY VERIFICATION	34
28	28.	ENFORCEMENT OF CHILD SUPPORT OBLIGATIONS	35
29	29.	CHILD AND DEPENDENT ADULT/ELDER ABUSE REPORTING	36
30	30.	NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW	36
31	31.	CONFIDENTIALITY	36
32	32.	COPYRIGHT ACCESS	38
33	33.	WAIVER	38
34	34.	PETTY CASH	38
35	35.	PUBLICITY	38
36	36.	COUNTY RESPONSIBILITIES	39
37	37.	REFERRALS	39
38	38.	REPORTS	39
39	39.	ENERGY EFFICIENCY STANDARDS	39
40	40.	ENVIRONMENTAL PROTECTION STANDARDS	40
41	41.	CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	40
42	42.	POLITICAL ACTIVITY	42
43	43.	TERMINATION PROVISIONS	42
44	44.	GOVERNING LAW AND VENUE	43
45	45.	SIGNATURE IN COUNTERPARTS	43

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

Exhibit A

1. POPULATION TO BE SERVED ..... 1  
2. PSSF & CBCAP FUNDING REQUIREMENTS ..... 2  
3. HOURS OF OPERATION ..... 5  
4. FaCT GENERAL REQUIREMENTS ..... 6  
5. SERVICES ..... 9  
6. ADDITIONAL CONTRACTOR RESPONSIBILITIES ..... 25  
7. FACILITIES ..... 27  
8. DATA ENTRY AND DATA SUBMISSION REQUIREMENTS ..... 28  
9. REPORTS ..... 30  
10. UTILIZATION REVIEW ..... 31  
11. SUSTAINABILITY ..... 31  
12. MEETINGS AND TRAININGS: ..... 32  
13. BUDGET ..... 32  
14. STAFF ..... 40

1. TERM

The term of this Agreement shall commence on July 1, 2015, and terminate on June 30, 2020, unless earlier terminated pursuant to the provisions of Paragraph 43 of this Agreement; however, CONTRACTOR shall be obligated to perform such duties as would normally extend beyond this term, including but not limited to, obligations with respect to indemnification, audits, reporting and accounting.

2. ALTERATION OF TERMS

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

3. STATUS OF CONTRACTOR

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

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

///

1           4.     DESCRIPTION OF SERVICES, STAFFING

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

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

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

17          5.     LICENSES AND STANDARDS

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

26          5.2    In the performance of this Agreement, CONTRACTOR shall comply,  
27          unless waived in whole or in part by ADMINISTRATOR, with all applicable  
28          provisions of the California Welfare and Institutions Code (WIC); Title 45 of

1 the Code of Federal Regulations (CFR); Federal Office of Management and Budget  
2 (OMB) Circulars A-21, A-122, and A-87; Title 48 CFR Section 31.2; and all  
3 applicable laws and regulations of the United States, State of California,  
4 County of Orange Social Services Agency and all administrative regulations,  
5 rules and policies adopted thereunder as each and all may now exist or be  
6 hereafter amended.

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

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

16 6. DELEGATION AND ASSIGNMENT/SUBCONTRACTS

17 6.1 Delegation and Assignment:

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

27 ///

28 ///

6.2 Subcontracts:

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

6.2.1 Subcontracts of \$25,000 or less:

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

6.2.2 Subcontracts in excess of \$25,000:

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



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 ///

1           7.1.3 A detailed statement indicating the relationship of  
2 CONTRACTOR to any subsidiary business organization or to any individual who  
3 may be providing services, supplies, material or equipment to CONTRACTOR or in  
4 any manner does business with CONTRACTOR under this Agreement.

5           7.2 Change in Form of Business Organization:

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

13           7.3 Real Property Disclosure:

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

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

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

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

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

1                   7.3.3.2     The amount of monetary consideration to be  
2 paid to the lessor or licensor over the term of the rental, lease or license  
3 agreement;

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

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

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

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

1 in the agreement(s) with respect to real property where persons receive  
2 services. CONTRACTOR shall promptly notify ADMINISTRATOR, in writing,  
3 describing such changes.

4 8. NON-DISCRIMINATION

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

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

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

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

25 8.5 Non-Discrimination in Employment:

26 8.5.1 All solicitations or advertisements for employees placed  
27 by or on behalf of CONTRACTOR shall state that all qualified applicants will  
28 receive consideration for employment without regard to race, religious creed,

1 color, national origin, ancestry, physical disability, mental disability,  
2 medical condition, genetic information, marital status, sex, gender, gender  
3 identity, gender expression, age, sexual orientation, military and veteran  
4 status or any other protected group in accordance with the requirements of all  
5 applicable Federal or State laws. Notices describing the provisions of the  
6 equal opportunity clause shall be posted in a conspicuous place for employees  
7 and job applicants.

8 8.5.2 CONTRACTOR shall refer any and all employees desirous of  
9 filing a formal discrimination complaint to:

10 California Department of Social Services

11 Public Inquiry and Response Bureau

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

13 Sacramento, CA 94244-2430

14 Telephone: (800) 952-5253

15 (800) 952-8349 (For the hard of hearing)

16 8.6 Non-Discrimination in Service Delivery:

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

CFR Part 15; and Title 28 CFR Part 42), and any other law pertaining to Equal Employment Opportunity, Affirmative Action and Nondiscrimination as each may now exist or be hereafter amended. CONTRACTOR shall not implement any administrative methods or procedures which would have a discriminatory effect or which would violate the CDSS Manual of Policies and Procedures (MPP) Division 21, Chapter 21-100. If there are any violations of this Paragraph, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with WIC Section 10605, or CGC Sections 11135-11139.5, or any other laws, or the issue may be referred to the appropriate Federal agency for further compliance action and enforcement of Subparagraph 8.6 et seq.

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

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

8.6.2.2 Discrimination Complaint Form

8.6.2.3 Civil Rights Contacts:

County Civil Rights Contact:

Orange County Social Services Agency

Program Integrity

Attn: Civil Rights Coordinator

P.O. Box 22001

Santa Ana, CA 92702-2001

Telephone: (714) 438-8877

State Civil Rights Contact:

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

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

10. NOTICE OF DELAYS

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

11. INDEMNIFICATION

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

12. INSURANCE

12.1 Prior to the provision of services under this Agreement, CONTRACTOR agrees to purchase all required insurance at CONTRACTOR's expense and to deposit with ADMINISTRATOR Certificates of Insurance, including all endorsements required herein, necessary to satisfy COUNTY that the insurance provisions of this Agreement have been complied with, and to keep such insurance coverage and the certificates therefore on deposit with ADMINISTRATOR during the entire term of this Agreement. CONTRACTOR shall ensure that all subcontractors performing work on behalf of Contractor pursuant to this agreement shall be covered under Contractor's insurance as an Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for Contractor. Contractor shall not allow subcontractors to work if subcontractors have less than the level of coverage required by County from Contractor under this agreement. It is the obligation



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

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

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

16 12.4 If CONTRACTOR fails to maintain insurance acceptable to COUNTY for  
17 the full term of this Agreement, COUNTY may terminate this Agreement.

18 12.5 Qualified Insurer:

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

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

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

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

12.7 Required Coverage Forms:

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

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

12.8 Required Endorsements:

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

1                   12.8.1.1 An Additional Insured endorsement using ISO  
2 form CG 2010 or CG 2033 or a form at least as broad naming the County of  
3 Orange, its elected and appointed officials, officers, employees, agents as  
4 Additional Insureds.

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

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

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

16                   12.11 CONTRACTOR shall notify County in writing within thirty (30) days  
17 of any policy cancellation and ten (10) days for non-payment of premium and  
18 provide a copy of the cancellation notice to County. Failure to provide  
19 written notice of cancellation may constitute a material breach of the  
20 contract, upon which the County may suspend or terminate this Agreement.

21                   12.12 If CONTRACTOR's Professional Liability policy is a "claims made"  
22 policy, CONTRACTOR shall agree to maintain professional liability coverage for  
23 two (2) years following completion of this Agreement.

24                   12.13 The Commercial General Liability policy shall contain a  
25 severability of interests clause also known as a "separation of insureds"  
26 clause (standard in the ISO CG 0001 policy).

27                   12.14 Insurance certificates should be mailed to COUNTY at the address  
28 indicated in Paragraph 9 of this Agreement.

1           12.15 If CONTRACTOR fails to provide the insurance certificates and  
2 endorsements within seven (7) days of notification by CEO/County Procurement  
3 Office or ADMINISTRATOR, award may be made to the next qualified proponent.

4           12.16 COUNTY expressly retains the right to require CONTRACTOR to  
5 increase or decrease insurance of any of the above insurance types throughout  
6 the term of this Agreement. Any increase or decrease in insurance will be as  
7 deemed by County of Orange Risk Manager as appropriate to adequately protect  
8 COUNTY.

9           12.17 COUNTY shall notify CONTRACTOR in writing of changes in the  
10 insurance requirements. If CONTRACTOR does not deposit copies of acceptable  
11 certificates of insurance and endorsements with COUNTY incorporating such  
12 changes within thirty (30) days of receipt of such notice, this Agreement may  
13 be in breach without further notice to CONTRACTOR, and COUNTY shall be  
14 entitled to all legal remedies.

15           12.18 The procuring of such required policy or policies of insurance  
16 shall not be construed to limit CONTRACTOR's liability hereunder nor to  
17 fulfill the indemnification provisions and requirements of this Agreement, nor  
18 act in any way to reduce the policy coverage and limits available from the  
19 insurer.

20   13.   NOTIFICATION OF INCIDENTS, CLAIMS OR SUITS

21           CONTRACTOR shall report to COUNTY:

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

26           13.2 Any third party claim or lawsuit filed against CONTRACTOR arising  
27 from or related to services performed by CONTRACTOR under this Agreement.

28    ///

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

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

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

10 14. CONFLICT OF INTEREST

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

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

21 15. ANTI-PROSELYTISM PROVISION

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

26 16. SUPPLANTING GOVERNMENT FUNDS

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

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

8 17. EQUIPMENT

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

18 CONTRACTOR further agrees to the following:

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

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

26 17.1.3 To report in writing to ADMINISTRATOR immediately after  
27 discovery, the loss or theft of any items of Capital Equipment. For stolen  
28 ///

1 items, the local law enforcement agency must be contacted and a copy of the  
2 police report submitted to ADMINISTRATOR.

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

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

16 17.3 Personal Computer Equipment:

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

25 18. BREACH SANCTIONS

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

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

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

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

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

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

12 19. DESIGNATED LEAD AGENCY

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

28 ///



1           19.2 As the designated lead agent, RF shall also be responsible for  
2 activities that include but are not limited to the following:

3           19.2.1 Oversight of FRC services;

4           19.2.2 Employment and supervision of the FRC Coordinator;

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

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

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

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

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

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

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

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

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

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

27           ///

28           ///

1 19.2.13 Ensuring all Non-FaCT Funded Partner Agency(ies) have a  
2 current agreement with the FRC and provide copies of agreements to COUNTY upon  
3 request;

4 19.2.14 Facilitating collaborative activities, services, and  
5 programs to ensure effective service delivery;

6 19.2.15 Maintaining complete and accurate records of all  
7 financial and outcome measurement data for the FRC;

8 19.2.16 Attending required FaCT meetings and mandatory trainings;  
9 and

10 19.2.17 Maintaining the integrity of the FaCT database and other  
11 reports as necessary.

12 20. PAYMENTS

13 20.1 Maximum Contractual Obligation:

14 The maximum obligation of COUNTY under this Agreement shall not  
15 exceed the amount of \$2,380,465: The amount of \$476,093 for July 1, 2015  
16 through June 30, 2016; the amount of \$476,093 for July 1, 2016 through June  
17 30, 2017; the amount of \$476,093 for July 1, 2017 through June 30, 2018; the  
18 amount of \$476,093 for July 1, 2018 through June 30, 2019; and the amount of  
19 \$476,093 for July 1, 2019 through June 30, 2020 or actual allowable costs,  
20 whichever is less.

21 20.2 Allowable Costs:

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

1           20.3 Claims:

2           20.3.1 CONTRACTOR shall submit monthly claims to be received by  
3 ADMINISTRATOR no later than the twentieth (20<sup>th</sup>) calendar day of the month for  
4 expenses incurred in the preceding month. In the event the twentieth (20<sup>th</sup>)  
5 calendar day falls on a weekend or COUNTY holiday, CONTRACTOR shall submit the  
6 claim the next business day. COUNTY holidays include New Year's Day, Martin  
7 Luther King Day, President Lincoln's Birthday, Presidents' Day, Memorial Day,  
8 Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day,  
9 Friday after Thanksgiving, and Christmas Day.

10           20.3.2 All claims must be submitted on a form approved by  
11 ADMINISTRATOR. ADMINISTRATOR may require CONTRACTOR to submit supporting  
12 source documents with the monthly claim, including, inter alia, a monthly  
13 statement of services, general ledgers, supporting journals, time sheets,  
14 invoices, canceled checks, receipts, and receiving records, some of which may  
15 be required to be copied. Source documents that CONTRACTOR must submit shall  
16 be determined by ADMINISTRATOR and/or COUNTY's Auditor-Controller. CONTRACTOR  
17 shall retain all financial records in accordance with Paragraph 25 (Records,  
18 Inspections, and Audits) of this Agreement.

19           20.3.3 Payments should be released by COUNTY within a reasonable  
20 time period of approximately thirty (30) days after receipt of a correctly  
21 completed claim form and required supporting documentation.

22           20.3.4 Year End and Final Claims:

23           20.3.4.1 CONTRACTOR shall submit a final claim for  
24 each COUNTY fiscal year, July 1 through June 30, covered under the term of  
25 this Agreement as stated in Paragraph 1, by no later than August 30<sup>th</sup> of each  
26 corresponding COUNTY fiscal year. Claims received after August 30<sup>th</sup> of each  
27 corresponding COUNTY fiscal year may, at ADMINISTRATOR's sole discretion, not  
28 be reimbursed. ADMINISTRATOR may modify the date that which the final claim

1 per each COUNTY fiscal year must be received, upon written notice to  
2 CONTRACTOR.

3 20.3.4.2 The basis for final settlement shall be the  
4 actual allowable costs as defined in Title 45 CFR and OMB Circular A-122 or 48  
5 CFR Section 31.2, as applicable, incurred and paid by CONTRACTOR pursuant to  
6 this Agreement; limited, however, to the maximum obligation of COUNTY. In the  
7 event that any overpayment has been made, COUNTY may offset the amount of the  
8 overpayment against the final payment. In the event overpayment exceeds the  
9 final payment, CONTRACTOR shall pay COUNTY all such sums within five (5)  
10 business days of notice from COUNTY. Nothing herein shall be construed as  
11 limiting the remedies of COUNTY in the event an overpayment has been made.

12 21. OVERPAYMENTS

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

26 ///

27 ///

28 ///

1 22. OUTSTANDING DEBT

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

5 23. FINAL REPORT

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

11 24. INDEPENDENT AUDIT

12 24.1 CONTRACTOR shall employ a licensed certified public accountant who  
13 shall prepare and file with ADMINISTRATOR an annual organization-wide audit of  
14 related expenditures during the term of this Agreement in compliance with the  
15 OMB Circular A-133, Audits of States, Local Governments and Non-Profit  
16 Organizations. The audit must be performed in accordance with generally  
17 accepted government auditing standards and OMB Circular A-122. CONTRACTOR  
18 shall cooperate with COUNTY, State and/or Federal agencies to ensure that  
19 corrective action is taken within six (6) months after issuance of all audit  
20 reports with regard to audit exceptions.

21 24.2 It is mutually understood that CONTRACTOR's yearly fiscal cycle  
22 covers July 1 through June 30. CONTRACTOR shall provide ADMINISTRATOR copies  
23 of organization-wide audits for each of the fiscal cycles corresponding with  
24 the term of this Agreement. CONTRACTOR shall provide each audit within  
25 fourteen (14) calendar days of CONTRACTOR's receipt. Failure of CONTRACTOR to  
26 comply with this Paragraph shall be sufficient cause for ADMINISTRATOR to deny  
27 payment under this or any subsequent Agreement with CONTRACTOR until such time  
28 ///

1 as the required audit(s) are provided to ADMINISTRATOR. ADMINISTRATOR may  
2 modify CONTRACTOR's audit submission deadline upon notice to CONTRACTOR.

3 25. RECORDS, INSPECTIONS AND AUDITS

4 25.1 Financial Records:

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

10 25.1.2 CONTRACTOR shall establish and maintain reasonable  
11 accounting, internal control and financial reporting standards in conformity  
12 with generally accepted accounting principles established by the American  
13 Institute of Certified Public Accountants and to the satisfaction of  
14 ADMINISTRATOR.

15 25.2 Client Records:

16 25.2.1 CONTRACTOR shall prepare and maintain accurate and  
17 complete records of clients served and dates and type of services provided  
18 under the terms of this Agreement in a form acceptable to ADMINISTRATOR.

19 25.2.2 All client records related to services provided under the  
20 terms of this Agreement shall be retained by CONTRACTOR for a minimum of five  
21 (5) years from the date of final payment under this Agreement or until all  
22 pending COUNTY, State and Federal audits are completed, whichever is later.  
23 Notwithstanding anything to the contrary, upon termination of this Agreement,  
24 CONTRACTOR shall relinquish control with respect to client records to COUNTY  
25 in accordance with Subparagraph 43.2.

26 25.2.3 COUNTY may refuse payment for a claim if client records  
27 are determined by COUNTY to be incomplete or inaccurate. In the event client  
28 records are determined to be incomplete or inaccurate after payment has been

1 made. COUNTY may treat such payment as an overpayment within the provisions of  
2 this Agreement.

3 25.3 Public Records:

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

9 25.4 Inspections and Audits:

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

20 25.4.2 CONTRACTOR shall make its books and financial records  
21 available within the borders of Orange County within ten (10) days of receipt  
22 of written demand by ADMINISTRATOR.

23 25.4.3 In the event CONTRACTOR does not make available its books  
24 and financial records within the borders of Orange County, CONTRACTOR agrees  
25 to pay all necessary and reasonable expenses incurred by COUNTY, or COUNTY's  
26 designee, necessary to obtain CONTRACTOR's books and financial records.

27 25.4.4 CONTRACTOR shall pay to COUNTY the full amount of  
28 COUNTY's liability to the State or Federal government or any agency thereof

1 resulting from any disallowances or other audit exceptions to the extent that  
2 such liability is attributable to CONTRACTOR's failure to perform under this  
3 Agreement.

4 25.5 Evaluation Studies:

5 25.5.1 CONTRACTOR shall participate as requested by COUNTY in  
6 research and/or evaluative studies designed to show the effectiveness and/or  
7 efficiency of CONTRACTOR's services or provide information about CONTRACTOR's  
8 project.

9 26. PERSONNEL DISCLOSURE

10 26.1 CONTRACTOR shall make available to ADMINISTRATOR a current list of  
11 all personnel providing services hereunder, including résumés and job  
12 applications. Changes to the list will be immediately provided to  
13 ADMINISTRATOR in writing, along with a copy of a résumé and/or job  
14 application. The list shall include:

15 26.1.1 Names of all full or part-time personnel by title,  
16 including volunteer personnel, whose direct services are required to provide  
17 the programs described herein;

18 26.1.2 A brief description of the functions of each position and  
19 the hours each person works each week; or for part-time personnel, each day or  
20 month, as appropriate;

21 26.1.3 The professional degree, if applicable, and experience  
22 required for each position; and

23 26.1.4 The language skill, if applicable, for all personnel.

24 26.2 CONTRACTOR's employment applications shall require applicants to  
25 provide detailed information regarding the conviction of a crime by any court,  
26 for offenses other than minor traffic offenses. Information not disclosed in  
27 the employment application discovered subsequent to the hiring or promotion of  
28 ///



1 any applicant shall be cause for termination of that employee from the  
2 performance of services under this Agreement.

3 26.3 Where authorized by law, CONTRACTOR shall conduct, at no cost to  
4 COUNTY, criminal record background checks on all employees and/or volunteers  
5 who will provide services under this Agreement. Candidates will satisfy  
6 background checks consistent with and comparable to those required for COUNTY  
7 employees.

8 26.4 CONTRACTOR warrants that all persons employed or otherwise  
9 assigned by CONTRACTOR to provide services under this Agreement have  
10 satisfactory past work records and/or reference checks indicating their  
11 ability to perform the required duties and accept the kind of responsibility  
12 anticipated under this Agreement. CONTRACTOR shall maintain records of  
13 background investigations and reference checks undertaken and coordinated by  
14 CONTRACTOR for each employee and/or volunteer assigned to provide services  
15 under this Agreement for a minimum of five (5) years from the date of final  
16 payment under this Agreement or until all pending COUNTY, State and Federal  
17 audits are completed, whichever is later, in compliance with all applicable  
18 laws.

19 26.5 CONTRACTOR shall immediately notify ADMINISTRATOR concerning the  
20 arrest and/or subsequent conviction, for offenses other than minor traffic  
21 offenses, of any paid employee and/or volunteer staff performing services  
22 under this Agreement, when such information becomes known to CONTRACTOR.  
23 ADMINISTRATOR may determine whether such employee and/or volunteer may  
24 continue to provide services under this Agreement and shall provide notice of  
25 such determination to CONTRACTOR in writing. CONTRACTOR's failure to comply  
26 with ADMINISTRATOR's decision shall be deemed a material breach of this  
27 Agreement, pursuant to Paragraph 18 above.

28 ///

1           26.6 COUNTY has the right to approve or disapprove all of CONTRACTOR's  
2 staff performing work hereunder and any proposed changes in CONTRACTOR's  
3 staff.

4           26.7 COUNTY shall have the right to require CONTRACTOR to remove any  
5 employee from the performance of services under this Agreement. At the  
6 request of COUNTY, CONTRACTOR shall immediately replace said personnel.

7           26.8 CONTRACTOR shall notify COUNTY immediately when staff is  
8 terminated for cause from working on this Agreement.

9           26.9 Disqualification, if any, of CONTRACTOR staff, pursuant to  
10 Paragraph 26, shall not relieve CONTRACTOR of its obligation to complete all  
11 work in accordance with the terms and conditions of this Agreement.

12       27.   EMPLOYMENT ELIGIBILITY VERIFICATION

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

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

3 28. ENFORCEMENT OF CHILD SUPPORT OBLIGATIONS

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

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

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

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

29. CHILD AND DEPENDENT ADULT/ELDER ABUSE REPORTING

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

30. NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

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

31. CONFIDENTIALITY

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

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

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

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

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

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

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

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

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

3 32. COPYRIGHT ACCESS

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

8 33. WAIVER

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

17 34. PETTY CASH

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

20 35. PUBLICITY

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

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

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

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

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

10 36. COUNTY RESPONSIBILITIES

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

13 37. REFERRALS

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

16 38. REPORTS

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

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

25 39. ENERGY EFFICIENCY STANDARDS

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

1       40.    ENVIRONMENTAL PROTECTION STANDARDS

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

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

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

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

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

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

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



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

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

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

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

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

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

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

3 42. POLITICAL ACTIVITY

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

7 43. TERMINATION PROVISIONS

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

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

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

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

44. GOVERNING LAW AND VENUE

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

45. SIGNATURE IN COUNTERPARTS

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

///

///

///

///

///

///

///

///

///

///

///

///

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

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

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

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

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

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

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

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

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

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

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

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

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

APPROVED AS TO FORM  
COUNTY COUNSEL  
COUNTY OF ORANGE, CALIFORNIA

By: Annie Doo  
DEPUTY

Dated: 5/4/15

1 EXHIBIT A  
2 TO  
3 AGREEMENT  
4 BETWEEN  
5 COUNTY OF ORANGE  
6 AND  
7 THE RAISE FOUNDATION  
8 AND  
9 CHILDREN'S BUREAU OF SOUTHERN CALIFORNIA  
10 AND  
11 HUMAN OPTIONS, INC.  
12 AND  
13 MISSION HOSPITAL REGIONAL MEDICAL CENTER  
14 FOR THE PROVISION OF  
15 SERVICES PROMOTING SAFE AND STABLE FAMILIES,  
16 DIFFERENTIAL RESPONSE, AND FAMILY STABILIZATION  
17

18 1. POPULATION TO BE SERVED

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

1 jurisdiction of the Orange County Juvenile court; military families (active  
2 and veteran); and persons with disabilities. The population to be served as  
3 defined in this Paragraph shall hereinafter be referred to as "PARTICIPANTS"  
4 or "FAMILIES."

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

8 1.3 CONTRACTOR shall provide Differential Response (DR) services to  
9 PARTICIPANTS including: birth, kinship, blended, adoptive, and foster families  
10 with children birth to eighteen (0-18) years who are at risk for child abuse  
11 and/or neglect and who have been identified by Social Services Agency (SSA)  
12 Children and Family Services (CFS) Division as likely to make needed changes  
13 to improve child safety.

14 1.4 CONTRACTOR shall provide Family Stabilization (FS) services to  
15 PARTICIPANTS including California Work Opportunity and Responsibility to Kids  
16 (CalWORKs) program recipients who are experiencing an identified situation  
17 and/or crisis that is destabilizing the family and would interfere with the  
18 adult clients' ability to participate in Welfare-to-Work (WTW) activities and  
19 services.

20 1.5 CONTRACTOR shall provide DR and FS services to PARTICIPANTS  
21 residing in the following cities: Aliso Viejo, Coto de Caza, Dana Point,  
22 Ladera Ranch, Laguna Beach, Laguna Hills, Laguna Niguel, Laguna Woods, Lake  
23 Forest, Las Flores, Mission Viejo, Rancho Santa Margarita, San Clemente, San  
24 Juan Capistrano, and surrounding unincorporated areas.

25 2. PSSF & CBCAP FUNDING REQUIREMENTS

26 2.1 CONTRACTOR shall provide services/activities, as described in  
27 Paragraph 5 below, to address one (1) or more of the seven (7) Promoting Safe  
28 and Stable Families (PSSF) outcomes as specified in Subparagraph 2.2 below,

1 and addressing all four (4) of the PSSF service categories defined in  
2 Subparagraphs 2.3.1 through 2.3.4 below.

3 2.2 PSSF Outcomes: Services must meet a minimum of one (1) of the  
4 following PSSF outcomes:

5 2.2.1 Children are, first and foremost, protected from abuse  
6 and neglect.

7 2.2.2 Children are safely maintained in their own homes  
8 whenever possible and appropriate.

9 2.2.3 Children have permanency and stability in their living  
10 situations.

11 2.2.4 The continuity of family relationships and connections is  
12 preserved for children.

13 2.2.5 Families have enhanced capacity to provide for their  
14 children's needs.

15 2.2.6 Children receive appropriate services to meet educational  
16 needs.

17 2.2.7 Children receive adequate services to meet physical and  
18 mental health needs.

19 2.3 The four (4) PSSF service categories are as follows:

20 2.3.1 Family Preservation: Family Preservation (FP) services  
21 typically are designed to help families alleviate crises that might lead to  
22 out-of-home placement of children; maintain the safety of children in their  
23 own homes; and assist families in obtaining services and other supports  
24 necessary to address their multiple needs in a culturally responsive manner.

25 2.3.2 Family Support: Family Support services are primarily  
26 community-based preventive activities designed to alleviate stress and promote  
27 parental competencies and behaviors that will increase the ability of families  
28 to successfully nurture their children; enable families to use other resources

1 and opportunities available in the community; and create supportive networks  
2 to enhance child-rearing abilities of parents and help compensate for the  
3 increased social isolation and vulnerability of families.

4           2.3.3 Time-Limited Family Reunification: Time-Limited Family  
5 Reunification (TLFR) are services and activities provided to a child who is  
6 removed from the child's home and placed in a foster family home or a child  
7 care institution. These services are also for the parents or primary  
8 caregiver for the child, in order to facilitate the reunification of the child  
9 safely and appropriately during the court ordered family reunification period.  
10 TLFR services include individual, group, and family counseling; inpatient,  
11 residential, or outpatient substance abuse treatment services; mental health  
12 services; assistance to address domestic violence; temporary child care and  
13 therapeutic services for families, including crisis nurseries; and  
14 transportation to and from any of the above services.

15           2.3.4 Adoption Promotion and Support: Adoption Promotion and  
16 Support (APS) services are designed to encourage more adoptions out of the  
17 foster care system, when adoptions promote the best interest of children, and  
18 include such activities as pre- and post-adoptive services designed to  
19 expedite the adoption process and support adoptive families.

20           2.4 Unless specified otherwise, the services described below in  
21 Subparagraphs 5.1 through 5.13 addresses each of the four (4) PSSF categories  
22 described above in Subparagraphs 2.3.1 through 2.3.4.

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



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

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

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

19 3. HOURS OF OPERATION

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

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

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

14 4. FACT GENERAL REQUIREMENTS

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

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

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

26 4.3 Have each Non-FaCT Funded Partner Agency(ies) sign a memorandum of  
27 understanding or agreement specifying their commitment to provide services  
28 throughout the term of this Agreement.

1           4.4 Designate The Raise Foundation to function as both the designated  
2 lead agency and the program management lead agency. The fiscal and program  
3 management responsibilities shall include those referenced in Paragraph 19 of  
4 this Agreement.

5           4.5 Provide bilingual staff responsible for direct services that are  
6 language appropriate.

7           4.6 Provide services that are cultural responsive to the needs of the  
8 community to be served.

9           4.7 Collaborate with ADMINISTRATOR and COUNTY'S FaCT Network  
10 Administrative Services (FNAS) provider, by attending required meetings,  
11 trainings, completing data entry into FaCT database system, and engaging with  
12 the FaCT Network in activities related to the FaCT mission and vision.

13           4.8 Provide all services at the FRC. Services may also be offered in-  
14 home, at schools, and other community locations as needed as mutually agreed  
15 upon by CONTRACTOR and ADMINISTRATOR. Confidential space is required for all  
16 Clinical Supervision, Family Support Services, Counseling, and Case Management  
17 Team services.

18           4.9 Collaborate with other Contractor Partner Agencies and Non-FaCT  
19 Funded Partner Agency(ies) to ensure participants complete FaCT required  
20 registration, consent, sign-in forms, satisfaction surveys, and/or complete  
21 assessment tools referenced in Subparagraph 8.4 when receiving services  
22 requiring an assessment.

23           4.10 Collaborate with COUNTY staff and COUNTY's contracted DR and FS  
24 services staff who provide services to SSA clients residing in the DR and FS  
25 Service Region as referenced in Subparagraph 1.5.

26           4.11 Collaborate with SSA DR Social Workers in engaging families in  
27 services to improve child safety and provide DR services, described in  
28 Subparagraphs 5.11 through 5.13, to clients residing in all cities within the

1 DR Service Region as referenced in Subparagraph 1.5. For the purpose of  
2 expanding service accessibility to DR service for clients, and where possible,  
3 the FRC will outstation DR staff at other FaCT FRCs or facilities approved by  
4 ADMINISTRATOR.

5 4.11.1 DR services are appropriate when reported allegations  
6 meet statutory definitions of abuse or neglect at low to moderate risk and an  
7 initial assessment made by SSA's CFS Division determines that with targeted  
8 services a family is likely to make needed changes to improve child safety.

9 4.11.2 The County's DR primary goal is to engage a greater  
10 number of families in services within the community without bringing them into  
11 the child welfare system and, at the same time, reduce the recurrence of child  
12 abuse.

13 4.12 Collaborate with COUNTY's CalWORKs WTW FS Program workers to  
14 increase client success in program participation and provide FS services,  
15 described in Subparagraph 5.14 to clients residing in FS Service Region as  
16 referenced in Subparagraph 1.5. For the purpose of expanding service  
17 accessibility to FS service for clients, and where possible, the FRC will  
18 outstation FS staff at other FaCT FRCs or facilities approved by  
19 ADMINISTRATOR.

20 4.12.1 FS is designed to ensure a basic level of stability  
21 within a family prior to, or concurrently with, participation in WTW  
22 activities. Regulations require that counties inform CalWORKs applicants and  
23 recipients that short-term FS services are available to assist individuals and  
24 their families who are experiencing a crisis or situation that destabilizes  
25 the family and impairs the client's ability to meet WTW participation  
26 requirements.

27 ///

28 ///

1           4.12.2 The goal of FS is to increase client success in the WTW  
2 program through intensive case management and the assignment of participants  
3 to additional barrier-removal services and activities.

4           5.     SERVICES

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

9           5.1     Clinical Supervision (HO):

10           5.1.1 HO shall provide Clinical Supervision services to ensure  
11 the quality of counseling services provided through the FaCT program.

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

18           5.1.3 Clinical Supervision services shall be provided for a  
19 minimum of two (2) hours per week and shall be based on the CONTRACTOR’s  
20 counseling agency supervision requirements.

21           5.1.4 Clinical Supervision shall be offered continuously  
22 throughout the term of this Agreement.

23           5.1.5 HO shall provide qualified licensed Clinical  
24 Supervisor/Program Supervisor as specified in Subparagraph 14.6 of this  
25 Exhibit.

26           5.2     Counseling Services (HO):

27           5.2.1 The objectives of Counseling Services are as follows:

28           ///  
29

1                   5.2.1.1    Increase the availability of counseling  
2 services for appropriate non Medi-Cal clients, underinsured clients, and  
3 clients experiencing barriers to accessing mental health services.

4                   5.2.1.2    Increase participant's coping skills in  
5 dealing with stress.

6                   5.2.1.3    Increase access to social support systems.

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

10                  5.2.1.5    Reduce risk of violence in the home.

11                  5.2.1.6    Improve individual and family functioning.

12                  5.2.2    HO shall provide Crisis, Individual, Family, and Group  
13 Counseling services for a minimum of one hundred eleven (111) unduplicated  
14 PARTICIPANTS annually. Counseling services shall include, but not be limited  
15 to: providing emotional support; stabilizing immediate crisis; and developing  
16 goals for PARTICIPANTS who are experiencing a crisis due to interpersonal  
17 conflicts, family crisis, difficult parenting issues, challenging child needs,  
18 and/or traumatic loss. Services shall address parenting issues, cycle of  
19 abuse, victimization, enhance family dynamic and make appropriate linkages to  
20 all needed treatment programs and social support systems. The Counselor  
21 and/or designee, as approved by ADMINISTRATOR, shall attend the FRC  
22 Comprehensive Case Management Team meetings.

23                  5.2.3    HO shall provide Crisis, Individual, Family, and Group  
24 Counseling services during the term of this Agreement by appointment during  
25 FRC operating hours. HO may also schedule evening hours at the request of  
26 PARTICIPANTS.

27                  5.2.4    HO shall provide Crisis Counseling for a minimum of  
28 forty-three (43) individuals annually. Crisis Counseling sessions shall be a

1 minimum of fifty (50) minutes in duration and be offered to PARTICIPANTS on a  
2 weekly basis. HO shall offer a minimum of one (1) and a maximum of four (4)  
3 sessions for each PARTICIPANT.

4 5.2.5 HO shall provide Individual Counseling for a minimum of  
5 thirty (30) individuals annually. Individual Counseling sessions shall be a  
6 minimum of fifty (50) minutes in duration and be offered to PARTICIPANTS on a  
7 weekly basis. HO shall offer a minimum of four (4) and maximum of twelve (12)  
8 sessions for each PARTICIPANT. If deemed necessary by Counselor, Individual  
9 counseling sessions may be extended up to a maximum of twenty (20) sessions  
10 per PARTICIPANT. If appropriate, HO shall use evidence based practices such  
11 as "Seeking Safety" or trauma-focused cognitive behavioral therapy to meet  
12 PARTICIPANT needs and address PARTICIPANT symptoms.

13 5.2.6 HO shall provide Family Counseling services for a minimum  
14 of eight (8) individuals annually. Family Counseling sessions shall be a  
15 minimum of fifty (50) minutes in duration and be offered to PARTICIPANTS on a  
16 weekly basis. HO shall offer a minimum of four (4) and maximum of twelve (12)  
17 sessions for each PARTICIPANT. If deemed necessary by Counselor, Family  
18 Counseling sessions may be extended up to a maximum of twenty (20) sessions  
19 per PARTICIPANT.

20 5.2.7 HO shall provide Group Counseling services for a minimum  
21 of thirty (30) individuals annually. HO shall provide three (3) Group  
22 Counseling series annually. Each series shall be six (6) weeks in duration  
23 and each session shall be a minimum of ninety (90) minutes in length.

24 5.2.8 HO shall provide qualified, bilingual licensed/licensed  
25 eligible Counselor staff as specified in Subparagraph 14.9 of this Exhibit.

26 5.3 Family Support Services (CB):

27 5.3.1 The objectives of Family Support Services are as follows:

28 ///

1                           5.3.1.1    Increase families' follow-through with  
2 service providers.

3                           5.3.1.2    Increase access to resources.

4                           5.3.1.3    Increase effective coordination of services  
5 among providers.

6                           5.3.1.4    Assist in accessing resources so families may  
7 achieve economic self-sufficiency.

8                           5.3.2    CB shall provide FRC Family Support services for a  
9 minimum of one hundred ten (110) unduplicated FAMILIES annually. Family  
10 Support services are those services employing a case manager (e.g., Family  
11 Support Specialist) responsible for assessing the strengths and meeting the  
12 multiple needs of a PARTICIPANT and family: arranging, coordinating,  
13 monitoring, evaluating, and advocating for multiple services for families. The  
14 primary goal of case management shall be to link PARTICIPANT with multiple  
15 needs to resources, services, and opportunities. The Family Support  
16 Specialist shall also teach and empower PARTICIPANTS to access community  
17 resources and opportunities and strengthen problem solving skills

18                           5.3.3    CB shall provide Family Support services continuously  
19 throughout the term of this Agreement, or at dates and times convenient for  
20 PARTICIPANTS. CB shall provide Family Support services for a minimum of  
21 thirty (30) days.

22                           5.3.4    CB shall primarily provide Family Support Services in  
23 family's home, at the FRC, or at other community locations as needed with  
24 advance written approval by ADMINISTRATOR.

25                           5.3.5    CB shall provide qualified, bilingual Family Support  
26 Specialist staff as specified in Subparagraph 14.14 of this Exhibit.

27                           ///  
28                           ///  
29                           ///  
30                           ///  
31                           ///  
32                           ///  
33                           ///  
34                           ///  
35                           ///  
36                           ///  
37                           ///  
38                           ///  
39                           ///  
40                           ///  
41                           ///  
42                           ///  
43                           ///  
44                           ///  
45                           ///  
46                           ///  
47                           ///  
48                           ///  
49                           ///  
50                           ///  
51                           ///  
52                           ///  
53                           ///  
54                           ///  
55                           ///  
56                           ///  
57                           ///  
58                           ///  
59                           ///  
60                           ///  
61                           ///  
62                           ///  
63                           ///  
64                           ///  
65                           ///  
66                           ///  
67                           ///  
68                           ///  
69                           ///  
70                           ///  
71                           ///  
72                           ///  
73                           ///  
74                           ///  
75                           ///  
76                           ///  
77                           ///  
78                           ///  
79                           ///  
80                           ///  
81                           ///  
82                           ///  
83                           ///  
84                           ///  
85                           ///  
86                           ///  
87                           ///  
88                           ///  
89                           ///  
90                           ///  
91                           ///  
92                           ///  
93                           ///  
94                           ///  
95                           ///  
96                           ///  
97                           ///  
98                           ///  
99                           ///  
100                           ///  
101                           ///  
102                           ///  
103                           ///  
104                           ///  
105                           ///  
106                           ///  
107                           ///  
108                           ///  
109                           ///  
110                           ///  
111                           ///  
112                           ///  
113                           ///  
114                           ///  
115                           ///  
116                           ///  
117                           ///  
118                           ///  
119                           ///  
120                           ///  
121                           ///  
122                           ///  
123                           ///  
124                           ///  
125                           ///  
126                           ///  
127                           ///  
128                           ///  
129                           ///  
130                           ///  
131                           ///  
132                           ///  
133                           ///  
134                           ///  
135                           ///  
136                           ///  
137                           ///  
138                           ///  
139                           ///  
140                           ///  
141                           ///  
142                           ///  
143                           ///  
144                           ///  
145                           ///  
146                           ///  
147                           ///  
148                           ///  
149                           ///  
150                           ///  
151                           ///  
152                           ///  
153                           ///  
154                           ///  
155                           ///  
156                           ///  
157                           ///  
158                           ///  
159                           ///  
160                           ///  
161                           ///  
162                           ///  
163                           ///  
164                           ///  
165                           ///  
166                           ///  
167                           ///  
168                           ///  
169                           ///  
170                           ///  
171                           ///  
172                           ///  
173                           ///  
174                           ///  
175                           ///  
176                           ///  
177                           ///  
178                           ///  
179                           ///  
180                           ///  
181                           ///  
182                           ///  
183                           ///  
184                           ///  
185                           ///  
186                           ///  
187                           ///  
188                           ///  
189                           ///  
190                           ///  
191                           ///  
192                           ///  
193                           ///  
194                           ///  
195                           ///  
196                           ///  
197                           ///  
198                           ///  
199                           ///  
200                           ///  
201                           ///  
202                           ///  
203                           ///  
204                           ///  
205                           ///  
206                           ///  
207                           ///  
208                           ///  
209                           ///  
210                           ///  
211                           ///  
212                           ///  
213                           ///  
214                           ///  
215                           ///  
216                           ///  
217                           ///  
218                           ///  
219                           ///  
220                           ///  
221                           ///  
222                           ///  
223                           ///  
224                           ///  
225                           ///  
226                           ///  
227                           ///  
228                           ///  
229                           ///  
230                           ///  
231                           ///  
232                           ///  
233                           ///  
234                           ///  
235                           ///  
236                           ///  
237                           ///  
238                           ///  
239                           ///  
240                           ///  
241                           ///  
242                           ///  
243                           ///  
244                           ///  
245                           ///  
246                           ///  
247                           ///  
248                           ///  
249                           ///  
250                           ///  
251                           ///  
252                           ///  
253                           ///  
254                           ///  
255                           ///  
256                           ///  
257                           ///  
258                           ///  
259                           ///  
260                           ///  
261                           ///  
262                           ///  
263                           ///  
264                           ///  
265                           ///  
266                           ///  
267                           ///  
268                           ///  
269                           ///  
270                           ///  
271                           ///  
272                           ///  
273                           ///  
274                           ///  
275                           ///  
276                           ///  
277                           ///  
278                           ///  
279                           ///  
280                           ///  
281                           ///  
282                           ///  
283                           ///  
284                           ///  
285                           ///  
286                           ///  
287                           ///  
288                           ///  
289                           ///  
290                           ///  
291                           ///  
292                           ///  
293                           ///  
294                           ///  
295                           ///  
296                           ///  
297                           ///  
298                           ///  
299                           ///  
300                           ///  
301                           ///  
302                           ///  
303                           ///  
304                           ///  
305                           ///  
306                           ///  
307                           ///  
308                           ///  
309                           ///  
310                           ///  
311                           ///  
312                           ///  
313                           ///  
314                           ///  
315                           ///  
316                           ///  
317                           ///  
318                           ///  
319                           ///  
320                           ///  
321                           ///  
322                           ///  
323                           ///  
324                           ///  
325                           ///  
326                           ///  
327                           ///  
328                           ///  
329                           ///  
330                           ///  
331                           ///  
332                           ///  
333                           ///  
334                           ///  
335                           ///  
336                           ///  
337                           ///  
338                           ///  
339                           ///  
340                           ///  
341                           ///  
342                           ///  
343                           ///  
344                           ///  
345                           ///  
346                           ///  
347                           ///  
348                           ///  
349                           ///  
350                           ///  
351                           ///  
352                           ///  
353                           ///  
354                           ///  
355                           ///  
356                           ///  
357                           ///  
358                           ///  
359                           ///  
360                           ///  
361                           ///  
362                           ///  
363                           ///  
364                           ///  
365                           ///  
366                           ///  
367                           ///  
368                           ///  
369                           ///  
370                           ///  
371                           ///  
372                           ///  
373                           ///  
374                           ///  
375                           ///  
376                           ///  
377                           ///  
378                           ///  
379                           ///  
380                           ///  
381                           ///  
382                           ///  
383                           ///  
384                           ///  
385                           ///  
386                           ///  
387                           ///  
388                           ///  
389                           ///  
390                           ///  
391                           ///  
392                           ///  
393                           ///  
394                           ///  
395                           ///  
396                           ///  
397                           ///  
398                           ///  
399                           ///  
400                           ///  
401                           ///  
402                           ///  
403                           ///  
404                           ///  
405                           ///  
406                           ///  
407                           ///  
408                           ///  
409                           ///  
410                           ///  
411                           ///  
412                           ///  
413                           ///  
414                           ///  
415                           ///  
416                           ///  
417                           ///  
418                           ///  
419                           ///  
420                           ///  
421                           ///  
422                           ///  
423                           ///  
424                           ///  
425                           ///  
426                           ///  
427                           ///  
428                           ///  
429                           ///  
430                           ///  
431                           ///  
432                           ///  
433                           ///  
434                           ///  
435                           ///  
436                           ///  
437                           ///  
438                           ///  
439                           ///  
440                           ///  
441                           ///  
442                           ///  
443                           ///  
444                           ///  
445                           ///  
446                           ///  
447                           ///  
448                           ///  
449                           ///  
450                           ///  
451                           ///  
452                           ///  
453                           ///  
454                           ///  
455                           ///  
456                           ///  
457                           ///  
458                           ///  
459                           ///  
460                           ///  
461                           ///  
462                           ///  
463                           ///  
464                           ///  
465                           ///  
466                           ///  
467                           ///  
468                           ///  
469                           ///  
470                           ///  
471                           ///  
472                           ///  
473                           ///  
474                           ///  
475                           ///  
476                           ///  
477                           ///  
478                           ///  
479                           ///  
480                           ///  
481                           ///  
482                           ///  
483                           ///  
484                           ///  
485                           ///  
486                           ///  
487                           ///  
488                           ///  
489                           ///  
490                           ///  
491                           ///  
492                           ///  
493                           ///  
494                           ///  
495                           ///  
496                           ///  
497                           ///  
498                           ///  
499                           ///  
500                           ///  
501                           ///  
502                           ///  
503                           ///  
504                           ///  
505                           ///  
506                           ///  
507                           ///  
508                           ///  
509                           ///  
510                           ///  
511                           ///  
512                           ///  
513                           ///  
514                           ///  
515                           ///  
516                           ///  
517                           ///  
518                           ///  
519                           ///  
520                           ///  
521                           ///  
522                           ///  
523                           ///  
524                           ///  
525                           ///  
526                           ///  
527                           ///  
528                           ///  
529                           ///  
530                           ///  
531                           ///  
532                           ///  
533                           ///  
534                           ///  
535                           ///  
536                           ///  
537                           ///  
538                           ///  
539                           ///  
540                           ///  
541                           ///  
542                           ///  
543                           ///  
544                           ///  
545                           ///  
546                           ///  
547                           ///  
548                           ///  
549                           ///  
550                           ///  
551                           ///  
552                           ///  
553                           ///  
554                           ///  
555                           ///  
556                           ///  
557                           ///  
558                           ///  
559                           ///  
560                           ///  
561                           ///  
562                           ///  
563                           ///  
564                           ///  
565                           ///  
566                           ///  
567                           ///  
568                           ///  
569                           ///  
570                           ///  
571                           ///  
572                           ///  
573                           ///  
574                           ///  
575                           ///  
576                           ///  
577                           ///  
578                           ///  
579                           ///  
580                           ///  
581                           ///  
582                           ///  
583                           ///  
584                           ///  
585                           ///  
586                           ///  
587                           ///  
588                           ///  
589                           ///  
590                           ///  
591                           ///  
592                           ///  
593                           ///  
594                           ///  
595                           ///  
596                           ///  
597                           ///  
598                           ///  
599                           ///  
600                           ///  
601                           ///  
602                           ///  
603                           ///  
604                           ///  
605                           ///  
606                           ///  
607                           ///  
608                           ///  
609                           ///  
610                           ///  
611                           ///  
612                           ///  
613                           ///  
614                           ///  
615                           ///  
616                           ///  
617                           ///  
618                           ///  
619                           ///  
620                           ///  
621                           ///  
622                           ///  
623                           ///  
624                           ///  
625                           ///  
626                           ///  
627                           ///  
628                           ///  
629                           ///  
630                           ///  
631                           ///  
632                           ///  
633                           ///  
634                           ///  
635                           ///  
636                           ///  
637                           ///  
638                           ///  
639                           ///  
640                           ///  
641                           ///  
642                           ///  
643                           ///  
644                           ///  
645                           ///  
646                           ///  
647                           ///  
648                           ///  
649                           ///  
650                           ///  
651                           ///  
652                           ///  
653                           ///  
654                           ///  
655                           ///  
656                           ///  
657                           ///  
658                           ///  
659                           ///  
660                           ///  
661                           ///  
662                           ///  
663                           ///  
664                           ///  
665                           ///  
666                           ///  
667                           ///  
668                           ///  
669                           ///  
670                           ///  
671                           ///  
672                           ///  
673                           ///  
674                           ///  
675                           ///  
676                           ///  
677                           ///  
678                           ///  
679                           ///  
680                           ///  
681                           ///  
682                           ///  
683                           ///  
684                           ///  
685                           ///  
686                           ///  
687                           ///  
688                           ///  
689                           ///  
690                           ///  
691                           ///  
692                           ///  
693                           ///  
694                           ///  
695                           ///  
696                           ///  
697                           ///  
698                           ///  
699                           ///  
700                           ///  
701                           ///  
702                           ///  
703                           ///  
704                           ///  
705                           ///  
706                           ///  
707                           ///  
708                           ///  
709                           ///  
710                           ///  
711                           ///  
712                           ///  
713                           ///  
714                           ///  
715                           ///  
716                           ///  
717                           ///  
718                           ///  
719                           ///  
720                           ///  
721                           ///  
722                           ///  
723                           ///  
724                           ///  
725                           ///  
726                           ///  
727                           ///  
728                           ///  
729                           ///  
730                           ///  
731                           ///  
732                           ///  
733                           ///  
734                           ///  
735                           ///  
736                           ///  
737                           ///  
738                           ///  
739                           ///  
740                           ///  
741                           ///  
742                           ///  
743                           ///  
744                           ///  
745                           ///  
746                           ///  
747                           ///  
748                           ///  
749                           ///  
750                           ///  
751                           ///  
752                           ///  
753                           ///  
754                           ///  
755                           ///  
756                           ///  
757                           ///  
758                           ///  
759                           ///  
760                           ///  
761                           ///  
762                           ///  
763                           ///  
764                           ///  
765                           ///  
766                           ///  
767                           ///  
768                           ///  
769                           ///  
770                           ///  
771                           ///  
772                           ///  
773                           ///  
774                           ///  
775                           ///  
776                           ///  
777                           ///  
778                           ///  
779                           ///  
780                           ///  
781                           ///  
782                           ///  
783                           ///  
784                           ///  
785                           ///  
786                           ///  
787                           ///  
788                           ///  
789                           ///  
790                           ///  
791                           ///  
792                           ///  
793                           ///  
794                           ///  
795                           ///  
796                           ///  
797                           ///  
798                           ///  
799                           ///  
800                           ///  
801                           ///  
802                           ///  
803                           ///  
804                           ///  
805                           ///  
806                           ///  
807                           ///  
808                           ///  
809                           ///  
810                           ///  
811                           ///  
812                           ///  
813                           ///  
814                           ///  
815                           ///  
816                           ///  
817                           ///  
818                           ///  
819                           ///  
820                           ///  
821                           ///  
822                           ///  
823                           ///  
824                           ///  
825                           ///  
826                           ///  
827                           ///  
828                           ///  
829                           ///  
830                           ///  
831                           ///  
832                           ///  
833                           ///  
834                           ///  
835                           ///  
836                           ///  
837                           ///  
838                           ///  
839                           ///  
840                           ///  
841                           ///  
842                           ///  
843                           ///  
844                           ///  
845                           ///  
846                           ///  
847                           ///  
848                           ///  
849                           ///  
850                           ///  
851                           ///  
852                           ///  
853                           ///  
854                           ///  
855                           ///  
856                           ///  
857                           ///  
858                           ///  
859                           ///  
860                           ///  
861                           ///  
862                           ///  
863                           ///  
864                           ///  
865                           ///  
866                           ///  
867                           ///  
868                           ///  
869                           ///  
870                           ///  
871                           ///  
872                           ///  
873                           ///  
874                           ///  
875                           ///  
876                           ///  
877                           ///  
878                           ///  
879                           ///  
880                           ///  
881                           ///  
882                           ///  
883                           ///  
884                           ///  
885                           ///  
886                           ///  
887                           ///  
888                           ///  
889                           ///  
890                           ///  
891                           ///  
892                           ///  
893                           ///  
894                           ///  
895                           ///  
896                           ///  
897                           ///  
898                           ///  
899                           ///  
900                           ///  
901                           ///  
902                           ///  
903                           ///  
904                           ///  
905                           ///  
906                           ///  
907                           ///  
908                           ///  
909                           ///  
910                           ///  
911                           ///  
912                           ///  
913                           ///  
914                           ///  
915                           ///  
916                           ///  
917                           ///  
918                           ///  
919                           ///  
920                           ///  
921                           ///  
922                           ///  
923                           ///  
924                           ///  
925                           ///  
926                           ///  
927                           ///  
928                           ///  
929                           ///  
930                           ///  
931                           ///  
932                           ///  
933                           ///  
934                           ///  
935                           ///  
936                           ///  
937                           ///  
938                           ///  
939                           ///  
940                           ///  
941                           ///  
942                           ///  
943                           ///  
944                           ///  
945                           ///  
946                           ///  
947                           ///  
948                           ///  
949                           ///  
950                           ///  
951                           ///  
952                           ///  
953                           ///  
954                           ///  
955                           ///  
956                           ///  
957                           ///  
958                           ///  
959                           ///  
960                           ///  
961                           ///  
962                           ///  
963                           ///  
964                           ///  
965                           ///  
966                           ///  
967                           ///  
968                           ///  
969                           ///  
970                           ///  
971                           ///  
972                           ///  
973                           ///  
974                           ///  
975                           ///  
976                           ///  
977                           ///  
978                           ///  
979                           ///  
980                           ///  
981                           ///  
982                           ///  
983                           ///  
984                           ///  
985                           ///  
986                           ///  
987                           ///  
988                           ///  
989                           ///  
990                           ///  
991                           ///  
992                           ///  
993                           ///  
994                           ///  
995                           ///  
996                           ///  
997                           ///  
998                           ///  
999                           ///  
1000                           ///  
1001                           ///  
1002                           ///  
1003                           ///  
1004                           ///  
1005                           ///  
1006                           ///  
1007                           ///  
1008                           ///  
1009                           ///  
1010                           ///  
1011                           ///  
1012                           ///  
1013                           ///  
1014                           ///  
1015                           ///  
1016                           ///  
1017                           ///  
1018                           ///  
1019                           ///  
1020                           ///  
1021                           ///  
1022                           ///  
1023                           ///  
1024                           ///  
1025                           ///  
1026                           ///  
1027                           ///  
1028                           ///  
1029                           ///  
1030                           ///  
1031                           ///  
1032                           ///  
1033                           ///  
1034                           ///  
1035                           ///  
1036                           ///  
1037                           ///  
1038                           ///  
1039                           ///  
1040                           ///  
1041                           ///  
1042                           ///  
1043                           ///  
1044                           ///  
1045                           ///  
1046                           ///  
1047                           ///  
1048                           ///  
1049                           ///  
1050                           ///  
1051                           ///  
1052                           ///  
1053                           ///  
1054                           ///  
1055                           ///  
1056                           ///  
1057                           ///  
1058                           ///  
1059                           ///  
1060                           ///  
1061                           ///  
1062                           ///  
1063                           ///  
1064                           ///  
1065                           ///  
1066                           ///  
1067                           ///  
1068                           ///  
1069                           ///  
1070                           ///  
1071                           ///  
1072                           ///  
1073                           ///  
1074                           ///  
1075                           ///  
1076                           ///  
1077                           ///  
1078                           ///  
1079                           ///  
1080                           ///  
1081



5.4 Foster and Adoptive Parent Recruitment (RF):

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

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

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

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

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

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

5.4.7 RF shall provide qualified Foster and Adoptive Parent Recruiter staff as specified in Subparagraph 14.15 of this Exhibit at no cost to County.

5.5 FRC Case Management Team (MH):

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

///

1                           5.5.1.1    Increase collaboration among Contractor  
2 Partner Agencies to effectively coordinate services.

3                           5.5.1.2    Improve resource linkages.

4                           5.5.1.3    Improve individual and family functioning.

5                           5.5.1.4    Decrease duplication of services.

6                           5.5.1.5    Build the capacity of communities and FRC to  
7 address the needs of children and families.

8                           5.5.2    The FRC CMT consists of an integrated multidisciplinary  
9 team comprised of three (3) or more persons trained and qualified to provide  
10 services. The FRC CMT is responsible for identifying the educational, health,  
11 or social service needs of a child and child's family and for developing a  
12 plan to address these multiple needs as identified in Welfare and Institutions  
13 Code (WIC) section 18986.40. Participants of the FRC CMT shall include all  
14 Contractor Partner Agencies and Non-FaCT Funded Partner Agency(ies)  
15 representatives that would benefit the family. In addition to the  
16 participation of the Contractor Partner Agencies, local Miscellaneous Order  
17 Number 534.3 specifies that multidisciplinary services team composition  
18 include at least two (2) members from the following: Orange County Probation  
19 Department, Orange County Health Care Agency, Orange County Department of  
20 Education, Regional Center of Orange County, South Orange County Regional  
21 Occupational Program, and Orange County SSA.

22                           5.5.3    MH, in coordination with Contractor Partner Agencies,  
23 shall provide FRC CMT services for a minimum of seventy-five (75) unduplicated  
24 FAMILIES annually. FRC CMT services shall include, but are not limited to, the  
25 following components:

26                           5.5.3.1    Assessment: The CMT Clinical Supervisor,  
27 based on input from the CMT, shall complete an assessment of PARTICIPANTS'  
28 strengths and needs, and community resources available to PARTICIPANT.

1                   5.5.3.2    Individualized Case Plan: On the basis of the  
2 assessment in 5.5.3.1, FRC CMT shall develop an individualized case plan with  
3 the PARTICIPANT that identifies priorities, desired outcomes, the strategies  
4 and resources to be used in attaining the outcomes, follow up, and  
5 termination.

6                   5.5.3.3    Reassessment: The CMT Clinical Supervisor and  
7 CMT shall reassess the PARTICIPANT's status, with input from Contractor  
8 Partner Agencies, in a weekly clinical review of cases. FRC CMT meetings  
9 shall provide weekly evaluations and assessment for PARTICIPANTS.

10                  5.5.3.4    Termination: The CMT Clinical Supervisor and  
11 CMT shall jointly terminate the case when the desired outcomes have been  
12 attained, the PARTICIPANT is non-compliant, or the PARTICIPANT withdraws.

13                  5.5.4    MH in coordination with Contractor Partner Agencies shall  
14 provide FRC CMT services continuously throughout the term of this Agreement  
15 during FRC hours of operation. FRC CMT meetings shall be scheduled a minimum  
16 of one (1) day per week for a minimum of one (1) hour in duration. The CMT  
17 Clinical Supervisor shall facilitate FRC CMT meetings.

18                  5.5.5    MH shall complete the required forms referenced in  
19 Subparagraph 4.9 and also the FRC CMT Tracking and Outcomes Log specified in  
20 Subparagraph 8.4.

21                  5.5.6    MH shall provide qualified CMT Clinical Supervisor staff  
22 at no cost to County to facilitate FRC CMT meetings as specified in  
23 Subparagraphs 14.7 of this Exhibit.

24                  5.6    Information and Referral Services (MH)

25                  5.6.1    The objective of Information and Referral Services is to  
26 increase access to community resources for families in need.

27                  5.6.2    MH shall provide Information and Referral Services for a  
28 minimum of one thousand (1,000) unduplicated PARTICIPANTS annually.

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

10 5.6.3 Information and Referral Specialist shall be stationed at  
11 the FRC reception area as the first point of contact for walk-in and  
12 telephone/email inquiries during FRC operating hours. Information and  
13 Referral Services shall be offered during FRC operating hours.

14 5.6.4 MH shall provide qualified, bilingual Information and  
15 Referral Specialist staff as specified in Subparagraph 14.18 of this Exhibit.

16 5.7 Out-of-School-Time Youth Program (HO):

17 5.7.1 The objectives of Out-of-School-Time Youth Program are as  
18 follows:

19 5.7.1.1 Increase social connection amongst peers.

20 5.7.1.2 Provide a safe place for school-aged  
21 children.

22 5.7.1.3 Increase enrichment opportunities to enhance  
23 academic achievement and healthy social behavior.

24 5.7.2 HO shall provide Out-of-School-Time Youth Program  
25 Services for a minimum of forty (40) unduplicated PARTICIPANTS annually. Out-  
26 of-School-Time Youth Program will provide PARTICIPANTS with a safe and  
27 nurturing place during after school and non-school hours. Activities may

28 ///

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

3 5.7.3 HO shall offer a minimum of two (2) Safe Dates series for  
4 middle school and high school students and a minimum of two (2) Children's  
5 Empowerment Group series for elementary school age children annually. Each  
6 series shall be a minimum of six (6) weeks and shall be offered on a weekly  
7 basis. Each class shall be a minimum of ninety (90) minutes in duration.  
8 Safe Dates shall focus on the development of healthy relationships and Human  
9 Options Children's Empowerment program shall focus on learning healthy socio  
10 and emotional development skills.

11 5.7.4 HO shall provide OST activities after school, during the  
12 academic school year, based on community needs.

13 5.7.5 HO shall provide qualified Out-of-School-Time (OST)  
14 Leader staff as specified in Subparagraph 14.20 of this Exhibit.

15 5.8 Parenting Education (HO):

16 5.8.1 The objectives for Parent Education are as follows:

17 5.8.1.1 Increase social support.

18 5.8.1.2 Enhance coping skills.

19 5.8.1.3 Improve knowledge of child development.

20 5.8.1.4 Improve knowledge of appropriate and  
21 effective discipline.

22 5.8.2 HO shall provide Incredible Years and/or Triple P -  
23 Positive Parenting Program. Incredible Years will target children between the  
24 ages of three to nine (3-9) years old who are experiencing behavioral  
25 problems. Triple P - Positive Parenting Program will focus on reducing  
26 behavioral and emotional problems in children and adolescents. Elements of an  
27 effective parenting education program shall improve parenting skills and  
28 family functioning by teaching parents/caregivers about child development

1 (e.g., developmental expectations), behavior management (e.g., discipline  
2 techniques), and coping skills (e.g., communication and stress management).  
3 As applicable, parenting education emphasis shall be placed on the prevention  
4 of recurrence of child abuse and/or shall address attachment, bonding, and  
5 traumatic loss issues.

6 5.8.3 HO shall provide Parenting Education services for a  
7 minimum of sixty (60) unduplicated PARTICIPANTS annually.

8 5.8.4 HO shall provide a minimum of four (4) Parenting  
9 Education series. Each series shall be a minimum of eight (8) weeks and  
10 maximum of fourteen (14) weeks in duration. Each class shall be a minimum of  
11 of ninety (90) minutes and maximum of two (2) hours in duration. Parenting  
12 Education services shall be provided at dates and times convenient for  
13 PARTICIPANTS.

14 5.8.5 HO shall ensure completion of required paperwork when  
15 providing parenting education to PARTICIPANTS receiving child welfare  
16 services, including, but not limited to: verification of attendance, issuance  
17 of certificates of completion, and verbal and/or written reports to COUNTY  
18 Social Workers.

19 5.8.6 HO shall provide qualified, bilingual Parenting  
20 Educator/Counselor staff as specified in Subparagraph 14.21 of this Exhibit.

21 5.9 Personal Empowerment Program: (Certified Domestic Violence  
22 Prevention and Treatment Education Program) - General and TLFR Participants  
23 (HO):

24 5.9.1 The objectives of Personal Empowerment Program (PEP) are  
25 as follows:

26 5.9.1.1 Increase victim's awareness of the threat of  
27 domestic violence and its short/long term effects.

28 ///

1                                   5.9.1.2     Develop or enhance safety plan for domestic  
2 violence victims.

3                                   5.9.1.3     Increase victim's understanding of the  
4 effects domestic violence has on children.

5                                   5.9.1.4     Increase victim's awareness on the various  
6 types of abuse.

7                                   5.9.1.5     Promote safety and permanency in homes and  
8 communities through prevention efforts aimed at child abuse and domestic  
9 violence.

10                                 5.9.2     Personal Empowerment Program services shall be a ten (10)  
11 week educational support program designed to help victims break the cycle of  
12 domestic violence through education on the dynamics of domestic violence,  
13 effects of violence on victims and their children, and to help victims protect  
14 children who live in domestic violence homes. Topics shall include, but are  
15 not limited to: safety planning, boundaries, anger management, legal aspects  
16 of domestic violence, work through denial, and maintain healthy relationships.  
17 Services shall target the general community as well as COUNTY's TLFR  
18 population.

19                                 5.9.3     HO shall provide PEP services to a minimum of forty (40)  
20 unduplicated PARTICIPANTS annually.

21                                 5.9.4     HO shall provide four (4) PEP series annually. Each  
22 series shall be ten (10) weeks in duration. PEP services shall be offered  
23 continuously during the term of this Agreement. Each class shall be a minimum  
24 of two (2) hours in duration, at dates and times convenient for PARTICIPANTS.

25                                 5.9.5     When providing PEP services to COUNTY's TLFR population,  
26 HO shall also be required to include, but not be limited to, verification of  
27 attendance, issuance of certificates of completion, and verbal and/or written  
28 reports to COUNTY Social Workers.

1           5.9.6 HO shall provide qualified, bilingual Personal  
2 Empowerment Program Instructor/Domestic Violence Advocate staff as specified  
3 in Subparagraph 14.22 of this Exhibit. During the entire term of this  
4 Agreement, PEP providers must be approved by the PEP Program Collaborative of  
5 Orange County.

6           5.10 Time-Limited Family Reunification Family Fun Activities (RF):

7           5.10.1 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           5.10.2 RF shall provide TLFR Family Fun Activities to  
11 PARTICIPANTS. In addition to participants referenced in Paragraph 1, TLFR  
12 Family Fun Activities may also include children that are removed from their  
13 home and placed in a foster family home or a childcare institution and parents  
14 or primary caregiver of such a child, in order to facilitate the reunification  
15 of the child, safely and appropriately.

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

28           ///



1           5.10.4 RF shall provide a minimum of three (3) TLFR Family Fun  
2 Activities (events) annually. Events that occur during evening hours shall be  
3 a minimum of two (2) hours in duration, and events that occur on weekends  
4 shall be a minimum of three (3) hours in duration.

5           5.10.5 RF shall provide TLFR Family Fun Activities services at  
6 FRC locations or at other community locations as needed with advance written  
7 approval by ADMINISTRATOR.

8           5.10.6 RF's TLFR Family Fun Activities services shall address  
9 only the following PSSF service category: TLFR

10           5.10.7 RF shall provide qualified TLFR Family Fun Activities  
11 Leader staff as specified in Subparagraph 14.25 of this Exhibit at no cost to  
12 County.

13           5.11 Differential Response Case Management Team (MH):

14           5.11.1 The objectives of Differential Response Case Management  
15 Team (DR CMT) services are as follows:

16                   5.11.1.1 Increase collaboration among Contractor  
17 Partner Agencies on a weekly basis to effectively coordinate DR services.

18                   5.11.1.2 Improve resource linkages for DR  
19 PARTICIPANTS.

20                   5.11.1.3 Improve individual and family functioning for  
21 DR PARTICIPANTS.

22                   5.11.1.4 Decrease duplication of DR services.

23           5.11.2 The DR CMT, which can be combined with FRC CMT, consists  
24 of an integrated multidisciplinary team comprised of three (3) or more persons  
25 trained and knowledgeable in providing DR CMT services. The DR CMT is  
26 responsible for identifying the educational, health, or social service needs  
27 of a child and child's family and for developing a plan to address these  
28 multiple needs as identified in WIC section 18986.40. Participants of the DR

1 CMT shall include Contractor Partner Agencies and Non-FaCT Funded Partner  
2 Agency(ies) representatives that would benefit the family. In addition to the  
3 participation of the Contractor Partner Agencies, local Miscellaneous Order  
4 Number 534.3 specifies that multidisciplinary services team composition  
5 include at least two (2) members from the following: Orange County Probation  
6 Department, Orange County Health Care Agency, Orange County Department of  
7 Education, Regional Center of Orange County, North Orange County Regional  
8 Occupational Program, and Orange County SSA.

9 5.11.3 MH in coordination with Contractor Partner Agencies shall  
10 provide DR CMT services for families who have been referred for DR services by  
11 SSA. Families referred were reported to SSA with allegations that meet  
12 statutory definitions of child abuse or neglect at low to moderate risk and  
13 have been assessed as likely to make needed changes to improve child safety if  
14 provided targeted services.

15 5.11.4 MH in coordination with Contractor Partner Agencies shall  
16 jointly provide DR CMT services for a minimum of seventy-five (75)  
17 unduplicated FAMILIES annually.

18 5.11.5 MH in coordination with Contractor Partner Agencies shall  
19 jointly provide DR CMT services continuously throughout the term of this  
20 Agreement. DR CMT meetings shall be scheduled a minimum of one (1) day per  
21 week for a minimum of one (1) hour in duration. If the DR CMT meeting is  
22 combined with the FRC CMT meeting, the minimum combined duration of the  
23 meeting shall be no less than two (2) hours. The DR CMT Clinical Supervisor  
24 shall facilitate DR CMT meetings.

25 5.11.6 MH shall complete the FaCT standardized DR CMT Tracking  
26 and Outcomes Log as well as the required forms referenced in Subparagraph 8.4.

27 5.11.7 MH shall provide qualified DR CMT Clinical Supervisor  
28 staff, as specified in Subparagraph 14.10 of this Exhibit, to facilitate DR

1 CMT meetings. RF shall provide qualified FRC Coordinator staff as specified  
2 in Subparagraph 14.16, to encourage CMT attendance and maintain open  
3 communication with COUNTY Social Workers and involved community stakeholders.

4 5.12 DR Family Support Services (CB):

5 5.12.1 The objectives of DR Family Support Services are as  
6 follows:

7 5.12.1.1 Maintain children safely in the home.

8 5.12.1.2 Reduce entry into the child welfare system.

9 5.12.1.3 Support families in crisis.

10 5.12.1.4 Work with SSA DR Social Workers and families  
11 in identifying resources which will protect children and preserve the family.

12 5.12.2 CB shall provide DR Family Support Services to  
13 PARTICIPANTS referred by SSA.

14 5.12.3 CB shall provide DR Family Support Services for a minimum  
15 of seventy-five (75) unduplicated FAMILIES annually. DR Family Support  
16 Services are those services employing a case manager (e.g., Family Support  
17 Specialist) responsible for assessing the strengths and meeting the multiple  
18 needs of a PARTICIPANT and family, arranging, coordinating, monitoring,  
19 evaluating, and advocating for multiple services for families.

20 5.12.4 CB shall provide DR Family Support Services for a minimum  
21 of thirty (30) days per family.

22 5.12.5 CB shall provide DR Family Support Services in family's  
23 home, at the FRC, or at other community locations as needed with advance  
24 written approval by ADMINISTRATOR.

25 5.12.6 CB shall provide qualified, DR Family Support Specialist  
26 staff as specified in Subparagraph 14.11 of this Exhibit.

27 ///

28 ///

1           5.13 DR In-Home Family Support (CB):

2                   5.13.1 The objectives of DR In-Home Family Support Services are  
3 as follows:

4                           5.13.1.1 Address positive parenting skills,  
5 discipline, child development, and child health and safety.

6                           5.13.1.2 Assess family needs, stabilize immediate  
7 crisis, increase coping skills and family cohesiveness, reduce exposure to  
8 violence, and improve communication skills.

9                           5.13.1.3 Coordinate resources and multiple service  
10 providers to help prevent abuse and out-of-home placement.

11                   5.13.2 CB shall provide DR In-Home Family Services for a minimum  
12 of sixty (60) unduplicated FAMILIES annually.

13                   5.13.3 CB shall offer DR In-Home Family Support services for a  
14 minimum of four (4) weeks and a maximum of six (6) weeks per family.

15                   5.13.4 CB shall provide qualified DR In-Home Family Support  
16 Specialist staff as specified in Subparagraph 14.12 of this Exhibit.

17           5.14 FS Family Support Services (CB):

18                   5.14.1 CB shall provide FS Family Support Services to the  
19 following: individuals and their families who are participating in the  
20 California Work Opportunity and Responsibility to Kids (CalWORKs) FS Program  
21 and are experiencing a crisis or situation that destabilizes the family and  
22 impairs the Welfare-to-Work (WTW) client's ability to meet WTW participation  
23 requirements.

24                   5.14.2 CB shall provide FS Family Support Services for a minimum  
25 of twenty-five (25) unduplicated FAMILIES annually. FS Family Support  
26 Services shall focus on a family centered approach to address crisis issues  
27 causing barriers to WTW participation activities; serve as a support to

28 ///

1 families while in crisis; and provide assistance to PARTICIPANTS in accessing  
2 community resources.

3 5.14.3 CB shall provide FS Family Support Services continuously  
4 throughout the term of this Agreement during FRC operating hours or at dates  
5 and times convenient for PARTICIPANTS. CB shall provide FS Family Support  
6 Services for a minimum of thirty (30) days.

7 5.14.4 CB shall provide FS Family Support Services in family's  
8 home, at the FRC, or at other community locations with advance written  
9 approval by ADMINISTRATOR.

10 5.14.5 PSSF categories referenced in Subparagraph 2.3.1 through  
11 2.3.4 are not applicable to FS Family Support Services.

12 5.14.6 CB shall provide qualified, FS Family Support Specialist  
13 staff as specified in Subparagraph 14.17 of this Exhibit.

14 6. ADDITIONAL CONTRACTOR RESPONSIBILITIES

15 6.1 In addition to providing the services described in Paragraph 5 of  
16 this Exhibit A, CONTRACTOR agrees to:

17 6.1.1 Provide ADMINISTRATOR a bi-annual detailed marketing plan  
18 for each contracted service, and revise, if necessary, as requested by  
19 ADMINISTRATOR.

20 6.1.2 Actively engage the community including local residents,  
21 faith-based groups, businesses, public and private organizations, civic  
22 groups, and other in the planning and implementation of services that promote  
23 the well-being, safety, and permanency of children, families and communities.

24 6.1.3 Develop and maintain a Governance Structure document  
25 outlining resource sharing, accountability, decision-making strategies, and  
26 conflict resolution plan. The Governance Structure shall include, but not be  
27 limited to, the addition and/or deletion of any Contractor Partner Agencies,  
28 change of designated lead agent, ongoing community input, and involvement.

1 principles of collaboration, and voting quorum (including what constitutes a  
2 quorum).

3           6.1.4 Develop a Community Engagement Advisory Committee (CEAC)  
4 that shall meet a minimum of quarterly during the term of this Agreement. The  
5 FRC will maintain a roster and a copy of minutes for all CEAC meetings. The  
6 composition of CONTRACTOR's CEAC shall vary, depending on the specific goals  
7 of, and the services to be provided by the FRC. The CEAC shall consist of  
8 community members such as parents, youths, teachers, school community  
9 liaisons, businesses professionals, religious community leaders, law  
10 enforcement, human and health service professionals, and city representatives.  
11 CEAC shall assess, survey, and identify community strengths and needs to  
12 advocate for FRC services to meet community need on an annual basis; develop  
13 parent and youth leadership; and engage business community to provide tangible  
14 support and leadership. CEAC shall enlist broad community support and  
15 advocacy for the FRC by fundraising for the FRC and hosting events. A minimum  
16 of one thousand dollars (\$1,000) shall be allocated to the CEAC within the FRC  
17 budget for the purposes of its members to use for planning events, and other  
18 activities as deemed necessary by the CEAC committee. RF shall provide  
19 qualified Community Engagement Volunteer Coordinator staff as specified in  
20 Subparagraph 14.8 of this Exhibit.

21           6.1.5 Follow procedures provided by ADMINISTRATOR for reporting  
22 any special incidents that occur during CONTRACTOR's performance of duties  
23 under this Agreement, involving CONTRACTOR's staff, participants, and/or  
24 property.

25           6.2 RF shall provide a minimum of two hundred and sixty (260) hours  
26 annually of Childcare services at the FRC to children of parents attending FRC  
27 programs during FRC operating hours, continuously throughout the term of this  
28 Agreement, or at dates and times convenient for PARTICIPANTS. Allowable costs

1 include direct child care services and purchases of cleaning supplies, snacks  
2 directly related to child care services, activities, age appropriate toys,  
3 crafts, and games. Child Care services shall be reimbursed based on actual  
4 hours worked. RF shall provide qualified Childcare Worker(s) staff as  
5 specified in Subparagraph 14.5 of this Exhibit.

6 6.3 CONTRACTOR shall use Emergency Assistance Funds to meet basic  
7 needs of clients in support of services as described herein. Allowable costs  
8 include emergency food, emergency clothing, diapers, medicine, bus tickets to  
9 access services, safety items, one-time rent payment assistance, and one-time  
10 utility payment assistance. Other allowable costs are to be approved in  
11 advance and in writing by ADMINISTRATOR. All purchases for Emergency  
12 Assistance Funds in excess of one hundred (\$100) dollars per client shall be  
13 requested in advance and in writing for approval by ADMINISTRATOR. CONTRACTOR  
14 shall research available community resources options prior to approving  
15 expenditures.

16 7. FACILITIES

17 7.1 South Orange County Family Resource Center is located at:  
18 23832 Rockfield Blvd., Suite 270  
19 Lake Forest, CA 92630-2834

20 7.2 Administrative services under this Agreement shall be provided at  
21 South Orange County Family Resource Center and:

22 The Raise Foundation  
23 2900 Bristol Street, Suite J-201  
24 Costa Mesa, CA 92626-5981

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

28 ///

1           8.     DATA ENTRY AND DATA SUBMISSION REQUIREMENTS

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

12           8.2    FaCT utilizes a model developed by the Center for the Study of  
13 Social Policy called "Strengthening Families" to frame outcomes and evaluation  
14 data. This model, which has been identified as preventing child abuse and  
15 neglect identifies the following five (5) protective factors:

16                   8.2.1    Provide concrete support in times of need;

17                   8.2.2    Increase parental resilience;

18                   8.2.3    Increase knowledge of parenting and child development;

19                   8.2.4    Support the social and emotional competence of children;

20           and

21                   8.2.5    Build parents' social connections.

22           Services provided at the FRC fall under one or more of the protective  
23 factors. FaCT core services have their own measurement tool that shall be  
24 administered and used to collect data and entered into the FaCT database. The  
25 current FaCT database system is a Web-based client management system, managed  
26 by FaCT and its administrative contractor, which provides contractual and  
27 outcome based reporting for each FRC. FRCs shall work closely with  
28 ADMINISTRATOR to maximize utility and adhere to confidentiality within the



1 data system. FaCT shall provide technical assistance and training to the FRCs  
 2 to ensure strong data collection and outcome reporting.

3 8.3 FRC direct services staff (e.g., Information and Resource  
 4 Specialist, Family Support Specialist, etc.) shall be responsible for entering  
 5 client service and outcome data for FaCT funded and a minimum of two (2)  
 6 required non-FaCT funded services into the FaCT data system. These include,  
 7 but are not limited to, the following:

8 8.3.1 FRC CMT Clinical Supervisor shall administer, collect,  
 9 and enter the FRC CMT tracking and assessment tool;

10 8.3.2 Family Support Specialist shall administer, collect, and  
 11 enter the Family Development Matrix Tool(s);

12 8.3.3 Parenting Educator shall administer, collect, and enter  
 13 the Parenting Education Survey;

14 8.3.4 OST Leader shall administer, collect, and enter FaCT  
 15 Measurement tools; and

16 8.3.5 Direct service staff shall enter specific data collection  
 17 information and complete standardized assessment forms, FaCT Registration  
 18 Form, attendance sheets, and other documents required by ADMINISTRATOR.

19 8.4 In addition to the FaCT Registration form and/or FaCT Large Group  
 20 Tracking form, the following assessment tool(s) required for each core service  
 21 includes:

22 Core Service	Required Assessment Tool(s)
23 FRC & DR CMT	FRC & DR CMT Tracking & Outcomes Log
24 Information & Referral Services	Information & Referral Tracking Log
25 Family Support Services	Family Development Matrix
26 Counseling Services	Protective Factors Counseling Survey
27 Parenting Education	Protective Factors Parenting Survey
28 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

1           8.5 The FRC Coordinator is responsible for ensuring data integrity and  
2 accurate data collection. FRC Coordinator shall also ensure that the data is  
3 entered correctly into the FaCT data system and within timelines required by  
4 ADMINISTRATOR. Contractor Partner Agencies are responsible for their own  
5 staff data collection, ensuring data integrity, and accurate submission to the  
6 FRC Coordinator.

7           8.6 FRCs can administer COUNTY-approved measurement tools (e.g.,  
8 tracking logs, pre/post-tests, satisfaction surveys, etc.) to collect data on  
9 other services. ADMINISTRATOR shall provide CONTRACTOR a minimum of ten (10)  
10 business day notice in the event a measurement tool is changed.

11           8.7 The COUNTY measurement tools, referenced in Subparagraph 8.4 are  
12 subject to change based on program and evaluation needs as defined by  
13 ADMINISTRATOR.

14           9.    REPORTS

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

18           9.1 Monthly Service Grid Reports shall be submitted to ADMINISTRATOR  
19 by the twentieth (20<sup>th</sup>) day of each month for the preceding month of services.  
20 In the event the twentieth (20<sup>th</sup>) calendar day falls on a weekend or COUNTY  
21 holiday as specified in Subparagraph 3.2 of this Exhibit, CONTRACTOR shall  
22 submit the Monthly Service Grid the next business day to Administrator.

23           9.2 CONTRACTOR shall complete the FaCT standardized Marketing Outreach  
24 Log and CEAC Data Form and shall submit to ADMINISTRATOR quarterly, ten (10)  
25 calendar days following the end of each quarter.

26           9.3 CONTRACTOR shall provide information deemed necessary by  
27 ADMINISTRATOR to complete any state-required reports related to the services  
28 provided under this Agreement.

10. UTILIZATION REVIEW

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

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

11. SUSTAINABILITY

11.1 Contractor agrees to demonstrate, throughout the term of this Agreement, the ability to integrate multiple public, private, and collaborative partner funding sources.

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

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

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

11.3.2 Training programs developed by or for FaCT;

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

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

1 11.3.5 Pursuit of linkages with other partners, as appropriate:  
2 and

3 11.3.6 Development of marketing and community education  
4 materials as mutually agreed upon by CONTRACTOR and ADMINISTRATOR.

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

10 12. MEETINGS AND TRAININGS:

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

18 12.2 CONTRACTOR shall ensure appropriate CONTRACTOR staff participates  
19 in all required trainings and/or meetings as identified by ADMINISTRATOR.  
20 ADMINISTRATOR will provide CONTRACTOR with detailed information regarding  
21 training/meeting date(s) and location(s).

22 12.3 Trainings eligible for reimbursement through this Agreement must  
23 be approved in advance, in writing, by ADMINISTRATOR.

24 12.4 At the request of ADMINISTRATOR, CONTRACTOR shall attend trainings  
25 presented or sponsored by COUNTY.

26 13. BUDGET

27 13.1 For each of the five (5) COUNTY fiscal years (July 1 through June  
28 30) included during the term of this Agreement, the maximum annual budget for

1 services provided pursuant to Exhibit A of this Agreement shall not exceed  
2 \$476,093.

3 13.2 The ADMINISTRATOR and CONTRACTOR may agree, subject to advance  
4 written notice, to add, delete, modify, line item and/or amounts, and/or the  
5 number and type of FTE positions, specified in the annual budget included in  
6 Subparagraph 13.11, without reducing the level of services to be provided or  
7 exceeding COUNTY's maximum obligation stated in Subparagraph 20.1 of this  
8 Agreement.

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

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

28 ///

1           13.5 It is anticipated multiple budget modifications will occur during  
2 the term of this Agreement. When appropriate, CONTRACTOR will delay submitting  
3 a Budget Modification Request until multiple changes can be incorporated into  
4 a single Budget Modification Request versus submitting several Budget  
5 Modification Requests that include a single line item change.

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

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

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

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

27           13.9 In the event ADMINISTRATOR reduces the maximum obligation as  
28 stated in Subparagraph 20.1, CONTRACTOR and ADMINISTRATOR may mutually agree

1 in writing to proportionately reduce the service goals as set forth in this  
2 Exhibit.

3 13.10 To ensure a meaningful collaboration among Contractor Partner  
4 Agencies and decision-making, no single CONTRACTOR shall have more than fifty-  
5 one percent (51%) of the total collaborative FRC budget. Exception to the  
6 fifty-one percent (51%) maximum may include:

7 13.10.1 The CONTRACTOR is a governmental and/or public agency,  
8 and/or single partner is providing more than fifty-one percent (51%) of the  
9 total collaborative services.

10 13.10.2 Any CONTRACTOR receiving more than fifty-one percent  
11 (51%) of the total FRC collaborative budget must provide a proportional share  
12 of the total FRC collaborative services (i.e., provides at least fifty-one  
13 percent (51%) of the services).

14 13.11 The annual budget for services provided pursuant to Exhibit A of  
15 this Agreement is set forth as follows:

LINE ITEMS	FTE <sup>(1)</sup>	Maximum Hourly Rate <sup>(2)</sup>	Budget
<u>SALARIES</u>			
<u>The Raise Foundation (RF) <sup>(6)</sup></u>			
Accountant/Bookkeeper (Admin.)	0.10	\$30.00	\$6,240
Administrative Assistant (Admin.)	0.075	\$15.00	2,340
Childcare Worker (Service 6.2)	0.125	\$13.25	3,120
Community Engagement Volunteer Coordinator (Service 6.1.4)	0.50	\$20.82	19,240
FRC Coordinator (Admin.)	1.00	\$24.53	47,944
Operations Manager (Admin.)	0.05	\$26.00	2,704
Supervisor (Admin.)	0.05	\$45.00	<u>3,749</u>
SUBTOTAL RF SALARIES:			\$85,337
RF Benefits (19%) <sup>(3)(5)</sup>			<u>16,214</u>
SUBTOTAL RF SALARIES AND BENEFITS:			\$101,551
<u>Children's Bureau of Southern California (CB) <sup>(6)</sup></u>			
Family Support Specialist (Service 5.3)	1.00	\$18.44	\$38,353
Program Manager (Admin.)	0.041	\$41.70	<u>3,556</u>

1	SUBTOTAL CB SALARIES:			\$41,909
2	CB Benefits (28%) <sup>(3 and 5)</sup>			<u>10,556</u>
3	SUBTOTAL CB SALARIES AND BENEFITS:			\$52,465
4	<u>Human Options (HO)</u> <sup>(6)</sup>			
5	Clinical Supervisor/Program Supervisor (Service			
6	5.1)	0.05	\$41.35	\$4,250
7	Counselor (Service 5.2)	0.50	\$25.00	26,000
8	OST Leader (Service 5.7)	0.10	\$15.00	<u>3,120</u>
9	SUBTOTAL HO SALARIES:			\$33,370
10	HO Benefits (15.6%) <sup>(3 and 5)</sup>			<u>5,206</u>
11	SUBTOTAL HO SALARIES AND BENEFITS:			\$38,576
12	<u>Mission Hospital Regional Medical Center (MH)</u> <sup>(6)</sup>			
13	Information and Referral Specialist (Service 5.6)	1.00	\$22.00	<u>\$31,824</u>
14	SUBTOTAL MH SALARIES:			\$31,824
15	MH Benefits (38 %) <sup>(3 and 4)</sup>			<u>12,093</u>
16	SUBTOTAL MH SALARIES AND BENEFITS:			\$43,917
17	<u>PARTICIPANT RELATED SERVICES AND EXPENSE</u>			
18	RF CEAC (Service 6.1.4)			\$1,200
19	RF Emergency Assistance (Service 6.3)			500
20	RF TLFR Activities			1,929
21	CB Emergency Assistance (Service 6.3)			705
22	CB Direct Service Expense			100
23	HO Parent Education (Service 5.8)			7,500
24	HO Personal Empowerment Program (PEP) (Service			
25	5.9)			<u>6,000</u>
26	SUBTOTAL PARTICIPANT RELATED SERVICES AND EXPENSES:			\$17,934
27	<u>ADMINISTRATIVE SERVICES AND SUPPLIES</u> <sup>(6)</sup>			
28	<u>SERVICES</u>			
29	RF Independent Audit			\$900
30	<u>SUPPLIES</u>			
31	RF Childcare Supplies			600
32	RF Offices Supplies			1,000
33	RF Program Expense			1,000
34	CB Office Supplies			200
35	CB Postage			100
36	HO Program Expense			<u>300</u>





DR ADMINISTRATIVE SERVICES AND SUPPLIES <sup>(6)</sup>

CB DR Office Supplies				\$124
CB DR Postage				<u>200</u>
SUBTOTAL DR ADMINISTRATIVE SERVICES AND SUPPLIES:				\$324

DR OPERATING EXPENSES <sup>(6)</sup>

CB DR Equipment Purchase/Lease/Maintenance				\$1,900
CB DR Mileage <sup>(7)</sup>				1,200
CB DR Staff Training				<u>215</u>
SUBTOTAL DR OPERATING EXPENSES:				\$3,315

DR INDIRECT COSTS <sup>(6)</sup>

CB DR Indirect Cost				<u>\$3,294</u>
SUBTOTAL INDIRECT COSTS:				\$3,294

SUBTOTAL DR SALARIES, ADMINISTRATIVE SERVICES SUPPLIES AND OPERATING EXPENSES:				\$125,000
--	--	--	--	-----------

FAMILY STABILIZATION (FS) PROGRAM: <sup>(6)</sup>FS SALARIES

CB FS Family Support Specialist (Service 5.14)	0.50	\$22.94		\$20,904
CB FS Program Manager (Admin.)	0.05	\$44.70		<u>4,648</u>
SUBTOTAL FS SALARIES:				\$25,552
CB FS Benefits (28%) <sup>(3 and 5)</sup>				7,154
SUBTOTAL FS SALARIES AND BENEFITS:				\$32,706

FS PARTICIPANT RELATED SERVICES AND EXPENSE

CB FS Direct Services Expenses				\$1,000
CB FS Emergency Assistance Funds (Service 6.3)				<u>8,000</u>
SUBTOTAL FS PARTICIPANTS RELATED SERVICES AND EXPENSE:				\$9,000

FS ADMINISTRATIVE SERVICES AND SUPPLIES <sup>(6)</sup>SERVICES

CB FS Program Expenses				\$1,117
------------------------	--	--	--	---------

SUPPLIES

CB FS Equipment Purchase/Lease/Maintenance				1,800
CB FS Office Supplies				<u>800</u>
SUBTOTAL FS ADMINISTRATIVE SERVICES AND SUPPLIES:				\$3,717

FS OPERATING EXPENSES <sup>(6)</sup>

CB FS Mileage <sup>(7)</sup>	\$1,000
CB FS Postage	150
CB FS Training	<u>200</u>
SUBTOTAL FS OPERATING EXPENSES:	\$1,350

FS INDIRECT COSTS <sup>(6)</sup>

CB FS Indirect Cost	<u>\$4,320</u>
SUBTOTAL FS INDIRECT COSTS:	

SUBTOTAL FS SALARIES, ADMINISTRATIVE SERVICES SUPPLIES AND OPERATING EXPENSES:	<u>\$51,093</u>
---	-----------------

Subtotal ALL FRC, DR, AND FS PROGRAMS:	\$476,093
--	-----------

<b>MAXIMUM COUNTY OBLIGATION</b>	<b>\$476,093</b>
----------------------------------	------------------

<sup>(1)</sup> 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.

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

<sup>(3)</sup> Employee Benefits may include contributions to 401k or retirement plans; health insurance; dental insurance; vision insurance; long-term/short-term disability insurance; life and disability insurance; payroll taxes such as FICA, Federal Unemployment Tax, State Unemployment Tax, and Worker's Compensation Tax, based on the currently prevailing rates, and vacation/sick time accrual as specified in footnotes four (4) and/or five (5) below. RF's overall benefit rate shall not exceed nineteen percent (19%) of actual salary expense claimed. CB's overall benefit rate shall not exceed twenty-eight percent (28%) of actual salary expense claimed. HO's overall benefit rate shall not exceed 15.6% of actual salary expense claimed. MH's overall benefit

1 rate shall not exceed thirty-eight percent (38%) of actual salary expense  
2 claimed.

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

9 (5) An actual expenditure for a vacation/sick time accrual payment, paid  
10 to an employee upon separation in accordance with CONTRACTOR's established  
11 policy, will be included as an itemized amount on the Salary and Benefit  
12 Worksheet submitted as part of CONTRACTOR's monthly invoice packet. The  
13 amount eligible for reimbursement shall be limited to the amount of  
14 vacation/sick time earned by the employee during the COUNTY fiscal year in  
15 which the claim is made, minus any vacation/sick time the employee used during  
16 the same fiscal year. For example, if an employee separates on February 15,  
17 2016, the vacation/sick time accrual amount eligible for reimbursement through  
18 the Agreement shall be based upon the period of July 1, 2015 through February  
19 15, 2016 only.

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

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

#### 25 14. STAFF

##### 26 14.1 Recruitment Practices:

27 14.1.1 CONTRACTOR shall use a formal recruitment plan, which  
28 complies with Federal and State employment and labor regulations. CONTRACTOR

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

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

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

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

10 CONTRACTOR shall provide the following described staff positions:

11 14.3 Accountant/Bookkeeper (RF):

12 14.3.1 Duties: Responsible for ensuring accurate and timely  
13 submittal of invoices, document expenditures for audit purposes, attend FaCT-  
14 required trainings, and provide financial reports as required or requested by  
15 FRC Partner Agencies and/or ADMINISTRATOR.

16 14.3.2 Qualifications: Bachelor's degree in accounting or in a  
17 business or finance related field from an accredited university and two (2)  
18 years of accounting experience. Proficiency in English is required.

19 14.4 Administrative Assistant (RF):

20 14.4.1 Duties: Responsible for general secretarial support to  
21 Program Supervisor, collect required data from direct service staff, review  
22 information for accuracy and completeness, create folders, duplicate forms,  
23 audit files, and gather additional community resource information as needed.

24 14.4.2 Qualifications: High school diploma or equivalent (some  
25 college coursework preferred), one (1) year of related administrative  
26 experience, excellent interpersonal and customer service skills, and  
27 proficient in Microsoft Word and Excel computer programs. Proficiency in  
28 English is required.

1           14.5 Childcare Worker (RF):

2           14.5.1 Duties: Provide childcare activities at the FRC to  
3 children of PARTICIPANTS attending FRC services, including childcare for DR  
4 and FS services if applicable, ensure the health and safety of the children  
5 are maintained at all times; set up and clean up designated areas; taking  
6 appropriate action in the event of an emergency; report any incidents that  
7 impact the health and safety of a child immediately to the FRC Coordinator;  
8 report any suspected abuse and/or neglect of a child immediately to the FRC  
9 Coordinator; attend all required meetings and trainings; maintain  
10 confidentiality of clients; maintain a positive attitude; and work effectively  
11 with parents, staff, and volunteers.

12           14.5.2 Qualifications: High school diploma or equivalent and one  
13 (1) year of childcare experience, including experience working with infants;  
14 ability to deal with stressful situations; and be creative and energetic.  
15 Proficiency in English is required and bilingual, based on community language  
16 need, is preferred.

17           14.6 Clinical Supervisor/Program Supervisor (HO):

18           14.6.1 Duties: Provide individual and group supervision, as  
19 applicable; clinical supervision for counseling services; case consultation to  
20 FRC staff, as needed; monitor cases; be available for crisis and clinical  
21 consultation, as needed; review documents for clinical content; verify the  
22 laws of confidentiality; and ensure that child and elder/dependent adult abuse  
23 reporting are followed-up on every case consult. Ensure accuracy of paperwork  
24 and data entered into the FaCT-approved database and attend all required  
25 meetings and trainings.

26           14.6.2 Qualifications: Licensed Clinical Social Worker (LCSW),  
27 Licensed Marriage and Family Therapist (MFT), or Licensed Clinical

28           ///

1 Psychologist and a minimum of two (2) years of clinical supervision  
2 experience. Proficiency in English is required.

3 14.7 CMT Clinical Supervisor (MH):

4 14.7.1 Duties: Facilitate case management team group process,  
5 ensure thorough assessment and linkages for families to resources, and ensure  
6 team and/or staff members follow up on all mandated reporting requirements.  
7 Responsibilities include, but are not limited to: verify and track attendance  
8 of required FRC CMT members; ensure PARTICIPANT confidentiality/release forms  
9 are signed by PARTICIPANT and FRC CMT members; review the laws of  
10 confidentiality and child, elder/dependent adult abuse reporting on an annual  
11 basis and ensure compliance for each case presented; ensure all FRC CMT cases  
12 conferenced are multiple needs cases (i.e., not just information and  
13 referral); facilitate weekly review of FRC CMT cases including a thorough  
14 assessment of needs, case plan, follow up plan, and termination; provide and  
15 coordinate ongoing cross-training to FRC CMT on clinical training needs;  
16 ensure families are invited to the FRC CMT meetings; maintain a binder of  
17 weekly case logs and registration forms for each case conferenced at FRC CMT;  
18 complete standardized FRC CMT assessment tools, ensuring COUNTY required FRC  
19 CMT data is accurately entered into FaCT database; and actively engage new  
20 collaborative partners and/or other COUNTY agency representatives to  
21 conference cases that would benefit families.

22 14.7.2 Qualifications: LCSW, MFT, or Licensed Clinical  
23 Psychologist. A minimum of one (1) of group/meeting facilitation experience is  
24 preferred. Proficiency in English is required.

25 14.8 Community Engagement Volunteer Coordinator (RF):

26 14.8.1 Duties: Assist in advocacy for the expansion of the FRC  
27 CEAC, programs, and activities focusing on issues that affects the health,  
28 well-being, and public safety of residents in the FRC community. Oversee

1 community organizing, volunteer recruitment and training, problem solving, and  
2 developing and implementing an outreach plan. Support the efforts of local  
3 programs to explore donation and service opportunities for the FRC, develop  
4 and promote FRC volunteer project activities, develop and maintain regular  
5 contact with community organizations, coordinate and communicate with FRC  
6 Coordinator, attend all required meetings and trainings, administer FaCT-  
7 approved measurement tools, and enter results into the FaCT database.

8 14.8.2 Qualifications: Option One (1): Bachelor's degree in  
9 human services or related field from an accredited university; two (2) years  
10 of experience working with at-risk families and the community, including one  
11 (1) year supervisory experience; knowledge of public and private social  
12 services agencies, community resources, including Federal and State programs;  
13 capable of relating well to individuals from diverse backgrounds, cultures,  
14 varied income, and education levels; and computer competency. Proficiency in  
15 English is required, and bilingual, based on community language need, is  
16 preferred.

17 14.8.3 Qualifications Option Two (2): A minimum of five (5)  
18 years of experience working with at-risk families and the community, including  
19 one (1) year supervisory experience; knowledge of public and private social  
20 services agencies, community resources, including Federal and State programs;  
21 capable of relating well to individuals from diverse backgrounds, cultures,  
22 varied income, and education levels; and computer competency. Proficiency in  
23 English is required, and bilingual, based on community language need, is  
24 preferred.

25 14.9 Counselor (HO):

26 14.9.1 Duties: Provide therapy including assessment treatment  
27 planning, termination summaries, progress notes, and documentation.

28 ///



1 Administer FaCT-approved pre/post measurement tools and enter results into the  
2 FaCT-approved database.

3 14.9.2 Qualifications: Licensed clinician, Marriage and Family  
4 Therapist Intern, or Masters in Social Work Intern enrolled in an accredited  
5 graduate program under clinical supervision. Proficiency in English and  
6 bilingual, based on community language need, is required.

7 14.10 DR CMT Clinical Supervisor (MH):

8 14.10.1 Duties: Facilitate Case Management Team group process,  
9 ensure thorough assessment and linkages for families to resources, and ensure  
10 team and/or staff members follow up on all mandated reporting requirements.  
11 Responsibilities include, but are not limited to: verify and track attendance  
12 of required FRC CMT members; ensure PARTICIPANT confidentiality/release forms  
13 are signed by PARTICIPANT and FRC CMT members; review the laws of  
14 confidentiality and child, elder/dependent adult abuse reporting on an annual  
15 basis and ensure compliance for each case presented; ensure all FRC CMT cases  
16 conferenced are multiple needs cases (i.e., not just information and  
17 referral); facilitate weekly review of FRC CMT cases, including a thorough  
18 assessment of needs, case plan, and termination; provide and coordinate  
19 ongoing cross-training to FRC CMT on clinical training needs; ensure families  
20 are invited to the FRC CMT meetings; maintain a binder of weekly case logs and  
21 registration forms for each case conferenced at FRC CMT; complete standardized  
22 FRC CMT assessment tools, ensuring COUNTY required FRC CMT data is accurately  
23 entered into FaCT database; and actively engage new collaborative partners  
24 and/or other COUNTY agency representatives to conference cases that would  
25 benefit families.

26 14.10.2 Qualifications: LCSW, MFT, or Licensed Clinical  
27 Psychologist. A minimum of one (1) year of group/meeting facilitation  
28 experience is preferred. Proficiency in English is required.

1           14.11 DR Family Support Specialist (CB):

2           14.11.1 Duties: Provide DR Family Support Services; assess  
3 PARTICIPANT's needs; provide one-on-one support; assist families in crisis to  
4 access resources to meet needs; attend and participate in DR CMT meetings;  
5 assist PARTICIPANTS with the completion of necessary paperwork or forms;  
6 coordinate information for PARTICIPANTS referrals; ensure PARTICIPANTS are  
7 able to access services; follow up with PARTICIPANTS as needed; perform home,  
8 school, or other community site visits as needed; work closely with Contractor  
9 Partner Agencies and SSA Social Workers; coordinate with other service  
10 providers providing services to PARTICIPANTS; compile, prepare, and submit  
11 data and reports as required by COUNTY; maintain records; and attend all  
12 required meetings and trainings as needed.

13           14.11.2 Qualifications: Bachelor's degree in human services or  
14 related field from an accredited university, knowledge of the child welfare  
15 system, and two (2) years of experience working directly with families in  
16 crisis and the community is preferred. Proficiency in English is required and  
17 bilingual, based on community language need, is preferred.

18           14.12 DR In-Home Family Specialist (CB):

19           14.12.1 Duties: Provide DR In-Home Family Support Services,  
20 parenting education, and resource brokering; coordinate with multiple service  
21 providers to prevent abuse and out-of-home placement; provide DR crisis  
22 intervention, including assessment and stabilization of immediate crisis and  
23 resource linkages; prepare and submit data and reports as required by COUNTY;  
24 and attend required meetings and training as needed.

25           14.12.2 Qualifications: Bachelor's degree (Master's degree  
26 preferred) in social work or related field from an accredited university. Two  
27 (2) years of experience working with children and families, possess excellent  
28 verbal and written communications skills, and ability to work in a

1 multicultural environment. Proficiency in English is required, and bilingual  
2 based on community language need, is preferred.

3 14.13 DR Program Manager (CB):

4 14.13.1 Duties: Provide general oversight of and responsibility  
5 for COUNTY/FaCT contract at designated site; supervise DR Family Support  
6 Specialist, DR In-Home Family Support Specialist, and FRC projects; integrate  
7 new and existing DR programs; and collaborate with FaCT staff, attend FaCT  
8 committee meetings and forums, and provide local and regional DR advocacy.

9 14.13.2 Qualifications: Master's degree in Social Work or  
10 related field from an accredited university; five (5) years of social service  
11 experience; three (3) years minimum of supervisory experience; and a minimum  
12 of two (2) years of experience in more than one child welfare service (i.e.,  
13 foster care, residential care, in-home services, Wraparound services, family  
14 preservation, or other child abuse prevention). Proficiency in English is  
15 required.

16 14.14 Family Support Specialist (CB):

17 14.14.1 Duties: Responsible for assessing needs and assisting  
18 families in crisis to access resources to meet those needs, including court  
19 ordered families to facilitate family reunification; coordinate information  
20 for participant referrals; participate at Case Management Team meetings;  
21 follow-up on progress of families and help to alleviate barriers to accessing  
22 services; case planning; compile and maintain records; prepare reports;  
23 attending and presenting cases at CMT meetings; completing FaCT-approved  
24 assessment tools; data entry into the FaCT-approved database; and attend all  
25 required FaCT meetings and trainings.

26 14.14.2 Qualifications Option One (1): Bachelor's degree in human  
27 services or related field from an accredited university; knowledge of the  
28 child welfare system, and two (2) years of experience working directly with

1 families in crisis and the community. Proficiency in English is required, and  
2 bilingual, based on community language need, is required.

3 14.14.3 Qualifications Option Two (2): A minimum of five (5)  
4 years of experience working directly with families in crisis and the community  
5 and knowledge of the child welfare system. Proficiency in English and  
6 bilingual, based on community language need, is required.

7 14.15 Foster and Adoptive Parent Recruiter (RF):

8 14.15.1 Duties: Responsible for promoting Foster and Adoptive  
9 Parent Recruitment at the FRC, outreach events, partner agency newsletters,  
10 community events/workshops and other local community events, and in  
11 collaboration with ADMINISTRATOR, information about the adoption process,  
12 available services, community involvements and the need for foster and  
13 adoptive resources for children in need of a permanent home.

14 14.15.2 Qualifications: High school diploma or equivalent, one  
15 (1) year of experience working directly with families in crisis and community,  
16 knowledge of local resources, excellent customer service skills, and computer  
17 competency (i.e., knowledge and ability to use computers and related  
18 technology). Proficiency in English is required, and bilingual based on  
19 community need, is preferred.

20 14.16 FRC Coordinator (RF):

21 14.16.1 Duties: Perform a variety of administrative functions  
22 including: coordinate service providers and FaCT funded staff; supervise FRC  
23 staff; oversee day-to-day operation of the FRC; oversees FRC staffing  
24 coverage; compile statistical and financial data for various reports;  
25 facilitate community involvement in the CEAC; coordinate governance and policy  
26 procedure development; coordinate staff training opportunities; prepare and  
27 monitor program budget; perform outreach to community businesses and schools;  
28 market FRC services within the community; initiate outreach to new partners

1 and service providers; address public inquires regarding services, procedures,  
2 operations, and regulations; facilitate Contractor Partner Agencies and staff  
3 meetings and ensure completion of meeting minutes; complete all required  
4 documentation; collaborate with ADMINISTRATOR in promoting Foster/Adoptive  
5 Parent Recruitment Services, at community events/workshops in South Orange  
6 County and other local community events as needed, for foster and adoptive  
7 resources for children in need of a permanent home; attend all required FaCT  
8 meetings and trainings; and perform related duties as assigned.

9 14.16.2 Qualifications Option One (1): Bachelor's degree (or  
10 Master's degree preferred) in social work, sociology, psychology, or related  
11 field from an accredited university and two (2) years of experience working  
12 with at-risk families and the community; knowledge of the child welfare  
13 system; capable of relating well to individuals from diverse backgrounds,  
14 cultures, varied income, and education levels; supervisory experience in  
15 management; ability to work successfully in a collaborative environment;  
16 attention to detail; and computer competency. Proficiency in English is  
17 required and bilingual, based on community language need, is preferred.

18 14.16.3 Qualifications Option Two (2): A minimum of five (5)  
19 years of experience working with at-risk families and the community; knowledge  
20 of the child welfare system; capable of relating well to individuals from  
21 diverse backgrounds, cultures, varied income, and education levels;  
22 supervisory experience; ability to work successfully in a collaborative  
23 environment; attention to detail; and computer competency. Proficiency in  
24 English is required and bilingual, based on community language need, is  
25 preferred.

26 14.17 FS Family Support Specialist (CB)

27 14.17.1 Duties: Provide FS Family Support Services; assess  
28 PARTICIPANT's needs; provide one-on-one support; assist families in crisis to

1 access resources to meet needs; attend and participate in CMT meetings; assist  
2 PARTICIPANTS with the completion of necessary paperwork or forms; coordinate  
3 information for PARTICIPANTS referrals; ensure PARTICIPANTS are able to access  
4 services; follow up with PARTICIPANTS as needed; perform home, school, or  
5 other community site visits as needed; work closely with Contractor Partner  
6 Agencies and SSA Social Workers; coordinate with other service providers  
7 providing services to PARTICIPANTS; compile, prepare, and submit data and  
8 reports as required by COUNTY; maintain records; and attend all required  
9 meetings and trainings as needed.

10 14.17.2 Qualifications: Bachelor's degree in human services or  
11 related field from an accredited university, knowledge of the child welfare  
12 system, and two (2) years of experience working directly with families in  
13 crisis and the community. Proficiency in English is required and bilingual,  
14 based on community language need, is preferred.

15 14.18 Information and Referral Specialist (MH):

16 14.18.1 Duties: Responsible for responding to walk-in, call-in,  
17 and referred PARTICIPANTS seeking community resources. Assess PARTICIPANT's  
18 immediate needs and make referrals to appropriate resources. Administer FaCT-  
19 approved measurement tools and enter results into the FaCT database.  
20 Collaborate with ADMINISTRATOR and FRC Coordinator in promoting, at community  
21 events/workshops and other local community events, the need for foster and  
22 adoptive resources for children in need of a permanent home.

23 14.18.2 Qualifications: High school diploma or equivalent, one  
24 (1) year of experience working directly with families in crisis and community,  
25 knowledge of local resources, excellent customer service skills, and computer  
26 competency (i.e., knowledge and ability to use computers and related  
27 technology). Proficiency in English and bilingual, based on community  
28 language need, is required.

1           14.19 Operations Manager (RF):

2           14.19.1 Duties: Administer all human resource functions,  
3 including administration of benefits; manage insurance renewals; maintain  
4 accounts receivable and accounts payable functions; and oversee payroll.

5           14.19.2 Qualifications Option One (1): Bachelor's Degree in  
6 business, management or related field from an accredited university.  
7 Proficiency in English is required and bilingual, based on community language  
8 need, is required.

9           14.19.3 Qualifications Option Two (2): A minimum of five (5)  
10 years of experience in office management, including knowledge of Quickbooks  
11 and Microsoft Office programs; attention to detail; ability to work in a  
12 collaborative environment; and computer competency. Proficiency in English is  
13 required, and bilingual, based on community language need, is preferred.

14           14.20 Out-of-School-Time (OST) Leader (HO):

15           14.20.1 Duties: Provide supervision and Out-of-School-Time  
16 activities to children and youth based on community need, monitor attendance,  
17 and ensure the health and safety of the children is maintained at all times.  
18 Coordinate and communicate with FRC Coordinator, attend all required meetings,  
19 administer FaCT-approved measurement tools, and enter results into the FaCT-  
20 approved database.

21           14.20.2 Qualifications: High school diploma or equivalent,  
22 twelve (12) units of child development or related course work, and one (1)  
23 year of experience working with children is required. Proficiency in English  
24 is required, and bilingual, based on community language need, is preferred.

25           14.21 Parenting Educator/Counselor (HO):

26           14.21.1 Duties: Teach Parenting Education classes and workshop  
27 about child development (e.g., developmental expectations), behavior  
28 management (e.g., discipline techniques), and coping skills (e.g.,

1 communication and stress management); monitor attendance and participation;  
2 provide written report(s); compile and maintain records; administer FaCT-  
3 approved pre/post measurement tools; and enter the results into the FaCT  
4 database.

5 14.21.2 Qualifications: Possess a minimum of twelve (12) units  
6 of college education in child development, psychology, sociology, social work,  
7 or a related field; one (1) year of experience working in the human services  
8 field; and trained and/or certified to provide the CONTRACTOR's chosen  
9 evidence-based or evidence-informed curriculum. Proficiency in English and  
10 bilingual, based on community language need is required.

11 14.22 Personal Empowerment Program Instructor/Domestic Violence Advocate  
12 (HO):

13 14.22.1 Duties: Provide and instruct Personal Empowerment Program  
14 (PEP) services, administer FaCT-approved pre/post measurement tools, and enter  
15 results into the FaCT database.

16 14.22.2 Qualifications: PEP certified instructor shall possess a  
17 minimum of two (2) years of experience working with domestic violence  
18 families, forty (40) hours of Domestic Violence Prevention training, eight (8)  
19 hours of Child Abuse Prevention and Reporting training, and completion of  
20 Personal Empowerment Program training. A valid Domestic Violence Advocate  
21 Certificate is required. Proficiency in English and bilingual, based on  
22 community language need, is required.

23 14.23 Program Manager (CB):

24 14.23.1 Duties: Provide general oversight of and responsibility  
25 for COUNTY/FaCT contract at designated site, supervise Family Support  
26 Specialist, integrate new and existing FRC programs, collaborate with FaCT  
27 staff, attend FaCT committee meetings and forums, and provide local and  
28 regional FRC advocacy.



1           14.23.2 Qualifications: Master's degree in social work or related  
2 field, from an accredited university; five (5) years of social service  
3 experience; a minimum of three (3) years minimum of supervisory experience;  
4 and a minimum of two (2) years of experience is preferred in more than one  
5 child welfare service (i.e., foster care, residential care, in-home services,  
6 Wraparound services, family preservation, or other child abuse prevention).  
7 Proficiency in English is required.

8           14.24 Supervisor (RF):

9           14.24.1 Duties: Provide oversight and supervision of The Raise  
10 Foundation staff in the Agreement; attend Steering Committee meetings, Case  
11 Management (as required), and other partner related meetings as contractually  
12 required; act as a liaison between FRC partners, Raise Foundation Accounting  
13 Department, and FaCT to ensure the following: accurate and timely invoicing to  
14 the Lead agency, accuracy of billings, and maintenance of complete and  
15 accurate records of all financial and outcome measurement data.

16           14.24.2 Qualifications: Bachelor's degree in Social Work or  
17 related field from an accredited university is required. Master's degree is  
18 preferred. Proficiency in English is required.

19           14.25 TLFR Family Fun Activities Leader (RF):

20           14.25.1 Duties: Responsible for providing supervision and TLFR  
21 Family Fun Activities to children and youth in the reunification process,  
22 monitor attendance, and ensure the health and safety of the children is  
23 maintained at all times. Coordinate events with the FRC Coordinator, attend  
24 all required meetings, administer FaCT-approved measurement tools, and enter  
25 results into the FaCT-approved database.

26           14.25.2 Qualifications Option One (1): Bachelor's Degree in  
27 human services or related field from an accredited university; knowledge of  
28 the child welfare system, and two (2) years of experience working directly

1 with families in crisis in the community. Proficiency in English and  
2 bilingual, based on community language need, is required.

3 14.25.3 Qualifications Option One (2): A minimum of three (3)  
4 years of experience working directly with families in crisis and the  
5 community, and knowledge of the child welfare system. Proficiency in English  
6 and bilingual, based on community language need, is required.

7 ///

8 ///

9 ///

10 ///

11 ///

12 ///

13 ///

14 ///

15 ///

16 ///

17 ///

18 ///

19 ///

20 ///

21 ///

22 ///

23 ///

24 ///

25 ///

26 ///

27 ///

28 ///