



## County Executive Office

### Memorandum

June 2, 2022

**To:** Clerk of the Board of Supervisors  
**From:** Frank Kim, County Executive Officer  
**Subject:** Exception to Rule 21

Digitally signed by Frank Kim  
DN: cn=Frank Kim, o=County of  
Orange, ou=CEO,  
email=frank.kim@ocgov.com,  
c=US  
Date: 2022.06.02 15:01:01 -0700

RECEIVED  
2022 JUN -3 AM 9:53  
COUNTY OF ORANGE  
BOARD OF SUPERVISORS  
S28J

The County Executive Office is requesting a Supplemental Agenda Staff Report for the June 7, 2022, Board Hearing.

**Agency:** County Executive Officer  
**Subject:** Approve Subordinate Agreements with Domestic Violence Shelter-Based Program Agreements  
**Districts:** All Districts

**Reason Item is Supplemental:** This is a supplemental item due to the timing of obtaining approval of the subordinate agreements with the domestic violence shelter-based program providers.

**Justification:** Ratification and approval of Subordinate Domestic Violence Shelter-Based Program agreements with selected providers will support the continued provision of services for the victims of domestic violence and other crimes. The subordinate agreements will provide for better management as the County Victim Services grant program agreements will align with the grant period.

**Concur:** Doug Chaffee  
Doug Chaffee, Chairman of the Board of Supervisors

**cc:** Board of Supervisors  
County Executive Office  
County Counsel



**SUPPLEMENTAL AGENDA ITEM  
AGENDA STAFF REPORT**

**MEETING DATE:** 6/7/22  
**LEGAL ENTITY TAKING ACTION:** Board of Supervisors  
**BOARD OF SUPERVISORS DISTRICT(S):** All Districts  
**SUBMITTING AGENCY/DEPARTMENT:** County Executive Office  
**DEPARTMENT HEAD REVIEW:** Michelle Aguirre  
Digitally signed by Michelle Aguirre  
DN: cn=Michelle Aguirre, ou=County of Orange, ou=County Executive Office, email=Michelle.Aguirre@ocgov.com, c=US  
Date: 2022.06.03 07:26:38 -0700  
*Department Head Signature*  
**DEPARTMENT CONTACT PERSON(S):** Kim Engelby (714) 834-3530  
 Ryan Van Otterloo (714) 834-7487

RECEIVED  
 2022 JUN -3 PM 9:53  
 CLERK OF THE BOARD  
 BOARD OF SUPERVISORS

**SUBJECT:** Approve Subordinate Contracts with Domestic Violence Shelter-Based Programs

**CEO CONCUR**

Digitally signed by Frank Kim  
DN: cn=Frank Kim, ou=County of Orange, ou=CEO,  
email=frank.kim@ocgov.com, c=US  
Date: 2022.06.03 09:24:54 -0700

*CEO Signature*

**COUNTY COUNSEL REVIEW**

**Approved as to form**

**Mark Servino**

Action signed by Mark Servino  
DN: cn=Mark Servino, ou=County of Orange,  
ou=County Counsel,  
email=mark.servino@ocgov.com, c=US  
Date: 2022.06.03 08:59:24 -0700

*County Counsel Signature*

**CLERK OF THE BOARD**

Discussion

3 Votes Board Majority

**Budgeted:** Yes

**Current Year Cost:** \$210,000

**Annual Cost:** N/A

**Staffing Impact:** No

**# of Positions:** N/A

**Sole Source:** No

**Current Fiscal Year Revenue:** N/A

**Funding Source:** 100% (Cal-OES)

**County Audit in last 3 years:** No

**Prior Board Action:** N/A

**RECOMMENDED ACTION(S)**

Ratify Subordinate Contracts for the provision of Domestic Violence Shelter Program Services with Human Options, Inc., in an amount not to exceed \$50,000 for the period of January 1, 2022, through June 30, 2022; Interval House, Inc., in an amount not to exceed \$60,000 for the period of January 1, 2022 through June 30, 2022; Laura's House, in an amount not to exceed \$50,000 for the period January 1, 2022 through June 30, 2022; and Women's Transitional Living Center, Inc., in an amount not to exceed \$50,000, for the period of January 1, 2022, through June 30, 2022, unless otherwise terminated by the County.

**SUMMARY:**

Ratification and approval of Subordinate Domestic Violence Shelter-Based Program contracts with selected providers will support the continued provision of services for the victims of domestic violence and other crimes.

**BACKGROUND INFORMATION:**

In March 2016, the Governor’s Office of Emergency Services (Cal-OES) announced a new grant opportunity to address gaps or needs for services specific for the County Victim Services Program. The program began as a one-time grant opportunity that required a mandated Steering Committee consisting of representatives from specific areas and Cal-OES funded victim service providers including the Social Services Agency, Health Care Agency, OC Probation, Sheriff-Coroner Department, Courts, and Cal-OES funded community-based organizations providing services to victims of crime. Existing contracts with OC Community Resources (OCCR) have been used to facilitate the delivery of services with the intent of the grant addressing gaps in existing services.

Under the direction of the Steering Committee, grant funds were identified to meet the gaps in services provided by the County’s providers for crime victim services and domestic violence services that include crisis response coordination, increased access to in-house emergency legal and criminal justice advocacy, increased emergency housing assistance and enhanced mental health services.

The County Executive Office has managed the County Victim Services grant program, which has continued annually since implementation utilizing contracts managed by OCCR. As such, the multiple amendments of the existing contracts have hindered the ability to properly plan and implement the objectives of the grant. The funding awarded is by calendar year requiring multiple amendments to the existing fiscal year contracts causing additional work for OCCR. To better manage the grant, CEO is requesting ratification of subordinate contracts from January 1, 2022 to June 30, 2022 to align with the grant period. Furthermore, the processing of payments across the departments is also not consistent risking the delay of payments.

The County Executive Office is requesting ratification and approval of Subordinate Contracts to those utilized by OCCR which designate providers for domestic violence services as determined through a competitive bidding process compliant with the County’s Contract Policy Manual. The terms of the contracts are in line with the existing contracts and begin on January 1, 2022, to align with the current grant award as outlined below:

Provider	Grant Award	Grant Performance Period
Human Options	\$50,000	January 1, 2022 – December 31, 2022
Laura’s House	\$50,000	January 1, 2022 – December 31, 2022
Interval House	\$60,000	January 1, 2022 – December 31, 2022
Women’s Transitional Living Center, Inc.	\$50,000	January 1, 2022 – December 31, 2022

Services provided by Human Options, Inc., Laura's House, Interval House, and Women's Transitional Living Center, Inc. (WTLC) have been satisfactory.

No subcontractors have been identified.

The proposed contracts are subordinate to the master agreements issued by OCCR and the Orange County Preference Policy (OCPP) was applicable and incorporated into this solicitation with one award made to an OCPP qualified vendor under the Local Small Business (LSB) preference policy receiving a five percent advantage.

**FINANCIAL IMPACT:**

Appropriations for these Subordinate Contracts are included in the County Executive Office, Budget Control 017, FY 2021-22 Budget. The Contracts contain language allowing County Executive Office to terminate the contracts or reduce the level of services without penalty with or without cause in the event that funding is reduced and/or not available to continue funding the Contracts.

**STAFFING IMPACT:**

N/A

**ATTACHMENT(S):**

Attachment A – Human Options Subordinate Contract

Attachment B – Interval House Subordinate Contract

Attachment C – Laura’s House Subordinate Contract

Attachment D – Women’s Transitional Living Center Subordinate Contract



**SUBORDINATE CONTRACT NUMBER MA-017-22011614**  
**BETWEEN**  
**COUNTY OF ORANGE/COUNTY PROCUREMENT OFFICE**  
**AND**  
**HUMAN OPTIONS, INC.**  
**FOR**  
**DOMESTIC VIOLENCE SHELTER-BASED PROGRAM SERVICES**

This Subordinate Contract MA-017-22011614 for Domestic Violence Shelter-Based Program Services, (hereinafter referred to as “Contract”) is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California, (hereinafter referred to as “County”) and Human Options, Inc., (“Contractor”), with a place of business at P.O. Box 53745, Irvine, CA 92619-3745, with County and Contractor sometimes referred to individually as “Party” or collectively as “Parties”.

**ATTACHMENTS**

This Subordinate Contract is comprised of this document and the following Attachments, which are attached hereto and incorporated by reference into this Contract:

Attachment A – OC Community Resources/OC Parks Contract 17-28-0023-DV / MA-012-18010585

**RECITALS**

**WHEREAS**, Contractor responded to a Request for Proposal (RFP) for Fiscal Year 2017-2018 for Domestic Violence Shelter Based Program funds received by the County pursuant to the Domestic Violence Shelter Based Programs Act, Welfare and Institution Code commencing with Section 18290 et seq., Government Code Sections 26840.7 and 26840.8, Penal Code Section 1203.097; and,

**WHEREAS**, the Parties executed Contract No.17-28-0023-DV / MA-012-18010585 for Domestic Violence Shelter Based Programs Act Services (the “Master Agreement”), which remains in effect through June 30, 2022; and,

**WHEREAS**, the Governor’s Office of Emergency Services annually allocates funding for the County Victim Services Program to address the gaps and/or needs in existing services provided to victims of crimes; and,

**WHEREAS**, County of Orange/County Procurement Office desires to enter into this Subordinate Contract for victim assistance services for the Domestic Violence Shelter-Based Program; and

**WHEREAS**, Contractor agrees to provide victim assistance services to domestic violence victims in the Domestic Violence Shelter-Based Program Services per the attached Scope of Work to the County, and provide services per Attachment A attached hereto and incorporated herein; and

**NOW, THEREFORE**, both Parties mutually agree as follows:

**ARTICLES**

- 1. Scope of Contract:** This Subordinate Contract specifies the contractual terms and conditions by which the County will procure Domestic Violence Shelter-Based Program Services from Contractor, as set forth herein and in accordance with the terms and conditions of Contract 17-28-0023-DV / MA-012-18010585.

2. **Term of Subordinate Contract:** Effective January 1, 2022 through June 30, 2022, unless otherwise terminated by the County.
3. **Order of Precedence:** In the event of any inconsistency between the articles, attachments, or provisions which constitute this agreement, the following descending order of precedence shall apply:
  - a. County of Orange Contract No. MA-017-22011614 Articles
  - b. Scope of Work (Attachment B)
  - c. Cost Reimbursement Contract (Attachment C)
  - d. County of Orange Master Agreement No. MA-012-18010585
4. **Pricing and Compensation:** Contractor agrees to provide victim assistance services to domestic violence victims in the Domestic Violence Shelter-Based Program as specified per amounts listed Attachment C. **Total compensation under this Subordinate Contract shall not exceed \$50,000.**
5. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the parties' project managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate party at the address stated herein or such other address as the parties hereto may designate by written notice from time to time in the manner aforesaid.

Contractor: Human Options, Inc.  
 Attention: Maricela Rios-Faust  
 Chief Executive Officer  
 P.O. Box 53745  
 Irvine, CA 92619-3745  
 Phone: (949) 737-5242  
 Email: [mrrios@humanoptions.org](mailto:mrrios@humanoptions.org)

County: County of Orange/County Executive Office  
 Attn: Ryan Van Otterloo  
 Hall of Administration  
 333 W. Santa Ana Blvd., Third Floor  
 Santa Ana, CA 92701  
 Office: (714) 834-7487  
 Email: [Ryan.VanOtterloo@ocgov.com](mailto:Ryan.VanOtterloo@ocgov.com)

cc: County of Orange  
 County Executive Office/County Procurement Office  
 Attn: Kevin Work, Deputy Purchasing Agent  
 1300 S. Grand Ave., Bldg. A, 2<sup>nd</sup> Floor  
 Santa Ana, CA 92705-4434  
 Phone: 714-567-7312  
 Email: [Kevin.Work@ocgov.com](mailto:Kevin.Work@ocgov.com)

**Invoicing:** Invoices are to be submitted monthly by the 20<sup>th</sup> of the following month the services were rendered along with supporting documentation.

Invoices may be submitted to: [CEOBudget@ocgov.com](mailto:CEOBudget@ocgov.com)

Or mailed to the following address:

County of Orange/County Executive Office  
Attn: Ryan Van Otterloo  
Hall of Administration  
333 W. Santa Ana Blvd., Third Floor  
Santa Ana, CA 92701

Contractor shall reference Subordinate Contract Number MA-017-22011614 on invoices. Payment will be net 30 days after receipt of an invoice in a format acceptable to the County of Orange and verified and approved by the agency/department and subject to routine processing requirements. The responsibility for providing an acceptable invoice rests with the Contractor.

Billing shall cover services not previously invoiced and will not cover services provided pursuant to the Master Agreement. Contractor shall work with County Executive Office to determine the format for billing, which shall include total program costs billed on a monthly basis performed under the Master Agreement and this Contract.

### SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties hereto have executed this Subordinate Contract on the dates shown opposite their respective signatures below.

**HUMAN OPTIONS, INC.\***

\*Pursuant to California Corporations Code Section 313, If the Contracting party is a corporation, (2) two signatures are required: one (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer of any Assistant Treasurer. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signatory to bind the corporation.

Maricela Rios-faust	Chief Executive Officer
_____ Print Name <small>DocuSigned by:</small> Maricela Rios-faust <small>FDF6081B9D83407...</small>	_____ Title 5/24/2022 _____ Date

Sara Behmerwohld	Chief Operations Officer
_____ Print Name <small>DocuSigned by:</small> Sara Behmerwohld <small>8BA83AEDAAA04BB...</small>	_____ Title 5/20/2022 _____ Date

\*\*\*\*\*

**COUNTY OF ORANGE A political subdivision of the State of California**

Kevin Work	Deputy Purchasing Agent
_____ Print Name	_____ Title
_____ Signature	_____ Date

**APPROVED AS TO FORM, Office of the County Counsel, County of Orange, California**

Mark Servino	Supervising Deputy County Counsel
_____ Print Name <small>DocuSigned by:</small> Mark Servino <small>45C3A58FFA0F4E6...</small>	_____ Title 5/25/2022 _____ Date



**ATTACHMENT A**

**OC Community Resources/OC Parks, 17-28-0023-DV / MA-012-18010585**

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## ATTACHMENT B – SCOPE OF WORK

### I. DOMESTIC VIOLENCE COUNTY VICTIM SERVICES

1. On March 1, 2016, Cal OES issued a Request for Application for a new County Victim Services Program to provide one-time, federal VOCA funding to help fill victim services gaps and or needs over the period of July 1, 2016 to June 30, 2018. The grant required a Steering Committee be established with mandatory representation from several County departments, specific Cal OES funded projects, courts, and local law enforcement. The Committee collaboratively identified several existing gaps and needs with services provided to the County's crime victims and approved several projects to meet their needs to be facilitated through an expansion of county and contracted services.

The County Executive Office manages the Cal OES grant and amendments were made to the existing contracts in place with OC Community Resources. The Cal OES grant program has continued on an annual basis with varying funding amounts and the prioritization of the use of funding being determined by the Steering Committee. This subordinate agreement is established to provide the County Executive Office the means to properly manage the grant award and align the funding with the agreed upon plan as determined by the Steering Committee.

#### 2. Purpose:

- a. Provide assistance with Criminal Justice and other legal proceedings, improve access for crime victims who are elderly, have transportation issues, special needs, or those who cannot access services during normal working hours by:
  - i. Increase access for in-house emergency legal and criminal justice advocacy
  - ii. Provide accompaniment for domestic violence victims coming into the shelter and walk-in centers.
- b. Emergency Housing Assistance
  - i. Provide additional shelter bed nights, emergency hotel vouchers, food and/or transportation for domestic violence victims.
  - ii. Make needed repairs and/or upgrades to existing shelter to allow for increased capacity.
- c. Enhanced Mental Health Services. Address demand for mental health services for adult and youth victims of domestic violence and increase capacity to offer services in additional languages to culturally underserved victims.
  - i. Expand individual and group counseling and therapy for adult and youth victims of domestic violence
  - ii. Increase capacity to offer counseling and mental health services to culturally underserved domestic violence victims
  - iii. Increase the number of sessions and/or locations to meet the demand that exists.

#### 3. Subrecipient Compliance

- a. Funds awarded are considered to be State and Federal funds and reportable under the OMB's Uniform Guidance. Compliance with the Cal-OES Subrecipient Handbook is required. The awarding agency and reportable UEI# is as follows:  
County of Orange County Executive Office  
UEI#: Z27AVTCCKHU3

**ATTACHMENT C – COST REIMBURSEMENT CONTRACT**  
**JANUARY 1, 2022 – JUNE 30, 2022**

The following are anticipated uses of the amount awarded. Any adjustments within the stated categories must be approved by the COUNTY in writing.

Domestic Violence County Victim Services	01/01/2022 – 06/30/2022
Residential Services Manager	\$10,050
Therapeutic Program Supervisor	4,575
Children’s Advocate	6,125
Legal Advocate	11,750
Site Administrator	3,275
Benefits	6,082
Repairs & Maintenance	2,350
Program Supplies	558
Data Collection Systems	690
10% Indirect	4,545
Total	\$50,000



**SUBORDINATE CONTRACT NUMBER MA-017-22011613**  
**BETWEEN**  
**COUNTY OF ORANGE/COUNTY PROCUREMENT OFFICE**  
**AND**  
**INTERVAL HOUSE, INC.**  
**FOR**  
**DOMESTIC VIOLENCE SHELTER-BASED PROGRAM SERVICES**

This Subordinate Contract MA-017-22011613 for Domestic Violence Shelter-Based Program Services, (hereinafter referred to as “Contract”) is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California, (hereinafter referred to as “County”) and Interval House, Inc., (“Contractor”), with a place of business at 6615 E Pacific Coast Highway, Suite 170, Long Beach, CA 90803-4221, with County and Contractor sometimes referred to individually as “Party” or collectively as “Parties”.

**ATTACHMENTS**

This Subordinate Contract is comprised of this document and the following Attachments, which are attached hereto and incorporated by reference into this Contract:

Attachment A – OC Community Resources/OC Parks Contract 17-28-0023-DV / MA-012-18010585

**RECITALS**

**WHEREAS**, Contractor responded to a Request for Proposal (RFP) for Fiscal Year 2017-2018 for Domestic Violence Shelter Based Program funds received by the County pursuant to the Domestic Violence Shelter Based Programs Act, Welfare and Institution Code commencing with Section 18290 et seq., Government Code Sections 26840.7 and 26840.8, Penal Code Section 1203.097; and,

**WHEREAS**, the Parties executed Contract No.17-28-0023-DV / MA-012-18010585 for Domestic Violence Shelter Based Programs Act Services (the “Master Agreement”), which remains in effect through June 30, 2022; and,

**WHEREAS**, the Governor’s Office of Emergency Services annually allocates funding for the County Victim Services Program to address the gaps and/or needs in existing services provided to victims of crimes; and,

**WHEREAS**, County of Orange/County Procurement Office desires to enter into this Subordinate Contract for victim assistance services for the Domestic Violence Shelter-Based Program; and

**WHEREAS**, Contractor agrees to provide victim assistance services to domestic violence victims in the Domestic Violence Shelter-Based Program Services per the attached Scope of Work to the County, and provide services per Attachment A attached hereto and incorporated herein; and

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**ARTICLES**

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  - d. County of Orange Master Agreement No. MA-012-18010585
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5. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the parties' project managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate party at the address stated herein or such other address as the parties hereto may designate by written notice from time to time in the manner aforesaid.

Contractor: Interval House, Inc.  
 Attention: Carol Anne Williams  
 Executive Director  
 P.O. Box 3356  
 Seal Beach, CA 90740-2356  
 Phone: 949-594-9492  
 Email: [admin@intervalhouse.org](mailto:admin@intervalhouse.org)

County: County of Orange/County Executive Office  
 Attn: Ryan Van Otterloo  
 Hall of Administration  
 333 W. Santa Ana Blvd., Third Floor  
 Santa Ana, CA 92701  
 Office: (714) 834-7487  
 Email: [Ryan.VanOtterloo@ocgov.com](mailto:Ryan.VanOtterloo@ocgov.com)

cc: County of Orange  
 County Executive Office/County Procurement Office  
 Attn: Kevin Work, Deputy Purchasing Agent  
 1300 S. Grand Ave., Bldg. A, 2<sup>nd</sup> Floor  
 Santa Ana, CA 92705-4434  
 Phone: 714-567-7312  
 Email: [Kevin.Work@ocgov.com](mailto:Kevin.Work@ocgov.com)

6. **Invoicing:** Invoices are to be submitted monthly by the 20<sup>th</sup> of the following month the services were rendered along with supporting documentation.

Invoices may be submitted to: [CEOBudget@ocgov.com](mailto:CEOBudget@ocgov.com)

Or mailed to the following address:

County of Orange/County Executive Office  
Attn: Ryan Van Otterloo  
Hall of Administration  
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Santa Ana, CA 92701

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### SIGNATURE PAGE

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**INTERVAL HOUSE, INC.\***

\*Pursuant to California Corporations Code Section 313, If the Contracting party is a corporation, (2) two signatures are required: one (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer of any Assistant Treasurer. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signatory to bind the corporation.

Carol Williams

Executive Director

Print Name  
DocuSigned by:  
*Carol Williams*  
Signature  
CFAAB1E83875475...

Title

5/24/2022

Date

Print Name

Title

Signature

Date

\*\*\*\*\*

**COUNTY OF ORANGE A political subdivision of the State of California**

Kevin Work

Deputy Purchasing Agent

Print Name

Title

Signature

Date

**APPROVED AS TO FORM, Office of the County Counsel, County of Orange, California**

Mark Servino

Supervising Deputy County Counsel

Print Name  
DocuSigned by:  
*Mark Servino*  
Signature  
45C3A58FFA0F4E6...

Title

5/24/2022

Date



**ATTACHMENT A**

**OC Community Resources/OC Parks, 17-28-0023-DV / MA-012-18010585**

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## ATTACHMENT B – SCOPE OF WORK

### I. DOMESTIC VIOLENCE COUNTY VICTIM SERVICES

1. On March 1, 2016, Cal OES issued a Request for Application for a new County Victim Services Program to provide one-time, federal VOCA funding to help fill victim services gaps and or needs over the period of July 1, 2016 to June 30, 2018. The grant required a Steering Committee be established with mandatory representation from several County departments, specific Cal OES funded projects, courts, and local law enforcement. The Committee collaboratively identified several existing gaps and needs with services provided to the County's crime victims and approved several projects to meet their needs to be facilitated through an expansion of county and contracted services.

The County Executive Office manages the Cal OES grant and amendments were made to the existing contracts in place with OC Community Resources. The Cal OES grant program has continued on an annual basis with varying funding amounts and the prioritization of the use of funding being determined by the Steering Committee. This subordinate agreement is established to provide the County Executive Office the means to properly manage the grant award and align the funding with the agreed upon plan as determined by the Steering Committee.

#### 2. Purpose:

- a. Provide assistance with Criminal Justice and other legal proceedings, improve access for crime victims who are elderly, have transportation issues, special needs, or those who cannot access services during normal working hours by:
  - i. Increase access for in-house emergency legal and criminal justice advocacy
  - ii. Provide accompaniment for domestic violence victims coming into the shelter and walk-in centers.
- b. Emergency Housing Assistance
  - i. Provide additional shelter bed nights, emergency hotel vouchers, food and/or transportation for domestic violence victims.
  - ii. Make needed repairs and/or upgrades to existing shelter to allow for increased capacity.
- c. Enhanced Mental Health Services. Address demand for mental health services for adult and youth victims of domestic violence and increase capacity to offer services in additional languages to culturally underserved victims.
  - i. Expand individual and group counseling and therapy for adult and youth victims of domestic violence
  - ii. Increase capacity to offer counseling and mental health services to culturally underserved domestic violence victims
  - iii. Increase the number of sessions and/or locations to meet the demand that exists.

#### 3. Subrecipient Compliance

- a. Funds awarded are considered to be State and Federal funds and reportable under the OMB's Uniform Guidance. Compliance with the Cal-OES Subrecipient Handbook is required. The awarding agency and reportable UEI# is as follows:  
County of Orange County Executive Office  
UEI#: Z27AVTCCKHU3

**ATTACHMENT C – COST REIMBURSEMENT CONTRACT**  
**JANUARY 1, 2022 – JUNE 30, 2022**

The following are anticipated uses of the amount awarded. Any adjustments within the stated categories must be approved by the COUNTY in writing.

Domestic Violence County Victim Services	01/01/2022 – 06/30/2022
Legal Consultant	\$6,545
Mental Health Consultant	2,000
Repairs and Shelter Upgrades	22,000
Emergency Shelter & Vouchers	24,000
10% Indirect	5,455
Total	\$60,000



**SUBORDINATE CONTRACT NUMBER MA-017-22011615**  
**BETWEEN**  
**COUNTY OF ORANGE/COUNTY PROCUREMENT OFFICE**  
**AND**  
**LAURA’S HOUSE**  
**FOR**  
**DOMESTIC VIOLENCE SHELTER-BASED PROGRAM SERVICES**

This Subordinate Contract MA-017-22011615 for Domestic Violence Shelter-Based Program Services, (hereinafter referred to as “Contract”) is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California, (hereinafter referred to as “County”) and Laura’s House, (“Contractor”), a California non-profit organization, with a place of business at 33 Journey, Suite 150, Aliso Viejo, CA 92656-5364, with County and Contractor sometimes referred to individually as “Party” or collectively as “Parties”.

**ATTACHMENTS**

This Subordinate Contract is comprised of this document and the following Attachments, which are attached hereto and incorporated by reference into this Contract:

Attachment A – OC Community Resources/OC Parks Contract 17-28-0023-DV / MA-012-18010585

**RECITALS**

**WHEREAS**, Contractor responded to a Request for Proposal (RFP) for Fiscal Year 2017-2018 for Domestic Violence Shelter Based Program funds received by the County pursuant to the Domestic Violence Shelter Based Programs Act, Welfare and Institution Code commencing with Section 18290 et seq., Government Code Sections 26840.7 and 26840.8, Penal Code Section 1203.097; and,

**WHEREAS**, the Parties executed Contract No.17-28-0023-DV / MA-012-18010585 for Domestic Violence Shelter Based Programs Act Services (the “Master Agreement”), which remains in effect through June 30, 2022; and,

**WHEREAS**, the Governor’s Office of Emergency Services annually allocates funding for the County Victim Services Program to address the gaps and/or needs in existing services provided to victims of crimes; and,

**WHEREAS**, County of Orange/County Procurement Office desires to enter into this Subordinate Contract for victim assistance services for the Domestic Violence Shelter-Based Program; and

**WHEREAS**, Contractor agrees to provide victim assistance services to domestic violence victims in the Domestic Violence Shelter-Based Program Services per the attached Scope of Work to the County, and provide services per Attachment A attached hereto and incorporated herein; and

**NOW, THEREFORE**, both Parties mutually agree as follows:

**ARTICLES**

- 1. Scope of Contract:** This Subordinate Contract specifies the contractual terms and conditions by which the County will procure Domestic Violence Shelter-Based Program Services from Contractor, as set forth herein and in accordance with the terms and conditions of Contract 17-28-0023-DV / MA-012-18010585.

2. **Term of Subordinate Contract:** Effective January 1, 2022 through June 30, 2022, unless otherwise terminated by the County.
3. **Order of Precedence:** In the event of any inconsistency between the articles, attachments, or provisions which constitute this agreement, the following descending order of precedence shall apply:
  - a. County of Orange Contract No. MA-017-22011615 Articles
  - b. Scope of Work (Attachment B)
  - c. Cost Reimbursement Contract (Attachment C)
  - d. County of Orange Master Agreement No. MA-012-18010585
4. **Pricing and Compensation:** Contractor agrees to provide victim assistance services to domestic violence victims in the Domestic Violence Shelter-Based Program as specified per amounts listed Attachment C. **Total compensation under this Subordinate Contract shall not exceed \$50,000.**
5. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the parties' project managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate party at the address stated herein or such other address as the parties hereto may designate by written notice from time to time in the manner aforesaid.

Contractor: Laura's House  
 Attention: Margaret Bayston  
 CEO/Executive Director  
 33 Journey, Suite 150  
 Aliso Viejo, CA 92656-5364  
 Phone: (949) 361-3775  
 Email: [Mbayston@laurashouse.org](mailto:Mbayston@laurashouse.org)

County: County of Orange/County Executive Office  
 Attn: Ryan Van Otterloo  
 Hall of Administration  
 333 W. Santa Ana Blvd., Third Floor  
 Santa Ana, CA 92701  
 Office: (714) 834-7487  
 Email: [Ryan.VanOtterloo@ocgov.com](mailto:Ryan.VanOtterloo@ocgov.com)

cc: County of Orange  
 County Executive Office/County Procurement Office  
 Attn: Kevin Work, Deputy Purchasing Agent  
 1300 S. Grand Ave., Bldg. A, 2<sup>nd</sup> Floor  
 Santa Ana, CA 92705-4434  
 Phone: 714-567-7312  
 Email: [Kevin.Work@ocgov.com](mailto:Kevin.Work@ocgov.com)

**Invoicing:** Invoices are to be submitted monthly by the 20<sup>th</sup> of the following month the services were rendered along with supporting documentation.

Invoices may be submitted to: [CEOBudget@ocgov.com](mailto:CEOBudget@ocgov.com)

Or mailed to the following address:

County of Orange/County Executive Office  
Attn: Ryan Van Otterloo  
Hall of Administration  
333 W. Santa Ana Blvd., Third Floor  
Santa Ana, CA 92701

Contractor shall reference Subordinate Contract Number MA-017-22011615 on invoices. Payment will be net 30 days after receipt of an invoice in a format acceptable to the County of Orange and verified and approved by the agency/department and subject to routine processing requirements. The responsibility for providing an acceptable invoice rests with the Contractor.

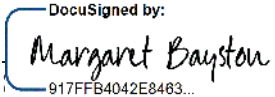
Billing shall cover services not previously invoiced and will not cover services provided pursuant to the Master Agreement. Contractor shall work with County Executive Office to determine the format for billing, which shall include total program costs billed on a monthly basis performed under the Master Agreement and this Contract.

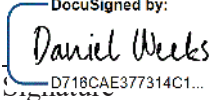
### SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties hereto have executed this Subordinate Contract on the dates shown opposite their respective signatures below.

**LAURA’S HOUSE\***

\*Pursuant to California Corporations Code Section 313, If the Contracting party is a corporation, (2) two signatures are required: one (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer of any Assistant Treasurer. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signatory to bind the corporation.

Margaret Bayston	CEO/Executive Director
_____ Print Name	_____ Title
	5/24/2022
_____ Date	_____ Date

Daniel weeks	Treaurer
_____ Print Name	_____ Title
	5/24/2022
_____ Date	_____ Date

\*\*\*\*\*

**COUNTY OF ORANGE A political subdivision of the State of California**

Kevin Work	Deputy Purchasing Agent
_____ Print Name	_____ Title
_____ Signature	_____ Date

**APPROVED AS TO FORM, Office of the County Counsel, County of Orange, California**

Mark Servino	Supervising Deputy County Counsel
_____ Print Name	_____ Title
	5/25/2022
_____ Date	_____ Date



**ATTACHMENT A**

**OC Community Resources/OC Parks, 17-28-0023-DV / MA-012-18010585**

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## ATTACHMENT B – SCOPE OF WORK

### I. DOMESTIC VIOLENCE COUNTY VICTIM SERVICES

1. On March 1, 2016, Cal OES issued a Request for Application for a new County Victim Services Program to provide one-time, federal VOCA funding to help fill victim services gaps and or needs over the period of July 1, 2016 to June 30, 2018. The grant required a Steering Committee be established with mandatory representation from several County departments, specific Cal OES funded projects, courts, and local law enforcement. The Committee collaboratively identified several existing gaps and needs with services provided to the County's crime victims and approved several projects to meet their needs to be facilitated through an expansion of county and contracted services.

The County Executive Office manages the Cal OES grant and amendments were made to the existing contracts in place with OC Community Resources. The Cal OES grant program has continued on an annual basis with varying funding amounts and the prioritization of the use of funding being determined by the Steering Committee. This subordinate agreement is established to provide the County Executive Office the means to properly manage the grant award and align the funding with the agreed upon plan as determined by the Steering Committee.

#### 2. Purpose:

- a. Provide assistance with Criminal Justice and other legal proceedings, improve access for crime victims who are elderly, have transportation issues, special needs, or those who cannot access services during normal working hours by:
  - i. Increase access for in-house emergency legal and criminal justice advocacy
  - ii. Provide accompaniment for domestic violence victims coming into the shelter and walk-in centers.
- b. Emergency Housing Assistance
  - i. Provide additional shelter bed nights, emergency hotel vouchers, food and/or transportation for domestic violence victims.
  - ii. Make needed repairs and/or upgrades to existing shelter to allow for increased capacity.
- c. Enhanced Mental Health Services. Address demand for mental health services for adult and youth victims of domestic violence and increase capacity to offer services in additional languages to culturally underserved victims.
  - i. Expand individual and group counseling and therapy for adult and youth victims of domestic violence
  - ii. Increase capacity to offer counseling and mental health services to culturally underserved domestic violence victims
  - iii. Increase the number of sessions and/or locations to meet the demand that exists.

#### 3. Subrecipient Compliance

- a. Funds awarded are considered to be State and Federal funds and reportable under the OMB's Uniform Guidance. Compliance with the Cal-OES Subrecipient Handbook is required. The awarding agency and reportable UEI# is as follows:  
County of Orange County Executive Office  
UEI#: Z27AVTCCKHU3

**ATTACHMENT C – COST REIMBURSEMENT CONTRACT**  
**JANUARY 1, 2022 – JUNE 30, 2022**

The following are anticipated uses of the amount awarded. Any adjustments within the stated categories must be approved by the COUNTY in writing.

Domestic Violence County Victim Services	01/01/2022 – 06/30/2022
Shelter Staff/Case Manager	\$17,000
Motel Vouchers	5,000
Emergency Food & Transport	1,000
Legal Advocate	11,000
Domestic Violence Therapist	14,000
10% Indirect	2,000
Total	\$50,000



**SUBORDINATE CONTRACT NUMBER MA-017-22011616**  
**BETWEEN**  
**COUNTY OF ORANGE/COUNTY PROCUREMENT OFFICE**  
**AND**  
**WOMEN’S TRANSITIONAL LIVING CENTER, INC.**  
**FOR**  
**DOMESTIC VIOLENCE SHELTER-BASED PROGRAM SERVICES**

This Subordinate Contract MA-017-22011616 for Domestic Violence Shelter-Based Program Services, (hereinafter referred to as “Contract”) is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California, (hereinafter referred to as “County”) and Women’s Transitional Living Center, Inc., (“Contractor”), a California non-profit organization, with a place of business at P.O. Box 916, Fullerton CA 92832-0916, with County and Contractor sometimes referred to individually as “Party” or collectively as “Parties”.

**ATTACHMENTS**

This Subordinate Contract is comprised of this document and the following Attachments, which are attached hereto and incorporated by reference into this Contract:

Attachment A – OC Community Resources/OC Parks Contract 17-28-0023-DV / MA-012-18010585

**RECITALS**

**WHEREAS**, Contractor responded to a Request for Proposal (RFP) for Fiscal Year 2017-2018 for Domestic Violence Shelter Based Program funds received by the County pursuant to the Domestic Violence Shelter Based Programs Act, Welfare and Institution Code commencing with Section 18290 et seq., Government Code Sections 26840.7 and 26840.8, Penal Code Section 1203.097; and,

**WHEREAS**, the Parties executed Contract No.17-28-0023-DV / MA-012-18010585 for Domestic Violence Shelter Based Programs Act Services (the “Master Agreement”), which remains in effect through June 30, 2022; and,

**WHEREAS**, the Governor’s Office of Emergency Services annually allocates funding for the County Victim Services Program to address the gaps and/or needs in existing services provided to victims of crimes; and,

**WHEREAS**, County of Orange/County Procurement Office desires to enter into this Subordinate Contract for victim assistance services for the Domestic Violence Shelter-Based Program; and

**WHEREAS**, Contractor agrees to provide victim assistance services to domestic violence victims in the Domestic Violence Shelter-Based Program Services per the attached Scope of Work to the County, and provide services per Attachment A attached hereto and incorporated herein; and

**NOW, THEREFORE**, both Parties mutually agree as follows:

**ARTICLES**

- 1. Scope of Contract:** This Subordinate Contract specifies the contractual terms and conditions by which the County will procure Domestic Violence Shelter-Based Program Services from Contractor, as set forth herein and in accordance with the terms and conditions of Contract 17-28-0023-DV / MA-012-18010585.

2. **Term of Subordinate Contract:** Effective January 1, 2022 through June 30, 2022, unless otherwise terminated by the County.
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  - c. Cost Reimbursement Contract (Attachment C)
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4. **Pricing and Compensation:** Contractor agrees to provide victim assistance services to domestic violence victims in the Domestic Violence Shelter-Based Program as specified per amounts listed Attachment C. **Total compensation under this Subordinate Contract shall not exceed \$50,000.**
5. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the parties' project managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate party at the address stated herein or such other address as the parties hereto may designate by written notice from time to time in the manner aforesaid.

Contractor: Women's Transitional Living Center, Inc.  
 Attention: Mark Lee, CEO  
 P.O. Box 916  
 Fullerton, CA 92832-0916  
 Phone: (714) 992-1939  
 Email: [Mlee@wtlc.org](mailto:Mlee@wtlc.org)

County: County of Orange/County Executive Office  
 Attn: Ryan Van Otterloo  
 Hall of Administration  
 333 W. Santa Ana Blvd., Third Floor  
 Santa Ana, CA 92701  
 Office: (714) 834-7487  
 Email: [Ryan.VanOtterloo@ocgov.com](mailto:Ryan.VanOtterloo@ocgov.com)

cc: County of Orange  
 County Executive Office/County Procurement Office  
 Attn: Kevin Work, Deputy Purchasing Agent  
 1300 S. Grand Ave., Bldg. A, 2<sup>nd</sup> Floor  
 Santa Ana, CA 92705-4434  
 Phone: 714-567-7312  
 Email: [Kevin.Work@ocgov.com](mailto:Kevin.Work@ocgov.com)

**Invoicing:** Invoices are to be submitted monthly by the 20<sup>th</sup> of the following month the services were rendered along with supporting documentation.

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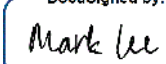
Billing shall cover services not previously invoiced and will not cover services provided pursuant to the Master Agreement. Contractor shall work with County Executive Office to determine the format for billing, which shall include total program costs billed on a monthly basis performed under the Master Agreement and this Contract.

**SIGNATURE PAGE**

IN WITNESS WHEREOF, the Parties hereto have executed this Subordinate Contract on the dates shown opposite their respective signatures below.

**WOMEN’S TRANSITIONAL LIVING CENTER, INC.\***

\*Pursuant to California Corporations Code Section 313, If the Contracting party is a corporation, (2) two signatures are required: one (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer of any Assistant Treasurer. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signatory to bind the corporation.

Mark Lee	CEO
_____ Print Name	_____ Title
<small>DocuSigned by:</small> 	5/26/2022
<small>F338998AE4034DC...</small>	_____ Date

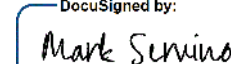
_____ Print Name	_____ Title
_____ Signature	_____ Date

\*\*\*\*\*

**COUNTY OF ORANGE A political subdivision of the State of California**

Kevin Work	Deputy Purchasing Agent
_____ Print Name	_____ Title
_____ Signature	_____ Date

**APPROVED AS TO FORM, Office of the County Counsel, County of Orange, California**

Mark Servino	Supervising Deputy County Counsel
_____ Print Name	_____ Title
<small>DocuSigned by:</small> 	5/26/2022
<small>45C3A58FFA0F4E6...</small>	_____ Date





Administrative Offices: P.O. Box 916, Fullerton, CA 92832 714-992-1939 www.wtlc.org

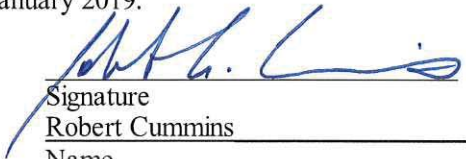
**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
Women's Transitional Living Center, Inc. (WTLC)  
AUTHORIZING EXECUTION OF CONTRACTS, EXECUTION AND PROCESSING  
PAYMENTS, AND ANY OTHER NECESSARY DOCUMENTS FOR THE  
PURPOSE OF SUPPORTING THE CORPORATION**

**WHEREAS**, the Board of Directors of Women's Transitional Living Center, Inc. (WTLC), a California nonprofit corporation (the "Corporation"), finds the following:


NOW, THEREFORE, the Board of Directors (the "Board") of Women's Transitional Living Center, Inc. (WTLC) resolves as follows:

Mark Lee, Chief Executive Officer of the Corporation is hereby authorized and directed, on behalf of the Corporation, to execute Agreements, any amendments, extensions, thereof, and appropriate to carry out and implement the Agreements, and to administer the Corporation's obligations, responsibilities and duties to be performed thereunder.

ADOPTED this 9<sup>TH</sup> day of January 2019.


  
\_\_\_\_\_  
Signature  
Robert Cummins  
\_\_\_\_\_  
Name  
Chairman of the Board  
\_\_\_\_\_  
Title

ATTEST:

  
\_\_\_\_\_  
Signature  
Renee Aumiller  
\_\_\_\_\_  
Name  
Secretary  
\_\_\_\_\_  
Title

I hereby certify that the foregoing Resolution was duly and regularly adopted by the Board of Directors of 9<sup>th</sup> day of January 2019, by the following vote:

AYES: 6 DIRECTORS:  
NOES: 0 DIRECTORS:  
ABSENT: 0 DIRECTORS:  
ABSTAIN: 0 DIRECTORS:

  
\_\_\_\_\_  
Signature  
Renee Aumiller  
\_\_\_\_\_  
Name  
Secretary  
\_\_\_\_\_  
Title

**ATTACHMENT A**

**OC Community Resources/OC Parks, 17-28-0023-DV / MA-012-18010585**

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## ATTACHMENT B – SCOPE OF WORK

### I. DOMESTIC VIOLENCE COUNTY VICTIM SERVICES

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County of Orange County Executive Office  
UEI#: Z27AVTCCKHU3

**ATTACHMENT C – COST REIMBURSEMENT CONTRACT**  
**JANUARY 1, 2022 – JUNE 30, 2022**

The following are anticipated uses of the amount awarded. Any adjustments within the stated categories must be approved by the COUNTY in writing.

Domestic Violence County Victim Services	01/01/2022 – 06/30/2022
Legal Consultant	\$5,000
Mental Health Consultant	5,000
Legal-Personnel	10,000
Emergency Shelter- Personnel	14,500
ER Shelter & Vouchers	11,000
10% Indirect	4,500
Total	\$50,000