



APPROVAL OF THE AGGREEMENT WITH  
THE COUNTY OF ORANGE TO RECEIVE  
FAMILIES AND COMMUNITIES  
TOGETHER (FaCT) GRANT  
FUNDING FOR THE MAGNOLIA PARK  
FAMILY RESOURCE CENTER  
February 25, 2014  
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DISCUSSION

The attached Agreement with the County of Orange Social Services Agency will provide funding, in the amount of approximately \$333,540, for the FOCUS Collaborative to operate the Magnolia Park Family Resource Center from July 1, 2014, through June 30, 2015.

FINANCIAL IMPACT

As lead agency, the City will be overseeing the program and fiscal operations of \$333,540 annually for services through management of the FOCUS Collaborative. The City's General Fund will match an annual amount of \$92,000 for the operation of the Magnolia Park Family Resource Center.

RECOMMENDATION

It is recommended that City Council:

- Approve the attached Agreement with the County of Orange Social Services Agency, and
- Authorize the City Manager to sign and execute the Agreement, including making any modifications during the contract period for the operation and implementation of the contract services.

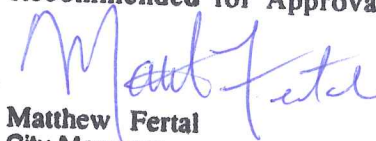


KIMBERLY HUY  
Director

  
By: Janet Pelayo  
Supervisor

Attachment: Agreement

Recommended for Approval



Matthew Fetal  
City Manager

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AGREEMENT  
BETWEEN  
COUNTY OF ORANGE  
AND  
CITY OF GARDEN GROVE  
AND  
COMMUNITY SERVICE PROGRAMS, INC.  
AND  
CHILDREN'S BUREAU OF SOUTHERN CALIFORNIA  
AND  
INTERVAL HOUSE  
FOR THE PROVISION OF  
SERVICES PROMOTING SAFE AND STABLE FAMILIES

THIS AGREEMENT, entered into this 1st day of July, 2014, which date is particularized for purpose of reference only, is by and between the COUNTY OF ORANGE, hereinafter referred to as "COUNTY," and City of Garden Grove, a California municipal agency; Community Service Programs, Inc., a California non-profit corporation; Children's Bureau of Southern California, a California non-profit corporation; and Interval House, Inc., a California non-profit corporation; hereinafter collectively referred to as "MAGNOLIA PARK FAMILY RESOURCE CENTER" or "CONTRACTOR." The City of Garden Grove, Community Services Program Inc., Children's Bureau of Southern California, and Interval House, may each also be referred to individually as "Contractor Partner Agency" or collectively as "Contractor Partner Agencies." This Agreement shall be administered by the County of Orange Social Services Agency Director or designee, hereinafter referred to as "ADMINISTRATOR."

W I T N E S S E T H :

1  
2  
3 WHEREAS, Federal legislation has provided funding under the Promoting  
4 Safe and Stable Families Program (formerly known as the "Family Preservation  
5 and Support Program" and currently known in the COUNTY as Families and  
6 Communities Together [FaCT] Program) and other funding sources for the  
7 provision of services intended to maintain the safety of children in their  
8 homes, help families through crises that might lead to the removal of children  
9 from their homes or speed the return of children to their homes, and to  
10 alleviate stress and promote parental competencies; and  
11

12 WHEREAS, COUNTY desires to contract with CONTRACTOR for the provision of  
13 services promoting safe and stable families in Orange County; and  
14

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

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

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

23 ///

24 ///

25 ///

26 ///

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Exhibit A Title

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1           1.     TERM

2           The term of this Agreement shall commence on July 1, 2014, and terminate  
3           on June 30, 2015, unless earlier terminated pursuant to the provisions of  
4           Paragraph 43 of this Agreement; however, CONTRACTOR shall be obligated to  
5           perform such duties as would normally extend beyond this term, including but  
6           not limited to, obligations with respect to indemnification, audits, reporting  
7           and accounting. CONTRACTOR and ADMINISTRATOR may mutually agree in writing to  
8           extend the term of this Agreement, for up to twelve (12) additional months  
9           upon the same terms and conditions, provided that COUNTY's maximum obligation  
10          as stated in Subparagraph 20.1 of this Agreement does not increase as a  
11          result.

12          2.     ALTERATION OF TERMS

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

20          3.     STATUS OF CONTRACTOR

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

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

4 4. DESCRIPTION OF SERVICES, STAFFING

5 4.1 CONTRACTOR agrees to provide those services, facilities, equipment  
6 and supplies as described in the Exhibit "A" to the Agreement Between County  
7 of Orange and Magnolia Park Family Resource Center, for the Provision of  
8 Services Promoting Safe and Stable Families Services, attached hereto and  
9 incorporated herein by reference. CONTRACTOR shall operate continuously  
10 throughout the term of this Agreement with the number and type of staff  
11 described and as required for provision of services hereunder pursuant to the  
12 personnel disclosure provisions of this Agreement.

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

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

20 5. LICENSES AND STANDARDS

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



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

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

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

19       6.    DELEGATION AND ASSIGNMENT/SUBCONTRACTS

20           6.1   Delegation and Assignment:

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

1 requiring COUNTY approval.

2 6.2 Subcontracts:

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

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

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

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

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

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

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

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

17       7.    FORM OF BUSINESS ORGANIZATION AND REAL PROPERTY DISCLOSURE

18           7.1   Form of Business Organization:

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

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

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

28           7.1.3 A detailed statement indicating the relationship of

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

4 7.2 Change in Form of Business Organization:

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

12 7.3 Real Property Disclosure:

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

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

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

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

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

28 7.3.3.2 The amount of monetary consideration to be paid

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

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

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

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

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

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

3 8. NON-DISCRIMINATION

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

13 8.2 CONTRACTOR shall develop an Affirmative Action Program Plan which  
14 meets the lawful and applicable requirements of the U.S. Department of Health  
15 and Human Services.

16 8.3 CONTRACTOR shall furnish any and all information requested by  
17 ADMINISTRATOR and shall permit ADMINISTRATOR access, during business hours, to  
18 books, records and accounts in order to ascertain CONTRACTOR's compliance with  
19 Paragraph 8 et seq.

20 8.4 CONTRACTOR shall comply with Executive Order 11246, entitled  
21 "Equal Employment Opportunity," as amended by Executive Order 11375 and as  
22 supplemented in Department of Labor regulations (Title 41 CFR Part 60).

23 8.5 Non-Discrimination in Employment

24 8.5.1 All solicitations or advertisements for employees placed  
25 by or on behalf of CONTRACTOR shall state that all qualified applicants will  
26 receive consideration for employment without regard to sex, race, color,  
27 ethnicity, national origin, ancestry, religion, age, marital status, medical  
28 condition, sexual orientation, sexual preference, physical or mental

1 disability or any other protected group in accordance with the requirements of  
2 all applicable Federal or State laws. Notices describing the provisions of  
3 the equal opportunity clause shall be posted in a conspicuous place for  
4 employees and job applicants.

5 8.5.2 CONTRACTOR shall refer any and all employees desirous of  
6 filing a formal discrimination complaint to:

7 California Department of Social Services

8 Public Inquiry and Response Bureau

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

10 Sacramento, CA 94244-2430

11 Telephone: (800) 952-5253

12 (800) 952-8349 (For the hard of hearing)

13 8.6 Non-Discrimination in Service Delivery

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

1 administrative methods or procedures which would have a discriminatory effect  
2 or which would violate the CDSS Manual of Policies and Procedures (MPP)  
3 Division 21, Chapter 21-100. If there are any violations of this paragraph,  
4 CDSS shall have the right to invoke fiscal sanctions or other legal remedies  
5 in accordance with WIC Section 10605, or CGC Sections 11135-11139.5, or any  
6 other laws, or the issue may be referred to the appropriate Federal agency for  
7 further compliance action and enforcement of Subparagraph 8.6 et seq.

8 8.6.2 CONTRACTOR shall provide any and all clients desirous of  
9 filing a formal complaint any and all information as appropriate:

10 8.6.2.1 Pamphlet: "Your Rights Under California Welfare  
11 Programs" (PUB 13)

12 8.6.2.2 Discrimination Complaint Form

13 8.6.2.3 Civil Rights Contacts:

14 County Civil Rights Contact:

15 Orange County Social Services Agency

16 Program Integrity

17 Attn: Civil Rights Coordinator

18 P.O. Box 22001

19 Santa Ana, CA 92702-2001

20 Telephone: (714) 438-8877

21 State Civil Rights Contact:

22 California Department of Social Services

23 Civil Rights Bureau

24 P.O. Box 944243, M.S. 15-70

25 Sacramento, CA 94244-2430

26 Federal Civil Rights Contact:

27 U.S. Department of Health and Human Services

28 Office of Civil Rights



1 50 U.N. Plaza, Room 322  
2 San Francisco, CA 94102

3 9. NOTICES

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

6 COUNTY: County of Orange Social Services Agency  
7 Contract Services  
8 888 N. Main Street  
9 Santa Ana, CA 92701

10 CONTRACTOR: Magnolia Park Family Resource Center  
11 c/o City of Garden Grove  
12 11402 Magnolia Street  
13 Garden Grove, CA 92841

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

20 10. NOTICE OF DELAYS

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

26 11. INDEMNIFICATION

27 11.1 CONTRACTOR agrees to indemnify, defend with counsel approved in  
28 writing by COUNTY, and hold U.S. Department of Health and Human Services, the

1 State, COUNTY, and their elected and appointed officials, officers, employees,  
2 agents and those special districts and agencies which COUNTY's Board of  
3 Supervisors acts as the governing Board ("COUNTY INDEMNITEES") harmless from  
4 any claims, demands or liability of any kind or nature, including but not  
5 limited to personal injury or property damage, arising from or related to the  
6 services, products or other performance provided by CONTRACTOR pursuant to  
7 this Agreement. If judgment is entered against CONTRACTOR and COUNTY by a  
8 court of competent jurisdiction because of the concurrent active negligence of  
9 COUNTY or COUNTY INDEMNITEES, CONTRACTOR and COUNTY agree that liability will  
10 be apportioned as determined by the court. Neither party shall request a jury  
11 apportionment.

12 12. INSURANCE

13 12.1 Prior to the provision of services under this Agreement,  
14 CONTRACTOR agrees to purchase all required insurance at CONTRACTOR's expense  
15 and to deposit with ADMINISTRATOR Certificates of Insurance, including all  
16 endorsements required herein, necessary to satisfy COUNTY that the insurance  
17 provisions of this Agreement have been complied with, and to keep such  
18 insurance coverage and the certificates therefore on deposit with  
19 ADMINISTRATOR during the entire term of this Agreement.

20 12.2 CONTRACTOR shall ensure that all subcontractors performing work on  
21 behalf of CONTRACTOR pursuant to this Agreement shall obtain insurance subject  
22 to the same terms and conditions as set forth herein for CONTRACTOR.

23 12.3 All self-insured retentions (SIRs) and deductibles shall be  
24 clearly stated on the Certificate of Insurance. If no SIRs or deductibles  
25 apply, indicate this on the Certificate of Insurance with a "0" by the  
26 appropriate line of coverage. Any SIR or deductible in an amount in excess of  
27 \$25,000 (\$5,000 for automobile liability), shall specifically be approved by  
28 the County Executive Office (CEO)/Office of Risk Management.

1           12.4 If CONTRACTOR fails to maintain insurance acceptable to COUNTY for  
2 the full term of this Agreement, COUNTY may terminate this Agreement.

3           12.5 Qualified Insurer

4           12.5.1 Minimum insurance company ratings as determined by the  
5 most current edition of the Best's Key Rating Guide/Property-Casualty/United  
6 States shall be A- (Secure A.M. Best's Rating) and VIII (Financial Size  
7 Category).

8           12.5.2 The policy or policies of insurance required herein  
9 must be issued by an insurer licensed to do business in the State of  
10 California (California Admitted Carrier). If the insurer is a non-admitted  
11 carrier in the State of California and does not meet or exceed an A.M. Best  
12 rating of A-/VIII, CEO/Office of Risk Management retains the right to approve  
13 or reject carrier after a review of the company's performance and financial  
14 ratings. If the non-admitted carrier meets or exceeds the minimum A.M. Best  
15 rating of A-/VIII, ADMINISTRATOR can accept the insurance.

16           12.6 The policy or policies of insurance maintained by CONTRACTOR shall  
17 provide the minimum limits and coverage as set forth below:

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<u>Coverage</u>	<u>Minimum Limits</u>	<u>Responsible Partner Agencies</u>
Commercial General Liability with broad form property damage and contractual liability	\$1,000,000 per occurrence \$2,000,000 aggregate	City of Garden Grove, (City); Community Service Programs, Inc. (CSP); Children's Bureau of Southern California (CB); and Interval House (IH)
Automobile Liability (including coverage for owned, non-owned and hired vehicles)	\$1,000,000 per occurrence	City, CSP, CB, and IH
Workers' Compensation	Statutory	City, CSP, CB, and IH
Employer's Liability	\$1,000,000 per occurrence	City, CSP, CB, and IH
Professional Liability	\$1,000,000 per claims made or per occurrence	City, CSP, CB, and IH
Sexual Misconduct Liability	\$1,000,000 per occurrence	City, CSP, CB, and IH
Employee Dishonesty	\$55,567	CB

12.7 Required Coverage Forms

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

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

1 12.8 Required Endorsements

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

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

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

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

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

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

23 12.12 All insurance policies required by this Agreement shall give the  
24 County of Orange thirty (30) days notice in the event of cancellation and ten  
25 (10) days for non-payment of premium. This shall be evidenced by policy  
26 provisions or an endorsement separate from the Certificate of Insurance.

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

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

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

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

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

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

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

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

26 13. NOTIFICATION OF INCIDENTS, CLAIMS OR SUITS

27 CONTRACTOR shall report to COUNTY:

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

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

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

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

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

15 14. CONFLICT OF INTEREST

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

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

26 15. ANTI-PROSELYTISM PROVISION

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

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

3 16. SUPPLANTING GOVERNMENT FUNDS

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

13 17. EQUIPMENT

14 17.1 All items purchased with funds provided under this Agreement or  
15 which are furnished to CONTRACTOR by COUNTY which have a single unit cost of  
16 at least five thousand dollars (\$5,000.00), including sales tax, shall be  
17 considered Capital Equipment. Title to all items of Capital Equipment  
18 purchased vests and will remain in COUNTY as such shall be designated by  
19 ADMINISTRATOR. The use of such items of Capital Equipment is limited to the  
20 performance of this Agreement. Upon the termination of this Agreement,  
21 CONTRACTOR shall immediately return any items of Capital Equipment to COUNTY  
22 or its representatives, or dispose of them in accordance with the directions  
23 of ADMINISTRATOR.

24 CONTRACTOR further agrees to the following:

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

27 17.1.2 To label all items of Capital Equipment, do periodic  
28 inventories as required by ADMINISTRATOR and to maintain an inventory list



1 showing where and how the Capital Equipment is being used, in accordance with  
2 procedures developed by ADMINISTRATOR. All such lists shall be submitted to  
3 ADMINISTRATOR within ten (10) days of any request therefore.

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

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

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

21 17.3 No personal computers or any component thereof may be purchased  
22 with funds provided under this Agreement regardless of purchase price, without  
23 prior written approval of ADMINISTRATOR. Any personal computers or any  
24 component thereof purchased shall be in accordance with computer  
25 specifications provided by ADMINISTRATOR, be subject to the same inventory  
26 control conditions specified in Subparagraphs 17.1.1 to 17.1.4 and, at the  
27 sole discretion of ADMINISTRATOR, become the property of COUNTY upon  
28 termination of this Agreement.

1        18.    BREACH SANCTIONS

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

7            18.1 Afford CONTRACTOR a time period within which to cure the breach,  
8            which period shall be established at the sole discretion of ADMINISTRATOR;  
9            and/or

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

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

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

18        19.    DESIGNATED FISCAL AGENCY

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

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

7 19.2 As designated fiscal agent, City of Garden Grove shall also be  
8 responsible for, at a minimum, facilitating CONTRACTOR meetings, collecting  
9 documentation for invoices and outcome measurements from each Contractor  
10 Partner Agency, and maintaining complete and accurate records of all financial  
11 and outcome measurement data on behalf of CONTRACTOR.

12 20. PAYMENTS

13 20.1 Maximum Contractual Obligation:

14 The maximum obligation of COUNTY under this Agreement shall be  
15 \$333,540 or actual allowable costs, whichever is less.

16 20.2 Allowable Costs:

17 During the term of this Agreement, COUNTY shall pay CONTRACTOR  
18 monthly in arrears, for actual allowable costs incurred and paid by CONTRACTOR  
19 pursuant to this Agreement, as defined in OMB Circular A-122 or as approved by  
20 ADMINISTRATOR. However, COUNTY, in its sole discretion, may pay CONTRACTOR  
21 for anticipated allowable costs that will be incurred by CONTRACTOR for May  
22 and June 2015, during the month of such anticipated expenditure.

23 20.3 Claims:

24 20.3.1 CONTRACTOR shall submit monthly reimbursement claims to be  
25 received by ADMINISTRATOR no later than the twentieth (20<sup>th</sup>) calendar day of  
26 the month for expenses incurred in the preceding month. In the event the  
27 twentieth (20<sup>th</sup>) calendar day falls on a weekend or COUNTY holiday, CONTRACTOR  
28 shall submit the claim the next business day. COUNTY holidays include New

1 Year's Day, Martin Luther King Day, President Lincoln's Birthday, Presidents'  
2 Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day,  
3 Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

4 20.3.2 All reimbursement claims must be submitted on a form  
5 approved by ADMINISTRATOR. ADMINISTRATOR may require CONTRACTOR to submit  
6 supporting source documents with the monthly claim, including, inter alia, a  
7 monthly statement of services, general ledgers, supporting journals, time  
8 sheets, invoices, canceled checks, receipts, and receiving records, some of  
9 which may be required to be copied. Source documents that CONTRACTOR must  
10 submit shall be determined by ADMINISTRATOR and/or COUNTY's Auditor-  
11 Controller. CONTRACTOR shall retain all financial records in accordance with  
12 Paragraph 25 (Records, Inspections, and Audits) of this Agreement.

13 20.3.3 Payments should be released by COUNTY within a reasonable  
14 time period of approximately thirty (30) days after receipt of a correctly  
15 completed form and required supporting documentation.

16 20.3.4 Final Claims/Settlement:

17 20.4.4.1 Final claims for the term of July 1, 2014  
18 through June 30, 2015, must be received no later than August 30, 2015 at 4:00  
19 p.m.

20 20.4.4.2 Claims received after the date specified in  
21 Subparagraph 20.4.4.1 may not be reimbursed. ADMINISTRATOR may, in its sole  
22 discretion, modify the date upon which the final claim per term must be  
23 received, upon written notice to CONTRACTOR.

24 20.4.4.3 The basis for final settlement shall be the  
25 actual allowable costs as defined in Title 45 of the Code of Federal  
26 Regulations (CFR) and OMB Circular A-122 or 48 CFR 31.2, as applicable,  
27 incurred and paid by CONTRACTOR pursuant to the Agreement; limited, however,  
28 to the maximum obligation of the COUNTY. In the event that any overpayment

1 has been made, the COUNTY may offset the amount of the overpayment against the  
2 final payment. In the event overpayment exceeds the final payment, CONTRACTOR  
3 shall pay the COUNTY all such sums within five (5) business days of notice  
4 from the COUNTY. Nothing herein shall be construed as limiting the remedies  
5 of the COUNTY in the event an overpayment has been made.

6 21. OVERPAYMENTS

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

20 22. OUTSTANDING DEBT

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

24 23. FINAL REPORT

25 CONTRACTOR shall complete and submit to ADMINISTRATOR a final report  
26 within sixty (60) days after the termination of this Agreement, which shall  
27 summarize the activities and services provided by CONTRACTOR during the term  
28 of this Agreement. CONTRACTOR and ADMINISTRATOR may mutually agree in writing

1 to modify the date upon which the final report must be submitted.

2 24. INDEPENDENT AUDIT

3 24.1 CONTRACTOR shall employ a licensed certified public accountant who  
4 shall prepare and file with ADMINISTRATOR an annual organization-wide audit of  
5 related expenditures during the term of this Agreement in compliance with the  
6 OMB Circular A-133, Audits of States, Local Governments and Non-Profit  
7 Organizations. The audit must be performed in accordance with generally  
8 accepted government auditing standards and OMB Circular A-122. CONTRACTOR  
9 shall cooperate with COUNTY, State and/or Federal agencies to ensure that  
10 corrective action is taken within six (6) months after issuance of all audit  
11 reports with regard to audit exceptions.

12 24.2 It is mutually understood that CONTRACTOR's organization-wide  
13 audit covers fiscal years beginning July 1 and ending June 30. CONTRACTOR  
14 agrees to provide ADMINISTRATOR with a copy of its organization-wide audit for  
15 the period July 1, 2014, through June 30, 2015, by December 30, 2015. Failure  
16 to provide a copy of the organization-wide audit, for the period July 1, 2014,  
17 through June 30, 2015, shall be sufficient cause for ADMINISTRATOR, in its  
18 sole discretion, to deny payment under this or any subsequent Agreement with  
19 CONTRACTOR until such time as the required audit is provided to ADMINISTRATOR.  
20 ADMINISTRATOR may, in its sole discretion, modify the date upon which the  
21 organization-wide audit must be received, upon notice to CONTRACTOR.

22 25. RECORDS, INSPECTIONS AND AUDITS

23 25.1 Financial Records:

24 25.1.1 CONTRACTOR shall prepare and maintain accurate and  
25 complete financial records. Financial records shall be retained, by  
26 CONTRACTOR, for a minimum of five (5) years from the date of final payment  
27 under this Agreement or until all pending COUNTY, State and Federal audits are  
28 completed, whichever is later.

1           25.1.2 CONTRACTOR shall establish and maintain reasonable  
2 accounting, internal control and financial reporting standards in conformity  
3 with generally accepted accounting principles established by the American  
4 Institute of Certified Public Accountants and to the satisfaction of  
5 ADMINISTRATOR.

6           25.2 Client Records:

7           25.2.1 CONTRACTOR shall prepare and maintain accurate and  
8 complete records of clients served and dates and type of services provided  
9 under the terms of this Agreement in a form acceptable to ADMINISTRATOR.

10           25.2.2 All client records related to services provided under the  
11 terms of this Agreement shall be retained by CONTRACTOR for a minimum of five  
12 (5) years from the date of final payment under this Agreement or until all  
13 pending COUNTY, State and Federal audits are completed, whichever is later.  
14 Notwithstanding anything to the contrary, upon termination of this Agreement,  
15 CONTRACTOR shall relinquish control with respect to client records to COUNTY  
16 in accordance with Subparagraph 43.2.

17           25.2.3 COUNTY may refuse payment for a claim if client records  
18 are determined by COUNTY to be incomplete or inaccurate. In the event client  
19 records are determined to be incomplete or inaccurate after payment has been  
20 made, COUNTY may treat such payment as an overpayment within the provisions of  
21 this Agreement.

22           25.3 Public Records:

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

28        ///

1           25.4 Inspections and Audits:

2           25.4.1 The U.S. Department of Health and Human Services  
3 Comptroller General of the United States, Director of CDSS, State Auditor-  
4 General, ADMINISTRATOR, COUNTY's Auditor-Controller and Internal Audit  
5 Department, or any of their authorized representatives, shall have access to  
6 any books, documents, papers and records, including medical records, of  
7 CONTRACTOR which any of them may determine to be pertinent to this Agreement  
8 for the purpose of financial monitoring. Further, all the above mentioned  
9 persons have the right at all reasonable times to inspect or otherwise  
10 evaluate the work performed or being performed under this Agreement and the  
11 premises in which it is being performed.

12           25.4.2 CONTRACTOR shall make available its books and financial  
13 records within the borders of Orange County within ten (10) days after receipt  
14 of written demand by ADMINISTRATOR.

15           25.4.3 In the event CONTRACTOR does not make available its books  
16 and financial records within the borders of Orange County, CONTRACTOR agrees  
17 to pay all necessary and reasonable expenses incurred by COUNTY, or COUNTY's  
18 designee, necessary to obtain CONTRACTOR's books and financial records.

19           25.4.4 CONTRACTOR shall pay to COUNTY the full amount of COUNTY's  
20 liability to the State or Federal government or any agency thereof resulting  
21 from any disallowances or other audit exceptions to the extent that such  
22 liability is attributable to CONTRACTOR's failure to perform under this  
23 Agreement.

24           25.5 Evaluation Studies:

25           CONTRACTOR shall participate as requested by COUNTY in research  
26 and/or evaluative studies designed to show the effectiveness and/or  
27 efficiency of CONTRACTOR's services or provide information about CONTRACTOR's  
28 project.



1        26.    PERSONNEL DISCLOSURE

2            26.1 CONTRACTOR shall make available to ADMINISTRATOR a current list of  
3 all personnel providing services hereunder, including résumés and job  
4 applications. Changes to the list will be immediately provided to  
5 ADMINISTRATOR in writing, along with a copy of a résumé and/or job  
6 application. The list shall include:

7            26.1.1 Names of all full or part-time personnel by title,  
8 including volunteer personnel, whose direct services are required to provide  
9 the programs described herein;

10           26.1.2 A brief description of the functions of each position and  
11 the hours each person works each week; or for part-time personnel, each day or  
12 month, as appropriate;

13           26.1.3 The professional degree, if applicable, and experience  
14 required for each position; and

15           26.1.4 The language skill, if applicable, for all personnel.

16           26.2 CONTRACTOR's employment applications shall require applicants to  
17 provide detailed information regarding the conviction of a crime by any court,  
18 for offenses other than minor traffic offenses. Information not disclosed in  
19 the employment application discovered subsequent to the hiring or promotion of  
20 any applicant shall be cause for termination of that employee from the  
21 performance of services under this Agreement.

22           26.3 Where authorized by law, CONTRACTOR shall conduct, at no cost to  
23 COUNTY, criminal record background checks on all employees and/or volunteers  
24 who will provide services under this Agreement.

25           26.4 CONTRACTOR warrants that all persons employed or otherwise  
26 assigned by CONTRACTOR to provide services under this Agreement have  
27 satisfactory past work records and/or reference checks indicating their  
28 ability to perform the required duties and accept the kind of responsibility

1 anticipated under this Agreement. CONTRACTOR shall maintain records of  
2 background investigations and reference checks undertaken and coordinated by  
3 CONTRACTOR for each employee and/or volunteer assigned to provide services  
4 under this Agreement for a minimum of five (5) years from the date of final  
5 payment under this Agreement or until all pending COUNTY, State and Federal  
6 audits are completed, whichever is later, in compliance with all applicable  
7 laws.

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

17 26.6 COUNTY has the right to approve or disapprove all of CONTRACTOR's  
18 staff performing work hereunder and any proposed changes in CONTRACTOR's  
19 staff.

20 26.7 COUNTY shall have the right, at its sole discretion, to require  
21 CONTRACTOR to remove any employee from the performance of services under this  
22 Agreement. At the request of COUNTY, CONTRACTOR shall immediately replace  
23 said personnel.

24 26.8 CONTRACTOR shall notify COUNTY immediately when staff is  
25 terminated for cause from working on this Agreement.

26 26.9 Disqualification, if any, of CONTRACTOR staff, pursuant to  
27 Paragraph 26.6, shall not relieve CONTRACTOR of its obligation to complete all  
28 work in accordance with the terms and conditions of this Agreement.

1        27.    EMPLOYMENT ELIGIBILITY VERIFICATION

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

19       28.    ENFORCEMENT OF CHILD SUPPORT OBLIGATIONS

20            In order to comply with child support enforcement requirements of  
21        COUNTY, CONTRACTOR agrees to furnish to ADMINISTRATOR within thirty (30) days  
22        of the award of this Agreement:

- 23            (a)    in the case of an individual contractor, his/her name, date of  
24            birth, Social Security number, and residence address;
- 25            (b)    in the case of a contractor doing business in a form other than as  
26            an individual, the name, date of birth, Social Security number,  
27            and residence address of each individual who owns an interest of  
28            ten (10) percent or more in the contracting entity;

1 (c) a certification that CONTRACTOR has fully complied with all  
2 applicable Federal and State reporting requirements regarding its  
3 employees; and

4 (d) a certification that CONTRACTOR has fully complied with all  
5 lawfully served Wage and Earnings Assignment Orders and Notices of  
6 Assignment, and will continue to so comply.

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

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

17 29. CHILD AND DEPENDENT ADULT/ELDER ABUSE REPORTING

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

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

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

7 31. CONFIDENTIALITY

8 31.1 CONTRACTOR agrees to maintain the confidentiality of its records  
9 pursuant to WIC Sections 827 and 10850-10853, the CDSS MPP, Division 19-000,  
10 and all other provisions of law, and regulations promulgated thereunder  
11 relating to privacy and confidentiality, as each may now exist or be hereafter  
12 amended.

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

1           31.3 CONTRACTOR shall inform all of its employees, agents,  
2 subcontractors, volunteers and partners of this provision and that any person  
3 knowingly and intentionally violating the provisions of said State law may be  
4 guilty of a crime.

5           31.4 CONTRACTOR agrees that any and all subcontracts entered into shall  
6 be subject to the confidentiality requirements of this Agreement.

7           31.5 CONTRACTOR agrees to maintain the confidentiality of its records  
8 with respect to Juvenile Court matters, in accordance with WIC Section 827,  
9 all applicable statutes, caselaw, and Orange County Juvenile Court Policy  
10 regarding Confidentiality, as it now exists or may hereafter be amended.

11           31.6 No access, disclosure or release of information regarding a child  
12 who is the subject of Juvenile Court proceedings shall be permitted except as  
13 authorized. If authorization is in doubt, no such information shall be  
14 released without the written approval of a Judge of the Juvenile Court.

15           31.7 CONTRACTOR must receive prior written approval of the Juvenile  
16 Court before allowing any child to be interviewed, photographed or recorded by  
17 any publication or organization or to appear on any radio, television or  
18 Internet broadcast or make any other public appearance. Such approval shall  
19 be requested through child's Social Worker

20           31.8 Attorney Client Confidentiality Requirements: In the event  
21 Contractor Partner Agency is a legal assistance provider, nothing in this  
22 Agreement shall allow COUNTY or the State of California to engage in any  
23 conduct that would impair the attorney-client relationship between CONTRACTOR  
24 and its clients, as that relationship is customarily defined in the legal  
25 community; and, in particular, nothing herein shall require CONTRACTOR to  
26 reveal attorney-client privileged information, nor allow COUNTY or the State  
27 to interfere with any other legal and ethical duties CONTRACTOR owes to its  
28 clients. To the extent COUNTY, in fulfilling its contractual obligations

1 and/or its obligations under State or Federal law, finds it necessary to  
2 examine documents or files prepared by CONTRACTOR in the course of its  
3 confidential relationships with its clients, CONTRACTOR may delete information  
4 which would identify clients from such documents or files before they are  
5 examined by COUNTY.

6 32. COPYRIGHT ACCESS

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

11 33. WAIVER

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

20 34. PETTY CASH

21 CONTRACTOR is authorized to establish a petty cash fund in an amount not  
22 to exceed two hundred and fifty dollars (\$250.00).

23 35. PUBLICITY

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

28 35.2 CONTRACTOR shall not disclose any details in connection with this

1 Agreement to any person or entity except as may be otherwise provided  
2 hereunder or required by law. However, in recognizing CONTRACTOR's need to  
3 identify its services and related clients to sustain itself, COUNTY shall not  
4 inhibit CONTRACTOR from publishing its role under this Agreement within the  
5 following conditions:

6 35.2.1 CONTRACTOR shall develop all publicity material in a  
7 professional manner; and

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

13 36. COUNTY RESPONSIBILITIES

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

16 37. REFERRALS

17 37.1 CONTRACTOR shall provide services to individuals referred by  
18 ADMINISTRATOR.

19 38. REPORTS

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

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

28 ///



1 39. ENERGY EFFICIENCY STANDARDS

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

5 40. ENVIRONMENTAL PROTECTION STANDARDS

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

12 40.1 No facility to be utilized in the performance of the proposed  
13 grant has been listed on the EPA List of Violating Facilities;

14 40.2 It will notify COUNTY prior to award of the receipt of any  
15 communication from the Director, Office of Federal Activities, U.S. EPA,  
16 indicating that a facility to be utilized for the grant is under consideration  
17 to be listed on the EPA List of Violating Facilities; and

18 40.3 It will notify COUNTY and the EPA about any known violation of the  
19 above laws and regulations.

20 41. CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE  
21 CERTAIN FEDERAL TRANSACTIONS

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

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

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

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

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

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

27           C.     Submission of this certification and disclosure is a  
28 prerequisite for making or entering into this Agreement imposed by Section

1 1352, Title 31, USC. Any person who makes an expenditure prohibited under  
2 this provision or who fails to file or amend the disclosure form to be filed  
3 or amended by this provision, shall be subject to a civil penalty of not less  
4 than \$10,000, and not more than \$100,000, for each such failure.

5 42. POLITICAL ACTIVITY

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

9 43. TERMINATION PROVISIONS

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

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

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

1 notification of such determination. CONTRACTOR shall immediately comply with  
2 ADMINISTRATOR's decision.

3 43.4 If any provision of this Agreement or the application thereof is  
4 held invalid, the remainder of this Agreement shall not be affected thereby.

5 44. GOVERNING LAW AND VENUE

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

15 45. SIGNATURE IN COUNTERPARTS

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

19 ///

20 ///

21 ///

22 ///

23 ///

24 ///

25 ///

26 ///

27 ///

28 ///

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

3 By: \_\_\_\_\_  
4 Matthew J. Fernal  
5 City Manager  
6 CITY OF GARDEN GROVE

By: \_\_\_\_\_  
COUNTY OF ORANGE  
CHAIR OF THE  
BOARD OF SUPERVISORS

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

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

8 By: \_\_\_\_\_  
9 Margot R. Carlson  
10 Executive Director  
11 COMMUNITY SERVICE PROGRAMS,  
12 INC.

By: \_\_\_\_\_  
Lyn Brammer  
Director of Community  
Services  
CHILDREN'S BUREAU OF  
SOUTHERN CALIFORNIA

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

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

14  
15 SIGNED AND CERTIFIED THAT A COPY OF  
16 THIS DOCUMENT HAS BEEN DELIVERED TO THE  
17 CHAIR OF THE BOARD PER G.C. SEC. 25103,  
18 RESO 79-1535 ATTEST:

By: \_\_\_\_\_  
Carol Williams  
Executive Director  
INTERVAL HOUSE

19 By: \_\_\_\_\_  
20 SUSAN NOVAK  
21 Clerk of the Board of  
22 Supervisors  
23 Orange County, California

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

24 APPROVED AS TO FORM  
25 COUNTY COUNSEL  
26 COUNTY OF ORANGE, CALIFORNIA

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

DEPUTY

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

1 EXHIBIT A  
2 TO  
3 AGREEMENT  
4 BETWEEN  
5 COUNTY OF ORANGE  
6 AND  
7 CITY OF GARDEN GROVE  
8 AND  
9 COMMUNITY SERVICE PROGRAMS, INC.  
10 AND  
11 CHILDREN'S BUREAU OF SOUTHERN CALIFORNIA  
12 AND  
13 INTERVAL HOUSE  
14 FOR THE PROVISION OF  
15 SERVICES PROMOTING SAFE AND STABLE FAMILIES  
16

17 1. POPULATION TO BE SERVED

18 CONTRACTOR shall provide services promoting safe and stable families  
19 specified below, to families with children, ages birth through eighteen (0-18)  
20 years, who are at risk, or have a history of abuse and/or maltreatment, or  
21 live in poverty, or receive child welfare services, that reside in the City of  
22 Garden Grove, California, and surrounding communities within Orange County.  
23 The population to be served as defined in this paragraph shall hereinafter be  
24 referred to as "PARTICIPANTS."

25 2. WORKLOAD STANDARDS

26 2.1 CONTRACTOR shall provide services/activities, as described in  
27 Paragraph 4 below, to address one (1) or more of the seven (7) Promoting Safe  
28 and Stable Families (PSSF) outcomes as specified in Subparagraph 2.2 below,

1 and addressing all four (4) of the PSSF service categories defined in  
2 Subparagraphs 2.1.1 through 2.1.4, below. ADMINISTRATOR may, in its sole  
3 discretion and upon written notice to CONTRACTOR, modify: the terms or  
4 definitions, the particular type of services/activities to be provided, the  
5 time-of-day and day-of-week services/activities are to be provided, the  
6 location(s) where services/activities shall be provided, the date(s)  
7 services/activities shall begin and end, the service goal(s), measurement  
8 tools and outcome indicators, and the number of participants to be provided  
9 services/activities as described in Paragraph 4, below, without changing  
10 COUNTY'S maximum obligation as set forth in this Agreement. CONTRACTOR  
11 understands that such modification(s) shall promote community participation.  
12 Any modification of services/activities shall remain within the scope of  
13 defined PSSF service categories and PSSF outcomes. CONTRACTOR shall not  
14 institute any modification without prior, written approval of ADMINISTRATOR.  
15 The PSSF service categories are as follows:

16           2.1.1 Family Preservation: Family Preservation (FP) services  
17 typically are designed to help families alleviate crises that might lead to  
18 out-of-home placement of children; maintain the safety of children in their  
19 own homes; and assist families in obtaining services and other supports  
20 necessary to address their multiple needs in a culturally responsive manner.  
21 FP services should comprise approximately twenty-five (25) percent of the  
22 budget for total services. Services must address a minimum of one (1) of the  
23 PSSF outcomes for each contracted service (as specified in Subparagraph 2.2  
24 below).

25           2.1.2 Family Support: Family Support (FS) services are  
26 primarily community-based preventive activities designed to alleviate stress  
27 and promote parental competencies and behaviors that will increase the ability  
28 of families to successfully nurture their children; enable families to use

1 other resources and opportunities available in the community; and create  
2 supportive networks to enhance child-rearing abilities of parents and help  
3 compensate for the increased social isolation and vulnerability of families.  
4 FS services should comprise approximately thirty-five (35) percent of the  
5 budget for total services. Services must address a minimum of one (1) of the  
6 PSSF outcomes for each contracted service (as specified in Subparagraph 2.2  
7 below).

8           2.1.3 Time-Limited Family Reunification: Time-Limited Family  
9 Reunification (TLFR) are services and activities provided to a child who is  
10 removed from the child's home and placed in a foster family home or a child  
11 care institution. These services are also for the parents or primary  
12 caregiver for the child, in order to facilitate the reunification of the child  
13 safely and appropriately during the court ordered family reunification period.  
14 TLFR services include individual, group, and family counseling; inpatient,  
15 residential, or outpatient substance abuse treatment services; mental health  
16 services; assistance to address domestic violence; temporary child care and  
17 therapeutic services for families, including crisis nurseries; and  
18 transportation to and from any of the above services. TLFR services should  
19 comprise approximately twenty (20) percent of the budget for total services.  
20 Services must address a minimum of one (1) of the PSSF outcomes for each  
21 contracted service (as specified in Subparagraph 2.2 below).

22           2.1.4 Adoption Promotion and Support: Adoption Promotion and  
23 Support (APS) services are designed to encourage more adoptions out of the  
24 foster care system, when adoptions promote the best interest of children, and  
25 include such activities as pre- and post-adoptive services designed to  
26 expedite the adoption process and support adoptive families. APS services  
27 should comprise approximately twenty (20) percent of the budget for total  
28 services. Services must address a minimum of one (1) of the PSSF outcomes for



1 each contracted service (as specified in Subparagraph 2.2 below).

2 2.2 Services must meet a minimum of one (1) of the following PSSF  
3 outcomes for each contracted service:

4 2.2.1 Children are, first and foremost, protected from abuse and  
5 neglect.

6 2.2.2 Children are safely maintained in their own homes whenever  
7 possible and appropriate.

8 2.2.3 Children have permanency and stability in their living  
9 situations.

10 2.2.4 The continuity of family relationships and connections is  
11 preserved for children.

12 2.2.5 Families have enhanced capacity to provide for their  
13 children's needs.

14 2.2.6 Children receive appropriate services to meet educational  
15 needs.

16 2.2.7 Children receive adequate services to meet physical and  
17 mental health needs.

18 2.3 CONTRACTOR and ADMINISTRATOR may mutually agree in writing to  
19 modify workload standards as set forth in this Paragraph without reducing the  
20 level of service to be provided by CONTRACTOR.

21 3. HOURS OF OPERATION

22 3.1 CONTRACTOR shall provide services during hours that are responsive  
23 to the needs of the target population(s) as determined by ADMINISTRATOR. At a  
24 minimum, CONTRACTOR shall provide services Monday through Friday, from 8:00  
25 a.m. to 5:00 p.m., except COUNTY holidays as established by the Orange County  
26 Board of Supervisors. However, CONTRACTOR is encouraged to provide services  
27 on holidays, whenever possible.

28 3.2 County's holiday schedule is as follows: New Year's Day, Martin

1 Luther King Day, President Lincoln's Birthday, Presidents' Day, Memorial Day,  
2 Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day,  
3 Friday after Thanksgiving, and Christmas Day. CONTRACTOR shall obtain prior,  
4 written approval from ADMINISTRATOR for any closure outside of COUNTY's  
5 holiday schedule. Any unauthorized closure shall be deemed a material breach  
6 of this Agreement, pursuant to Paragraph 18, and shall not be reimbursed.

7 4. SERVICES

8 4.1 Comprehensive Case Management Team

9 4.1.1 The Comprehensive Case Management Team consists of an  
10 integrated multidisciplinary team comprised of three (3) or more persons  
11 trained and qualified to provide services. The Comprehensive Case Management  
12 Team is responsible for identifying the educational, health, or social service  
13 needs of a child and child's family and for developing a plan to address these  
14 needs as identified in WIC section 18986.40. In addition to the participation  
15 of the FRC partner agencies, local Miscellaneous Order Number 534.3 specifies  
16 that multidisciplinary services team composition include at least two (2)  
17 members from the following: Orange County Probation Department, Orange County  
18 Health Care Agency, Orange County Department of Education, Regional Center of  
19 Orange County, North Orange County Regional Occupational Program, and Orange  
20 County Social Services Agency.

21 4.1.2 Community Service Programs (CSP), in coordination with  
22 collaborative partners, shall jointly provide Comprehensive Case Management  
23 Team services for families with and/or caregivers of children ages birth to  
24 eighteen (0-18) years, who are at risk of abuse or neglect. These include  
25 low-income, intact families, foster families, and/or families in the process  
26 of reunification (hereinafter referred to as "PARTICIPANTS" for purposes of  
27 Subparagraph 4.1).

28 4.1.3 CSP, in coordination with collaborative partners, shall

1 jointly provide Comprehensive Case Management Team services for a minimum of  
2 one hundred (100) unduplicated PARTICIPANTS. Comprehensive Case Management  
3 Team services include, but are not limited to: identifying the educational,  
4 health, or social service needs of a child, and child's family; developing a  
5 plan to address these multiple needs; weekly reviews; team assessment;  
6 arranging and coordinating appropriate services; monitoring effectiveness of  
7 services; and evaluating the outcome of services. Comprehensive Case  
8 Management Team services shall include, but not be limited to, the following  
9 components:

10 4.1.3.1 Assessment: The CSP Licensed Clinical Social  
11 Worker and Comprehensive Case Management Team shall complete a comprehensive  
12 assessment of PARTICIPANTS' strengths and needs, treatment plan, follow-up,  
13 and community resources available to PARTICIPANT. The CSP Licensed Clinical  
14 Social Worker shall ensure the completion of a FaCT registration form, FaCT  
15 consent form, and referral form.

16 4.1.3.2 Individualized Treatment Plan: On the basis of  
17 the assessment, the CSP Licensed Clinical Social Worker and Comprehensive Case  
18 Management Team shall jointly develop an individualized treatment plan with  
19 the PARTICIPANT that identifies priorities, desired outcomes, the strategies  
20 and resources to be used in attaining the outcomes, follow up, and  
21 termination.

22 4.1.3.3 Reassessment: The CSP Licensed Clinical Social  
23 Worker and Comprehensive Case Management Team shall jointly reassess the  
24 PARTICIPANT's status, with input from collaborative partners, in a weekly  
25 clinical review of cases. Comprehensive Case Management Team meetings shall  
26 provide weekly evaluations and assessment for PARTICIPANTS.

27 4.1.3.4 Termination: The Comprehensive Case Management  
28 Team shall terminate the case when the desired outcomes have been attained.

1 the PARTICIPANT is non-compliant, or the PARTICIPANT withdraws.

2 4.1.4 CSP and Family Resource Center (FRC) Partners shall  
3 jointly provide Comprehensive Case Management Team services Monday through  
4 Friday from 9:00 AM to 5:00 PM continuously throughout the term of this  
5 Agreement. Comprehensive Case Management Team meetings shall be scheduled a  
6 minimum of one (1) day per week for a minimum of one (1) hour in duration.  
7 CSP's Program Director shall facilitate Comprehensive Case Management Team  
8 meetings.

9 4.1.5 CSP and FRC Partners shall jointly provide Comprehensive  
10 Case Management Team services at FRC location.

11 4.1.6 CSP and FRC Partners shall jointly measure progress by  
12 ensuring PARTICIPANTS complete a FaCT registration form, a FaCT consent form  
13 and the FaCT standardized assessment tool.

14 4.1.7 CSP and FRC Partners Comprehensive Case Management Team  
15 services shall address the following PSSF service categories: FP, FS, TLFR,  
16 and APS.

17 4.1.8 CSP shall provide qualified licensed or license-eligible  
18 Comprehensive Case Management Team Facilitator staff to facilitate  
19 Comprehensive Case Management Team meetings as specified in Subparagraphs 11.2  
20 of this Exhibit.

21 4.2 Individual Counseling:

22 4.2.1 CSP shall provide Individual Counseling services to  
23 children ages birth to eighteen (0-18) years, who are at-risk of abuse or  
24 neglect, and/or their parents, foster parents (and their children), adoptive  
25 families (and their children), and/or caregivers (and their children).  
26 Individuals may include: those who are low-income; coming from intact  
27 families; individuals in the process of reunification; those who may be  
28 experiencing a crisis due to interpersonal conflicts, difficult parenting

1 issues, challenging child needs, and/or traumatic loss (hereinafter referred  
2 to as "PARTICIPANTS" for purposes of Subparagraph 4.2). These individuals are  
3 not Medi-Cal eligible and/or do not meet the Medi-Cal eligibility requirements  
4 for medical necessity.

5 4.2.2 CSP shall provide Individual Counseling services for a  
6 minimum of fifty (50) unduplicated PARTICIPANTS. Individual Counseling  
7 services shall include, but not be limited to, assess PARTICIPANT's needs,  
8 provide emotional support, stabilize immediate crisis and develop goals for  
9 PARTICIPANTS, address independent living skills, self-control, parenting  
10 issues, cycle of abuse, victimization, enhance family dynamics, modify  
11 dysfunctional behaviors, incorporate appropriate family roles and develop time  
12 limited goals for the family and child in placement that are targeted to  
13 PARTICIPANTS' particular reunification plans, if applicable, and make  
14 appropriate linkages to all needed treatment programs and social support  
15 systems, assist parent/caregivers with proper parenting techniques, facilitate  
16 therapeutic exploration, discussion of family issues impacting overall family  
17 functioning, and establish reasonable and attainable goals. The Counselor  
18 and/or designee, as approved by ADMINISTRATOR, shall attend the FRC's  
19 Comprehensive Case Management Team meetings. Services shall be provided in a  
20 culturally responsive manner in English and Spanish as needed by PARTICIPANT.

21 4.2.3 CSP shall provide Individual Counseling services  
22 continuously throughout the term of this Agreement by appointment Monday  
23 through Friday during FRC operating hours. CSP may also schedule evening  
24 hours at the request of PARTICIPANTS. Counseling sessions shall be a minimum  
25 of fifty (50) minutes in duration, or as clinically indicated by the  
26 clinician, and offered to PARTICIPANTS on a weekly basis. CSP shall offer a  
27 minimum of four (4) weeks of counseling sessions and a maximum of twenty (20)  
28 sessions for each PARTICIPANT. FRC shall provide a phone messaging system to

1 record messages and post a sign with an emergency contact name and telephone  
2 number for PARTICIPANTS who may call or visit the FRC after hours.

3 4.2.4 CSP shall provide Individual Counseling services in a  
4 private office space at one of the FRC locations, or other community  
5 locations, with advance written approval by ADMINISTRATOR, provided location  
6 can accommodate the confidentiality of the service.

7 4.2.5 CSP shall measure progress by ensuring PARTICIPANTS  
8 complete a FaCT registration form, FaCT consent form, and FaCT approved  
9 assessment tools.

10 4.2.6 CSP Individual Counseling services shall address the  
11 following PSSF service categories: FP, FS, TLFR, and APS.

12 4.2.7 CSP shall provide qualified licensed/license-eligible  
13 Counselor staff as specified in Subparagraph 11.7 of this Exhibit.

14 4.3 Life Skills Workshop:

15 4.3.1 CSP shall provide Life Skills Workshop services to  
16 parents, foster parents, and caregivers of children ages birth to eighteen (0-  
17 18) years who are at risk for child abuse or neglect. Individuals may include  
18 those who are low-income, dealing with poverty issues, domestic violence, teen  
19 parent, receiving child welfare services, including families in the process of  
20 reunification or County adoption process, and/or those who may be experiencing  
21 a crisis due to interpersonal conflicts, difficult parenting issues,  
22 challenging child needs, and/or traumatic loss (hereinafter referred to as  
23 "PARTICIPANTS" for purposes of Subparagraph 4.3).

24 4.3.2 CSP shall provide Life Skills Workshop services for a  
25 minimum of thirty (30) unduplicated PARTICIPANTS. Life Skills Workshop topics  
26 shall include, but are not limited to the following: self-esteem, depression,  
27 increasing coping skills, anxiety, stress, anger management, youth  
28 development, and the impact of family trauma, child abuse and domestic

1 violence. Services shall be provided in a culturally responsive manner in  
2 English and Spanish as needed by PARTICIPANTS.

3 4.3.3 CSP shall provide a minimum of two (2) Life Skills  
4 Workshops during the term of this agreement. Each workshop shall be a minimum  
5 of two (2) hours in duration, and shall be presented in English and/or  
6 Spanish. CSP shall offer Life Skills Workshops from 9:00 AM to 5:00 PM,  
7 Monday through Friday at dates and times convenient for PARTICIPANTS.

8 4.3.4 CSP shall provide Life Skills Workshops at one of the FRC  
9 locations, or other community locations, with advance written approval by  
10 ADMINISTRATOR.

11 4.3.5 CSP shall measure progress by ensuring PARTICIPANTS  
12 complete a FaCT registration form, sign-in sheet, and satisfaction survey.

13 4.3.6 CSP Life Skills Workshops shall address the following PSSF  
14 service categories: FP, FS, TLFR, and APS.

15 4.3.7 CSP shall provide qualified licensed/license-eligible  
16 Counselor staff as specified in Subparagraph 11.7 of this Exhibit.

17 4.4 Group Counseling:

18 4.4.1 CSP shall provide Group Counseling services to children  
19 ages birth to eighteen (0-18) years who are at-risk of abuse or neglect,  
20 and/or their parents, foster parents (and their children), and/or caregivers  
21 (and their children). Individuals may include: those who are low-income;  
22 coming from intact families; individuals in the process of reunification;  
23 those who may be experiencing a crisis due to interpersonal conflicts,  
24 difficult parenting issues, challenging child needs, and/or traumatic loss  
25 (hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 4.4).  
26 These individuals are not Medi-Cal eligible and/or do not meet the Medi-Cal  
27 eligibility requirements for medical necessity.

28 4.4.2 CSP shall provide Group Counseling services for a minimum

1 of thirty five (35) unduplicated PARTICIPANTS. Group Counseling services  
2 shall include, but not be limited to, assessing PARTICIPANT's needs, provide  
3 emotional support, stabilize immediate crisis and develop goals for  
4 PARTICIPANTS, address independent living skills, self-control, parenting  
5 issues, cycle of abuse, victimization, enhance family dynamics, modify  
6 dysfunctional behaviors, incorporate appropriate family roles and develop time  
7 limited goals for the family and child in placement that are targeted to  
8 PARTICIPANTS' particular reunification plans, if applicable, and make  
9 appropriate linkages to all needed treatment programs and social support  
10 systems, assist parent/caregivers with proper parenting techniques, facilitate  
11 therapeutic exploration, discussion of family issues impacting overall family  
12 functioning, and establish reasonable and attainable goals. The ~~Bilingual~~  
13 Counselor and/or designee, as approved by ADMINISTRATOR, shall attend the  
14 FRC's Comprehensive Case Management Team meetings. Services shall be provided  
15 in a culturally responsive manner in English and Spanish as needed by  
16 PARTICIPANTS.

17 4.4.3 CSP shall provide Group Counseling services during the  
18 term of this Agreement Monday through Friday during FRC operating hours. CSP  
19 may also schedule evening hours at the request of PARTICIPANTS. CSP shall  
20 provide a minimum of three (3) Group Counseling series at a minimum of sixty  
21 (60) minutes each session with a six (6) week session minimum per series,  
22 based upon clinical need. Each session shall include a minimum of four (4)  
23 PARTICIPANTS per group. FRC shall provide a phone messaging system to record  
24 messages and post a sign with an emergency contact name and telephone number  
25 for PARTICIPANTS who may call or visit the FRC after hours.

26 4.4.4 CSP shall provide Group Counseling services in a private  
27 office space at one of the FRC locations, or other community locations, with  
28 advance written approval by ADMINISTRATOR, provided location can accommodate



1 the confidentiality of the service.

2 4.4.5 CSP shall measure progress by ensuring PARTICIPANTS  
3 complete a FaCT registration form, FaCT consent form, and FaCT approved  
4 assessment tools.

5 4.4.6 CSP Group Counseling services shall address the following  
6 PSSF service categories: FP, FS, TLFR, and APS.

7 4.4.7 CSP shall provide qualified licensed/license-eligible  
8 Counselor staff as specified in Subparagraph 11.7 of this Exhibit.

9 4.5 Family Advocacy/Case Management Support Services:

10 4.5.1 City of Garden Grove (City) shall provide Family  
11 Advocacy/Case Management Support services to children ages birth to eighteen  
12 (0-18) years, who are at-risk of abuse or neglect, and/or their parents,  
13 foster parents (and their children), and/or caregivers (and their children),  
14 and/or pre- and post-adoptive families. Families may include: those who are  
15 low-income; homeless; unemployed; intact families; families in the process of  
16 reunification or in the COUNTY adoption process; or 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 4.5).

20 4.5.2 City shall provide Family Advocacy/Case Management Support  
21 services for a minimum of one hundred (100) unduplicated PARTICIPANTS. Family  
22 Advocacy/Case Management Support services shall include, but not be limited  
23 to, the following: conduct in-office or in-home assessment of family strengths  
24 and needs; arrange, coordinate, monitor, evaluate, and advocate for multiple  
25 services for families; link PARTICIPANTS to resources, services, and  
26 opportunities; teach and empower PARTICIPANTS to access community resources,  
27 and strengthen problem solving skills; development and implementation of a  
28 service plan; building on and supporting family strengths while identifying

1 and linking families to resources and services; coordination of services among  
2 service providers and ADMINISTRATOR's Social Workers; monitor to assure  
3 PARTICIPANTS' needs are being met and goals are being achieved; reassessment  
4 of needs as appropriate; and termination processes. With PARTICIPANT  
5 permission, the City's Family Advocate shall refer PARTICIPANT to CONTRACTOR's  
6 Comprehensive Case Management Team meetings to assist with mobilizing services  
7 in support of families receiving Family Advocacy/Case Management Support  
8 services. Services shall be provided in a family friendly, culturally  
9 responsive manner in English and Spanish as needed by PARTICIPANT.

10 4.5.3 City shall provide Family Advocacy/Case Management Support  
11 services during the term of this Agreement Monday through Friday during FRC  
12 operating hours. City shall provide short-term Family Advocacy/Case  
13 Management Support services for a minimum of thirty (30) days or long-term  
14 Family Advocacy/Case Management Support services for a minimum of sixty (60)  
15 days for each PARTICIPANT.

16 4.5.4 City shall primarily provide Family Advocacy/Case  
17 Management Support services in family's home, at the FRC, and other  
18 collaborative partner locations, as needed with advance written approval by  
19 ADMINISTRATOR.

20 4.5.5 City shall measure progress by ensuring PARTICIPANTS  
21 complete a FaCT registration form, FaCT consent form, and FaCT approved  
22 assessment tools.

23 4.5.6 City Family Advocacy/Case Management Support services  
24 shall address the following PSSF service categories: FP, FS, TLFR, and APS.

25 4.5.7 City shall provide qualified Family Advocate staff as  
26 specified in Subparagraph 11.2 of this Exhibit.

27 4.6 Parenting Education:

28 4.6.1 CSP shall provide Parenting Education services to parents,

1 foster parents and/or caregivers of children ages birth to eighteen (0-18)  
2 years who are at-risk of abuse or neglect. Parents may include: those who are  
3 low-income; coming from intact families; dealing with poverty issues; child  
4 abuse, domestic violence, teen parent, adoption; individuals in the process of  
5 reunification; those who may be experiencing a crisis due to interpersonal  
6 conflicts, difficult parenting issues, challenging child needs, and/or  
7 traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes of  
8 Subparagraph 4.6).

9 4.6.2 CSP shall provide Parenting Education services for a  
10 minimum of thirty (30) unduplicated PARTICIPANTS. Parenting Education  
11 services shall improve parenting skills and family functioning by teaching  
12 parents/caregivers about child development (e.g., developmental expectations),  
13 behavior management (e.g., discipline techniques), and coping skills (e.g.,  
14 communication and stress management). Parent Education topics shall include,  
15 but not be limited to the following: parenting education, with psychologically  
16 based behavior principles, including consequences, emotional reactivity, pro-  
17 activity in planning child's growth process, modeling appropriate behaviors,  
18 limit setting and boundaries, attachment, bonding, child development  
19 expectation and milestones, behavioral management, effective praise, safety  
20 and prevention, coping skills development, self-control, alcohol and substance  
21 abuse awareness, self-esteem, parent roles, communication with adolescents,  
22 health, nutrition, and responsible behavior; monitor attendance and  
23 participation; written report to County social workers; completion of  
24 pre/post-test. Parenting Education services shall be provided in a family  
25 friendly, culturally responsive manner in English and Spanish as needed by  
26 PARTICIPANT.

27 4.6.3 CSP shall provide a minimum of two (2) Parenting Education  
28 series comprised of six (6) weekly classes. Each class session shall be a

1 minimum of two (2) hours in duration. CSP shall provide Parenting Education  
2 during the term of this Agreement from 8:00 a.m. to 6:00 p.m., Monday through  
3 Friday, at dates and times convenient for PARTICIPANTS. CSP shall offer  
4 Parenting Education services at additional times based on PARTICIPANT  
5 availability.

6 4.6.4 CSP shall provide Parenting Education services at the FRC,  
7 and other collaborative partner locations, to be approved in advance and in  
8 writing by ADMINISTRATOR.

9 4.6.5 CSP shall measure progress by ensuring PARTICIPANTS  
10 complete a FaCT registration form and FaCT approved assessment tools.

11 4.6.6 CSP shall provide Parenting Education services to address  
12 the following PSSF service categories: FP and FS.

13 4.6.7 CSP provide qualified Parenting Educator staff as  
14 specified in Subparagraph 11.12 of this Exhibit.

15 4.7 Parenting Education TLFR:

16 4.7.1 City, through a subcontract, shall provide Parenting  
17 Education TLFR services to parents including caregivers of children ages birth  
18 to eighteen (0-18) years who are in the family reunification process. TLFR  
19 parents may include: those who are low-income; dealing with poverty issues,  
20 domestic violence, teen parent; those who may be experiencing a crisis due to  
21 interpersonal conflicts, difficult parenting issues, challenging child needs,  
22 and/or traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes  
23 of Subparagraph 4.7).

24 4.7.2 City, through a subcontract, shall provide Parenting  
25 Education TLFR services for a minimum of six (6) unduplicated PARTICIPANTS.  
26 Parenting Education TLFR services shall emphasize prevention of recurrence of  
27 maltreatment. Parent Education TLFR topics shall include, but not be limited  
28 to address parent responsibilities; provide psychologically based behavioral

1 principles; stress importance of appropriate discipline and support; self-  
2 control; emotional regulation; attachment and bonding from birth through  
3 childhood; difficulties inherent throughout childhood; open and honest  
4 communication; praise and acknowledgement; disruptive cycles of inappropriate  
5 parenting; healthy and supportive parenting; monitor attendance and  
6 participation; written report to County social workers; completion of  
7 pre/post-test; FaCT Assessment and Treatment Plan (A&TP), a County issued  
8 standard form; and required termination reports with the number of sessions  
9 PARTICIPANT attended. Parenting Education TLFR services shall be provided in  
10 a family friendly, culturally responsive manner in English and Spanish as  
11 needed by PARTICIPANT.

12 4.7.3 City, through a subcontract, shall provide a minimum of  
13 one (1) Parenting Education TLFR series comprised of four (4) weekly classes.  
14 Each class session shall be a minimum of two (2) hours in duration. City  
15 shall provide Parenting Education TLFR services during the term of this  
16 Agreement from 8:30 AM to 5:00 PM, Monday through Friday, at dates and times  
17 convenient for PARTICIPANTS. City shall offer Parenting Education TLFR  
18 services at additional times based on PARTICIPANT availability.

19 4.7.4 City, through a subcontract, shall provide Parenting  
20 Education TLFR services at the FRC or other collaborative partner locations,  
21 to be approved in advance and in writing by ADMINISTRATOR.

22 4.7.5 City, through a subcontract, shall measure progress by  
23 ensuring PARTICIPANTS complete a FaCT registration form and FaCT approved  
24 assessment tools.

25 4.7.6 City, through a subcontract, Parenting Education TLFR  
26 services shall address the following PSSF service categories: TLFR.

27 4.7.7 City, through a subcontract, shall provide qualified  
28 Parent Educator staff as specified in Subparagraph 11.12 of this Exhibit.

1           4.8 Parenting Education Workshop:

2           4.8.1 City, through a subcontract, shall provide Parenting  
3 Education Workshop services to parents including caregivers of children ages  
4 birth to eighteen (0-18) years who are at-risk for child abuse or neglect.  
5 Parents may include: those who are low income; dealing with poverty issues,  
6 domestic violence, teen parent, adoption and/or family reunification; those  
7 who may be experiencing a crisis due to interpersonal conflicts, difficult  
8 parenting issues, challenging child needs, and/or traumatic loss (hereinafter  
9 referred to as "PARTICIPANTS" for purposes of Subparagraph 4.8).

10           4.8.2 City, through a subcontract, shall provide Parenting  
11 Education Workshop services for a minimum of twelve (12) unduplicated  
12 PARTICIPANTS. Parenting Education Workshop services shall address attachment,  
13 bonding, and traumatic loss issues. Parenting Education Workshop services  
14 topics shall include, but not be limited to the following: "Active Parent,"  
15 "Straight Talk," "Love and Logic" and "Common Sense" curriculum  
16 psychologically based behavior principles, including attachment, bonding and  
17 traumatic loss issues, consequences, emotional reactivity, pro-activity in  
18 planning child's growth process, modeling appropriate behaviors, limit setting  
19 and boundaries, attachment and bonding, child development expectation and  
20 milestones, behavioral management, effective praise, safety and prevention,  
21 coping skills development, self-control, alcohol and substance abuse  
22 awareness, self-esteem, parent roles, communication with adolescents, health,  
23 nutrition, and responsible behavior. Parenting Education Workshop services  
24 shall be provided in a family friendly, culturally responsive manner in  
25 English and Spanish as needed by PARTICIPANT.

26           4.8.3 City, through a subcontract, shall provide a minimum of  
27 one (1) Parenting Education Workshop and shall be a minimum of six (6) hours  
28 in duration. City shall provide Parenting Education Workshop services during

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

5 4.8.4 City, through a subcontract, shall provide Parenting  
6 Education Workshop services at the FRC, and other collaborative partner  
7 locations, to be approved in advance and in writing by ADMINISTRATOR.

8 4.8.5 City, through a subcontract, shall measure progress by  
9 ensuring PARTICIPANTS complete a FaCT registration form and FaCT approved  
10 assessment tools.

11 4.8.6 City, through a subcontract, Parenting Education Workshop  
12 services shall address the following PSSF service categories: FP, FS.

13 4.8.7 City, through a subcontract, shall provide qualified  
14 Parenting Educator staff as specified in Subparagraph 11.12 of this Exhibit.

15 4.9 Father's Parenting Series:

16 4.9.1 City, through a subcontract, shall provide Father's  
17 Parenting Series for biological and foster/adoptive fathers of children ages  
18 birth to eighteen (0-18) years who are at-risk of child abuse or neglect.  
19 Biological and foster/adoptive fathers may include: those who are dealing with  
20 poverty issues, child abuse, domestic violence, teen parent, adoption;  
21 individuals in the process of reunification; those who may be experiencing a  
22 crisis due to interpersonal conflicts, difficult parenting issues, challenging  
23 child needs, and/or traumatic loss (hereinafter referred to as "PARTICIPANTS"  
24 for purposes of Subparagraph 4.9).

25 4.9.2 City, through a subcontract, shall provide Father's  
26 Parenting Series services for a minimum of fifteen (15) unduplicated  
27 PARTICIPANTS. Father's Parenting Series services shall emphasize prevention  
28 of recurrence of maltreatment. Father's Parent Education topics shall

1 include, but not be limited to the following: different styles of parenting,  
2 effective discipline techniques, role models, how to maintain a happy and  
3 healthy family, family values, and marriage and family enrichment, stress  
4 management, coping skills, keeping kids safe, and advocating for your  
5 child(ren). Father's Parenting Series shall be provided in a family friendly,  
6 culturally responsive manner in English and Spanish as needed by PARTICIPANT.

7 4.9.3 City, through a subcontract, shall provide a minimum of  
8 one (1) annual Father's Parenting Series comprised of six (6) weekly classes.  
9 Each class session shall be a minimum of two (2) hours in duration. City  
10 shall provide Father's Parenting Series during the term of this Agreement from  
11 8:00 a.m. to 6:00 p.m., Monday through Friday, at dates and times convenient  
12 for PARTICIPANTS. City shall offer Father's Parenting Series services at  
13 additional times based on PARTICIPANT availability.

14 4.9.4 City, through a subcontract, shall provide Father's  
15 Parenting Series services at the FRC and other collaborative partner  
16 locations, to be approved in advance and in writing by ADMINISTRATOR.

17 4.9.5 City, through a subcontract, shall measure progress by  
18 ensuring PARTICIPANTS complete a FaCT registration form and FaCT approved  
19 assessment tools.

20 4.9.6 City, through a subcontract, Father's Parenting Series  
21 services shall address the following PSSF service categories: FP, FS, APS,  
22 TLFR.

23 4.9.7 City, through a subcontract, shall provide qualified  
24 Parenting Educator staff as specified in Subparagraph 11.12 of this Exhibit.

25 4.10 Adoption Education Workshop:

26 4.10.1 City, through a subcontract, shall provide Adoption  
27 Education Workshop services to adoptive parents including caregivers of  
28 children ages birth to eighteen (0-18) years who are in the adoption process



1 (hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 4.10).

2 4.10.2 City, through a subcontract, shall provide Adoption  
3 Education Workshop services for a minimum of ten (10) unduplicated  
4 PARTICIPANTS. Adoption Education Workshop services shall address attachment,  
5 bonding, and traumatic loss issues. Adoption Education Workshop services  
6 topics shall including consequences, emotional reactivity, pro-activity in  
7 planning child's growth process, modeling appropriate behaviors, limit setting  
8 and boundaries, attachment and bonding, child development expectation and  
9 milestones, behavioral management, effective praise, safety and prevention,  
10 coping skills development, self-control, alcohol and substance abuse  
11 awareness, self-esteem, parent roles, communication with adolescents, health,  
12 nutrition, and responsible behavior. Adoption Education Workshop services  
13 shall be provided in a family friendly, culturally responsive manner in  
14 English and Spanish as needed by PARTICIPANT.

15 4.10.3 City, through a subcontract, shall provide a minimum of  
16 one (1) Adoption Education Workshop and shall be a minimum of six (6) hours in  
17 duration. City shall provide Parenting Education Workshop services during the  
18 term of this Agreement from 8:30 AM to 5:00 PM, Monday through Friday, at  
19 dates and times convenient for PARTICIPANTS. City shall offer Adoption  
20 Education Workshop services at additional times based on PARTICIPANT  
21 availability.

22 4.10.4 City, through a subcontract, shall provide Adoption  
23 Education Workshop services at the FRC and/or at other community locations, to  
24 be approved in advance and in writing by ADMINISTRATOR.

25 4.10.5 City, through a subcontract, shall measure progress by  
26 ensuring PARTICIPANTS complete a FaCT registration form and FaCT approved  
27 assessment tools.

28 4.10.6 City, through a subcontract, for Adoption Education

1 Workshop services shall address the following PSSF service categories: APS.

2 4.10.7 City, through a subcontract, shall provide qualified  
3 Parenting Educator staff as specified in Subparagraph 11.12 of this Exhibit.

4 4.11 Personal Empowerment Program:

5 4.11.1 Interval House (IH) shall provide Personal Empowerment  
6 Program services to parents and/or caregivers of children ages birth through  
7 eighteen (0-18) years who are at-risk of child abuse or neglect. Individuals  
8 may include: those who are low-income or dealing with poverty issues; child  
9 abuse, domestic violence; individuals in the County adoption process; or those  
10 who may be experiencing a crisis due to interpersonal conflicts, difficult  
11 parenting issues, challenging child needs, and/or traumatic loss (hereinafter  
12 referred to as "PARTICIPANTS" for purposes of Subparagraph 4.11).

13 4.11.2 IH shall provide Personal Empowerment Program services for  
14 a minimum of twenty eight (28) unduplicated PARTICIPANTS. Personal  
15 Empowerment Program is comprised of a ten (10) week educational support  
16 program to help battered victims break the cycle of domestic violence through  
17 the following: education on the dynamics of domestic violence; effects of  
18 violence on victims and their children; and to help battered victims protect  
19 children who live in domestic violence homes. Personal Empowerment Program  
20 topics shall include, but not be limited to, safety planning, boundaries,  
21 anger management, legal aspects of domestic violence, working through denial,  
22 and maintaining healthy relationships.

23 4.11.3 IH shall provide a minimum of four (4) weeks of Personal  
24 Empowerment Program during the term of this Agreement. Each class shall be a  
25 minimum of two (2) hours in duration. IH shall provide Personal Empowerment  
26 Program services from 8:00 a.m. to 6:00 p.m., Monday through Friday, at dates  
27 and times convenient for PARTICIPANTS. IH shall offer Personal Empowerment  
28 Program services at additional times based on PARTICIPANT availability.

1                   4.11.4 IH shall provide Personal Empowerment Program services at  
2 the FRC and/or at other community locations, to be approved in advance and in  
3 writing by ADMINISTRATOR.

4                   4.11.5 IH shall measure progress by ensuring PARTICIPANTS  
5 complete FaCT approved assessment tools.

6                   4.11.6 IH Personal Empowerment Program services shall address the  
7 following PSSF service categories: FP, FS, and APS.

8                   4.11.7 IH shall provide qualified Personal Empowerment Program  
9 Instructor staff as specified in Subparagraph 11.6 of this Exhibit.

10                   4.12 Personal Empowerment Program TLFR:

11                   4.12.1 IH shall provide Personal Empowerment Program TLFR  
12 services to parents and/or caregivers of children ages birth to eighteen (0-  
13 18) years who are at-risk of abuse or neglect. TLFR individuals may include:  
14 those who are low-income or dealing with poverty issues; child abuse, domestic  
15 violence; individuals in the County adoption or family reunification process;  
16 or those who may be experiencing a crisis due to interpersonal conflicts,  
17 difficult parenting issues, challenging child needs, and/or traumatic loss  
18 (hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 4.12).

19                   4.12.2 IH shall provide Personal Empowerment Program TLFR  
20 services for a minimum of nine (9) unduplicated PARTICIPANTS. Personal  
21 Empowerment Program TLFR is comprised of a ten (10) week educational support  
22 program to help battered victims break the cycle of domestic violence through  
23 the following: education on the dynamics of domestic violence; effects of  
24 violence on victims and their children; and to help battered victims protect  
25 children who live in domestic violence homes. Personal Empowerment Program  
26 TLFR topics shall include, but not be limited to, safety planning, boundaries,  
27 anger management, legal aspects of domestic violence, work through denial, and  
28 maintain healthy relationships. Additionally Personal Empowerment Program

1 TLFR shall require monitor client attendance and participation; and provide  
2 verbal and/or written report to County social workers. Personal Empowerment  
3 Program TLFR services shall be provided in a family friendly, culturally  
4 responsive manner in English and Spanish as needed by PARTICIPANT.

5 4.12.3 IH shall provide Personal Empowerment Program TLFR during  
6 the term of this Agreement. Each class shall be a minimum of two (2) hours in  
7 duration. HO shall provide Personal Empowerment Program TLFR services from  
8 8:30 a.m. to 5:00 p.m., Monday through Friday, at dates and times convenient  
9 for PARTICIPANTS. Personal Empowerment Program TLFR services shall be offered  
10 at additional times based on PARTICIPANT availability.

11 4.12.4 IH shall provide Personal Empowerment Program TLFR  
12 services at the FRC and/or at other community locations, to be approved in  
13 advance and in writing by ADMINISTRATOR.

14 4.12.5 IH shall measure progress by ensuring PARTICIPANTS  
15 complete FaCT measurement tools.

16 4.12.6 IH Personal Empowerment Program TLFR services shall  
17 address the following PSSF service categories: TLFR.

18 4.12.7 IH shall provide qualified Personal Empowerment Program  
19 Instructor staff as specified in Subparagraph 11.6 of this Exhibit.

20 4.13 Community Resource Services:

21 4.13.1 City shall provide Community Resource Services to the  
22 following: parents and/or caregivers and their children ages birth to eighteen  
23 (0-18) years who are at risk of abuse or neglect; low-income or dealing with  
24 poverty issues (hereinafter referred to as "PARTICIPANTS" for purposes of  
25 Subparagraph 4.13).

26 4.13.2 City shall provide Community Resource Services for a  
27 minimum of nine hundred sixty (960) unduplicated PARTICIPANTS. Community  
28 Resource Services shall include an assessment of need and referral to

1 emergency housing, emergency food, family counseling, child care, substance  
2 abuse counseling and treatment, parenting training, utility assistance, health  
3 and mental health treatment, education and job training, legal aid, youth  
4 academic and recreation services, and many other services based on client  
5 needs. The FRC shall be required to partner with other County and local  
6 community resource services providers. Services shall be provided in a family  
7 friendly culturally responsive manner in English and Spanish as needed by  
8 PARTICIPANTS.

9 4.13.3 City shall provide Community Resource Services Monday  
10 through Friday from 8:00 a.m. to 6:00 p.m., during the term of this Agreement.  
11 FRC shall provide a phone messaging system to record messages during all other  
12 times.

13 4.13.4 City shall provide Community Resource Services at FRC  
14 locations.

15 4.13.5 City shall measure progress by completing FaCT measurement  
16 tools.

17 4.13.6 City Community Resource Services shall address the  
18 following PSSF service categories: FP, FS, TLFR, and APS.

19 4.13.7 City shall provide qualified Community Resource Services  
20 Specialist staff as specified in Subparagraph 11.4 of this Exhibit.

21 4.14 Community Wide Outreach Events:

22 4.14.1 City shall provide Community Wide Outreach Events for  
23 biological parents and pre-adoptive parents of children ages birth through  
24 eighteen (0-18) years (hereafter referred to as "PARTICIPANTS" for purposes of  
25 Subparagraph 4.14).

26 4.14.2 City shall provide Community Wide Outreach events for a  
27 minimum of three hundred (300) unduplicated PARTICIPANTS. Community Wide  
28 Outreach services shall include but not be limited to an Annual FRC

1 Celebration, health resource fair(s), seasonal special events, and other  
2 related activities.

3 4.14.3 City shall provide a minimum of one (1) Community Wide  
4 Outreach event annually during the term of this Agreement. The event shall be  
5 a minimum of two (2) hours in duration.

6 4.14.4 City shall provide Community Wide Outreach services at the  
7 FRC and other collaborative partner locations.

8 4.14.5 City shall track the number of PARTICIPANTS by ensuring  
9 that PARTICIPANTS complete a FaCT Group Tracking Log.

10 4.14.6 City's Community Wide Outreach services shall address the  
11 following PSSF service categories: FS, FP, TLFR, and APS.

12 4.14.7 City shall provide a qualified FRC Coordinator and  
13 Community Resource Specialist staff as specified in Subparagraph 11.1 and 11.4  
14 of this Exhibit.

15 4.15 Adoptive Family Activities:

16 4.15.1 City shall provide Adoptive Family Activities for adoptive  
17 parents and relative caregivers ~~with~~ of children ages birth through eighteen  
18 (0-18) years (hereinafter referred to as "PARTICIPANTS" for purposes of  
19 Subparagraph 4.15 of this Exhibit).

20 4.15.2 City shall provide Adoptive Family Activities for a  
21 minimum of ten (10) unduplicated PARTICIPANTS. Adoptive Family activities  
22 shall include, but not be limited to, the following: supervised and organized  
23 activities and events for children of relative caregivers and adoptive  
24 parents, thereby providing support and relief for said families. Services  
25 shall be provided in a family friendly, culturally responsive, manner in  
26 English and Spanish as needed by PARTICIPANT.

27 4.15.3 City shall provide a minimum of one (1) Adoptive Family  
28 Activities event annually. Adoptive Family Activities events shall be

1 scheduled Monday through Saturday. The family events shall be a minimum of two  
2 (2) hours in duration.

3 4.15.4 City shall provide Adoptive Family Activities at the FRC  
4 and/or at other community locations, to be approved in advance and in writing  
5 by ADMINISTRATOR.

6 4.15.5 City shall measure progress by ensuring that PARTICIPANTS  
7 complete a FaCT registration form.

8 4.15.6 City's Adoptive Family Activities shall address the  
9 following PSSF service category: APS.

10 4.15.7 City shall provide qualified Child Care Worker and MSW  
11 Intern staff as specified in Subparagraphs 11.3 and 11.5 of this Exhibit.

12 4.16 Adoptive Parent and Relative Caregiver Respite Care:

13 4.16.1 City shall provide Adoptive Parent and Relative Caregiver  
14 Respite Care for adoptive children in grades one (1) through six (6), ages six  
15 through twelve (6-12) years (hereinafter referred to as "PARTICIPANTS" for  
16 purposes of Subparagraph 4.16 of this Exhibit).

17 4.16.2 City shall provide Adoptive Parents and Relative Caregiver  
18 Respite Care for a minimum of fifteen (15) unduplicated PARTICIPANTS.  
19 Adoptive Parent and Relative Caregiver Respite Care services shall include,  
20 but not be limited to, the following: supervised and organized activities and  
21 events for children of relative caregivers and adoptive parents, thereby  
22 providing support and relief for said families. Adoptive Parent and Relative  
23 Caregiver Respite Care services shall be provided in a family friendly,  
24 culturally responsive manner in English and Spanish as needed by PARTICIPANTS.

25 4.16.3 City shall provide a minimum of one (1) Adoptive Parents  
26 and Relative Caregiver Respite Care event annually. Adoptive Parent and  
27 Relative Caregiver Respite Care events shall be scheduled Monday through  
28 Saturday. The family events shall be a minimum of two (2) hours in duration.

1                   4.16.4 City shall provide Adoptive Parent and Relative Caregiver  
2 Respite Care at the FRC and/or at other community locations, to be approved in  
3 advance and in writing by ADMINISTRATOR.

4                   4.16.5 City shall measure progress by ensuring that PARTICIPANTS  
5 complete a FaCT registration form.

6                   4.16.6 City Adoptive Parent and Relative Caregiver activities  
7 address the following PSSF service category: APS.

8                   4.16.7 City shall provide qualified Child Care Worker and MSW  
9 Intern staff as specified in Subparagraphs 11.3 and 11.5 of this Exhibit.

10                   4.17 Differential Response Family Advocacy:

11                   4.17.1 Children's Bureau (CB) shall provide Differential Response  
12 Family Advocacy services to the following: families with children ages birth  
13 through eighteen (0-18) years, who have been identified by ADMINISTRATOR and  
14 referred to CONTRACTOR as potential risks for child abuse and/or neglect  
15 (hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 4.17).

16                   4.17.2 CB shall provide Differential Response Family Advocacy  
17 services for a minimum of seventy-five (75) unduplicated PARTICIPANTS.  
18 Differential Response Family Advocacy services shall focus on a family  
19 centered approach to maintain children safely in the home; reduce entry into  
20 the child welfare system; serve as a support to families while in crisis; and  
21 provide assistance to PARTICIPANTS in accessing community resources. Services  
22 shall be provided in a family friendly, culturally responsive manner in  
23 English and Spanish as needed by PARTICIPANT.

24                   4.17.3 CB shall provide a minimum of one (1) in-home Differential  
25 Response Family Advocacy visit and one (1) phone call per family. Differential  
26 Response Family Advocacy services shall be provided continuously throughout  
27 the term of this Agreement Monday through Friday during FRC operating hours.  
28 CB shall provide Differential Response Family Advocate services for a minimum



1 of thirty (30) days for each PARTICIPANT.

2 4.17.4 CB shall primarily provide Differential Response Family  
3 Advocacy services in family's home, at the FRC, or at other community  
4 locations as needed with advance written approval by ADMINISTRATOR.

5 4.17.5 CB shall measure progress by ensuring PARTICIPANTS  
6 complete a FaCT registration form, FaCT consent form, and FaCT approved  
7 assessment tools.

8 4.17.6 CB's Differential Response Family Advocacy services shall  
9 address the following PSSF service categories: FP.

10 4.17.7 CB shall provide qualified Differential Response Family  
11 Advocate staff as specified in Subparagraph 11.9 of this Exhibit.

12 4.18 Differential Response In-Home Family Support:

13 4.18.1 CB shall provide Differential Response In-Home Family  
14 Support services to the following: families with children ages birth through  
15 eighteen (0-18) years, who have been identified by ADMINISTRATOR and referred  
16 to CONTRACTOR as potential risks for child abuse and/or neglect (hereinafter  
17 referred to as "PARTICIPANTS" for purposes of Subparagraph 4.18).

18 4.18.2 CB shall provide Differential Response In-Home Family  
19 Support services for a minimum of sixty (60) unduplicated PARTICIPANTS.  
20 Differential Response In-Home Family Support services shall address positive  
21 parenting skills, discipline, child development, child health and safety,  
22 assess family needs; stabilize immediate crisis; increase coping skills and  
23 family cohesiveness; reduce exposure to violence; and improve communication  
24 skills. Differential Response In-Home Family Support services shall be  
25 provided in a family friendly, culturally responsive manner in English and  
26 Spanish as needed by PARTICIPANT.

27 4.18.3 CB shall provide a minimum of four (4) weeks and maximum  
28 of six (6) weeks of Differential Response In-Home Family Support per family.

1 Differential Response In-Home Family Support services shall be provided  
2 continuously throughout the term of this Agreement Monday through Friday  
3 during FRC operating hours.

4 4.18.4 CB shall primarily provide Differential Response In-Home  
5 Family Support services in family's home, at the FRC, or at other community  
6 locations as needed with advance written approval by ADMINISTRATOR.

7 4.18.5 CB shall measure progress by ensuring PARTICIPANTS  
8 complete a FaCT registration form, FaCT consent form, and FaCT approved  
9 assessment tools.

10 4.18.6 CB's Differential Response In-Home Family Support services  
11 shall address the following PSSF service categories: FP.

12 4.18.7 CB shall provide qualified Differential Response In-Home  
13 Family Support Specialist staff as specified in Subparagraph 11.10 of this  
14 Exhibit.

15 4.19 Individual Counseling:

16 4.19.1 City shall provide Individual Counseling services to  
17 children ages birth to eighteen (0-18) years, who are at-risk of abuse or  
18 neglect, and/or their parents, foster parents (and their children), adoptive  
19 families (and their children), and/or caregivers (and their children).  
20 Individuals may include: those who are low-income; coming from intact  
21 families; individuals in the process of reunification; those who may be  
22 experiencing a crisis due to interpersonal conflicts, difficult parenting  
23 issues, challenging child needs, and/or traumatic loss (hereinafter referred  
24 to as "PARTICIPANTS" for purposes of Subparagraph 4.19). These individuals  
25 are not Medi-Cal eligible and/or do not meet the Medi-Cal eligibility  
26 requirements for medical necessity

27 4.19.2 City shall provide Individual Counseling services for a  
28 minimum of ten (10) unduplicated PARTICIPANTS. Individual Counseling services

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

13 4.19.3 City shall provide Individual Counseling services  
14 continuously throughout the term of this Agreement by appointment Monday  
15 through Friday during FRC operating hours. City may also schedule evening  
16 hours at the request of PARTICIPANTS. Counseling sessions shall be a minimum  
17 of fifty (50) minutes in duration, or as clinically indicated by the  
18 clinician, and offered to PARTICIPANTS on a weekly basis. City shall offer a  
19 minimum of four (4) weeks of counseling sessions and a maximum of twenty (20)  
20 sessions for each PARTICIPANT. FRC shall provide a phone messaging system to  
21 record messages and post a sign with an emergency contact name and telephone  
22 number for PARTICIPANTS who may call or visit the FRC after hours.

23 4.19.4 City shall provide Individual Counseling services in a  
24 private office space at one of the FRC locations, or other community  
25 locations, with advance written approval by ADMINISTRATOR, provided location  
26 can accommodate the confidentiality of the service.

27 4.19.5 City shall measure progress by ensuring PARTICIPANTS  
28 complete a FaCT registration form, FaCT consent form, and FaCT approved

1 assessment tools.

2 4.19.6 City Individual Counseling services shall address the  
3 following PSSF service categories: FP, FS, TLFR, and APS.

4 4.19.7 City shall provide qualified MSW Intern staff as specified  
5 in Subparagraph 11.5 of this Exhibit.

6 4.20 Group Counseling:

7 4.20.1 City shall provide Group Counseling services to children  
8 ages birth to eighteen (0-18) years, who are at-risk of abuse or neglect,  
9 and/or their parents, foster parents (and their children), and/or caregivers  
10 (and their children). Individuals may include: those who are low-income;  
11 coming from intact families; individuals in the process of reunification;  
12 those who may be experiencing a crisis due to interpersonal conflicts,  
13 difficult parenting issues, challenging child needs, and/or traumatic loss  
14 (hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 4.20).  
15 These individuals are not Medi-Cal eligible and/or do not meet the Medi-Cal  
16 eligibility requirements for medical necessity.

17 4.20.2 City shall provide Group Counseling services for a minimum  
18 of twenty (20) unduplicated PARTICIPANTS. Group Counseling services shall  
19 include, but not be limited to, assess PARTICIPANT's needs, provide emotional  
20 support, stabilize immediate crisis and develop goals for PARTICIPANTS,  
21 address independent living skills, self-control, parenting issues, cycle of  
22 abuse, victimization, enhance family dynamics, modify dysfunctional behaviors,  
23 incorporate appropriate family roles and develop time limited goals for the  
24 family and child in placement that are targeted to PARTICIPANTS' particular  
25 reunification plans, if applicable and make appropriate linkages to all needed  
26 treatment programs and social support systems. The Counselor and/or designee,  
27 as approved by ADMINISTRATOR, shall attend the FRC's Comprehensive Case  
28 Management Team meetings. Services shall be provided in a culturally

1 responsive manner in English and Spanish as needed by PARTICIPANTS.

2 4.20.3 City shall provide Group Counseling services during the  
3 term of this Agreement Monday through Friday during FRC operating hours. The  
4 City may also schedule evening hours at the request of PARTICIPANTS. City  
5 shall provide a minimum of three (3) Group Counseling series at a minimum of  
6 ninety (90) minutes each session with a six (6) week session minimum per  
7 series, for a total of eighteen (18) weeks minimum Group Counseling services.  
8 Each session shall include a minimum of four (4) PARTICIPANTS per group. FRC  
9 shall provide a phone messaging system to record messages and post a sign with  
10 an emergency contact name and telephone number for PARTICIPANTS who may call  
11 or visit the FRC after hours.

12 4.20.4 City shall provide Group Counseling services in a private  
13 office space at one of the FRC locations, or other community locations, with  
14 advance written approval by ADMINISTRATOR, provided location can accommodate  
15 the confidentiality of the service.

16 4.20.5 City shall measure progress by ensuring PARTICIPANTS  
17 complete a FaCT registration form, FaCT consent form, and FaCT approved  
18 assessment tools.

19 4.20.6 City Group Counseling services shall address the following  
20 PSSF service categories: FP, FS, TLF, and APS.

21 4.20.7 City shall provide qualified MSW Intern as specified in  
22 Subparagraph 11.5 of this Exhibit.

23 5. ADDITIONAL CONTRACTOR RESPONSIBILITIES

24 5.1 In addition to providing the services described in Paragraph 4 of  
25 this Exhibit A, CONTRACTOR agrees to:

26 5.1.1 Provide ADMINISTRATOR a detailed marketing plan for each  
27 contracted service, and revise, if necessary, as requested by ADMINISTRATOR;

28 5.1.2 Actively engage the community including local residents,

1 faith-based groups, businesses, public and private organizations, civic  
2 groups, and others in the planning and implementation of services that promote  
3 the well-being, safety, and permanency of children, families and communities.

4 5.1.3 Demonstrate the ability, now and in the future, to  
5 integrate multiple public, private, and collaborative partner funding sources.

6 5.2 CONTRACTOR shall develop and maintain a Governance Structure  
7 document outlining resource sharing, accountability, decision-making  
8 strategies, and a conflict resolution plan. The Governance Structure shall  
9 include, but not be limited to, the addition and/or deletion of any partner  
10 agency, change of designated fiscal agent, ongoing community input and  
11 involvement, principles of collaboration, and voting quorum (including what  
12 constitutes a quorum).

13 5.3 CONTRACTOR's FRC Coordinator shall participate in meetings, to be  
14 held not more than once per month, of all FaCT FRC Program Coordinators for  
15 the purpose of information sharing, joint problem solving, identification of  
16 Best Practices, development of common approaches to case management and  
17 intake, training, and other related matters. ADMINISTRATOR will provide  
18 CONTRACTOR with detailed information regarding meeting date(s) and  
19 location(s).

20 5.4 CONTRACTOR shall develop a Community Engagement Advisory Committee  
21 (CEAC) that shall meet a minimum of quarterly during the term of this  
22 Agreement. CEAC shall develop and advance a community agenda to affect  
23 community level change. The FRC will maintain a roster and a copy of minutes  
24 for all CEAC meetings. The composition of CONTRACTOR's CEAC shall vary,  
25 depending on the specific goals of, and the services to be provided by the  
26 FRC. The CEAC shall consist of community members such as parents, youths,  
27 teachers, school community liaisons, businesses professionals, religious  
28 community leaders, law enforcement, human and health service professionals.

1 and city representatives. CEAC shall assess, survey, and identify community  
2 strengths and needs to advocate for FRC services to meet community need on an  
3 annual basis; develop parent and youth leadership; and engage business  
4 community to provide tangible support and leadership. The FRC shall provide  
5 staff and volunteer coordination to develop and support CEAC.

6 5.5 Appropriate CONTRACTOR staff shall participate in all required  
7 training identified by ADMINISTRATOR, including, but not limited to,  
8 management information system, FRC Program Coordinator's role in the FRC, and  
9 other FRC responsibilities and activities. ADMINISTRATOR will provide  
10 CONTRACTOR with detailed information regarding meeting date(s) and  
11 location(s).

12 5.6 CONTRACTOR shall follow ADMINISTRATOR's established procedures for  
13 reporting any special incidents that occur during CONTRACTOR's performance of  
14 duties under this Agreement, involving CONTRACTOR's staff, participants,  
15 and/or property.

16 5.7 HO shall provide a minimum of four hundred sixteen (405) hours of  
17 child care annually. City shall provide child care services at the FRC to  
18 children of parents attending FRC programs Monday through Friday during FRC  
19 operating hours, and on evenings and weekends as required by PARTICIPANTS,  
20 continuously throughout the term of this Agreement. City shall provide a  
21 qualified Child Care Activity Leader as specified in Subparagraph 11.3 of this  
22 Exhibit.

23 6. FACILITIES

24 Administrative services under this Agreement shall be provided at:

25 Magnolia Park Family Resource Center  
26 c/o City of Garden Grove  
27 11402 Magnolia Street  
28 Garden Grove, CA 92841

1 Home Based Services will be provided in the homes of PARTICIPANTS  
2 referred for service.

3 CONTRACTOR and ADMINISTRATOR may agree in writing as to the  
4 facility(ies) and location(s) where services shall be provided without  
5 changing COUNTY's maximum obligation.

6 7. REPORTS

7 CONTRACTOR shall prepare and submit written reports regarding each  
8 participant to the FaCT Program Coordinator including, but not limited to, the  
9 following information:

10 7.1 Family identifier;

11 7.2 Family member identifier;

12 7.3 Ethnicity;

13 7.4 Date of birth;

14 7.5 Sex;

15 7.6 Referral reason(s);

16 7.7 Services recommended;

17 7.8 Services provided;

18 7.9 Date services delivery begins;

19 7.10 Date service delivery ends;

20 7.11 Status indicators (e.g. previous abuse reports, existing health  
21 problems, etc.);

22 7.12 Primary language spoken;

23 7.13 PSSF service outcome measures as identified in Paragraph 2 of this  
24 Exhibit; and

25 7.14 PSSF service categories as identified in Paragraph 2 of this  
26 Exhibit.

27 7.15 Reports shall be prepared in a format approved in writing by  
28 ADMINISTRATOR and shall be transmitted to the FaCT Program Coordinator and



1 Social Services Agency (SSA) Contract Administrator by the twentieth (20<sup>th</sup>) day  
2 of each month for the preceding month of services.

3 7.16 CONTRACTOR shall complete registration forms and attendance sheets  
4 for every service delivered to participant(s) unless specifically exempted by  
5 ADMINISTRATOR.

6 7.17 CONTRACTOR shall complete the FaCT standardized Marketing Outreach  
7 Log and CEAC Data Form and shall submit to ADMINISTRATOR quarterly, ten (10)  
8 calendar days following the end of each quarter.

9 7.18 CONTRACTOR shall provide information deemed necessary by  
10 ADMINISTRATOR to complete any state-required reports related to the services  
11 provided under this Agreement.

## 12 8. UTILIZATION REVIEW

13 8.1 CONTRACTOR and ADMINISTRATOR shall meet upon ADMINISTRATOR's  
14 request at CONTRACTOR's facility identified in Paragraph 6 of this Exhibit A,  
15 to review and evaluate a random selection of PARTICIPANT case records. The  
16 review shall include, but is not limited to, an evaluation of the necessity  
17 and appropriateness of services provided and length of services. PARTICIPANT  
18 cases to be reviewed shall be randomly selected by ADMINISTRATOR.

19 8.2 In the event CONTRACTOR and ADMINISTRATOR are unable to resolve  
20 differences of opinion regarding the necessity and appropriateness of services  
21 and length of services, the dispute shall be submitted to COUNTY's Director of  
22 Children and Family Services for final resolution.

## 23 9. SUSTAINABILITY

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

27 9.1 CONTRACTOR agrees to work with ADMINISTRATOR and/or FaCT in order  
28 to pursue long-term sustainability of CONTRACTOR's FaCT collaborative

1 programs. This includes, but is not limited to, participation in the  
2 following:

3 9.1.1 Assessment of long-term need for and reasonableness of  
4 FaCT collaborative programs;

5 9.1.2 Training programs developed by or for FaCT;

6 9.1.3 Outreach activities initiated by FaCT staff or FaCT  
7 committees, as mutually agreed by CONTRACTOR and ADMINISTRATOR;

8 9.1.4 Research of other public/private funding sources and  
9 opportunities;

10 9.1.5 Pursuit of linkages with other partners, as appropriate;  
11 and,

12 9.1.6 Development of marketing and community education materials  
13 as mutually agreed upon by CONTRACTOR and ADMINISTRATOR.

14 9.2 CONTRACTOR agrees to cooperate in these efforts, as well as  
15 independently pursue opportunities to improve sustainability of their  
16 collaborative program. Independent activities may include activities  
17 identified above as well as grant writing, and engaging in collaborative  
18 agreements with other integrated service initiatives.

19 9.3 CONTRACTOR shall inform ADMINISTRATOR of its activities to sustain  
20 CONTRACTOR's FaCT collaborative program by including written progress reports  
21 in FaCT measurement tools reports.

22 10. BUDGET

23 The budget for services provided pursuant to Exhibit A of this Agreement  
24 shall span twelve (12) months and is set forth as follows:

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

26 LINE ITEMS:

27 SALARIES:

28 City of Garden Grove (City)

		Maximum	
		Hourly	Annual
		Rate <sup>(2)</sup>	Budget
	<u>FTE</u> <sup>(1)</sup>		

1	FRC Coordinator/Supervisor (Service 4.1 and 4.14)	1.0	\$24.18	\$ 50,294
2	Family Advocate (Service 4.5)	1.0	13.08	27,206
3	Child Care Worker (Service 4.16) <sup>(7)</sup>	405 hours	11.10	4,495
4	Community Resource Specialist (Service 4.13)	1.0	14.10	<u>29,328</u>
5	SUBTOTAL CITY SALARIES:			\$111,323
6	City Benefits (20.64%) <sup>(3)</sup>			<u>22,974</u>
7	City Bilingual Pay for Community Resource Specialists			600
8	SUBTOTAL CITY SALARIES AND BENEFITS:			\$134,897
9	<u>Interval House (IH)</u>			
10	Personal Empowerment Program Instructor (Service 4.11 - 4.12)	0.225	\$20.75	\$ 9,711
11	SUBTOTAL IH SALARIES:			\$ 9,711
12	IH Benefits (20%) <sup>(3)</sup>			<u>1,942</u>
13	SUBTOTAL IH SALARIES AND BENEFITS:			\$ 11,653
14	<u>Community Service Program Inc. (CSP)</u>			
15	Bilingual Counselor (Services 4.2 - 4.4, and 4.6)	0.50	\$22.74	\$ 23,650
16	Clinical Supervisor/Director I (Admin.)	0.175	42.85	15,597
17	Clinical Supervisor/Director II (Admin.)	0.117	42.85	<u>10,428</u>
18	SUBTOTAL CSP SALARIES:			\$ 49,675
19	CSP Benefits (18.70%) <sup>(3)</sup>			<u>9,285</u>
20	SUBTOTAL CSP SALARIES AND BENEFITS:			\$ 58,960
21	SUBTOTAL ALL SALARIES AND BENEFITS:			\$205,510
22	<u>SERVICES AND SUPPLIES:</u>			
23	City - Office Expenses			\$ 1,200
24	City - Program Expense			1,607
25	City CEAC			1,000
26	City - Foster/Adoptive (Services 4.10, 4.15, and 4.16)			1,070
27	IH - Program Expense			1,400
28				

1	CSP - Program Supplies			<u>315</u>
2	SUBTOTAL SERVICES AND SUPPLIES:			\$ 6,592
3	<u>OPERATING EXPENSES:</u>			
4	City - Telephone			\$ 1,376
5	City - Mileage <sup>(4 &amp; 5)</sup>			400
6	City - Modular Lease			963
7	CSP - Office Supplies			550
8	CSP Facilities, Equipment, and Communication			614
9	CSP - Recruitment			75
10	CSP - Mileage <sup>(4 &amp; 5)</sup>			<u>452</u>
11	SUBTOTAL OPERATING EXPENSES:			\$ 4,430
12	<u>INDIRECT EXPENSES</u> <sup>(6)</sup>			
13	CSP - Insurance			\$ 259
14	CSP - Audit			<u>209</u>
15	SUBTOTAL INDIRECT EXPENSES:			\$ 468
16	<u>CONSULTANTS/SUBCONTRACTORS:</u>			
17	City - Parent Educator I (Services 4.7 - 4.8)			\$ 2,000
18	City - Parent Educator II (Service 4.9)			<u>1,000</u>
19	SUBTOTAL CONSULTANT/SUBCONTRACT:			\$ 3,000
20	SUBTOTAL ALL SALARIES, BENEFITS, SERVICES, SUPPLIES, OPERATING EXPENSES, INDIRECT COSTS, AND CONSULTANTS/ SUBCONTRACTORS:			\$220,000
21	<u>DIFFERENTIAL RESPONSE (DR) PROGRAM:</u>			
22	<u>Children's Bureau (CB)</u>			
23	DR Family Advocate (Service 4.17)	1.0	\$19.51	\$ 40,580
24	DR In-Home Family Support Specialist (Service 4.18)	1.0	19.51	40,580
25	DR Program Manager (Admin.)	0.0397	36.34	<u>3,000</u>
26	SUBTOTAL CB SALARIES:			\$ 84,160
27	CB Benefits (25%) <sup>(3)</sup>			<u>21,040</u>
28	SUBTOTAL CB DR SALARIES AND BENEFITS:			\$105,200
	<u>DR PROGRAM SERVICES AND SUPPLIES:</u>			

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CB - DR Office Expense	\$ 902
CB - DR Postage	25
CB - DR Program Expense	813
CB - DR Family Stability <sup>(8)</sup>	<u>700</u>
SUBTOTAL DR SERVICES AND SUPPLIES	\$ 2,440
<u>DR PROGRAM OPERATING EXPENSES:</u>	
CB - DR Mileage/Parking <sup>(4 &amp; 5)</sup>	\$ 2,250
CB - DR Facility Lease	2,040
CB - DR Computer/Fax/Printer	699
CB - DR Training	<u>174</u>
SUBTOTAL DR OPERATING EXPENSES	\$ 5,163
<u>CB DR INDIRECT EXPENSES: <sup>(6)</sup></u>	
CB - DR Indirect Cost	\$ <u>737</u>
SUBTOTAL CB DR INDIRECT EXPENSES:	\$ <u>737</u>
SUBTOTAL CB DR SALARIES, BENEFITS, SERVICES, SUPPLIES, OPERATING, AND INDIRECT EXPENSES:	\$113,540
MAXIMUM COUNTY OBLIGATION:	\$333,540

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

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

<sup>(3)</sup> Medical, long-term disability, retirement, pension, employee assistance, FICA, SUI, Workers' Compensation and vacation accrual.

<sup>(4)</sup> Mileage is limited to the amount allowed by IRS.

<sup>(5)</sup> Travel costs will be in accordance with Title 41 CFR Chapter 301, Federal Travel Regulation; Maximum Per Diem Rates; Final Rules. Travel must

1 be approved by ADMINISTRATOR in advance. CONTRACTOR shall be reimbursed for  
2 actual expenses of lodging up to the maximum allowed in Title 41 CFR Chapter  
3 301, Travel Allowances. CONTRACTOR shall be reimbursed for per diem rate paid  
4 to employees for meals and incidental expenses incurred during travel up to  
5 the maximum allowed in Title 41 CFR Chapter 301, Travel Allowances.

6 (6) Indirect costs include overhead and/or independent audit expenses.

7 (7) City of Garden Grove shall allocate a minimum of \$4,495 annually to  
8 the provision of Child Care services throughout the term of this Agreement.  
9 City shall use this funding for child care services as described herein.  
10 Allowable costs include direct child care services and purchases of supplies  
11 and snacks directly related to child care services; activities and games. All  
12 purchases for child care supplies must be requested in advance and in writing  
13 for approval by ADMINISTRATOR. Services shall be reimbursed on actual hours  
14 worked.

15 (8) CB shall use Family Stabilization funds to meet basic needs of  
16 PARTICIPANTS in support of services as described herein. Allowable costs  
17 include emergency food, emergency clothing, diapers, medicine, bus tickets to  
18 access services, safety items, one-time rent payment assistance, and one-time  
19 utility payment assistance. Other allowable costs are to be approved, in  
20 advance and in writing, by ADMINISTRATOR. All purchases for Family  
21 Stabilization funds in excess of one hundred (\$100) dollars per PARTICIPANT  
22 must be requested in advance and in writing for approval by ADMINISTRATOR. CB  
23 shall research available community resources options prior to approving  
24 expenditures.

25 CONTRACTOR and ADMINISTRATOR may agree, subject to advance written  
26 notice, to add, delete or modify line items and/or amounts and/or the number  
27 and type of FTE positions without changing COUNTY's maximum obligation as  
28 stated in Subparagraph 20.1 of this Agreement or reducing the level of service

1 to be provided by CONTRACTOR. Further, in accordance with Subparagraph 43.3  
2 of this Agreement, in the event ADMINISTRATOR reduces the maximum obligation  
3 as stated in Subparagraph 20.1, CONTRACTOR and ADMINISTRATOR may mutually  
4 agree in writing to proportionately reduce the service goals as set forth in  
5 this Exhibit.

6 11. STAFF

7 City of Garden Grove shall provide the following described staff  
8 positions:

9 11.1 FRC Coordinator:

10 11.1.1 Duties: Perform a variety of administrative functions;  
11 coordinate service providers; supervise FRC staff including DR staff; oversee  
12 day-to-day FRC operations; compile statistical and financial data for various  
13 reports; facilitate CEAC community involvement; coordinate governance and  
14 policy procedure development; coordinate staff training opportunities; prepare  
15 and monitor program budget; market FRC services within the community; provide  
16 outreach; respond to public inquires on FRC services, procedures, operations,  
17 and regulations; facilitate FRC and staff meetings; complete all required  
18 documentation; attend all required meetings and trainings; and perform related  
19 duties as assigned.

20 11.1.2 Qualifications: Bachelor's degree (or Master's degree  
21 preferred) in social work, sociology, psychology, or related field from an  
22 accredited university; two (2) years of experience working with at-risk  
23 families and the community; knowledge of the child welfare system; capable of  
24 relating well to individuals from diverse backgrounds, ~~and~~ cultures, varied  
25 income, and education levels; supervisory experience in management; ability to  
26 work successfully in a collaborative environment; attention to detail; and  
27 computer competency. Bilingual in English/Spanish is preferred.

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1           11.2 Family Advocate:

2           11.2.1 Duties: Assess needs and assist families in crisis to  
3 access resources to meet needs, including court ordered families to facilitate  
4 family reunification; coordinate information for PARTICIPANT referrals;  
5 participate in Comprehensive Case Management Team meetings; follow up on  
6 PARTICIPANT's progress; help alleviate barriers to accessing services; compile  
7 and maintain records; prepare reports; collect and input data into FaCT  
8 database; and attend all required meetings and trainings.

9           11.2.2 Qualifications: Bachelor's degree in human services or  
10 related field; knowledge of the child welfare system; one (1) year of  
11 experience working directly with families in crisis and the community is  
12 preferred. Bilingual in English/Spanish is required.

13           11.3 Child Care Worker:

14           11.3.1 Duties: Provide child care activities at the FRC to  
15 children of PARTICIPANTS attending FRC services; communicate with FRC  
16 coordinator and Program Coordinator; attend all required meetings and  
17 trainings; and complete required documents.

18           11.3.2 Qualifications: High school diploma or one (1) year of  
19 child care experience, including working with infants; ability to deal with  
20 stressful situations; and be creative and energetic. Bilingual in  
21 English/Spanish and proficiency in English is required.

22           11.4 Community Resource Specialist:

23           11.4.1 Duties: Provide community resource information assistance  
24 to walk-in, call-in, and referred PARTICIPANTS; assess and evaluate  
25 PARTICIPANT's immediate needs; linkage to service providers, refer to  
26 appropriate resources; perform outreach to community, businesses and schools,  
27 collect and input data into FaCT database; promote FRC program services;  
28 assist in evaluation of PARTICIPANT needs; represent FRC at community events.



1 maintain required documentation; and collect and input data into FaCT  
2 database.

3 11.4.2 Qualifications: High school diploma or equivalent GED;  
4 thorough knowledge and understanding of services provided at the FRC and the  
5 surrounding community; ability to relate well to individuals from diverse  
6 backgrounds and cultures; varied income levels; and educational levels.  
7 Bilingual in English/Spanish or English/Vietnamese and proficiency in English  
8 is required.

9 11.5 MSW Intern:

10 11.5.1 Duties: Provide individual, family, group, and crisis  
11 counseling services for children, parents, and/or caregivers who are  
12 experiencing a crisis due to interpersonal conflicts, family crisis, difficult  
13 parenting issues, challenging child needs, and/or traumatic loss; provide  
14 emotional support; stabilize immediate crisis; develop goals for the family;  
15 maintain records; prepare reports, collect and input data into FaCT database;  
16 and attend all required meetings and trainings.

17 11.5.2 Qualifications: Licensed or license-eligible clinician or  
18 a qualified professional under clinical supervision including student trainee  
19 and interns enrolled in an accredited graduate program under clinical  
20 supervision. Bilingual in English/Spanish or English/Vietnamese and  
21 proficiency in English is required.

22 Interval House shall provide the following described staff position:

23 11.6 Personal Empowerment Program Instructor:

24 11.6.1 Duties: Provide Personal Empowerment Program educational  
25 support to victims to break the cycle of domestic violence by increasing  
26 knowledge of the dynamics of domestic violence, effect of violence on victims  
27 and their children, and to help battered victims protect children who live in  
28 violent homes; increase family functioning by teaching coping skills and

1 prevention of recurrence of maltreatment; provide emotional support, stabilize  
2 immediate crisis; develop goals for the family; monitor attendance and  
3 participation; provide written report(s); compile and maintain records;  
4 collect and input data into FaCT database; and attend all required meetings  
5 and trainings.

6           11.6.2 Qualifications: Bachelor's degree in counseling or  
7 related field; two (2) years of experience working with domestic violence  
8 families; forty (40) hours of Domestic Violence Prevention training; eight (8)  
9 hours of Child Abuse Prevention and Reporting Training; completion of Personal  
10 Empowerment Program Training; and a valid Domestic Violence Advocate  
11 Certificate is required. Bilingual in English/Spanish or English/Vietnamese  
12 and proficiency in English is required.

13           Community Service Programs, Inc. shall provide the following described  
14 staff positions:

15           11.7 Bilingual Counselor:

16           11.7.1 Duties: Provide individual, family, group, and crisis  
17 counseling services for children, parents, and/or caregivers who are  
18 experiencing a crisis due to interpersonal conflicts, family crisis, difficult  
19 parenting issues, challenging child needs, and/or traumatic loss; provide  
20 emotional support; stabilize immediate crisis; develop goals for the family;  
21 maintain records; prepare reports, collect and input data into FaCT database;  
22 and attend all required meetings and trainings.

23           11.7.2 Qualifications: Licensed clinician or license-eligible  
24 clinician from an accredited university or a qualified professional under  
25 clinical supervision, including student trainees and interns enrolled in an  
26 accredited graduate program under clinical supervision. Bilingual in  
27 English/Spanish or English/Vietnamese and proficiency in English is required.

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1           11.8 Clinical Supervisor/Director:

2           11.8.1 Duties:     Provide clinical supervision for counseling  
3 services; monitor cases; as necessary be available for crisis and clinical  
4 consultation; and review documents for clinical content.     Oversee  
5 administration of Counselor and Parenting Educator, ensure accuracy of data  
6 into FaCT database; and attend all required meetings and trainings.

7           11.8.2 Qualifications:   Master's degree in social work or related  
8 field from an accredited university; valid license as a LCSW; MFT; or licensed  
9 Psychologist; two (2) years clinical supervision experience.

10           Children's Bureau shall provide the following described Differential  
11 Response staff positions:

12           11.9 Differential Response Family Advocate:

13           11.9.1 Duties:     Provide Differential Response family advocacy  
14 services; assess PARTICIPANTS needs; provide one-on-one support with  
15 PARTICIPANT's consent; assist families in crisis to access resources to meet  
16 needs; participate in Comprehensive Case Management Team meetings; assist  
17 PARTICIPANTS with completion of paperwork or forms; coordinate information for  
18 PARTICIPANT referrals; ensure PARTICIPANTS access services; follow up with  
19 PARTICIPANTS needed and perform home, school, and other community site visits  
20 as needed; work closely with FRC partners and COUNTY social workers,  
21 participate in Case Management Team Meetings; coordinate with other service  
22 providers providing services to PARTICIPANT; compile, prepare and submit data  
23 and reports as required by County; maintain records; collect and input data  
24 into FaCT database; and attend all required meetings and trainings.

25           11.9.2 Qualifications:   Bachelor's degree in social work, human  
26 services or related field from an accredited university; one (1) year of  
27 experience working with children and families and the community; excellent  
28 verbal and written communication skills.   Proficiency in English and bilingual

1 in Spanish required.

2 11.10 Differential Response In-Home Family Support Specialist:

3 11.10.1 Duties: Provide Differential Response in-home family  
4 support services; parent education; resource brokering; coordinate with  
5 multiple service providers to prevent abuse and out of home placement; provide  
6 Differential Response crisis intervention including assessment and  
7 stabilization of immediate crisis and resource linkage, prepare and submit  
8 data and reports as required by ADMINISTRATOR; and attend all required  
9 meetings and trainings.

10 11.10.2 Qualifications: Master's degree in social work or  
11 related field from an accredited university is preferred; Bachelor's degree in  
12 social work or related field from an accredited university; two (2) years of  
13 experience working with children and families; possess excellent verbal and  
14 written communication skills, ability to work in a multicultural environment;  
15 and a valid California "Class C" driver's license is required. Bilingual in  
16 Spanish and proficiency in English is required.

17 11.11 Program Manager:

18 11.11.1 Duties: Supervise Differential Response Family Advocate  
19 and Differential Response In-home Family Specialist, and FRC projects;  
20 integrate new and existing FRC programs; oversee data entry, data collection,  
21 and VistaShare reports; collaborate with FaCT staff; attend FaCT committee  
22 meetings and forums, and local and regional FRC platform advocacy.

23 11.11.2 Qualifications: Master's degree in health and human  
24 services or public administration; three (3) years business or non-profit  
25 management experience; two years (2) supervision experience; excellent  
26 speaking and writing skills; ability to facilitate meetings; excellent  
27 organizational skills; program design, planning, development, implementation,  
28 and grant management experience. Bilingual English/Spanish preferred.

1 proficiency in English is required.

2 The City of Garden Grove and CSP through subcontracts shall each provide  
3 the following described staff position:

4 11.12 Parenting Educator:

5 11.12.1 Duties: Provide parenting education classes and  
6 workshops for child development, behavior management, coping skills,  
7 prevention of recurrence of maltreatment and attachment, bonding, and  
8 traumatic loss, improve parenting skills and family functioning; monitor  
9 attendance and participation; provide written reports; administer FaCT  
10 approved pre/post-tests; compile and maintain records; collect and input data  
11 into FaCT database; and attend all required meetings and trainings.

12 11.12.2 Qualifications: Twelve (12) units of college education  
13 in child development, psychology, sociology, social work, or a related field;  
14 one (1) year of experience working in the human services field; and one (1)  
15 year of experience working with public speaking or teaching. Bilingual in  
16 English/Spanish and proficiency in English is required.

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