

1 AGREEMENT  
2 BETWEEN  
3 COUNTY OF ORANGE  
4 AND  
5 CITY OF STANTON  
6 AND  
7 CAMP FIRE ORANGE COUNTY  
8 AND  
9 FRIENDLY CENTER, INC.  
10 AND  
11 INTERVAL HOUSE  
12 AND  
13 WESTERN YOUTH SERVICES  
14 FOR THE PROVISION OF  
15 SERVICES PROMOTING SAFE AND STABLE FAMILIES  
16

17 THIS AGREEMENT, entered into this 1st day of July 1, 2015, which date is  
18 particularized for purpose of reference only, is by and between the COUNTY OF  
19 ORANGE, hereinafter referred to as "COUNTY," and City of Stanton, a duly  
20 incorporated general law city in the County of Orange, in the State of  
21 California; Camp Fire Orange County, a California non-profit corporation;  
22 Friendly Center Inc., a California non-profit corporation; Interval House, a  
23 California non-profit corporation; and Western Youth Services, a California  
24 non-profit corporation; hereinafter collectively referred to as "STANTON  
25 FAMILY RESOURCE CENTER" or "CONTRACTOR." City of Stanton, Camp Fire Orange  
26 County, Friendly Center Inc., Interval House, and Western Youth Services, may  
27 each also be referred to individually as "Contractor Partner Agencies." This  
28

1 Agreement shall be administered by the County of Orange Social Services Agency  
2 Director or designee, hereinafter referred to as "ADMINISTRATOR."

3  
4 W I T N E S S E T H:

5  
6 WHEREAS, Federal legislation has provided funding under the Promoting  
7 Safe and Stable Families Program (formerly known as the "Family Preservation  
8 and Support Program" and currently known in the COUNTY as Families and  
9 Communities Together [FaCT] Program) and other funding sources for the  
10 provision of services intended to maintain the safety of children in their  
11 homes; help families through crises that might lead to the removal of children  
12 from their homes or speed the return of children to their homes; and to  
13 alleviate stress and promote parental competencies; and

14 WHEREAS, COUNTY desires to contract with CONTRACTOR for the provision of  
15 services Promoting Safe and Stable Families in Orange County and;

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

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

23 NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

24 ///

25 ///

26 ///

27 ///

28 ///

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1. TERM

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

2. ALTERATION OF TERMS

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

3. STATUS OF CONTRACTOR

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

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

4. DESCRIPTION OF SERVICES, STAFFING

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

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

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

15       5.   LICENSES AND STANDARDS

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

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

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

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

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

14 6. DELEGATION AND ASSIGNMENT/SUBCONTRACTS

15 6.1 Delegation and Assignment:

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

25 6.2 Subcontracts:

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

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

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

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

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

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

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



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

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

12 7. FORM OF BUSINESS ORGANIZATION AND REAL PROPERTY DISCLOSURE

13 7.1 Form of Business Organization:

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

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

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

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

27 7.2 Change in Form of Business Organization:

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

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

7 7.3 Real Property Disclosure:

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

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

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

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

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

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

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

28 7.3.3.4 The full names and addresses of all parties to

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

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

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

26 8. NON-DISCRIMINATION

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

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

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

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

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

19 8.5 Non-Discrimination in Employment:

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

1 and job applicants.

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

4 California Department of Social Services

5 Public Inquiry and Response Bureau

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

7 Sacramento, CA 94244-2430

8 Telephone: (800) 952-5253

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

10 8.6 Non-Discrimination in Service Delivery:

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

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

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

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

7           CONTRACTOR:   Stanton Family Resource Center  
8                           c/o City of Stanton  
9                           7800 Katella Avenue  
10                          Stanton, CA 90680-3123

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

17   10. NOTICE OF DELAYS

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

23   11. INDEMNIFICATION

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

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

9 12. INSURANCE

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

28 12.2 CONTRACTOR shall ensure that all subcontractors performing work on



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

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

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

12 12.5 Qualified Insurer:

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

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

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

<u>Coverage</u>	<u>Minimum Limits</u>	<u>Responsible Contractor Partner Agencies</u>
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate	City of Stanton (STN); Camp Fire Orange County (CFOC); Friendly

		Center, Inc. (FC); Interval House (IH); and Western Youth Services (WYS)
Automobile Liability including coverage for owned, non-owned and hired vehicles	\$1,000,000 per occurrence	STN, CFOC, FC, IH, and WYS
Workers' Compensation	Statutory	STN, CFOC, FC, IH, and WYS
Employer's Liability Insurance	\$1,000,000 per occurrence	STN, CFOC, FC, IH, and WYS
Professional Liability Insurance	\$1,000,000 per claims made or per occurrence \$1,000,000 aggregate	<del>Stanton, IH, and</del> WYS
Sexual Misconduct Liability	\$1,000,000 per occurrence	STN, CFOC, FC, IH, and WYS
<del>Employee Dishonesty</del>	<del>n/a</del>	<del>Stanton</del>

#### 12.8 Required Coverage Forms:

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

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

#### 12.9 Required Endorsements:

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

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

1 Insureds.

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

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

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

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

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

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

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

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

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

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

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

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

### 13. NOTIFICATION OF INCIDENTS, CLAIMS OR SUITS

CONTRACTOR shall report to COUNTY:

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

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

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

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

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

7 14. CONFLICT OF INTEREST

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

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

18 15. ANTI-PROSELYTISM PROVISION

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

23 16. SUPPLANTING GOVERNMENT FUNDS

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

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

5 17. EQUIPMENT

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

15 CONTRACTOR further agrees to the following:

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

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

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

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

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

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

12 17.3 Personal Computer Equipment:

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

21 18. BREACH SANCTIONS

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

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

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

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

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

8   19.   DESIGNATED LEAD AGENCY

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

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



1 limited to the following:

2 19.2.1 Oversight of FRC services;

3 19.2.2 Employment and supervision of the FRC Coordinator;

4 19.2.3 Facilitating established meetings for Contractor Partner

5 Agencies and generating meeting minutes;

6 19.2.4 Coordinating a minimum of weekly case management

7 meetings;

8 19.2.5 Collecting and maintaining complete documentation for

9 invoices from Contractor Partner Agencies;

10 19.2.6 Overseeing the collection, maintenance, and management of

11 FRC data including outcome measurements from Contractor Partner Agencies;

12 19.2.7 Generating monthly reports (i.e. Service Grids) in

13 accordance with Paragraph 38 of this Agreement and Exhibit Paragraph 9 for

14 submission to COUNTY;

15 19.2.8 Reimbursing FaCT-funded Contractor Partner Agencies for

16 FaCT-funded services rendered prior to invoicing COUNTY;

17 19.2.9 Generating modification requests on the FRC's behalf for

18 submission to COUNTY;

19 19.2.10 Collecting information from Contractor Partner Agencies

20 and generating a monthly FRC activity calendar;

21 19.2.11 Coordinating FRC sustainability efforts referenced in

22 Exhibit "A", Subparagraph 11 of this Agreement;

23 19.2.12 Ensuring all Contractor Partner Agencies are current on

24 required documentation (e.g., insurance certificates, copies of

25 resumes/applications, independent audits);

26 19.2.13 Ensuring all Non-FaCT Funded Partner Agencies have a

27 current agreement with the FRC and provide copies of agreements to COUNTY upon

28 request;

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

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

19.2.16 Attending required FaCT meetings and mandatory trainings; and

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

## 20. PAYMENTS

### 20.1 Maximum Contractual Obligation:

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

### 20.2 Allowable Costs:

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

### 20.3 Advance Payment:

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

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

#### 20.4 Claims:

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

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

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

#### 20.4.4 Year End and Final Claims:

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

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

## 21. OVERPAYMENTS

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

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

4 22. OUTSTANDING DEBT

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

8 23. FINAL REPORT

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

14 24. INDEPENDENT AUDIT

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

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

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

5 25. RECORDS, INSPECTIONS AND AUDITS

6 25.1 Financial Records:

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

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

17 25.2 Client Records:

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

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

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

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

5 25.3 Public Records:

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

11 25.4 Inspections and Audits:

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

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

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

1 records.

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

7 25.5 Evaluation Studies:

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

12 26. PERSONNEL DISCLOSURE

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

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

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

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

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

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



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

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

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

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

1 Agreement, pursuant to Paragraph 18 above.

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

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

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

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

13 27. EMPLOYMENT ELIGIBILITY VERIFICATION

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

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

3 28. ENFORCEMENT OF CHILD SUPPORT OBLIGATIONS

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

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

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

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

29. CHILD AND DEPENDENT ADULT/ELDER ABUSE REPORTING

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

30. NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

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

31. CONFIDENTIALITY

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

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

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

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

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

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

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

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

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

3 ~~31.5.3 Attorney Client Confidentiality Requirements: In the~~  
4 ~~event Contractor Partner Agency is a legal assistance provider, nothing in~~  
5 ~~this Agreement shall allow COUNTY or the State of California to engage in any~~  
6 ~~conduct that would impair the attorney-client relationship between CONTRACTOR~~  
7 ~~and its clients, as that relationship is customarily defined in the legal~~  
8 ~~community; and, in particular, nothing herein shall require CONTRACTOR to~~  
9 ~~reveal attorney-client privileged information, nor allow COUNTY or the State~~  
10 ~~to interfere with any other legal and ethical duties CONTRACTOR owes to its~~  
11 ~~clients. To the extent COUNTY, in fulfilling its contractual obligations~~  
12 ~~and/or its obligations under State or Federal law, finds it necessary to~~  
13 ~~examine documents or files prepared by CONTRACTOR in the course of its~~  
14 ~~confidential relationship with its clients, CONTRACTOR may delete information~~  
15 ~~which would identify clients from such documents or files before they are~~  
16 ~~examined by COUNTY.~~

17 32. COPYRIGHT ACCESS

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

22 33. WAIVER

23 No delay or omission by either party hereto to exercise any right or  
24 power accruing upon any noncompliance or default by the other party with  
25 respect to any of the terms of this Agreement shall impair any such right or  
26 power or be construed to be a waiver thereof. A waiver by either of the  
27 parties hereto of any of the covenants, conditions, or agreements to be  
28 performed by the other shall not be construed to be a waiver of any succeeding

1 breach thereof or of any other covenant, condition or agreement herein  
2 contained.

3 34. PETTY CASH

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

6 35. PUBLICITY

7 35.1 Information and solicitations, prepared and released by  
8 CONTRACTOR, concerning the services provided under this Agreement shall state  
9 that the program, wholly or in part, is funded through COUNTY, State and  
10 Federal government funds.

11 35.2 CONTRACTOR shall not disclose any details in connection with this  
12 Agreement to any person or entity except as may be otherwise provided  
13 hereunder or required by law. However, in recognizing CONTRACTOR's need to  
14 identify its services and related clients to sustain itself, COUNTY shall not  
15 inhibit CONTRACTOR from publishing its role under this Agreement within the  
16 following conditions:

17 35.2.1 CONTRACTOR shall develop all publicity material in a  
18 professional manner; and

19 35.2.2 During the term of this Agreement, CONTRACTOR shall not,  
20 and shall not authorize another to, publish or disseminate any commercial  
21 advertisements, press releases, feature articles, or other materials using the  
22 name of COUNTY without the prior written consent of COUNTY. COUNTY shall not  
23 unreasonably withhold written consent.

24 36. COUNTY RESPONSIBILITIES

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

27 37. REFERRALS

28 37.1 CONTRACTOR shall provide services to individuals referred by

ADMINISTRATOR.

38. REPORTS

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

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

39. ENERGY EFFICIENCY STANDARDS

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

40. ENVIRONMENTAL PROTECTION STANDARDS

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

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

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

40.3 It will notify COUNTY and EPA about any known violation of the



1 above laws and regulations.

2 41. CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN  
3 FEDERAL TRANSACTIONS

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

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

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

18 1) No Federal appropriated funds have been paid or will  
19 be paid to any person for influencing or attempting to influence an officer or  
20 employee of any agency, a Member of Congress, an officer or employee of  
21 Congress, or an employee of a Member of Congress on his or her behalf in  
22 connection with the awarding of any Federal contract, the making of any  
23 Federal grant, the making of any Federal loan, the entering into of any  
24 cooperative agreement, and the extension, continuation, renewal, amendment or  
25 modification of any Federal contract, grant, loan or cooperative agreement;

26 2) If any funds other than Federal appropriated funds  
27 (including profit or fee received under a covered Federal transaction) have  
28 been paid, or will be paid, to any person for influencing or attempting to

1 influence an officer or employee of any agency, a Member of Congress, an  
2 officer or employee of Congress, or an employee of a Member of Congress on his  
3 or her behalf in connection with this solicitation, the offeror shall complete  
4 and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying  
5 Activities, to the Contracting Officer; and

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

10 C. Submission of this certification and disclosure is a  
11 prerequisite for making or entering into this Agreement imposed by Section  
12 1352, Title 31, USC. Any person who makes an expenditure prohibited under  
13 this provision or who fails to file or amend the disclosure form to be filed  
14 or amended by this provision, shall be subject to a civil penalty of not less  
15 than \$10,000, and not more than \$100,000, for each such failure.

16 42. POLITICAL ACTIVITY

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

20 43. TERMINATION PROVISIONS

21 43.1 ADMINISTRATOR may terminate this Agreement without penalty  
22 immediately with cause or after thirty (30) days written notice without cause,  
23 unless otherwise specified. Notice shall be deemed served on the date of  
24 mailing. Cause shall be defined as any breach of contract, any  
25 misrepresentation or fraud on the part of CONTRACTOR. Exercise by  
26 ADMINISTRATOR of the right to terminate this Agreement shall relieve COUNTY of  
27 all further obligations under this Agreement.

28 43.2 Upon termination, or notice thereof, CONTRACTOR agrees to

1 cooperate with ADMINISTRATOR in the orderly transfer of service  
2 responsibilities, active case records, and pertinent documents.

3 43.3 The obligations of COUNTY under this Agreement are contingent upon  
4 the availability of Federal and/or State funds, as applicable, for the  
5 reimbursement of CONTRACTOR's expenditures, and inclusion of sufficient funds  
6 for the services hereunder in the budget approved by the Orange County Board  
7 of Supervisors each fiscal year this Agreement remains in effect or operation.  
8 In the event that such funding is terminated or reduced, ADMINISTRATOR may  
9 immediately terminate this Agreement, reduce COUNTY's maximum obligation, or  
10 modify this Agreement, without penalty. The decision of ADMINISTRATOR will be  
11 binding on CONTRACTOR. ADMINISTRATOR will provide CONTRACTOR with written  
12 notification of such determination. CONTRACTOR shall immediately comply with  
13 ADMINISTRATOR's decision.

14 43.4 If any provision of this Agreement or the application thereof is  
15 held invalid, the remainder of this Agreement shall not be affected thereby.

16 44. GOVERNING LAW AND VENUE

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

26 45. SIGNATURE IN COUNTERPARTS

27 The parties agree that separate copies of this Agreement may be signed  
28 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.

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

By: \_\_\_\_\_  
JAMES A. BOX  
CITY MANAGER  
CITY OF STANTON

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

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

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

By: \_\_\_\_\_  
JOHN BOEZINGER  
INTERIM EXECUTIVE DIRECTOR  
CAMP FIRE ORANGE COUNTY

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: \_\_\_\_\_  
CATHY SEELIG  
EXECUTIVE DIRECTOR  
FRIENDLY CENTER, INC.

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

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

By: \_\_\_\_\_  
CAROL WILLIAMS  
EXECUTIVE DIRECTOR  
INTERVAL HOUSE

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

APPROVED AS TO FORM  
COUNTY COUNSEL  
COUNTY OF ORANGE, CALIFORNIA

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

By: \_\_\_\_\_  
LORRAYNE LEIGH BELHUMEUR, Ph.D.  
CHIEF EXECUTIVE OFFICER  
WESTERN YOUTH SERVICES

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

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

EXHIBIT A  
TO  
AGREEMENT  
BETWEEN  
COUNTY OF ORANGE  
AND  
CITY OF STANTON  
AND  
CAMP FIRE ORANGE COUNTY  
AND  
FRIENDLY CENTER, INC.  
AND  
INTERVAL HOUSE  
AND  
WESTERN YOUTH SERVICES  
FOR THE PROVISION OF  
SERVICES PROMOTING SAFE AND STABLE FAMILIES

1. POPULATION TO BE SERVED

1.1 CONTRACTOR shall provide services Promoting Safe and Stable Families ~~specified below, to birth, kinship, blended, adoptive, and foster families with children, ages birth through eighteen (0-18) years, who are at risk for and/or experiencing child abuse and/or maltreatment neglect, or have a history of abuse and/or maltreatment, or live in poverty, or receive child welfare services; families living in poverty or economic hardships, domestic violence, unemployment, teen pregnancy, and unhealthy parenting; or receive families receiving child welfare services, including families in the Family Reunification and/or adoption process; homeless families, unaccompanied~~

homeless youth, and those at risk of homelessness; non-minor dependents ages eighteen through twenty-one (18-21), who are being served by child welfare or probation agencies and who are under the jurisdiction of the Orange County Juvenile Court; military families (active and veteran); and persons with disabilities. The population to be served as defined in this Paragraph ~~reside in the city of Stanton, California, and surrounding communities within Orange County.~~ The population to be served as defined in this paragraph shall hereinafter be referred to as "PARTICIPANTS" or "FAMILIES."

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

## 2. PSSF & CBCAP FUNDING REQUIREMENTS WORKLOAD STANDARDS

2.1 CONTRACTOR shall provide services/activities, as described in Paragraph 5 below, to address one (1) or more of the seven (7) Promoting Safe and Stable Families (PSSF) outcomes as specified in Subparagraph 2.2 below, and addressing all four (4) of the PSSF service categories defined in Subparagraphs 2.3.1 through 2.3.4, below. ~~ADMINISTRATOR may, in its sole discretion and upon written notice to CONTRACTOR, modify: the terms or definitions, the particular type of services/activities to be provided, the time-of-day and day-of-week services/activities are to be provided, the location(s) where services/activities shall be provided, the date(s) services/activities shall begin and end, the service goal(s), measurement tools and outcome indicators, and the number of participants to be provided services/activities as described in Paragraph 4, below, without changing COUNTY'S maximum obligation as set forth in this Agreement. CONTRACTOR understands that such modification(s) shall promote community participation. Any modification of services/activities shall remain within the scope of defined PSSF service categories and PSSF outcomes. CONTRACTOR shall not~~

~~institute any modification without prior, written approval of ADMINISTRATOR.~~

~~The PSSF service categories are as follows:~~

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

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

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

2.2.3 Children have permanency and stability in their living situations.

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

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

2.2.6 Children receive appropriate services to meet educational needs.

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

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

2.3.1 Family Preservation: Family Preservation (FP) services typically are designed to help families alleviate crises that might lead to out-of-home placement of children; maintain the safety of children in their own homes; and assist families in obtaining services and other supports necessary to address their multiple needs in a culturally responsive manner. ~~FP services should comprise approximately twenty five (25) percent of the budget for total services. Services must address a minimum of one (1) of the PSSF outcomes for each contracted service (as specified in Subparagraph 2.2 below).~~



2.3.2 Family Support: Family Support (FS) services are primarily community-based preventive activities designed to alleviate stress and promote parental competencies and behaviors that will increase the ability of families to successfully nurture their children; enable families to use other resources and opportunities available in the community; and create supportive networks to enhance child-rearing abilities of parents and help compensate for the increased social isolation and vulnerability of families. ~~FS services should comprise approximately thirty five (35) percent of the budget for total services. Services must address a minimum of one (1) of the PSSF outcomes for each contracted service (as specified in Subparagraph 2.2 below).~~

2.3.3 Time-Limited Family Reunification: Time-Limited Family Reunification (TLFR) are services and activities provided to a child who is removed from the child's home and placed in a foster family home or a childcare institution. These services are also for the parents or primary caregiver for the child, in order to facilitate the reunification of the child safely and appropriately during the court ordered family reunification period. TLFR services include individual, group, and family counseling; inpatient, residential, or outpatient substance abuse treatment services; mental health services; assistance to address domestic violence; temporary childcare and therapeutic services for families, including crisis nurseries; and transportation to and from any of the above services. ~~TLFR services should comprise approximately twenty (20) percent of the budget for total services. Services must address a minimum of one (1) of the PSSF outcomes for each contracted service (as specified in Subparagraph 2.2 below).~~

2.3.4 Adoption Promotion and Support: Adoption Promotion and Support (APS) services are designed to encourage more adoptions out of the foster care system when adoptions promote the best interest of children, and

include such activities as pre- and post-adoptive services designed to expedite the adoption process and support adoptive families. ~~APS services should comprise approximately twenty (20) percent of the budget for total services. Services must address a minimum of one (1) of the PSSF outcomes for each contracted service (as specified in Subparagraph 2.2 below).~~

2.4 Unless specified otherwise, the services described below in Subparagraphs 5.1 through 5.12 addresses each of the four (4) PSSF categories described above in Subparagraphs 2.3.1 through 2.3.4.

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

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

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

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

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

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

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

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

2.5 Community-Based Child Abuse Prevention (CBCAP): Services shall align with the California Department of Social Services (CDSS) Community-Based Child Abuse Prevention (CBCAP) program which supports efforts to develop, operate, expand, enhance, and coordinate initiatives, programs and activities

1 to prevent child abuse and neglect. In addition CBCAP supports the  
2 coordination of resources to better strengthen and support families as well as  
3 foster understanding, appreciation and knowledge of diverse populations in  
4 order to effectively prevent and treat child abuse and neglect.

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

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

21 3. HOURS OF OPERATION

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

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

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

17 4. FaCT GENERAL REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

5. SERVICES

Throughout this Exhibit, the Contractor Partner Agencies shall hereinafter be referred to as: City of Stanton (STN), Camp Fire Orange County (CFOC), Friendly Center, Inc. (FC), Interval House (IH), and Western Youth Services (WYS).

5.1 Clinical Supervision (WYS):

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

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

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

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

5.1.5 WYS shall provide a qualified licensed Clinical Supervisor as specified in Subparagraph 14.4 of this Exhibit.

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

~~5.2.1 WYS shall provide Individual Counseling services to children ages birth to eighteen (0-18) years who are at risk of abuse or neglect, and/or their parents, foster parents (and their children), adoptive families (and their children), and/or caregivers (and their children). Individuals may include: those who are low income; coming from intact families; individuals in the process of reunification; those who may be experiencing a crisis due to interpersonal conflicts, difficult parenting~~

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

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

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

5.2.1.3 Increase access to social support systems.

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

5.2.1.5 Reduce risk of violence in the home.

5.2.1.6 Improve individual and family functioning.

5.2.2 WYS shall provide Crisis, Group, and Individual Counseling services for a minimum of ~~twelve (12)~~ one hundred and thirty-five (135) unduplicated PARTICIPANTS annually. Counseling services shall include, but are not be limited to; ~~assess PARTICIPANT's needs;~~ providing emotional support; stabilizing immediate crisis; developing goals for PARTICIPANTS who are experiencing a crisis due to interpersonal conflicts, family crisis, difficult parenting issues, challenging child needs, and/or traumatic loss. Counseling services will address ~~independent living skills; self-control;~~ parenting issues; cycle of abuse; victimization; enhance family dynamics; ~~modify dysfunctional behaviors; incorporate appropriate family roles; develop time limited goals for the family and child in placement that are targeted to PARTICIPANTS' particular reunification plans if applicable;~~ and make

1 appropriate linkages to all needed treatment programs and social support  
2 systems. The Counselor and/or designee, as approved by ADMINISTRATOR, shall  
3 attend the FRC ~~Comprehensive~~ Case Management Team meetings. ~~Individual~~  
4 ~~Counseling services shall be provided in a culturally responsive manner in~~  
5 ~~English and Spanish as needed by PARTICIPANT.~~

6 5.2.3 WYS shall provide Crisis, Group, and Individual  
7 Counseling Services continuously throughout the term of this Agreement by  
8 appointment ~~Monday through Friday~~ during FRC operating hours. WYS may also  
9 schedule evening hours at the request of PARTICIPANTS.

10 5.2.4 ~~WYS shall provide Individual Counseling services in a~~  
11 ~~private office space at the FRC, or other community locations, with advance~~  
12 ~~written approval by ADMINISTRATOR, provided location can accommodate the~~  
13 ~~confidentiality of the service.~~ WYS shall provide Crisis Counseling for a  
14 minimum of thirty (30) Individuals annually. WYS shall offer Crisis  
15 Counseling services for a minimum of one (1) and not exceed four (4) sessions  
16 per PARTICIPANT. Crisis Counseling sessions shall be based on motivational  
17 interviewing and solution focused intervention. Counseling sessions shall be  
18 a minimum of fifty (50) minutes in duration, or as clinically indicated by the  
19 clinician, and offered to PARTICIPANTS on a weekly basis.

20 5.2.5 WYS shall provide Group Counseling for a minimum of  
21 ninety (90) individuals for Group Counseling. WYS shall offer a minimum of  
22 eight (8) Group Counseling series annually. Each series shall consist of six  
23 (6) weekly stand-alone sessions. Group Counseling sessions shall be a minimum  
24 of fifty (50) minutes in duration. PARTICIPANTS are invited to join ongoing  
25 group(s) appropriate for their age, gender, and role after an initial welcome  
26 meeting with the assigned counselor. Group Counseling topics will address  
27 common concerns for the PARTICIPANTS served, do not build upon one another,  
28 and shall include, but are not limited to, seeking safety and self-care.



1 PARTICIPANTS may join at any point in time and considered as having  
2 successfully completed group counseling after having attended six (6)  
3 sessions.

4 5.2.6 ~~WYS shall measure progress by ensuring PARTICIPANTS~~  
5 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~  
6 ~~assessment tools.~~ WYS shall provide Individual Counseling for a minimum of  
7 fifteen (15) individuals annually. WYS shall ~~provide~~ offer Individual  
8 Counseling sessions for a minimum of ~~six (6) weeks of counseling~~ four (4)  
9 ~~sessions per individual~~ and not exceed twenty (20) sessions in duration for  
10 each per PARTICIPANT. Individual Counseling will utilize cognitive behavioral  
11 therapy, a trauma-focused model. ~~FRC shall provide a phone messaging system~~  
12 ~~to record messages and post a sign with an emergency contact name and~~  
13 ~~telephone number for PARTICIPANTS who may call or visit the FRC after hours.~~

14 5.2.7 ~~WYS's Individual Counseling services shall address the~~  
15 ~~following PSSF service categories: FP, FS, TLFR, and APS.~~

16 5.2.8 WYS shall provide qualified, bilingual licensed clinician  
17 or license-eligible Counselor, staff as specified in Subparagraph 14.6 of this  
18 Exhibit.

19 5.3 Closed Group Counseling:

20 5.2.9 ~~WYS shall provide Closed Group Counseling services to~~  
21 ~~children ages birth to eighteen (0-18) years, who are at-risk of abuse or~~  
22 ~~neglect, and/or their parents, foster parents (and their children), and/or~~  
23 ~~caregivers (and their children). Individuals may include: those who are low-~~  
24 ~~income: coming from intact families; individuals in the process of~~  
25 ~~reunification; those who may be experiencing a crisis due to interpersonal~~  
26 ~~conflicts, difficult parenting issues, challenging child needs, and/or~~  
27 ~~traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes of~~  
28 ~~Subparagraph 5.4). These individuals are not Medi-Cal eligible; and/or do not~~

1 meet the Medi-Cal eligibility requirements for medical necessity.

2 5.2.10 WYS shall provide Closed Group Counseling services for a  
3 minimum of twenty (20) unduplicated PARTICIPANTS who otherwise qualify to  
4 receive counseling services. Closed groups are those in which members begin  
5 the group at the same time and no new members can join after the first  
6 session. Closed Group Counseling services shall include, but not be limited  
7 to: assessing PARTICIPANT's needs; provide emotional support; stabilize  
8 immediate crisis; develop goals for PARTICIPANTS; address independent living  
9 skills; self control; parenting issues; cycle of abuse; victimization; enhance  
10 family dynamics; modify dysfunctional behaviors; incorporate appropriate  
11 family roles; develop time limited goals for the family and child in placement  
12 that are targeted to PARTICIPANTS' particular reunification plans, if  
13 applicable; and make appropriate linkages to all needed treatment programs and  
14 social support systems. The Counselor and/or designee, as approved by  
15 ADMINISTRATOR, shall attend the FRC's Comprehensive Case Management Team  
16 meetings. Closed Group Counseling services shall be provided in a culturally  
17 responsive manner in English and Spanish as needed by PARTICIPANTS.

18 5.2.11 WYS shall provide Closed Group Counseling services  
19 continuously throughout the term of this Agreement Monday through Friday  
20 during FRC operating hours. WYS may also schedule evening hours at the  
21 request of PARTICIPANTS. WYS shall provide a minimum of three (3) Closed  
22 Group Counseling series at a minimum of ninety (90) minutes each session with  
23 a six (6) week session minimum per series. Each session shall include a  
24 minimum of five (5) PARTICIPANTS per group session. FRC shall provide a phone  
25 messaging system to record messages and post a sign with an emergency contact  
26 name and telephone number for PARTICIPANTS who may call or visit the FRC after  
27 hours.

28 5.2.12 WYS shall provide Closed Group Counseling services in a

1 ~~private office space at the FRC, or other community locations, with advance~~  
2 ~~written approval by ADMINISTRATOR, provided location can accommodate the~~  
3 ~~confidentiality of the service.~~

4 5.2.13 ~~WYS shall measure progress by ensuring PARTICIPANTS~~  
5 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~  
6 ~~assessment tools.~~

7 5.2.14 ~~WYS's Closed Group Counseling services shall address the~~  
8 ~~following PSSF service categories: FP, FS, TLFR, and APS.~~

9 5.2.15 ~~WYS shall provide qualified licensed Counselor or~~  
10 ~~license eligible Counselor staff as specified in Subparagraph 11.9 of this~~  
11 ~~Exhibit.~~

12 5.3 Group Counseling:

13 5.2.16 ~~WYS shall provide Group Counseling services to children~~  
14 ~~ages six to eighteen (6-18) years, who are at risk of abuse or neglect.~~  
15 ~~Individuals may include: those who are low income; coming from intact~~  
16 ~~families, individuals in the process of reunification; those who may be~~  
17 ~~experiencing a crisis due to interpersonal conflicts, difficult parenting~~  
18 ~~issues, challenging child needs, and/or traumatic loss (hereinafter referred~~  
19 ~~to as "PARTICIPANTS" for purposes of Subparagraph 5.4). These individuals are~~  
20 ~~not Medi-Cal eligible; and/or do not meet the Medi-Cal eligibility~~  
21 ~~requirements for medical necessity.~~

22 5.2.17 ~~WYS shall provide Group Counseling services for a minimum~~  
23 ~~of twenty six (26) unduplicated PARTICIPANTS. Group Counseling services shall~~  
24 ~~include, but not be limited to, assess PARTICIPANT's needs; provide emotional~~  
25 ~~support; stabilize immediate crisis; develop goals for PARTICIPANTS; address~~  
26 ~~independent living skills; self control; parenting issues; cycle of abuse;~~  
27 ~~victimization; enhance family dynamics; modify dysfunctional behaviors;~~  
28 ~~incorporate appropriate family roles; develop time limited goals for the~~

1 ~~family and child in placement that are targeted to PARTICIPANTS' particular~~  
2 ~~reunification plans, if applicable; and make appropriate linkages to all~~  
3 ~~needed treatment programs and social support systems. Group Counseling topics~~  
4 ~~shall focus on improving communication and social functioning; managing~~  
5 ~~emotions and/or behaviors; developing stronger interpersonal relationships~~  
6 ~~with family and peers; and building age appropriate independent living skills.~~  
7 ~~The Counselor and/or designee, as approved by ADMINISTRATOR, shall attend the~~  
8 ~~FRC's Comprehensive Case Management Team meetings. Services shall be provided~~  
9 ~~in a culturally responsive manner in English and Spanish as needed by~~  
10 ~~PARTICIPANTS.~~

11 5.2.18 ~~WYS shall provide Group Counseling services continuously~~  
12 ~~throughout the term of this Agreement Monday through Friday during FRC~~  
13 ~~operating hours to PARTICIPANTS who otherwise qualify to receive counseling~~  
14 ~~services. WYS may also schedule evening hours at the request of PARTICIPANTS.~~  
15 ~~WYS shall provide a minimum of five (5) Group Counseling series at a minimum~~  
16 ~~of sixty (60) minutes each session with an eight (8) week session minimum per~~  
17 ~~series. Each session shall include a minimum of five (5) PARTICIPANTS per~~  
18 ~~group session. FRC shall provide a phone messaging system to record messages~~  
19 ~~and post a sign with an emergency contact name and telephone number for~~  
20 ~~PARTICIPANTS who may call or visit the FRC after hours.~~

21 5.2.19 ~~WYS shall provide Group Counseling services in a private~~  
22 ~~office space at the FRC, or other community locations, with advance written~~  
23 ~~approval by ADMINISTRATOR, provided location can accommodate the~~  
24 ~~confidentiality of the service.~~

25 5.2.20 ~~WYS shall measure progress by ensuring PARTICIPANTS~~  
26 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~  
27 ~~assessment tools.~~

28 5.2.21 ~~WYS' Group Counseling services shall address the~~

following PSSF service categories: ~~FP, FS, TLFR, and APS.~~

5.2.22 ~~WYS shall provide qualified licensed Counselor or license-eligible Counselor staff as specified in Subparagraph 11.9 of this Exhibit.~~

### 5.3 Family Advocacy/Case Management Support Services (FC):

5.3.1 The objectives of Family Support Services are as follows:

5.3.1.1 Increase families' follow-through with service providers.

5.3.1.2 Increase access to resources.

5.3.1.3 Increase effective coordination of services among providers.

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

5.3.2 ~~The Raise Foundation (RF) shall provide Family Advocacy/Case Management Support services to children ages birth to eighteen (0-18) years who are at risk of abuse or neglect, and/or their parents, foster parents (and their children), caregivers (and their children), and/or pre- and post-adoptive families. Families may include: those who are low-income; unemployed; underemployed; coming from intact families; homeless families; those receiving child welfare services; families in the process of reunification; families in the process of COUNTY adoption; or those who may be experiencing a crisis due to interpersonal conflicts, difficult parenting issues, challenging child needs, and/or traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 5.5).~~

5.3.3 ~~RF~~ FC shall provide Family Advocacy/Case Management Support Services for a minimum of one hundred and twenty-five ~~(100)~~ (125) unduplicated ~~PARTICIPANTS~~ FAMILIES annually. Family Advocacy/Case Management Support Services are those services employing a case manager (e.g., Family

Support Specialist) responsible for assessing shall include, but not be limited to, the following: assess the strengths and meeting the multiple needs of a client PARTICIPANT and family; arranging, coordinating, monitoring, evaluating, and advocating for multiple services for families. The primary goal of case management shall be to link clients PARTICIPANTS with multiple needs to resources, and services, and opportunities; The Family Support Specialist shall also teach and empower clients PARTICIPANTS to access community resources and to strengthen problem solving skills; build on family strengths; case planning; follow up with families; assess if services meet family's need; empower families; teach problem solving skills and how to access resources; and office and in-home visits; Family Advocacy/Case Management Support services shall be provided in a family friendly, culturally responsive manner in English and Spanish as needed by PARTICIPANT.

5.3.4 RE FC shall provide Family Advocacy/Case Management Support Services continuously throughout the term of this Agreement Monday through Friday during FRC operating hours or at dates and times convenient for PARTICIPANTS. RE FC shall provide short-term Family Advocacy/Case Management Support Services for a minimum of thirty (30) days or long-term Family Advocacy/Case Management Support services for a minimum of sixty (60) days for each PARTICIPANT.

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

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

5.3.6 RE's Family Advocacy/Case Management Support services shall address the following PSSF service categories: FP, FS, TLFR, and APS.

1                   5.3.6 ~~RE~~ FC shall provide qualified, bilingual Family  
2 Advocate/Individual Case Manager Support Specialist, staff as specified in  
3 Subparagraph 14.9 of this Exhibit.

4                   5.4 Foster and Adoptive Parent Recruitment (STN):

5                   5.4.1 The objective of Foster and Adoptive Parent Recruitment  
6 Services is to increase foster/adoptive awareness to prospective caregivers.

7                   5.4.2 STN shall help promote, in collaboration with  
8 ADMINISTRATOR, the need for foster and adoptive resources for children in need  
9 of a permanent home. Promotional activities may include, but are not limited  
10 to: displaying media or printed material at the FRC, promotion at community  
11 events/workshops, and distribution of flyers and other marketing materials to  
12 local community residents.

13                   5.4.3 STN shall refer a minimum of four (4) unduplicated  
14 PARTICIPANTS annually to become foster/adoptive parents. STN shall provide  
15 outreach and marketing to local colleges offering foster parenting and  
16 adoptive parenting classes.

17                   5.4.4 STN's Foster and Adoptive Parent Recruitment Services  
18 shall be offered continuously throughout the term of this Agreement during FRC  
19 hours. Foster and Adoptive Parent Recruitment shall be offered at the FRC and  
20 other community locations as needed and approved by ADMINISTRATOR.

21                   5.4.5 STN's Foster and Adoptive Parent Recruitment Services  
22 shall address only the following PSSF service category: APS

23                   5.4.6 STN, through its Community Services Department and on an  
24 in-kind basis, shall provide qualified Foster and Adoptive Parent Recruiter  
25 staff as specified in Subparagraph 14.10 of this Exhibit.

26                   5.5 ~~Comprehensive~~ FRC Case Management Team (WYS):

27                   5.5.1 The objectives of FRC Case Management Team (CMT) services  
28 are as follows:

1 5.5.1.1 Increase collaboration among Contractor Partner  
2 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 ~~WYS Comprehensive Case Management Team~~ FRC CMT consists  
9 of an integrated multidisciplinary team comprised of three (3) or more persons  
10 trained and qualified to provide services. The ~~Comprehensive Case Management~~  
11 ~~Team~~ FRC CMT is responsible for identifying the educational, health, or social  
12 service needs of a child and child's family and for developing a plan to  
13 address these multiple needs as identified in Welfare and Institutions Code  
14 (WIC) section 18986.40. Participants of the FRC CMT shall include all  
15 Contractor Partner Agencies and Non-FaCT Funded Partner Agency(ies)  
16 representatives that would benefit the family. In addition to the  
17 participation of the Contractor Partner Agencies, local Miscellaneous Order  
18 Number 534.3 specifies that multidisciplinary services team composition  
19 include at least two (2) members from the following: Orange County Probation  
20 Department, Orange County Health Care Agency, Orange County Department of  
21 Education, Regional Center of Orange County, North Orange County Regional  
22 Occupational Program, and Orange County SSA.

23 ~~5.7.3 Western Youth Services (WYS) shall provide Comprehensive~~  
24 ~~Case Management Teams services for families with and/or caregivers of children~~  
25 ~~ages birth to eighteen (0-18) years, who are at risk of abuse or neglect.~~  
26 ~~These include low income families, intact families, foster families, and/or~~  
27 ~~families in the process of reunification (hereinafter referred to as~~  
28 ~~"PARTICIPANTS" for purposes of Subparagraph 5.1).~~



1                   5.5.3     WYS, in coordination with Contractor Partner Agencies,  
2 shall provide Comprehensive Case Management Team FRC CMT services for a  
3 minimum of one hundred (100) seventy-five (75) unduplicated PARTICIPANTS  
4 FAMILIES annually. Comprehensive Case Management Team services include, but  
5 are not limited to: identifying the educational, health, or social service  
6 needs of a child, and child's family; developing a plan to address these  
7 multiple needs; weekly reviews; team assessment; arranging and coordinating  
8 appropriate services; monitoring effectiveness of services; and evaluating the  
9 outcome of services. Comprehensive Case Management Team FRC CMT services  
10 shall include, but are not limited to, the following components:

11                   5.5.3.1 Assessment:     The Program Coordinator/  
12 Comprehensive Case Management Team Facilitator and Comprehensive Case  
13 Management Team FRC CMT Clinical Supervisor, based on input from the CMT,  
14 shall complete an comprehensive assessment of PARTICIPANTS' strengths and  
15 needs, treatment plan, follow up, and community resources available to  
16 PARTICIPANT. The Program Coordinator/Comprehensive Case Management Team  
17 Facilitator shall ensure the completion of a FaCT registration form, FaCT  
18 consent form, and referral form.

19                   5.5.3.2 Individualized Treatment Plan: On the basis of  
20 the assessment in Subparagraph 5.5.3.1 the Program Coordinator/Comprehensive  
21 Case Management Team Facilitator, and Comprehensive Case Management Team FRC  
22 CMT Clinical Supervisor shall jointly develop an individualized treatment plan  
23 with the PARTICIPANT that identifies priorities, desired outcomes, the  
24 strategies and resources to be used in attaining the outcomes, follow up, and  
25 termination.

26                   5.5.3.3 Reassessment:     The Program Coordinator/  
27 Comprehensive Case Management Team Facilitator and Comprehensive Case  
28 Management Team FRC CMT Clinical Supervisor and CMT shall reassess the

1 PARTICIPANT's status, with input from Contractor Partner Agencies, in a weekly  
2 clinical review of cases. Comprehensive Case Management Team meetings FRC CMT  
3 shall provide weekly evaluations and assessment for PARTICIPANTS.

4 5.5.3.4 Termination: The Comprehensive Case Management  
5 Team FRC CMT Clinical Supervisor and FRC CMT shall terminate the case from FRC  
6 CMT when the desired outcomes have been attained, the PARTICIPANT is non-  
7 compliant, or the PARTICIPANT withdraws.

8 5.5.4 WYS shall provide Comprehensive Case Management Team FRC  
9 CMT services Monday through Friday during Family Resource Center (FRC)  
10 operating hours continuously throughout the term of this Agreement.  
11 Comprehensive Case Management Team meetings FRC CMT shall be scheduled a  
12 minimum of one (1) day per week for a minimum of one (1) hour in duration.  
13 WYS's Comprehensive Case Management Team Facilitator FRC CMT Clinical  
14 Supervisor shall facilitate Comprehensive Case Management Team FRC CMT  
15 meetings.

16 5.5.5 WYS shall provide Comprehensive Case Management Team  
17 services at FRC locations.

18 5.5.5 WYS shall measure progress by ensuring PARTICIPANTS  
19 complete a FaCT registration form and a FaCT consent form. Additionally, WYS  
20 shall complete the FaCT standardized Assessment Tool. the required forms  
21 referenced in Subparagraph 4.9 and the FRC CMT Tracking and Outcomes Log  
22 specified in Subparagraph 8.5.

23 5.5.6 WYS's Comprehensive Case Management Team services shall  
24 address the following PSSF service categories: FP, FS, TLFR, and APS.

25 5.5.6 WYS shall provide qualified Comprehensive Case Management  
26 Team Facilitator/Program Coordinator FRC CMT Clinical Supervisor staff to  
27 facilitate Comprehensive Case Management Team FRC CMT meetings as specified in  
28 Subparagraphs 14.11 of this Exhibit.

1           5.6 ~~Community Resource~~ Information and Referral Services (STN):

2           5.6.1     The objective of Information and Referral Services is to  
3 increase access to community resources for families in need.

4           ~~5.6.2     City of Stanton (Stanton) shall provide Community~~  
5 ~~Resource Services to the following: parents and/or caregivers and their~~  
6 ~~children ages birth to eighteen (0-18) years who are at risk of abuse or~~  
7 ~~neglect. Individuals may include: those who are or low income or dealing with~~  
8 ~~poverty issues (hereinafter referred to as "PARTICIPANTS" for purposes of~~  
9 ~~Subparagraph 5.11).~~

10           5.6.2     STN shall provide ~~Community Resource~~ Information and  
11 ~~Referral Services for a minimum of nine hundred (900) one thousand (1,000)~~  
12 ~~unduplicated PARTICIPANTS annually. Community Resource Information and~~  
13 ~~Referral Services shall include, but not be limited to the following: an~~  
14 ~~assessment of need and referral to services including, but are not limited to~~  
15 ~~the following: emergency housing, emergency food, family counseling,~~  
16 ~~childcare, substance abuse counseling and treatment, parenting training,~~  
17 ~~utility assistance, health and mental health treatment, education and job~~  
18 ~~training, legal aid, youth academic and recreation services; linkages to a~~  
19 ~~wide range of community services; general family support; family advocacy;~~  
20 ~~case management team; parenting services; treatment services; domestic~~  
21 ~~violence; basic needs; and many other services based on client needs. The FRC~~  
22 ~~Information and Referral Specialist shall be required to partner collaborate~~  
23 ~~with other County and local community agencies by receiving and referring~~  
24 ~~PARTICIPANTS which may include, but not limited to 2-1-1 Orange County, Help~~  
25 ~~Me Grow, etc. resource services providers. Community Resource Services shall~~  
26 ~~be provided in a family friendly, culturally responsive manner in English and~~  
27 ~~Spanish as needed by PARTICIPANT.~~

28           5.6.3     ~~5.6.3     Stanton shall provide Community Resource~~

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

~~5.6.3 Stanton shall provide Community Resource Services at FRC locations.~~

~~5.6.3 Stanton shall measure progress by completing FaCT measurement tools.~~

~~5.6.3 Stanton's Community Resource Services shall address the following PSSF service categories: FP, FS, TLFR, and APS.~~

5.6.4 STN shall provide qualified, bilingual Community Resource Services Information and Referral Specialist, staff as specified in Subparagraph 14.13 of this Exhibit.

5.7 Other Services - Emergency Assistance (FC):

5.7.1 FC shall provide Emergency Assistance services to a minimum of four hundred (400) unduplicated PARTICIPANTS annually. Emergency Assistance services shall include, but are not limited to, the following: emergency food, utility assistance (e.g., Southern California Edison and Southern California Gas Company), hygiene items (e.g., soap, shampoo, toothbrush/paste, and feminine products), diapers, laundry detergent, and clothing as needed. PARTICIPANTS may receive Emergency Assistance services once a year and shall be referred to FC's supplemental food program for ongoing food assistance and Family Support Services for additional assistance needs.

5.7.2 FC shall provide Emergency Assistance services continuously throughout the term of this Agreement during FRC operating hours

1 at dates and times convenient for PARTICIPANTS.

2 5.7.3 FC shall provide qualified Family Services Assistant  
3 staff as specified in Subparagraph 14.8 of this Exhibit.

4 5.8 Other Services - Food Distribution (FC):

5 5.8.1 FC shall provide Food Distribution services to a minimum  
6 of three thousand (3,000) duplicated PARTICIPANTS annually. PARTICIPANTS may  
7 access food as often as needed. Food Distribution services shall include food  
8 distributions (e.g., produce, dairy, meats, and bread) from local markets and  
9 monthly food distributions from Food Banks.

10 5.8.2 FC shall provide Food Distribution services continuously  
11 throughout the term of this Agreement during FRC operating hours at dates and  
12 times convenient for PARTICIPANTS.

13 5.8.3 FC shall provide qualified Family Services Assistant  
14 staff as specified in Subparagraph 14.8 of this Exhibit.

15 5.9 Out-of-School-Time Youth Program (STN and CFOC):

16 5.9.1 The objectives of Out-of-School Time Youth Program are as  
17 follows:

18 5.9.1.1 Increase social connection amongst peers.

19 5.9.1.2 Provide a safe place for school-aged children.

20 5.9.1.3 Increase enrichment opportunities to enhance  
21 academic achievement and healthy social behavior.

22 5.9.2 STN, in coordination with CFOC, shall jointly provide  
23 Out-of-School-Time Youth Program Services for a minimum of forty (40)  
24 unduplicated PARTICIPANTS annually. Out-of-School-Time Youth Program will  
25 provide PARTICIPANTS with a safe and nurturing place during after school and  
26 non-school hours. Activities may include, but are not limited to: recreation,  
27 education, healthy development, artistic and cultural enrichment, and  
28 leadership development.

5.9.3 STN in coordination with CFOC shall jointly offer Out-of-School-Time Youth Program services during spring, summer, and winter school breaks to fill the gaps with morning and afternoon activity sessions, and weekend excursions and events.

5.9.4 STN shall provide qualified Out-of-School-Time Youth Leader staff as specified in Subparagraph 14.14 of this Exhibit. CFOC shall provide qualified Site Coordinator staff as specified in Subparagraph 14.18 of this Exhibit.

5.10 Parenting Education (WYS):

5.10.1 The objectives for Parent Education are as follows:

5.10.1.1 Increase social support.

5.10.1.2 Enhance coping skills.

5.10.1.3 Improve knowledge of child development.

5.10.1.4 Improve knowledge of appropriate and effective discipline.

~~5.10.2 WYS shall provide Parenting Education services to parents, foster parents, and/or caregivers of children ages birth to eighteen (0-18) years who are at risk of abuse or neglect. Parents may include: those who are low income; coming from intact families; dealing with poverty issues, child abuse, domestic violence, teen parent, adoption; individuals in the process of reunification; those who may be experiencing a crisis due to interpersonal conflicts, difficult parenting issues, challenging child needs, and/or traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 5.6).~~

5.10.2 WYS shall provide Parenting Education services for a minimum of ~~ten (10)~~ sixty (60) unduplicated PARTICIPANTS annually. Parenting Education services shall utilize only an evidence-based or evidence-informed curriculum. Elements of an effective parenting education program shall:

improve parenting skills and family functioning by teaching parents/caregivers about child development (e.g., developmental expectations), behavior management (e.g., discipline techniques), and coping skills (e.g., communication and stress management). As applicable, parenting education emphasis shall be placed on the prevention of recurrence of child abuse and/or shall address attachment, bonding, and traumatic loss issues. Parenting Education topics shall include, but not be limited to the following: address parent responsibilities, provide psychologically based behavior principles, stress importance of appropriate discipline and support, self-control, emotional regulation, attachment and bonding from birth throughout childhood, difficulties inherent throughout childhood, open and honest communication, praise and acknowledgement, disruptive cycles of inappropriate parenting and replacing them with healthy and supportive parenting. WYS will use the Love and Logic curriculum, an evidence-based program. ~~Parenting Education services shall be provided in a family friendly, culturally responsive manner in English and Spanish as needed by PARTICIPANT.~~

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

~~5.10.4 WYS shall provide Parenting Education services at the FRC and/or at other community locations, to be approved in advance and in writing by ADMINISTRATOR.~~

5.10.4 WYS shall ensure completion of required paperwork when

1 providing parenting education to PARTICIPANTS receiving child welfare  
2 services, including, but not limited to, verification of attendance, issuance  
3 of certificates of completion, and verbal and/or written reports to COUNTY  
4 Social Workers. WYS shall measure progress by ensuring PARTICIPANTS complete  
5 a FaCT registration form and FaCT approved assessment tools.

6 5.10.5 WYS' Parenting Education services shall address the  
7 following PSSF service categories: FP and FS.

8 5.10.5 WYS shall provide qualified, bilingual Parenting  
9 Educator, staff as specified in Subparagraph 14.15 of this Exhibit.

10 5.11 Parenting Education TLFR:

11 5.10.6 WYS shall provide Parenting Education TLFR services to  
12 parents including caregivers of children ages birth to eighteen (0-18) years  
13 who are in the family reunification process. TLFR parents may include: those  
14 who are low income; dealing with poverty issues, domestic violence, teen  
15 parent; those who may be experiencing a crisis due to interpersonal conflicts,  
16 difficult parenting issues, challenging child needs, and/or traumatic loss  
17 (hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 4.7).

18 5.10.7 WYS shall provide Parenting Education TLFR services for a  
19 minimum of ten (10) unduplicated PARTICIPANTS. Parenting Education TLFR  
20 services shall emphasize prevention of recurrence of maltreatment. Parenting  
21 Education TLFR topics shall include, but not be limited to the following:  
22 address parent responsibilities; provide psychologically based behavior  
23 principles; stress importance of appropriate discipline and support; self-  
24 control; emotional regulation; attachment and bonding from birth throughout  
25 childhood; difficulties inherent throughout childhood; open and honest  
26 communication; praise and acknowledgement; disruptive cycles of inappropriate  
27 parenting; healthy and supportive parenting; monitor attendance and  
28 participation; written report to County social workers; completion of pre and



1 post test, FaCT Assessment and Treatment Plan (A&TP), a County issued standard  
2 form; and required termination reports with the number of sessions PARTICIPANT  
3 attended. Parenting Education TLFR services shall be provided in a family  
4 friendly, culturally responsive manner in English and Spanish as needed by  
5 PARTICIPANT.

6 5.10.8 WYS shall provide a minimum of one (1) Parenting  
7 Education TLFR series comprised of a minimum of four (4) weekly classes.  
8 Parenting Education TLFR services shall be offered during the term of this  
9 Agreement from 8:30 a.m. to 5:00 p.m., Monday through Friday, at dates and  
10 times convenient for PARTICIPANTS. WYS shall offer Parenting Education TLFR  
11 services at additional times based on PARTICIPANT availability.

12 5.10.9 WYS shall provide Parenting Education TLFR services at  
13 the FRC and/or at other community locations, to be approved in advance and in  
14 writing by ADMINISTRATOR.

15 5.10.10 WYS shall measure progress by ensuring PARTICIPANTS  
16 complete a FaCT registration form and FaCT approved assessment tools.

17 5.10.11 WYS' Parenting Education TLFR services shall address the  
18 following PSSF service categories: TLFR.

19 5.10.12 WYS shall provide qualified Parenting Educator staff as  
20 specified in Subparagraph 11.10 of this Exhibit.

21 5.11 Adoptive Parenting Education Workshop:

22 5.10.13 WYS shall provide Adoptive Parenting Education Workshop  
23 services to parents, adoptive parents including caregivers of children ages  
24 birth to eighteen (0-18) years who are at risk of abuse or neglect. Parents  
25 may include: those who are low income; dealing with poverty issues, domestic  
26 violence, teen parent; those who may be experiencing a crisis due to  
27 interpersonal conflicts, difficult parenting issues, challenging child needs,  
28 traumatic loss; and/or those in the adoption process (hereinafter referred to

as ~~"PARTICIPANTS" for purposes of Subparagraph 5.8).~~

~~5.10.14 WYS shall provide Adoptive Parenting Education Workshop services for a minimum of ten (10) unduplicated PARTICIPANTS. Adoptive Parenting Education Workshop services shall address attachment, bonding, and traumatic loss issues. Adoptive Parenting Education Workshop topics shall include, but not be limited to: address parent responsibilities; provide psychologically based behavior principles; stress importance of appropriate discipline and support; self control; emotional regulation; attachment and bonding from birth throughout childhood; difficulties inherent throughout childhood; open and honest communication; praise and acknowledgement; disruptive cycles of inappropriate parenting; healthy and supportive parenting. Adoptive Parenting Education Workshop services shall be provided in a family friendly, culturally responsive manner in English and Spanish as needed by PARTICIPANT.~~

~~5.10.15 WYS shall provide a minimum of two (2) Adoptive Parenting Education Workshops for a minimum of three (3) hours in duration during the term of this Agreement from 8:30 a.m. to 5:00 p.m., Monday through Friday, at dates and times convenient for PARTICIPANTS. Adoptive Parenting Education Workshop services shall be offered at additional times based on PARTICIPANT availability.~~

~~5.10.16 WYS shall provide Adoptive Parenting Education Workshop services at the FRC and/or at other community locations, to be approved in advance and in writing by ADMINISTRATOR.~~

~~5.10.17 WYS shall measure progress by ensuring PARTICIPANTS complete a FaCT registration form and FaCT approved assessment tools.~~

~~5.10.18 WYS' Adoptive Parenting Education Workshop services shall address the following PSSF service categories: APS.~~

~~5.10.19 WYS shall provide qualified Parenting Educator staff as~~

specified in Subparagraph 11.10 of this Exhibit.

5.11 Personal Empowerment Program (Certified Domestic Violence Prevention and Treatment Education Program) - General and Time-Limited Family Reunification Participants (IH):

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

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

5.11.1.2 Develop or enhance safety plan for domestic violence victims.

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

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

5.11.1.5 Promote safety and permanency in homes and communities through prevention efforts aimed at child abuse and domestic violence.

~~5.11.2 Interval House (IH) shall provide Personal Empowerment Program services to parents and/or caregivers of children ages birth to eighteen (0-18) years who are at risk of abuse or neglect. Individuals may include: those who are low-income; dealing with poverty issues, child abuse, domestic violence; individuals in the COUNTY adoption process; or those who may be experiencing a crisis due to interpersonal conflicts, difficult parenting issues, challenging child needs, and/or traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 5.9).~~

5.11.2 IH shall provide Personal Empowerment Program PEP services for a minimum of ~~twenty-seven (27)~~ forty (40) unduplicated PARTICIPANTS annually. ~~Personal Empowerment Program series~~ PEP services shall

be is comprised of a ten (10) week educational support program designed to help battered victims break the cycle of domestic violence through the following: education on the dynamics of domestic violence; effects of violence on victims and their children; and to help battered victims protect children who live in domestic violence homes. ~~Personal Empowerment Program~~ PEP topics shall include, but are not be limited to: safety planning, boundaries, anger management, legal aspects of domestic violence, working through denial, and maintaining healthy relationships. Services shall target the general community as well as COUNTY's TLFR population. ~~Personal Empowerment Program~~ services shall be provided in a family friendly, culturally responsive manner in English and Spanish as needed by PARTICIPANT.

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

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

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

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

1                   5.11.5 IH shall provide qualified ~~Personal Empowerment Program~~  
2 PEP Instructor staff as specified in Subparagraph 14.16 of this Exhibit.  
3 During the entire term of this Agreement, PEP providers must be approved by  
4 the PEP Program Collaborative of Orange County.

5                   5.12 PEP TLFR:

6                   5.11.6 ~~IH shall provide Personal Empowerment Program TLFR~~  
7 ~~services to parents and/or caregivers of children ages birth to eighteen (0-~~  
8 ~~18) years who are at risk for of abuse or neglect. TLFR individuals mat~~  
9 ~~include: those who are low income; dealing with poverty issues, child abuse,~~  
10 ~~domestic violence; individuals in the process of reunification; individuals in~~  
11 ~~the County adoption process; or those who may be experiencing a crisis due to~~  
12 ~~interpersonal conflicts, difficult parenting issues, challenging child needs,~~  
13 ~~and/or traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes~~  
14 ~~of Subparagraph 5.11)).~~

15                  5.11.7 ~~IH shall provide Personal Empowerment Program TLFR~~  
16 ~~services for a minimum of five (5) unduplicated PARTICIPANTS. Personal~~  
17 ~~Empowerment Program TLFR series is comprised of a ten (10) week educational~~  
18 ~~support program to help battered victims break the cycle of domestic violence~~  
19 ~~through the following: education on the dynamics of domestic violence; effects~~  
20 ~~of violence on victims and their children; and to help battered victims~~  
21 ~~protect children who live in domestic violence homes. Personal Empowerment~~  
22 ~~Program TLFR topics shall include, but not be limited to, safety planning,~~  
23 ~~boundaries, anger management, legal aspects of domestic violence, work through~~  
24 ~~denial, and maintain healthy relationships. Additionally Personal Empowerment~~  
25 ~~Program TLFR shall require monitor client attendance and participation; and~~  
26 ~~provide verbal and/or written report to County social workers. Personal~~  
27 ~~Empowerment Program TLFR services shall be provided in a family friendly,~~  
28 ~~culturally responsive manner in English and Spanish as needed by PARTICIPANT.~~

1           5.11.8 ~~IH shall provide Personal Empowerment Program TLFR groups~~  
2 ~~continuously throughout the term of this Agreement. Each group shall be a~~  
3 ~~minimum of two (2) hours in duration. IH shall provide Personal Empowerment~~  
4 ~~Program TLFR services from 8:30 a.m. to 5:00 p.m., Monday through Friday, at~~  
5 ~~dates and times convenient for PARTICIPANTS. PEP TLFR services shall be~~  
6 ~~offered at additional times based on PARTICIPANT availability.~~

7           5.11.9 ~~IH shall provide Personal Empowerment Program TLFR~~  
8 ~~services at the FRC and/or at other community locations, to be approved in~~  
9 ~~advance and in writing by ADMINISTRATOR.~~

10          5.11.10 ~~IH shall measure progress by ensuring PARTICIPANTS~~  
11 ~~complete FaCT measurement tools.~~

12          5.11.11 ~~IH's Personal Empowerment Program TLFR services shall~~  
13 ~~address the following PSSF service categories: TLFR.~~

14          5.11.12 ~~IH shall provide qualified Personal Empowerment Program~~  
15 ~~Instructor staff as specified in Subparagraph 11.4 of this Exhibit.~~

16          5.12 Kids Night Out:

17          5.11.13 ~~Stanton shall provide Kids Night Out events to children~~  
18 ~~ages six to fourteen (6-14) years who are at risk of abuse or neglect, and/or~~  
19 ~~their parents, adoptive parents (and their children), foster parents (and~~  
20 ~~their children), non-relative extended family members, and/or relative~~  
21 ~~caregivers (and their children) (hereinafter referred to as "PARTICIPANTS" for~~  
22 ~~purposes of Subparagraph 4.12).~~

23          5.11.14 ~~Stanton shall provide Kids Night Out events for a minimum~~  
24 ~~of one hundred (100) unduplicated PARTICIPANTS. Kids Night Out events shall~~  
25 ~~include, but not be limited to the following: provide parents with "kid free"~~  
26 ~~time for rest and recreation while their children attend an event; engage~~  
27 ~~children in fun; recreational activities; games; movies; crafts; and dinner.~~  
28 ~~Kids Night Out services shall be provided in a family friendly, culturally~~

responsive manner in English and Spanish as needed by PARTICIPANT.

5.11.15 Stanton shall provide a minimum of four (4) Kids Night Out events during the term of this Agreement. Kids Night Out services shall be offered evenings, weekends, and/or other dates and times convenient for PARTICIPANTS, based on PARTICIPANT availability.

5.11.16 Stanton shall provide Kids Night Out events services at FRC locations.

5.11.17 Stanton shall measure progress by completing FaCT measurement tools.

5.11.18 Stanton's Kids Night Out services shall address the following PSSF service categories: FP, FS, TLFR, and APS.

5.11.19 Stanton shall provide qualified FRC Coordinator staff as specified in Subparagraph 11.1 of this Exhibit.

5.12 Family Fridays:

5.11.20 Stanton shall provide Family Fridays events to children ages birth to eighteen (0-18) years who are at risk of abuse or neglect, and/or their parents, adoptive parents (and their children), foster parents (and their children), non-relative extended family members, and relative caregivers (and their children) (hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 5.13).

5.11.21 Stanton shall provide Family Fridays events for a minimum of three hundred (300) unduplicated PARTICIPANTS. Family Fridays events shall include, but not be limited to the following: live music; arts; crafts; game booths; contests; prizes; food; provide parents with a night off from their routine; foster positive fun; and family interactions. Family Fridays services shall be provided in a family friendly, culturally responsive manner in English and Spanish as needed by PARTICIPANT.

5.11.22 Stanton shall provide a minimum of three (3) Family

~~Fridays events during the term of this Agreement. Family Fridays services shall be offered, evenings, weekends, and/or other dates and times convenient for PARTICIPANTS, based on PARTICIPANT availability.~~

~~5.11.23 Stanton shall provide Family Fridays services at FRC locations.~~

~~5.11.24 Stanton shall measure progress by completing FACT measurement tools.~~

~~5.11.25 Stanton's Family Fridays services shall address the following PSSF service categories: FP, FS, TLFR, and APS.~~

~~5.11.26 Stanton shall provide qualified FRC Coordinator staff as specified in Subparagraph 11.1 of this Exhibit.~~

~~5.12 Homework Help:~~

~~5.11.27 Boys and Girls Club of Stanton (B&GCS) shall provide Homework Help services to children ages six to eighteen (6-18) years who are at risk of abuse or neglect including those who are low income (hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 5.14).~~

~~5.11.28 B&GCS shall provide Homework Help services to a minimum of seventy five (75) unduplicated PARTICIPANTS. Homework Help services shall include, but not be limited to the following: assistance in all school based curriculum subjects; provide educational support to achieve school success; set goals for higher education; homework assistance; reading club; writing club; reading encouragement; completing assignments; and summer tutorial program. Homework Help services shall be provided in a family friendly, culturally responsive manner in English, Spanish, and Vietnamese as needed by PARTICIPANT.~~

~~5.11.29 B&GCS shall provide Homework Help services Monday through Friday from 1:00 to 6:30 p.m., continuously throughout the term of this Agreement.~~



1                   5.11.30 ~~B&GCS shall provide Homework Help services at FRC and/or~~  
2 ~~B&GCS locations.~~

3                   5.11.31 ~~B&GCS shall measure progress by completing FaCT~~  
4 ~~measurement tools.~~

5                   5.11.32 ~~B&GCS's Homework Help services shall address the~~  
6 ~~following PSSF service categories: FP, FS, TLFR, and APS.~~

7                   5.11.33 ~~B&GCS shall provide qualified Education Director staff as~~  
8 ~~specified in Subparagraph 11.3 of this Exhibit.~~

9                   ~~5.12 Healthy Girls Program:~~

10                  5.11.34 ~~B&GCS shall provide Healthy Girls Program services to~~  
11 ~~girls ages nine to eighteen (9-18) years who are at risk of abuse or neglect~~  
12 ~~including those who are low income (hereinafter referred to as "PARTICIPANTS"~~  
13 ~~for purposes of Subparagraph 5.15).~~

14                  5.11.35 ~~B&GCS shall provide Healthy Girls Program services for a~~  
15 ~~minimum of thirty (30) unduplicated PARTICIPANTS. Healthy Girls Program~~  
16 ~~services shall include, but not be limited to the following: address issues of~~  
17 ~~healthy lifestyle behaviors including, but not limited to: discussion;~~  
18 ~~exercise; attitude; nutrition; taking care of body, strengthen decision making~~  
19 ~~skills; analyze media; peer influence; and provide incentives for completing~~  
20 ~~the program. Healthy Girls Program services shall be provided in a family~~  
21 ~~friendly, culturally responsive manner in English and Spanish as needed by~~  
22 ~~PARTICIPANT.~~

23                  5.11.36 ~~B&GCS shall provide a minimum of ten (10) weekly Healthy~~  
24 ~~Girls Program services sessions, one (1) hour in duration each, Monday through~~  
25 ~~Friday from 1:00 to 6:30 p.m., during the term of this Agreement.~~

26                  5.11.37 ~~B&GCS shall provide Healthy Girls Program services at FRC~~  
27 ~~and/or B&GCS locations.~~

28                  5.11.38 ~~B&GCS shall measure progress by completing FaCT~~

1 ~~measurement tools.~~

2 5.11.39 ~~B&GCS's Healthy Girls Program services shall address the~~  
3 ~~following PSSF service categories: FP, FS.~~

4 5.11.40 ~~B&GCS shall provide qualified Education Director staff as~~  
5 ~~specified in Subparagraph 11.3 of this Exhibit.~~

6 ~~5.12 SMART Moves:~~

7 5.11.41 ~~B&GCS shall provide Skills, Mastery, and Resistance~~  
8 ~~Training (SMART) Moves services for to children ages six to twelve (6-12)~~  
9 ~~years who are at risk of abuse or neglect including those who are low income~~  
10 ~~(hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 5.16).~~

11 5.11.42 ~~B&GCS shall provide SMART Moves services for a minimum of~~  
12 ~~forty five (45) unduplicated PARTICIPANTS. SMART Moves services shall~~  
13 ~~include, but not be limited to the following: provide skills; mastery;~~  
14 ~~resistance training; address issues of drug and alcohol use; discussion; role~~  
15 ~~play; practice resistance and refusal skills; assertiveness development;~~  
16 ~~strengthen decision making skills; analyze media; peer influence; and~~  
17 ~~incentives for completing the program. SMART Moves services shall be provided~~  
18 ~~in a family friendly, culturally responsive manner in English and Spanish as~~  
19 ~~needed by PARTICIPANT.~~

20 5.11.43 ~~B&GCS shall provide a minimum of one (1) SMART Moves~~  
21 ~~series, consisting of seventeen (17) weekly sessions, one (1) hour in duration~~  
22 ~~each, Monday through Friday from 1:00 to 6:30 p.m., during the term of this~~  
23 ~~Agreement.~~

24 5.11.44 ~~B&GCS shall provide SMART Moves services at FRC and/or~~  
25 ~~B&GCS locations.~~

26 5.11.45 ~~B&GCS shall measure progress by completing FaCT~~  
27 ~~measurement tools.~~

28 5.11.46 ~~B&GCS's SMART Moves services shall address the following~~

~~PSSF service categories: FP, FS.~~

~~5.11.47 B&GCS shall provide qualified Education Director staff as specified in Subparagraph 11.3 of this Exhibit.~~

~~5.12 Tutoring:~~

~~5.11.48 B&GCS shall provide Tutoring services to children ages six to eighteen (6-18) years who are at risk of abuse or neglect including those who are low-income (hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 5.18).~~

~~5.11.49 B&GCS shall provide Tutoring services for a minimum of twenty five (25) unduplicated PARTICIPANTS. Tutoring services shall include, but not be limited to assistance in math and reading. Tutoring services shall be provided in a family friendly, culturally responsive manner in English, Spanish, and Vietnamese as needed by PARTICIPANT.~~

~~5.11.50 B&GCS shall provide Tutoring services Monday through Friday from 1:00 to 6:30 p.m., during the school year (i.e., September through June).~~

~~5.11.51 B&GCS shall provide Tutoring services at FRC and/or B&GCS locations.~~

~~5.11.52 B&GCS shall measure progress by completing FACT measurement tools.~~

~~5.11.53 B&GCS's Tutoring services shall address the following PSSF service categories: FP, FS, TLFR, and APS.~~

~~5.11.54 B&GCS shall provide qualified Education Director staff as specified in Subparagraph 11.3 of this Exhibit.~~

~~5.12 Summer Learning Program:~~

~~5.11.55 B&GCS shall provide Summer Learning Program services to children ages six to eighteen (6-18) years who are at risk of abuse or neglect including those who are low-income (hereinafter referred to as "PARTICIPANTS"~~

for purposes of Subparagraph 5.19).

5.11.56 B&GCS shall provide Summer Learning Program services for a minimum of fifty (50) unduplicated PARTICIPANTS. Summer Learning Program services shall include, but not be limited to the following: math, reading and science enrichment curriculum; provide educational support to achieve school success; completing assignments; designed to keep PARTICIPANTS on track for the upcoming school year. Summer Learning Program services shall be provided in a family friendly, culturally responsive manner in English, Spanish, and Vietnamese as needed by PARTICIPANT.

5.11.57 B&GCS shall provide Summer Learning Program services Monday through Friday from 1:00 to 6:30 p.m., during the school summer break (i.e., June through September).

5.11.58 B&GCS shall provide Summer Learning Program services at FRC and/or B&GCS locations.

B&GCS shall measure progress by completing FACT measurement tools.

5.11.59 B&GCS's Summer Learning Program services shall address the following PSSF service categories: FP, FS, TLFR, and APS.

5.11.60 B&GCS shall provide qualified Education Director staff as specified in Subparagraph 11.3 of this Exhibit.

## 5.12 Time-Limited Family Reunification Family Fun Activities (STN):

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

5.12.1.1 Increase parent-child bonding.

5.12.1.2 Provide a safe and enriching, interactive environment for TLFR families.

5.12.2 STN shall provide in-kind TLFR Family Fun Activities services to PARTICIPANTS. In addition to PARTICIPANTS referenced in Paragraph 1, TLFR Family Fun Activities may also include: children that are removed from

1 their home and placed in a foster family home or a childcare institution and  
2 parents or primary caregiver of such a child, in order to facilitate the  
3 reunification of the child, safely and appropriately.

4 5.12.3 STN shall provide in-kind TLFR Family Fun Activities  
5 services for a minimum of ten (10) unduplicated PARTICIPANTS (i.e., families)  
6 annually. TLFR Family Fun Activities shall include supervised and organized  
7 activities and events for children of parents and/or caregivers in the  
8 reunification process. Activities can include arts and cultural enrichment,  
9 education, and recreation to promote healthy parent-child bonding, quality  
10 time, and communication. In the event a parent is participating in  
11 monitored/supervised visitation while simultaneously participating in a Family  
12 Fun Activity, the SSA approved monitor or supervised visitation specialist  
13 must be present during the entire length of the Family Fun Activity.

14 5.12.4 STN shall provide a minimum of four (4) in-kind TLFR  
15 Family Fun Activities (events) annually; topics may include, but are not  
16 limited to the following: Cinco de Mayo, Easter Egg Hunt, Kids Night Out,  
17 Halloween Fun with Family and Friends, and Santa's Siren.

18 5.12.5 STN's TLFR Family Fun Activities services shall address  
19 only the following PSSF category: TLFR.

20 5.12.6 STN, on an in-kind basis, shall provide qualified TLFR  
21 Family Fun Activities Leader staff through its Community Services Department  
22 as referenced in Subparagraph 14.20 of this Exhibit.

23 6. ADDITIONAL CONTRACTOR RESPONSIBILITIES

24 6.1 In addition to providing the services described in Paragraph 2.3  
25 of this Exhibit A, CONTRACTOR agrees to:

26 6.1.1 Provide ADMINISTRATOR a bi-annual detailed marketing plan  
27 for each contracted service, and revise, if necessary, as requested by  
28 ADMINISTRATOR;

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

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

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

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

6.1.4 ~~CONTRACTOR shall~~ Develop a Community Engagement Advisory Committee (CEAC) that shall meet a minimum of quarterly during the term of this Agreement. ~~CEAC shall develop and advance a community agenda to affect community level change.~~ The FRC will maintain a roster and a copy of minutes for all CEAC meetings. The composition of CONTRACTOR's CEAC shall vary, depending on the specific goals of, and the services to be provided by the FRC. The CEAC shall consist of community members such as parents, youths, teachers, school community liaisons, businesses professionals, religious

1 community leaders, law enforcement, human and health service professionals,  
2 and city representatives. On an annual basis, CEAC shall assess, survey, and  
3 identify community strengths and needs to advocate for FRC services to meet  
4 community need on an annual basis; develop parent and youth leadership; and  
5 engage business community to provide tangible support and leadership. The FRC  
6 shall provide staff and volunteer coordination to develop and support CEAC.  
7 CEAC shall enlist broad community support and advocacy for the FRC by  
8 fundraising for the FRC and hosting events. A minimum of one thousand dollars  
9 (\$1,000) shall be allocated to the CEAC within the FRC budget for the purposes  
10 of its members to use for planning events, and other activities as deemed  
11 necessary by the CEAC committee. FC shall provide a qualified Community  
12 Engagement Volunteer Coordinator staff as specified in Subparagraph 14.5 of  
13 this Exhibit.

14 ~~6.1.5 Ensure appropriate CONTRACTOR staff shall participate in all~~  
15 ~~required training identified by ADMINISTRATOR, including, but not limited to,~~  
16 ~~management information system, FRC Program Coordinator's role in the FRC, and~~  
17 ~~other FRC responsibilities and activities. ADMINISTRATOR will provide~~  
18 ~~CONTRACTOR with detailed information regarding meeting date(s) and~~  
19 ~~location(s).~~

20 6.1.5 CONTRACTOR shall Follow procedures provided by  
21 ADMINISTRATOR's established for reporting any special incidents that occur  
22 during CONTRACTOR's performance of duties under this Agreement, involving  
23 CONTRACTOR's staff, participants, and/or property.

24 6.2 STN shall provide a minimum of four hundred eighteen (418) hours  
25 annually to childcare services at the FRC to children of parents attending FRC  
26 programs during FRC operating hours, continuously throughout the term of this  
27 Agreement or at dates and times convenient for PARTICIPANTS. Allowable costs  
28 include direct childcare services and purchases of cleaning supplies, snacks

1 directly related to childcare services, activities, age appropriate toys,  
2 crafts, and games. Childcare services shall be reimbursed based on actual  
3 hours worked. STN shall provide qualified Childcare Worker staff as specified  
4 in Subparagraph 14.3 of this Exhibit.

5 6.3 CONTRACTOR shall use Emergency Assistance Funds to meet the basic  
6 needs of clients in support of services as described herein. Allowable costs  
7 include emergency food, delivery fees for food programs, emergency clothing,  
8 diapers, medicine, bus tickets to access services, safety items, one-time rent  
9 payment assistance, and one-time utility payment assistance. Other allowable  
10 costs are to be approved in advance and in writing by ADMINISTRATOR. All  
11 purchases from FRC Emergency Assistance Funds in excess of one hundred (\$100)  
12 dollars per client shall be requested in advance and in writing for approval  
13 by ADMINISTRATOR. CONTRACTOR shall research available community resource  
14 options prior to approving expenditures.

15 7. FACILITIES

16 7.1 Stanton Family Resource Center is located at:  
17 11822 Santa Paula Street  
18 Stanton, CA 90680-3529

19 7.2 Administrative services under this Agreement shall be provided at  
20 Stanton Family Resource Center and:

21 City of Stanton  
22 7800 Katella Avenue  
23 Stanton, CA 90680-3123

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

27 8. DATA ENTRY AND DATA SUBMISSION REQUIREMENTS

28 8.1 CONTRACTOR shall electronically track the type and amount of



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

10 8.2 FaCT utilizes a model developed by the Center for the Study of  
11 Social Policy called "Strengthening Families" to frame outcomes and evaluation  
12 data. This model, which has been identified as preventing child abuse and  
13 neglect identifies the following five (5) protective factors.

14 8.2.1 Provide concrete support in times of need,

15 8.2.2 Increase parental resilience,

16 8.2.3 Increase knowledge of parenting and child development,

17 8.2.4 Support the social and emotional competence of children,

18 and

19 8.2.5 Build parents' social connections.

20 8.3 Services provided at the FRC fall under one or more of the  
21 protective factors. FaCT core services have their own measurement tool that  
22 shall be administered and used to collect data and entered into the FaCT  
23 database. The current FaCT database system is a Web-based client management  
24 system, managed by FaCT and its administrative contractor, which provides  
25 contractual and outcome based reporting for each FRC. FRCs shall work closely  
26 with ADMINISTRATOR to maximize utility and adhere to confidentiality within  
27 the data system. FaCT shall provide technical assistance and training to the  
28 FRCs to ensure strong data collection and outcome reporting.

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

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

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

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

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

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

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

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

8.6 The FRC Coordinator is responsible for ensuring data integrity and accurate data collection. FRC Coordinator shall also ensure that the data is

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

5 8.7 FRCs can administer COUNTY-approved measurement tools (e.g.,  
6 tracking logs, pre/post-tests, satisfaction surveys, etc.) to collect data on  
7 other services. ADMINISTRATOR shall provide CONTRACTOR a minimum of ten (10)  
8 business day notice in the event a measurement tool is changed.

9 8.8 The COUNTY measurement tools, referenced in Subparagraph 8.5, are  
10 subject to change based on program and evaluation needs as defined by  
11 ADMINISTRATOR.

12 9. REPORTS

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

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.

23 9.2 ~~Family identifier:-~~

24 9.3 ~~Family member identifier:-~~

25 9.4 ~~Ethnicity:-~~

26 9.5 ~~Date of birth:-~~

27 9.6 ~~Sex:-~~

28 9.7 ~~Referral reason(s):-~~

9.8 ~~Services recommended;~~

9.9 ~~Services provided;~~

9.10 ~~Date services delivery begins;~~

9.11 ~~Date service delivery ends;~~

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

9.13 ~~Primary language spoken;~~

9.14 ~~PSSF service outcomes as identified in Paragraph 2 of this Exhibit; and.~~

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

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

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

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

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

## 10. UTILIZATION REVIEW

10.1 CONTRACTOR and ADMINISTRATOR shall meet upon ADMINISTRATOR's request at CONTRACTOR's facility identified in Paragraph 7 of this Exhibit A, to review and evaluate a random selection of PARTICIPANT case records. The

review shall include, but is not limited to, an evaluation of the necessity appropriateness, and length of services provided. PARTICIPANT cases to be reviewed shall be randomly selected by COUNTY.

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

#### 11. SUSTAINABILITY

11.1 CONTRACTOR agrees to demonstrate, ~~now and in the future~~ 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 ~~and/or FaCT~~ in order to pursue long-term sustainability of CONTRACTOR's FaCT collaborative programs. This includes, but is not limited to, participation in the following:

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;

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

11.3.6 Development of marketing and community education

materials as mutually agreed upon by CONTRACTOR and ADMINISTRATOR.

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

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

## 12. MEETINGS AND TRAININGS:

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

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

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

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

## 13. BUDGET

13.1 For each of the five (5) COUNTY fiscal years (July 1 through June 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 \$300,000.

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 13.5 It is anticipated multiple budget modifications will occur during

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

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

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

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

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

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



Exhibit.

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

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

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

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

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

LINE ITEMS

	<u>FTE</u> <sup>(1)</sup>	<u>Hourly Maximum Rate</u> <sup>(2)</sup>	<u>Budget</u>
<u>SALARIES</u>			
<u>City of Stanton (STN)</u> <sup>(6 and 8)</sup>			
FRC Coordinator (Admin.)	1.00	\$29.00	\$ 52,728
Childcare Worker (Service 6.2)	0.21	15.00	5,009
Information and Referral Specialist (Service 5.6)	1.00	20.00	33,946
Out-of-School-Time Youth Leader (Service 5.9)	0.50	15.00	20,000
SUBTOTAL STN SALARIES:			\$111,683
STN Benefits (29%) <sup>(3 and 5)</sup>			31,197
SUBTOTAL STN SALARIES AND BENEFITS:			\$142,880
<u>Camp Fire Orange County (CFOC)</u> <sup>(6)</sup>			
Executive Director (Admin.)	0.05	\$25.00	\$ 2,600
Site Coordinator (Service 5.9)	0.25	16.00	8,320
SUBTOTAL CFOC SALARIES:			\$ 10,920
CFOC Benefits (18%) <sup>(3 and 5)</sup>			1,966
SUBTOTAL CFOC SALARIES AND BENEFITS:			\$ 12,886
<u>Friendly Center, Inc. (FC)</u> <sup>(6)</sup>			
Community Engagement Volunteer Coordinator (Service 6.1.4)	0.50	\$13.00	\$ 12,480

1	Family Service Assistant (Services 5.7 and 5.8)	0.25	13.00	6,240
2	Family Support Specialist (Service 5.3)	1.00	15.00	29,120
3	Site Coordinator (Admin.)	0.25	18.00	<u>9,360</u>
4	SUBTOTAL FC SALARIES:			\$ 57,200
5	FC Benefits (14%) <sup>(3 and 5)</sup>			<u>8,008</u>
6	SUBTOTAL FC SALARIES AND BENEFITS:			\$ 65,208
7	<u>Interval House (IH) <sup>(6)</sup></u>			
8	Personal Empowerment Program Instructor (Service 5.11)	0.225	\$22.75	\$ <u>10,296</u>
9	SUBTOTAL IH SALARIES:			\$ 10,296
10	IH Benefits (22%) <sup>(3 and 5)</sup>			<u>2,161</u>
11	SUBTOTAL IH SALARIES AND BENEFITS:			\$ 12,457
12	<u>Western Youth Services (WYS) <sup>(6)</sup></u>			
13	Clinical Supervisor (Service 5.1)	0.05	\$34.85	\$ 3,624
14	Counselor (Service 5.2)	0.50	26.44	27,497
15	FRC CMT Clinical Supervisor (Service 5.5)	0.10	34.85	7,248
16	Parenting Educator (Service 5.10)	0.0375	26.44	2,062
17	Program Director (Admin.)	0.0125	34.85	<u>906</u>
18	SUBTOTAL WYS SALARIES:			\$ 41,337
19	WYS Benefits (21%) <sup>(3 and 5)</sup>			<u>8,681</u>
20	SUBTOTAL WYS SALARIES AND BENEFITS:			\$ 50,018
21	SUBTOTAL ALL SALARIES AND BENEFITS:			\$283,449
22	<u>PARTICIPANT RELATED SERVICES AND EXPENSES</u>			
23	STN Direct Service Expense			\$ 500
24	STN Emergency Assistance Fund (Service 6.3)			500
25	STN Participant Services/Childcare Expense			417
26	CFOC Direct Service Expense			1,500
27	FC CEAC (Service 6.1.6)			1,000
28	FC Direct Service Expense			500
29	IH Direct Service Expense			543
30	WYS Direct Service Expense			<u>150</u>
31	SUBTOTAL PARTICIPANT RELATED SERVICES AND EXPENSES:			\$ 5,110
32	<u>ADMINISTRATIVE SERVICES AND SUPPLIES <sup>(6)</sup></u>			
33	<u>SERVICES:</u>			
34	FC Independent Audit			\$ 200
35	WYS Independent Audit			180
36	<u>SUPPLIES:</u>			
37	CFOC Office Supplies			45
38	CFOC Postage			25
39	CFOC Printing/Marketing Materials			175
40	CFOC Program Expenses			150
41	FC Office Supplies			1,371

FC Postage	200
FC Program Expense - Food Pick-Up/Delivery	2,700
WYS Offices Supplies	75
WYS Program Expense	75
SUBTOTAL ADMINISTRATIVE SERVICES AND SUPPLIES:	\$ 5,196
<u>OPERATING EXPENSES <sup>(6)</sup></u>	
CFOC Staff Training	\$100
CFOC Telephone Expense	120
FC Insurance	1,000
WYS Insurance	225
WYS Mileage <sup>(7)</sup>	300
WYS Staff Training	150
SUBTOTAL OPERATING EXPENSES:	\$ 1,895
<u>INDIRECT COSTS <sup>(6)</sup></u>	
WYS Indirect Cost	\$ 4,350
SUBTOTAL INDIRECT COSTS:	\$ 4,350
SUBTOTAL ALL SALARIES, BENEFITS, PARTICIPANT RELATED SERVICES AND EXPENSES, ADMINISTRATIVE SERVICES AND SUPPLIES, OPERATING EXPENSES, AND INDIRECT COSTS:	\$300,000
<b>MAXIMUM COUNTY OBLIGATION</b>	<b><u>\$300,000</u></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 permitted during the term of this Agreement: employees may be paid at less than maximum rate.

<sup>(3)</sup> ~~Medical, long-term disability, retirement, pension, employee assistance, FICA, SUI, Workers' Compensation and vacation accrual~~ Employee Benefits may include contributions to 401k or retirement plans; health insurance; dental insurance; life, vision insurance; long-term/short-term disability insurance; life and disability insurance; payroll taxes such as FICA, Federal Unemployment Tax, State Unemployment Tax, and Worker's Compensation Tax, based on the currently prevailing rates, and vacation/sick

time accrual as specified in footnotes four (4) and/or five (5) below. STN's overall benefit rate shall not exceed twenty-nine percent (29%) of actual salary expense claimed. CFOC's overall benefit rate shall not exceed eighteen percent (18%) of actual salary expense claimed. FC's overall benefit rate shall not exceed fourteen percent (14%) of actual salary expense claimed. IH's overall benefit rate shall not exceed twenty-two percent (22%) of actual salary expense claimed. WYS' overall benefit rate shall not exceed twenty-one percent (21%) of actual salary expense claimed.

<sup>(4)</sup> Option One: The Salary and Benefit Worksheet submitted as part of the monthly invoice packet will include an amount contributed to Contractor's liability account established specifically for the purpose of funding vacation/sick time accrual payouts. Actual vacation/sick time expenses will be paid from the aforementioned liability account and will not be claimed through the Agreement.

<sup>(5)</sup> Option Two: Actual expenses for a vacation/sick time accrual, paid to an employee upon separation in accordance with Contractor's established policy, will be included as an itemized amount on the Salary and Benefit Worksheet submitted as part of Contractor's monthly invoice packet. The expense shall be limited to the amount of vacation/sick time earned by the employee during the County fiscal year in which the claim is made, minus any vacation/sick time the employee used during the same fiscal year. For example, if an employee separates on February 15, 2016, the vacation/sick time accrual amount eligible for reimbursement through the Agreement shall be based upon the period of July 1, 2015 through February 15, 2016 only.

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

<sup>(7)</sup> ~~Mileage is limited to the amount allowed by IRS Travel costs will be in accordance with Title 41 CFR Chapter 301, Federal Travel Regulation; Maximum Per Diem Rates; Final Rules. Travel must be approved by ADMINISTRATOR in advance. CONTRACTOR shall be reimbursed for actual expenses of lodging up to the maximum allowed in Title 41 CFR Chapter 301, Travel Allowances. CONTRACTOR shall be reimbursed for per diem rate paid to employees for meals and incidental expenses incurred during travel up to the maximum allowed in Title 41 CFR Chapter 301, Travel Allowances~~

<sup>(8)</sup> STN shall provide in-kind Foster and Adoptive Parent Recruitment and TLFR Family Fun Activities Services and Foster and Adoptive Parent Recruiter and TLFR Family Fun Activities Leader staff at no cost to COUNTY through its Community Services Department.

~~<sup>(7)</sup> RF's indirect costs are for those expenses related to the required annual SSA Independent Audits.~~

~~<sup>(8)</sup> WYS' include professional dues, subscriptions, business license fees, utilities, copy lease, recruitment, training, IT maintenance, office supplies, and allocated administrative overhead expenses.~~

~~<sup>(9)</sup> WYS's Parenting Educator staff shall provide a minimum of seventy six (76) parenting education hours throughout the term of this Agreement. Monthly reimbursement is based on actual hours worked~~

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

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

3 14. STAFF

4 14.1 Recruitment Practices:

5 14.1.1 CONTRACTOR shall use a formal recruitment plan, which  
6 complies with Federal and State employment and labor regulations. CONTRACTOR  
7 shall hire staff with the education, language skills, and experience necessary  
8 to appropriately perform all functions as described in this Agreement.

9 14.1.2 The number of direct service bilingual staff shall meet  
10 the needs of the community to be served.

11 14.1.3 CONTRACTOR may be required to submit employer's bilingual  
12 certification criteria and/or test results.

13 14.2 CONTRACTOR shall specify the FTE percentage for each service for  
14 staff that provides more than one service. The combined FTE for any  
15 individual staff may not exceed a 1.0 maximum.

16 CONTRACTOR shall provide the following described staff positions:

17 ~~Stanton shall provide the following described staff positions:-~~

18 14.3 Childcare Worker (STN):

19 14.3.1 Duties: Provide childcare activities at the FRC to  
20 children of PARTICIPANTS attending FRC services, observe and monitor  
21 children's play activities, record daily observations and information about  
22 activities, meals provided, medications administered, provide general health  
23 and hygiene instruction such as eating, resting, and toilet habits, read to  
24 children, teach arts and crafts (e.g., painting, drawing, handicraft, and  
25 songs), organize and participate in recreational activities and games, assist  
26 in preparing food for children, serve meals and refreshments to children,  
27 regulate rest periods, communicate with FRC Coordinator and agency supervisor,  
28 attend all required meetings and trainings, and complete required documents.

14.3.2 Qualifications: High school diploma or equivalent and one (1) year of childcare experience, including working with infants. Experience working with school age children in an academic or recreational setting is preferred. Possess the ability to deal with stressful situations, be creative and energetic, knowledge and understanding of services provided at the FRC, and the ability to relate well to individuals from diverse backgrounds, cultures, varied incomes, and education levels. Proficiency in English is required, and bilingual, based on community language need, is preferred.

#### 14.4 Clinical Supervisor (WYS):

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

14.4.2 Qualifications: Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), or Licensed Clinical Psychologist and a minimum of two (2) years of clinical supervision experience. Proficiency in English is required.

#### 14.5 Community Engagement Volunteer Coordinator (FC):

14.5.1 Duties: Assist in advocacy for the expansion of the FRC CEAC, programs, and activities focusing on issues that affects the health, well-being, and public safety of residents in the FRC community. Oversee community organizing, volunteer recruitment and training, problem solving, and developing and implementing an outreach plan. Support the efforts of local

programs to explore donation and service opportunities for the FRC, develop and promote FRC volunteer project activities, develop and maintain regular contact with community organizations, coordinate and communicate with FRC Coordinator, attend all required meetings and trainings, administer FaCT-approved measurement tools, and enter results into the FaCT database.

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

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

#### 14.6 Bilingual Counselor (WYS):

14.6.1 Duties: Provide therapy including assessment treatment planning, termination, and documentation ~~individual, family, group, and crisis counseling services for children, parents, and/or caregivers who are experiencing a crisis due to interpersonal conflicts, family crisis, difficult parenting issues, challenging child needs, and/or traumatic loss; provide~~



~~emotional support; stabilize immediate crisis; develop goals for the family; maintain records; prepare reports; collect and input data into FaCT database; and attend all required meetings and trainings~~ Administer FaCT-approved pre/post measurement tools and enter results into the FaCT-approved database.

14.6.2 Qualifications: Licensed clinician, ~~license-eligible clinician from an accredited university, or a qualified professional including student trainee and interns enrolled in an accredited graduate program under clinical supervision~~ Associate Clinical Social Worker (ACSW), Marriage and Family Therapist (MFT) Intern, or Masters in Social Work (MSW) Intern enrolled in an accredited graduate program under clinical supervision. Proficiency in English and bilingual, ~~in English/Spanish or English/Vietnamese and based on~~ community language need, is required.

14.7 Executive Director (CFOC):

14.7.1 Duties: Responsible for providing the following: oversight of CFOC's FaCT funded services, program, and operations; evaluation and fiscal management; supervision of CFOC's Site Coordinator.

14.7.2 Qualifications: Bachelor's degree from an accredited university and a minimum of five (5) years of experience leading youth development organization(s) and planning and fund development. Possess a collaborative and team-oriented approach to programming, excellent written and verbal communication skills, strong organizational skills, and the ability to manage multiple tasks. Proficiency in English is required.

14.8 Family Service Assistant (FC):

14.8.1 Duties: Responsible for overseeing FC programs at the FRC; training and supervising volunteers; monitoring, administering, compiling, and recording data on number of participants served and products received into FaCT approved database; assessing food needs in the community and linking families to food programs; compiling reports to collaborate food

partnerships; and communicating food needs to the FRC Coordinator.

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

#### 14.9 Family Advocate/Individual Case Manager Support Specialist (FC):

14.9.1 Duties: Responsible for assessing needs and assisting families in crisis to access resources to meet those needs, including court ordered families to facilitate family reunification; case planning; compiling and maintain records; preparing reports; attending and participating in Comprehensive Case Management Team CMT meetings; completing FaCT approved assessment tools; collect and input data entry into FaCT-approved database; coordinate information for PARTICIPANT referrals; follow up on progress of families; help alleviate barriers to accessing services; link families to resources, services, and opportunities; teach and empower families to access community resources; strengthen problem solving skills; provide assessment; follow up; documentation; and attending all required FaCT meetings and trainings.

14.9.2 Qualifications Option One (1): Bachelor's degree in human services or related field from an accredited university; knowledge of the child welfare system; and one (1) two (2) years of community experience working directly with families in crisis and the community is preferred. Possess the ability to relate well to individuals from diverse backgrounds, cultures, income, and education levels. A minimum of three (3) years of experience may substitute for the required Bachelor's degree and one (1) year of experience. Proficiency in English and bilingual, in English/Spanish or

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

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

14.10 Foster and Adoptive Parent Recruiter (STN):

14.10.1 Duties: Responsible for promoting at community events/workshops and other local community events, in collaboration with ADMINISTRATOR, the need for foster and adoptive resources for children in need of a permanent home.

14.10.2 Qualifications: High school diploma or equivalent, one (1) year of experience working directly with families in crisis and community, knowledge of local resources, excellent customer service skills, and computer competency. Proficiency in English and bilingual, based on community language need, is required.

14.11 Comprehensive Case Management Team Facilitator/Program Coordinator  
FRC CMT Clinical Supervisor (WYS):

14.11.1 Duties: Legally responsible for ensuring the Comprehensive Case Management Team and/or staff members follow up on all mandated reporting requirements; check attendance of required Comprehensive Case Management Team; ensure confidentiality and/or release forms are signed and maintained; possess a thorough understanding of the laws of confidentiality, child, elder, and dependent adult abuse reporting; facilitate weekly Comprehensive Case Management Team cases including a thorough assessment of needs, treatment plan, follow up plan, and termination; document and maintain case management team records; collect and input data into the FaCT database; and attend all required meetings and trainings Facilitate case management team group process, ensure thorough assessment and linkages for

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

14.11.1.1 Verify and track attendance of required FRC CMT members;

14.11.1.2 Ensure PARTICIPANT confidentiality/release forms are signed by PARTICIPANT and FRC CMT members;

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

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

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

14.11.1.6 Provide and coordinate ongoing cross-training to FRC CMT on clinical training needs;

14.11.1.7 Ensure families are invited to the FRC CMT meetings;

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

14.11.1.9 Complete standardized FRC CMT assessment tools, ensuring COUNTY required FRC CMT data is accurately entered into FaCT database; and

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

14.11.2 Qualifications: ~~Licensed clinician or license-eligible clinician (registered with the Board of Behavioral Science [BBS] and assigned~~

~~an intern number or an Associate Clinical Social Worker [ACSW] number) such as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), or Licensed Clinical Psychologist. Bilingual in English/Spanish or English/Vietnamese and proficiency in English is required LCSW, MFT, or Licensed Clinical Psychologist. A minimum of one (1) year of group/meeting facilitation experience is preferred. Proficiency in English is required.~~

#### 14.12 FRC Coordinator (STN):

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

14.12.2 Qualifications Option One (1): Bachelor's degree (or Master's degree preferred) in social work, sociology, psychology, or related field from an accredited university; two (2) years of experience working with at-risk families and the community; knowledge of the child welfare system; capable of relating well to individuals from diverse backgrounds, cultures, varied income, and education levels; supervisory experience in management; ability to work successfully in a collaborative environment; attention to detail; ~~proficient written and verbal English skills and computer competency. A minimum of four (4) years of experience working with at-risk families and~~

1 ~~the community may substitute for the required Bachelor's degree and two years~~  
 2 ~~(2) of experience.~~ Proficiency in English is required and bilingual,  
 3 ~~English/Spanish or English/Vietnamese is required~~ based on community language  
 4 need, is preferred.

5 14.12.3 Qualifications Option Two (2): A minimum of five (5)  
 6 years of experience working with at-risk families and the community; knowledge  
 7 of the child welfare system; capable of relating well to individuals from  
 8 diverse backgrounds, cultures, varied income, and education levels;  
 9 supervision experience; ability to work successfully in a collaborative  
 10 environment; attention to detail; and computer competency. Proficiency in  
 11 English is required and bilingual, based on community language need, is  
 12 preferred.

13 14.13 Community Resource Services Information and Referral Specialist  
 14 (STN):

15 14.13.1 Duties: Responsible for responding to walk-in, call-in,  
 16 and referred PARTICIPANTS seeking community resources. ~~Provide community~~  
 17 ~~resource information assistance~~ Assess PARTICIPANTS immediate needs and make  
 18 referrals to appropriate resources. ~~provide linkage to service providers;~~  
 19 ~~perform outreach to community businesses and schools; research information~~  
 20 ~~regarding community services; collect and input required program data; promote~~  
 21 ~~FRC program services; assist in evaluation of PARTICIPANT needs; represent FRC~~  
 22 ~~at community events; maintain required documentation; collect and input data~~  
 23 Administer FaCT-approved measurement tools and enter results into the FaCT  
 24 database.

25 14.13.2 Qualifications: High school diploma or equivalent GED,  
 26 knowledge and understanding of services provided at the FRC; ability to relate  
 27 well to individuals from diverse backgrounds, cultures, varied income levels,  
 28 and educational levels one (1) year of experience working directly with

families in crisis and community, knowledge of local resources, excellent customer service skills, and computer competency (i.e., knowledge and ability to use computers and related technology). Proficiency in English and bilingual, ~~in English/Spanish or English/Vietnamese~~ based on community language need, is required.

~~B&GCS shall provide the following described staff position:-~~

~~14.14 Education Director:-~~

~~14.13.3 Duties: Work with youth and teens ages six through eighteen (6-18) years in all educational services; provide homework help; tutoring in all school curriculum subjects; teach B&GCS Programs; SMART Moves, and Healthy Girls to youth and teens; collect data for the FRC and B&GCS; and maintain required documentation and reports.~~

~~14.13.4 Qualifications: Bachelor's degree preferred; high school diploma or GED required; one (1) year experience working with youth, teens, and families; excellent verbal and written communication skills; proficient in English and bilingual in Spanish; some computer skills in Microsoft; maintain records; collect data as needed; relate well with individuals from a diverse background and cultures.~~

~~IH shall provide the following described staff position:-~~

~~14.14 Out-of-School-Time Youth Leader (STN):~~

~~14.14.1 Duties: Provide supervision and Out-of-School-Time activities to children and youth based on community need, monitor attendance, and ensure the health and safety of the children is maintained at all times. Under the direction of the FRC Coordinator provide a positive role model to youth and teens within the philosophy of the FRC standards and expectations with emphasis on youth leadership development. Coordinate and communicate with FRC Coordinator, attend all required meetings, administer FaCT-approved measurement tools, and enter results into the FaCT-approved database.~~

14.14.2 Qualifications: High school diploma or equivalent, twelve (12) units of child development or related course work, one (1) year of experience working with children, CPR/First Aid and Automated External Defibrillator (AED) certified, knowledge and understanding of services provided at the FRC, and ability to relate well to individuals from diverse backgrounds, cultures, and varied income and education levels is required. Experience working with school age children in an academic or recreational setting, and supervising groups of children is preferred. Proficiency in English is required and bilingual, based on community language need, is preferred.

14.15 Parenting Educator (WYS):

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

14.15.2 Qualifications: Twelve (12) units of college education in child development, psychology, sociology, social work, or a related field; one (1) year of experience working in the human services field; and trained and/or certified to provide the chosen evidence-based or evidence-informed curriculum ~~one (1) year of experience working with public speaking or teaching; or two (2) years of experience working in the human services field;~~



certificate of completion in child development or parenting curriculum, and one (1) year experience with public speaking or teaching. Proficiency in English and bilingual, in English/Spanish or English/Vietnamese based on community language need, is required.

#### 14.16 Personal Empowerment Program PEP Instructor (IH):

14.16.1 Duties: Provide and instruct Personal Empowerment Program (PEP) services, educational support to victims to break the cycle of domestic violence by increasing knowledge of the dynamics of domestic violence; effect of violence on victims and their children; help battered victims protect children who live in violent homes; increase family functioning by teaching coping skills; prevention recurrence of maltreatment; provide emotional support; stabilize immediate crisis; develop goals for the families; monitor attendance, issue certificates of completion, and participation; provide written report(s) to County Social Worker, compile and maintain records; collect administer FaCT-approved pre/post measurement tools, and input data enter results into FaCT database, and attend all required meetings and trainings.

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

RF shall provide the following described staff position:

WYS shall provide the following described staff position:

#### 14.17 Program Director (WYS):

1                   14.17.1 Duties: Legally Responsible for overseeing all WYS'  
2                   contracted FaCT services at the FRC supervising, FaCT contracted staff,  
3                   completing required documentation ~~ensuring the team and/or staff members~~  
4                   ~~follow up on all mandated reporting requirements; check attendance of required~~  
5                   ~~Comprehensive Case Management Team; ensure confidentiality and/or release~~  
6                   ~~forms are signed and maintained; possess a thorough understanding of the laws~~  
7                   ~~of confidentiality, child, elder, and dependent adult abuse reporting;~~  
8                   ~~facilitate weekly Comprehensive Case Management Team cases including a~~  
9                   ~~thorough assessment of needs, treatment plan, follow up plan, and termination;~~  
10                  ~~document and maintain case management team records; collect and input data~~  
11                  ~~into the FaCT database; and attending all required meetings.~~

12                  14.17.2 Qualifications: Licensed clinician ~~or license eligible~~  
13                  ~~clinician (registered with the Board of Behavioral Science [BBS] and assigned~~  
14                  ~~an intern number or an Associate Clinical Social Worker [ACSW] number) such as~~  
15                  a LCSW, MFT, or Licensed Clinical Psychologist with a minimum of two (2) years  
16                  post licensure experience; maintain a current licensure and abide by ethical  
17                  standards promoted by the California Board of Behavioral Sciences (BBS) and  
18                  professional association to which the Program Director belongs; experience in  
19                  the administration of mental health services (with strong multidisciplinary  
20                  experience preferred) and working with allied professionals; ability to  
21                  interface with County and School District staff; extensive working knowledge  
22                  of clinical standards of Child Abuse Reporting (CAR) and program development;  
23                  and ability to provide competent and clear direction/leadership to mental  
24                  health team. Proficiency in English is required.

25                  14.18 Site Coordinator (CFOC):

26                  14.18.1 Duties: In coordination with STN, responsible for  
27                  providing on-site supervision of FRC program staff, OST activities, evaluation  
28                  and data collection, designing and implementing OST curriculum, marketing,

1 training staff, and attending program related meetings with Contractor Partner  
2 Agencies.

3 14.18.2 Qualifications: Bachelor's degree from an accredited  
4 university and a minimum of three (3) years of experience serving youth and  
5 teens in out of school time settings. Proficiency in English is required.

6 14.19 Site Coordinator (FC):

7 14.19.1 Duties: Responsible for providing supervision of FC  
8 staff at the FRC, reviewing client files, attending CMT meetings, outreach to  
9 participants, and filling in for FC's direct service staff as needed.

10 14.19.2 Qualifications Option One (1): Bachelor's degree in  
11 human services or related field from an accredited university; two (2) years  
12 of experience working with at-risk families and the community, including one  
13 (1) year of supervision experience, knowledge of public and private social  
14 service agencies, community resources, including federal and state programs;  
15 ability to relate well to individuals from diverse backgrounds, cultures,  
16 varied incomes, and education levels; and computer competency. Proficiency in  
17 English is required and bilingual based on community language need, is  
18 preferred.

19 14.19.3 Qualifications Option Two (2): Five (5) years of  
20 experience working with at-risk families and the community, including one (1)  
21 year of supervision experience, knowledge of public and private social service  
22 agencies, community resources, including federal and state programs; ability  
23 to relate well to individuals from diverse backgrounds, cultures, varied  
24 incomes, and education levels; and computer competency. Proficiency in  
25 English is required, and bilingual based on community language need, is  
26 preferred.

27 14.20 TLFR Family Fun Activities Leader (STN):

28 14.20.1 Duties: Responsible for providing in-kind TLFR Family

Fun Activities to children and youth in the reunification process, monitoring attendance, and ensuring the health and safety of the children is maintained, administering FaCT-approved measurement tools, and entering results into the FaCT-approved database.

14.20.2 Qualifications: High school diploma or equivalent and one (1) year of experience working with children and at-risk families, organizing activities and events (e.g., arts and culture enrichment, education, recreation), ability to deal with stressful situations, and be creative and energetic. Proficiency in English and bilingual, based on community language need, is required.

#### 14.21 Supervisor:

14.21.1 Duties: ~~Responsible for overseeing the administration of services provided by the Community Resource Services Specialist and the Accountant Positions; ensuring staff are provided with adequate training, ensuring the accuracy of financial records; and attending FRC Partner Meetings and trainings as required.~~

14.21.2 Qualifications: ~~Bachelor's Degree in human services or a related field from an accredited university; five years of management and supervisory experience in the social service field; and possess excellent written and verbal skills.~~

#### 14.22 Accountant/Bookkeeper:

14.22.1 Duties: ~~Responsible for ensuring accurate and timely payment of FRC partner agency invoices; timely billing to ADMINISTRATOR; documenting expenditures for audit purposes; attending FaCT-required training; providing financial reports as required or requested by FRC partner agencies and/or ADMINISTRATOR.~~

14.22.2 Qualifications: ~~Bachelor's degree in accounting or in a business or finance related field from an accredited university; two (2) years~~

~~of experience working as an accountant. Proficiency in English is required.~~

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