

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To: Matthew Fertal  
Dept.: City Manager  
Subject: ILLUMINATION FOUNDATION  
AGREEMENT FOR THE  
HOMELESS FAMILIES PROGRAM

From: Kimberly Huy  
Dept.: Community Services  
Date: December 8, 2009

OBJECTIVE

To request that City Council approve the Agreement with Illumination Foundation for a six-month period for the continued operation of the Homeless Program at the Magnolia Park Family Resource Center.

BACKGROUND

In July 2002, the Community Services Department was awarded funding by the Orange County Children and Families Commission (OCCFC) through Proposition 10 for a Health Care Access Program located at the Magnolia Park Family Resource Center (MPFRC). Since July 2007, this grant has included funding for MPFRC to operate as the lead agency for a Homeless Families Project, which provides case management to coordinate services for homeless families with the goal of moving families to self-sufficiency. The total amount of funding for this program is \$110,000 for services provided from July 1, 2009, through June 30, 2010.

DISCUSSION

In August 2009, City staff was informed that the Agreement with OCCFC would not be renewed for the Homeless Families Project after June 30, 2010. A coordinator and eligibility technician at the MPFRC have been providing these services. However, in light of the program funding ending, both employees have resigned from their positions. As there are only six months remaining in the current Agreement, and the funding will not be renewed, staff is proposing to contract with the Illumination Foundation to provide these services for the remainder of the Agreement through June 30, 2010.

FINANCIAL IMPACT

There will be no fiscal impact to the City, as the project is funded by the Orange County Children and Families Commission grant.

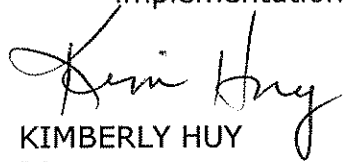
COMMUNITY VISION IMPLEMENTATION

The funding received through the OCCFC grant allows the Magnolia Park Family Resource Center to provide case management services to families in Garden Grove and surrounding communities. This is in keeping with one of the goals of the Community Vision, which is, "seek to foster creative cooperative efforts to address community issues."

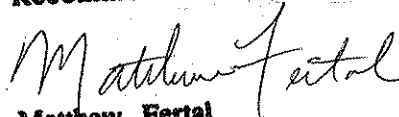
RECOMMENDATION

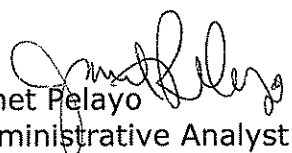
It is recommended that City Council:

- Approve the attached Agreement with Illumination Foundation, and
- Authorize the City Manager to sign and execute the Agreement, including making any modifications during the Agreement period for the operation and implementation of the services.

  
KIMBERLY HUY  
Director

**Recommended for Approval**

  
Matthew Fertal  
City Manager

By: Janet Pelayo   
Administrative Analyst

Attachment: Agreement between Illumination Foundation and the City of Garden Grove

## **PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_ 2009, by the CITY OF GARDEN GROVE, a municipal corporation, ("CITY") and Illumination Foundation here in after referred to as "CONTRACTOR".

### **RECITALS**

The following recitals are a substantive part of this Agreement:

1. This Agreement is entered into pursuant to Garden Grove Council authorization dated \_\_\_\_\_.
2. CITY desires to utilize the services of CONTRACTOR to serve as subcontractor of CITY under the agreement with the Children and Families Commission of Orange County to provide services for the Motel Families/Homeless Program at the Magnolia Park Family Resource Center.
3. CONTRACTOR is qualified by virtue of experience, training, education and expertise to accomplish services.

### **AGREEMENT**

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Term and Termination.** The term of the agreement shall be for the period from January 1, 2010 through June 30, 2010. This agreement may be terminated by the CITY without cause. In such event, the CITY will compensate CONTRACTOR for work performed to date in accordance with fee schedule (Attachment "A"). Contractor is required to present evidence to support performed work completion.
2. **Services to be Provided.** The services to be performed by CONTRACTOR shall consist of tasks as set forth in the Proposal (Attachment A) and in accordance with the Milestones (Attachment B). The Proposal and Milestones is attached and is hereby incorporated herein by reference. The Proposal and this Agreement do not guarantee any specific amount of work.
3. **Compensation.** CONTRACTOR shall be compensated as follows:
  - 3.1 **AMOUNT.** Total Compensation under this agreement shall not exceed **forty six thousand six hundred and forty dollars (\$46,640)** for services provided under this Agreement, with a monthly budget of seven thousand seven hundred and seventy-three dollars (\$7,773).

- 3.2 Payment. For work under this Agreement, payment shall be made per invoice for work completed. For extra work not a part of this Agreement, a written authorization by CITY will be required, and payment shall be based on schedule included in Proposal (Attachment A).
- 3.3 Records of Expenses. CONTRACTOR shall keep complete and accurate records of all costs and expenses incidental to services covered by this Agreement. These records will be made available at reasonable times to CITY.
- 3.4 Termination. CITY shall have the right to terminate this agreement, without cause, by giving thirty (30) days written notice of termination. If the Agreement is terminated by CITY, then the provisions of paragraph 3 would apply to that portion of the work completed.

#### 4. Insurance requirements.

- 4.1 COMMENCEMENT OF WORK. CONTRACTOR/CONSULTANT shall not commence work under this Agreement until all certificates and endorsements have been received and approved by the CITY. All insurance required by this Agreement shall contain a Statement of Obligation on the part of the carrier to notify the CITY of any material change, cancellation, or termination at least thirty (30) days in advance.
- 4.2 WORKERS COMPENSATION INSURANCE. During the duration of this Agreement, CONTRACTOR and all subcontractors shall maintain Workers Compensation Insurance in the amount and type required by law, if applicable.
- 4.3 INSURANCE AMOUNTS. CONTRACTOR/CONSULTANT shall maintain the following insurance for the duration of this Agreement:
- (a) Commercial general liability in an amount of \$1,000,000.00 per occurrence: **claims made and modified occurrence policies are not acceptable**); Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-Class VII or better, as approved by the CITY.
- (b) Automobile liability in an amount of \$1,000,000.00 combined single limit: **claims made and modified occurrence policies are not acceptable**; Insurance companies must be acceptable to CITY and have a Best's

Guide Rating of A-, Class VII or better, as approved by the CITY.

- (c) Professional liability in an amount not less than \$1,000,000. Insurance companies must be admitted and licensed in California and have a Best's Guide Rating of A-Class VII or better, as approved by the City. If the policy is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of the agreement, and for a period of three (3) years from the date of the completion of services provided. In the event of termination, cancellation, or material change in the policy, professional/consultant shall obtain continuing insurance coverage for the prior acts or omissions of professional/consultant during the course of performing services under the term of the agreement. The coverage shall be evidenced either by a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier.

An **On-Going and Completed Operations Additional Insured Endorsement** for the policy under section 4.3 (a) shall designate CITY, its officers, officials, employees, agents, and volunteers as additional insureds for liability arising out of work or operations performed by or on behalf of the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

An Additional Insured Endorsement for the policy under section 4.3 (b) shall designate CITY, its officers, officials, employees, agents, and volunteers as additional insureds for automobiles, owned, leased, hired, or borrowed by the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

For any claims related to this Agreement, CONTRACTOR's insurance coverage shall be primary insurance as respects CITY, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, agents, and volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

- 5. **Non-Liability of Officials and Employees of the City.** No official or employee of CITY shall be personally liable to CONTRACTOR in the event of

any default or breach by CITY, or for any amount which may become due to CONTRACTOR.

6. **Non-Discrimination.** CONTRACTOR covenants there shall be no discrimination against any person or group due to race, color, creed, religion, sex, marital status, age, handicap, national origin, or ancestry, in any activity pursuant to this Agreement.
7. **Independent Contractor.** It is agreed to that CONTRACTOR shall act and be an independent contractor and not an agent or employee of the CITY, and shall obtain no rights to any benefits which accrue to CITY'S employees.
8. **Compliance with Law.** CONTRACTOR shall comply with all applicable laws, ordinances, codes, and regulations of the federal, state, and local government.
9. **Notices.** All notices shall be personally delivered or mailed to the below listed address, or to such other addresses as may be designated by written notice. These addresses shall be used for delivery of service of process.
  - a. (CONTRACTOR)  
Illumination Foundation  
780 Roosevelt  
Irvine, CA 92620
  - b. (Address of City Purchasing) (with a copy to):  
City of Garden Grove                      Garden Grove City Attorney  
11222 Acacia Parkway                      11222 Acacia Parkway  
Garden Grove, CA 92840                      Garden Grove, CA 92840
10. **CONTRACTOR'S PROPOSAL.** This Agreement shall include CONTRACTOR'S proposal or bid which shall be incorporated herein by reference. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.
11. **Licenses, Permits, and Fees.** At its sole expense, CONTRACTOR shall obtain a Garden Grove Business License, all permits, and licenses as may be required by this Agreement.
12. **Familiarity with Work.** By executing this Agreement, CONTRACTOR warrants that: (1) it has investigated the work to be performed; (2) it has investigated the site of the work and is aware of all conditions there; and (3) it understands the facilities, difficulties, and restrictions of the work under this Agreement. Should Contractor discover any latent or unknown conditions materially differing from those inherent in the work or as represented by CITY, it shall immediately inform CITY of this and shall not proceed, except at CONTRACTOR'S risk, until written instructions are received from CITY.

13. **Time of Essence.** Time is of the essence in the performance of this Agreement.
14. **Limitations Upon Subcontracting and Assignment.** The experience, knowledge, capability, and reputation of CONTRACTOR, its principals and employees were a substantial inducement for CITY to enter into this Agreement. CONTRACTOR shall not contract with any other entity to perform the services required without written approval of the CITY. This Agreement may not be assigned voluntarily or by operation of law, without the prior written approval of CITY. If CONTRACTOR is permitted to subcontract any part of this Agreement, CONTRACTOR shall be responsible to CITY for the acts and omissions of its subcontractor as it is for persons directly employed. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor and CITY. All persons engaged in the work will be considered employees of CONTRACTOR. CITY will deal directly with and will make all payments to CONTRACTOR.
15. **Authority to Execute.** The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement and that by executing this Agreement, the parties are formally bound.
16. **Indemnification.** CONTRACTOR agrees to protect, defend, and hold harmless CITY and its elective or appointive boards, officers, agents, and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorneys' fees, for injury or death of any person, or damage to property, or interference with use of property, arising out of, or in any way connected with performance of the Agreement by CONTRACTOR, CONTRACTOR'S agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR. The only exception to CONTRACTOR'S responsibility to protect, defend, and hold harmless CITY, is due to the sole negligence of CITY, or any of its elective or appointive boards, officers, agents, or employees.

This hold harmless agreement shall apply to all liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONTRACTOR.

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(Agreement Signature Block On Next Page)

**IN WITNESS THEREOF**, these parties have executed this Agreement on the day and year shown below.

Date: \_\_\_\_\_

**"CITY"**  
**CITY OF GARDEN GROVE**

By: \_\_\_\_\_  
**City Manager**

**ATTESTED:**

\_\_\_\_\_  
**City Clerk**

Date: \_\_\_\_\_

**"CONTRACTOR"**  
**Illumination Foundation**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Tax ID No. \_\_\_\_\_

If CONTRACTOR is a corporation, a Corporate Resolution and/or Corporate Seal is required. If a partnership, Statement of Partnership must be submitted to CITY.

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Garden Grove City Attorney

12/1/09  
\_\_\_\_\_  
Date



IN WITNESS THEREOF, these parties have executed this Agreement on the day and year shown below.

Date: \_\_\_\_\_

"CITY"  
CITY OF GARDEN GROVE

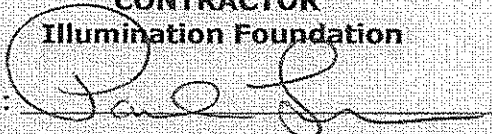
By: \_\_\_\_\_  
City Manager

ATTESTED:

\_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

"CONTRACTOR"  
Illumination Foundation

By: 

Name: PAUL LEOM


Title: Executive Director

Date: Dec 1, 2009

Tax ID No. 95-2021700

Volunteer Center Orange County  
If CONTRACTOR is a corporation, a Corporate Resolution and/or Corporate Seal is required. If a partnership, Statement of Partnership must be submitted to CITY.

APPROVED AS TO FORM:

  
Garden Grove City Attorney

12/1/09  
Date



**ILLUMINATION FOUNDATION**

"ILLUMINATING THE LIVES OF FAMILIES AND CHILDREN TO BREAK THE CYCLE OF HOMELESSNESS"

November 30, 2009

Ms. Claudia Valdivia  
Senior Administrative Analyst  
City of Garden Grove  
P.O. Box 3070  
Garden Grove, CA 92842

Re: Subcontract under Children & Families Commission of Orange County  
Agreement No. FCI-P6-08

Dear Ms. Valdivia:

We are pleased to submit our proposal to act as a subcontractor to the City of Garden Grove under its Agreement No. FCI-P6-08 with the Children & Families Commission of Orange County.

Scope of work: Complete the remaining milestones under the Work Plan Modifications as attached to the letter dated August 23, 2009 from the Children & Families Commission of Orange County

Budget: Monthly budget of \$7,773 (total six-month budget of \$46,640) – see Exhibit A

Job descriptions: As attached in Exhibit B

We anticipate the starting date of this subcontract will be January 1, 2010.

We look forward to working with the City of Garden Grove and the Children & Families Commission of Orange County on this subcontract.

Sincerely,

Paul Leon  
Executive Director

CC: Anna Brendle, Children's & Families Commission of Orange County

**ILLUMINATION FOUNDATION**

**WWW.IFHOMELSS.ORG / EMAIL: INFO@IFHOMELSS.ORG**

780 ROOSEVELT, IRVINE CA 92620 PH: 949.273.0555/FX: 888.517.7123

A fiscally-sponsored project of the Volunteer Center Orange County

**Exhibit A: Project Budget****FAMILY IS HOME - ILLUMINATION FOUNDATION  
Monthly Operating Budget**

<b>Personnel Expenses</b>				<b>Monthly Salary</b>	<b>Monthly Benefits</b>	<b>Total Monthly</b>
Director of Program Operations	0.25	FTE		\$ 1,167	\$ 140	\$ 1,307
Program Coordinator	0.75	FTE		\$ 2,250	\$ 270	\$ 2,520
Case Manager	1.00	FTE		\$ 2,667	\$ 320	\$ 2,987
<b>Subtotal Personnel Expenses</b>						<b>\$ 6,813</b>

<b>Project Supplies</b>			<b>Quantity</b>	<b>\$ per unit</b>	<b>Monthly Total</b>	
Educational materials			10	\$ 5.00	\$ 50	
Trainings					\$ 50	
Office supplies	(paper, printer ink, postage)				\$ 100	
Bus passes			20	\$ 4.00	\$ 80	
Food gift cards			12	\$ 10.00	\$ 120	
<b>Subtotal Project Supplies</b>						<b>\$ 400</b>

<b>Direct Project Expense</b>						
Mileage	350	x 2 people	700	\$ 0.55	\$ 385	
Refreshments (Parent groups, classes)					\$ 75	
Resource fairs						
Telephone					\$ 100	
<b>Subtotal Program Expenses</b>						<b>\$ 560</b>

<b>Total Monthly Budget</b>						<b>\$ 7,773</b>
<b>Total 6 Months Budget</b>						<b>\$ 46,640</b>

**ILLUMINATION FOUNDATION****WWW.IFHOMELSS.ORG / EMAIL: INFO@IFHOMELSS.ORG**

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## **Exhibit B: Job Descriptions**

### **Director of Program Operations: (0.25 FTE)**

#### **Responsibilities:**

Assist with planning and attend outreach activities designed to reach parents living in motels who have children birth through age five; assist with development of marketing materials; supervise data collection and reports; assist with and make recommendations regarding planning, program development and budget considerations; work closely with Case Manager to identify community and families needs; coordinate staff training and development; and attend and provide input at Case Management Team Meetings.

#### **Education and Experience:**

Master's or Bachelor's degree in Human Services, Social Work, or related field from an accredited university; minimum of ten (10) years of experience working in the human services field

### **Program Coordinator: (0.75 FTE)**

#### **Responsibilities:**

Plan and attend outreach activities designed to reach parents living in motels who have children birth through age five; recruit community service providers to participate in the Motel Families Collaborative; plan and conduct special events such as health and resource fairs; prepare and publicize marketing materials, including news releases, flyers and brochures to promote programs and services to community individuals and service organizations; perform public relations work including speaking publicly at various events, meetings, and locations; gather and maintain data; prepare written and oral reports; and perform other related duties as assigned.

#### **Education and Experience:**

Bachelor's degree in Human Services, Social Work, or related field from an accredited university; four (4) years of experience working in the human services field could be substituted for the education requirement

## **ILLUMINATION FOUNDATION**

**[WWW.IFHOMELSS.ORG](http://WWW.IFHOMELSS.ORG) / EMAIL: [INFO@IFHOMELSS.ORG](mailto:INFO@IFHOMELSS.ORG)**

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**Individual Case Manager: (1.00 FTE)**

**Responsibilities:**

Responsible for assessing needs and assisting families in crisis to access resources to meet those needs; coordinating participant's referrals, compiling and maintaining records; preparing reports; work with the participants to assess strengths to develop an individual case plan for each family/individual.

**Minimum Qualifications:**

Bachelor's degree in Human Services, Social Work, or related field from an accredited university; four (4) years of experience working the human services field be substituted for the education requirement; ability to work with diverse population; excellent written and verbal communication skills; bilingual in Spanish highly desired; and proficiency in English is required.

**ILLUMINATION FOUNDATION**

**WWW.IFHOMELESS.ORG / EMAIL: INFO@IFHOMELESS.ORG**

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A fiscally-sponsored project of the Volunteer Center Orange County

July 1, 2009 through June 30, 2010  
(Motel Families)

Date of Draft: 12/1/2009

Part I: Organization/ Collaborative Name	Project Name	Work Plan Contact Name	Contact's Phone and Email	Contract Number
The City of Garden Grove	ProjectConnections.FRC Family is Home Partnership (Motel Families)	Claudia Valdivia	714-530-7617 claudiav@ci.garden-grove.ca.us	FCI-P6-08
<b>Part II: Project Abstract (a short description of the project):</b>				
Utilizing the Family Resource Center platform, ProjectConnections.FRC Health Access' service delivery focuses on improving immunization status, health insurance enrollment, access to a medical home, delivering health assessments, bringing parent health education to the community, and providing case management services to children 0 – 5 and their families. ProjectConnections.FRC strengthens the ability of Family Resource Centers to address local health issues and serve young families by increasing outreach to isolated families in Orange County through the use of culturally competent Promotoras, making more Public Health Nurses available to low-income communities, collaborating and triaging to link families with services needed to support the family and promote health using a systemic approach, and linking with local funding organizations to create new programs and partnerships.				
<b>Part III: Goals, Outcomes, Indicators, and Objectives (Select from Commission's Strategic Plan):</b>				
Goal	Outcome(s)	Indicator(s)	Objective(s)	% Funding Distribution
Strong Families	Increased family self-sufficiency	Family Self-Sufficiency	Improve the condition of Orange County families as gauged by the following socio-economic indicators: Homelessness, Hunger, Poverty, Environmental Stability, Formal Education of Parents, Employment, Social capital/Support	40%
Strong Families	Increased access to and availability of family support services and resources	Information and Referral	Increase community awareness of and linkage to available services	35%
Capacity Building	Commission data supports decision making and program improvement	Program Evaluation	Develop evaluation reports using appropriate and reliable indicators and communicate the results to the Commission its grantees and the Community	25%

July 1, 2009 through June 30, 2010  
(Motel Families)

Date of Draft: 12/1/2009

Milestone Number	Strategy	Description	Method	Type	GGG Target Quantity	If Target Quantity	Start Date	Target Date	
<b>Part IV: OBJECTIVE:</b> Improve the condition of Orange County families as gauged by the following socio-economic indicators: Homelessness, Hunger, Poverty, Environmental Stability, Formal Education of Parents, Employment, Social Capital/Support									
1	Outreach Efforts – Community Events/Celebrations/ Health Fairs	Family is Home Team will organize or contribute to planning a special event targeting families with children 0-5 living in motels in Anaheim and Garden Grove	Special event conducted. Use milestone notes to indicate contribution, progress, and results	U	1 Special Event	0 Milestone achieved by GGG	12/1/2009	6/30/10	
2	Outreach Efforts – Miscellaneous Outreach Efforts	Family is Home Team will develop and conduct outreach activities and/or classes targeting families with children 0-5 living in motels in Anaheim and Garden Grove	Outreach activities are held as documented by announcements/ sign-sheets. Use milestone notes to indicate where outreach activities or classes are held, the topic(s) and the number of motel families with children 0-5 attending	U	4 client outreach activities / classes	1 client outreach activities / classes	12/1/09	6/30/10	
3	Service Integration - Case Management – At Risk Families	Family is Home Team will provide case management for families with children 0-5 who have multiple needs and who are not receiving case management services from another agency	Enroll families and provide case management. At start contract year, count current families enrolled in program (roll over caseload), in subsequent months count only new families enrolled to receive total client count for contract period.	U	75 families receive case management	64 families receive case management	12/1/09	6/30/10	

July 1, 2009 through June 30, 2010  
(Motel Families)

Date of Draft: 12/1/2009

4	Service Integration - Case Management - At Risk Families	Family is Home Team will convene case management meetings at least twice monthly to coordinate service delivery	Case management meetings held as documented by sign-in sheets, case files. Use milestone notes to document progress	U	20 Case management meetings (5 mtgs already held)	15 Case management meetings	12/1/09	6/30/10
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Part IV. OBJECTIVE: Increase community awareness of and linkages to available services								
Milestone Number	Strategy	Description	Method	Type	CGG Target Quantity	IF Target Quantity	Start Date	Target Date
5	Service Integration - Information and Referral	Family is Home Team will receive referrals from Motel Family Referral Partners and other service providers for families with children 0-5 who are living in motels. Meet eligibility criteria.	Referrals are received and documented for service coordination and case management, or transfer to alternate provider if appropriate.	U	75 referrals received (16 already received)	59 referral received	12/1/09	6/30/10
6	Service Integration - Information and Referral	Family is Home Team will identify family needs while conducting assessments, identify appropriate community resources, and promote linkages.	Referrals are made and tracked, as documented by the follow-up log. Use milestone notes to track the type of referrals made.	U	575 referrals made (172 referrals already made)	403 referrals made	12/1/09	6/30/10
7	Capacity Building -Homeless Prevention	Family is Home Team will develop outreach activities to recruit appropriate service providers to join Motel Family Referral Partnership.	Outreach activities are conducted as documented in milestone notes.	U	2 provider outreach activities	0 Milestone achieved by CGG	12/1/09	6/30/10
8	Service Integration - Professional Coordination / Collaboration	Family is Home Team plans and convenes monthly meetings of the Motel Family Referral Partnership.	Meetings of the Motel Family Referral Partnership are held. Use milestone notes to document date, number of attendees and topic(s).	U	9 partnership meetings (3 meetings already attended)	6 partnership meetings	12/1/09	6/30/10



July 1, 2009 through June 30, 2010  
(Motel Families)

Date of Draft: 12/1/2009

Community Milestone Number	Strategy	Description	Method	Type	CGG Target Quantity	F Target Quantity	Start Date	Target Date
9	Service Integration – Accountability Across Programs	Family is Home Team will collect CDOM forms on all consenting families referred for case management including related snapshots (as applicable) and SOQ data.	CDOM data is collected on an ongoing basis, and entered into OCERS at least once a month. Ratio: # CDOMs entered / # new families enrolled	C/P	90% family participants entered in CDOM	90% of new family participants entered in CDOM	12/1/09	6/30/10
10	Service Integration – Program Evaluation	Family is Home Team will develop progress reports to document program successes, challenges and progress towards achieving program goals.	Report to be submitted to program lead, program manager, and filed in Commission office. Report due: 6/30/2009	U	1 Annual report submitted	1 Annual report in collaboration w/CGG	12/1/09	6/30/10