

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

348



FROM: Department of Public Social Services (DPSS)

SUBMITTAL DATE:

July 30, 2013

SUBJECT: Approval of the Agreement between DPSS and Family Service Association for the Child Abuse Prevention Council

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and authorize the Chair of the Board to sign the attached Agreement # CS-02713 with Family Service Association (FSA) for the period of July 1, 2013 through June 30, 2014 with the option to renew for three (3) additional one-year periods for an amount not to exceed \$ 568,023.
2. Authorize the Director of the Department of Public Social Services (DPSS) to administer the contract.
3. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise renewal options, based on the availability of fiscal funding, and to sign amendments that do not change the substantive terms of the agreement, including amendments to the compensation provision that do not exceed the annual CPI rates.

Susan Loew

Susan Loew, Director

FINANCIAL DATA

Current F.Y. Total Cost: \$ 568,023
Current F.Y. Net County Cost: \$ 0
Annual Net County Cost: \$ 0

In Current Year Budget: Yes
Budget Adjustment: No
For Fiscal Year: 13-14

SOURCE OF FUNDS: Children's Trust Fund 100%

Positions To Be Deleted Per A-30 ☐

Requires 4/5 Vote ☐

C.E.O. RECOMMENDATION:

APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

Policy ☒ Policy ☒

Consent ☐ Consent ☐

Dep't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: 5/21/13 (3.14)

District: All

Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3-48

BACKGROUND:

Per Welfare and Institutions Code Section 18965 through 19070, the County Board of Supervisors may approve and designate a local agency as a lead agency in Riverside County for coordinating regional child abuse prevention and intervention services and provide oversight for the Children's Trust Fund.

At the Board of Supervisor's request, an RFP was released by DPSS through Riverside County Purchasing and Fleet Services, to obtain these services for Fiscal Years 2013/2014 through 2016/2017. The funding recommendation to award Family Service Association the RFP for the Child Abuse Prevention Council was granted Board of Supervisor Approval on 5/21/13 (Ref. 3.14).

This contract will allow for DPSS Children's Services Division to work with FSA on child abuse issues in Riverside County. FSA will provide services in Riverside County for coordinating regional child abuse prevention and intervention services and provide oversight of the Children's Trust Fund Council. FSA will provide public outreach and sponsor events highlighting the recognition and prevention of child abuse and neglect as well as hold Mandated Reporter Trainings through the County. Additionally, FSA will assist with the County's Community Partners Forum, which is held bi-annually to inform the community about child abuse prevention goals and outcomes.

DPSS requests that the Board of Supervisors approve the contract with FSA to align with the requirements of the Welfare and Institutions Code.

FINANCIAL: Funding for this contract is 100% Children's Trust Fund

ATTACHMENT(S): Contract CS-02713

CONCUR/EXECUTE: County Purchasing

SL:mh

Riverside County Department of Public Social Services
Contracts Administration Unit
10281 Kidd Street
Riverside, CA 92503

SERVICES CONTRACT: CS-02713

CONTRACTOR: Family Service Association

CONTRACT TERM: July 1, 2013 - June 30, 2014

MAXIMUM REIMBURSABLE AMOUNT: \$568,023.00

WHEREAS, the Department of Public Social Services hereinafter referred to as DPSS, in accordance with the Child Abuse Prevention Coordinating Council Act (Welfare and Institution Code, Sec. 18983.5), desires to provide funding for a lead agent to coordinate the 1) regional child abuse collaboratives and planning bodies, and 2) community efforts in the areas of child abuse prevention and intervention;

WHEREAS, Family Service Association meets the requirements of Section 18983.5 and is qualified to coordinate the regional child abuse collaboratives and planning bodies, and community efforts in the areas of child abuse prevention and intervention;

WHEREAS, DPSS desires Family Service Association, hereinafter referred to as the Contractor, to perform these services in accordance with the TERMS and CONDITIONS (T&C) attached hereto and incorporated herein by this reference. The T&C specify the responsibilities of DPSS and the Contractor;

NOW THEREFORE, DPSS and the Contractor do hereby covenant and agree that the Contractor shall provide said services in return for monetary compensation, all in accordance with the terms and conditions contained herein of this Contract.

Authorized Signature for County:	Authorized Signature for Family Service Association 
Printed Name of Person Signing: John J. Benoit	Printed Name of Person Signing: Dom Betro
Title: Chair, Board of Supervisors	Title: President, CEO
Address: 4080 Lemon Street Riverside, CA 92501	Address: 21250 Box Springs Road Ste. 212 Moreno Valley, CA 92257
Date Signed:	Date Signed: 7-16-13

FORM APPROVED COUNTY COUNSEL
BY:  7-1-13
ELENA M. BOEVA DATE

Table of Contents

I. DEFINITIONS.....	3
II. PURPOSE.....	4
III. DPSS RESPONSIBILITIES.....	4
IV. CONTRACTOR RESPONSIBILITIES.....	4
A. SCOPE OF SERVICE.....	4
B. REPORTING.....	7
C. FISCAL.....	8
1. MAXIMUM REIMBURSABLE AMOUNT.....	8
2. LINE ITEM COST RATE.....	8
3. CASH / IN-KIND MATCH.....	8
4. METHOD, TIME AND SCHEDULE CONDITIONS OF PAYMENT.....	8
5. FINANCIAL RESOURCES.....	9
6. RECORDS, INSPECTIONS AND AUDITS.....	9
7. SUPPLANTATION.....	10
8. DISALLOWANCE.....	10
D. ADMINISTRATIVE.....	11
1. CONFLICT OF INTEREST.....	11
2. CONFIDENTIALITY.....	11
3. EMPLOYMENT PRACTICES.....	11
4. EQUAL EMPLOYMENT OPPORTUNITY.....	12
5. CLIENT CIVIL RIGHTS COMPLIANCE.....	12
6. HOLD HARMLESS/INDEMNIFICATION.....	13
7. INSURANCE.....	14
8. LICENSES AND PERMITS.....	16
9. INDEPENDENT CONTRACTOR.....	16
10. ASSIGNMENT.....	16
11. PERSONNEL.....	17
12. SUBCONTRACT FOR SERVICES.....	17
13. CHILD ABUSE REPORTING.....	18
14. ADULT AND ELDER ABUSE REPORTING.....	18
15. DEBARMENT AND SUSPENSION.....	18
16. COMPLIANCE WITH RULES, REGULATIONS, REQUIREMENTS AND DIRECTIVES.....	18
17. CERTIFICATION REGARDING LOBBYING.....	18
18. CONTRACT TRANSITION PERIOD.....	19
V. GENERAL.....	19
A. EFFECTIVE PERIOD.....	19
B. NOTICES.....	19
C. AVAILABILITY OF FUNDING.....	20
D. DISPUTES.....	20
E. SANCTIONS.....	20
F. GOVERNING LAW.....	20
G. MODIFICATION OF TERMS.....	21
H. TERMINATION.....	21
I. ENTIRE CONTRACT.....	21

List of Exhibits

Exhibit A – Family Service Association - Line Item Budget

Exhibit B - DPSS 2076A, DPSS 2076B & Instructions

Exhibit C – Assurance of Compliance

Exhibit D- Child Abuse Prevention Council Measurable Goals & Outcomes

CONTRACT TERMS AND CONDITIONS

I. DEFINITIONS

- A. "CAPC" refers to Child Abuse Prevention Council.
- B. "CAPIT" refers to Child Abuse Prevention, Intervention and treatment, and it is one of the DPSS funding sources. This is State funding.
- C. "CAU" refers to the DPSS Contracts Administration Unit.
- D. "Contractor" refers to any employee, agent or representative of the contract company used in conjunction with the performance of the contract.
- E. "CSD" refers to Children's Services Division.
- F. "CTF" refers to Children's Trust Fund, the DPSS funding source for this Contract. The County of Riverside is the fiscal agent for the CTF and retains all control of the fund.
- G. "DPSS" refers to the County of Riverside and its Department of Public Social Services, which has administrative responsibility for this Contract.
- H. "FSA" is the abbreviation for Family Service Association.
- I. "Family Partners" are life-trained paraprofessionals who have successfully navigated the Child Welfare System and can offer a wealth of knowledge and experience to other parents currently involved in the Child Welfare System.
- J. "FRC" is the abbreviation for Family Resource Center.
- K. "JOM" refers to Joint Operational Meeting.
- L. "Mandated Reporter" refers to a person(s) as described in accordance with California Penal Code 11165.7.
- M. "Outcomes Plan" refers to a comprehensive, goal oriented plan that meets the specific needs of child abuse prevention and intervention services in Riverside County.
- N. "PSSF" refers to Promoting Safe and Stable Families and is a DPSS funding source. PSSF is federally funded.
- O. "RDD" is the acronym for Racial Disproportionality and Disparity. RDD is the over representation of a particular group of people in a particular group or system. Disparity is the unequal or inequitable treatment of one group as compared to another.
- P. "Subcontract" refers to any contract, purchase order, or other purchase agreement, including modifications and change orders to the foregoing, entered into by the Contractor with a subcontractor to furnish supplies, materials, equipment, and services for the performance of any of the terms and conditions contained in this contract.
- Q. "Subcontractor" means any supplier, vendor, or firm that furnishes supplies, materials, equipment, for services to or for the Contractor or another subcontractor.
- R. "W&I Code" refers to California Welfare and Institutions Code.

II. PURPOSE

Funding through the State of California for programs such as Children's Trust Fund (CTF), Child Abuse Prevention, intervention and Treatment (CAPIT), Promoting Safe and Stable Families (PSSF), and Community Based Child Abuse Prevention (CBCAP), has specific requirements the County must follow to receive State funding. One of these requirements, per W&IC Section 18965 through 19070, is for the County Board of Supervisors to approve and designate a local agency to serve as the lead agency in Riverside County for coordinating regional child abuse prevention councils and for the allocating the Children's Trust Fund.

III. DPSS RESPONSIBILITIES

- A. Assign staff to be liaison between DPSS and FSA.
- B. DPSS may monitor the performance of FSA in meeting the terms, conditions and services in this Contract. DPSS, at its sole discretion, may monitor the performance of the Contractor through any combination of the following methods: periodic on-site visits, annual inspections, monthly written reports, evaluations, and Contractor self-monitoring.
- C. Attend CAPC Board of Directors meetings as a non-voting member.
- D. Work with the Contractor to develop and facilitate the completion of a written Outcomes Plan that shall be established no later than September 1, 2013 and re-evaluated and established each year thereafter. The Outcomes Plan shall contain both long-term and short-term goals, including those referenced in Exhibit D, and shall focus on addressing the needs of child abuse prevention and intervention services in Riverside County. The Outcomes Plan shall contain goals that are outcome-based, specific, measurable, attainable, and have a specific time frame for achievement of each deliverable. Goals and outcomes referenced in the Outcomes Plan shall be reported in the Annual Report.

IV. CONTRACTOR RESPONSIBILITIES

A. SCOPE OF SERVICE

The Contractor Shall:

1. Assign a liaison between FSA and DPSS.
2. Adhere to all stipulations in Request for Proposal DPARC-287 Child Abuse Prevention Council and any related documents.
3. Adhere to all stipulations contained in the Contractor's proposal response to Request for Proposal DPARC-287 Child Abuse Prevention Council and any related documents.
4. Use the Protective Factors Framework model focusing on, but not limited to: Parental Resilience; Social Connections; Concrete Support in Times of Need; Knowledge of Parenting and Child Development; and social and Emotional Competence of Children.
5. Provide lead administrative oversight and guidance for all CAPC regional collaboratives. FSA must maintain a minimum of one (1) regional collaborative in each of the five (5) Riverside County Supervisorial Districts and one (1) in Blythe. If additional collaboratives are needed, FSA shall work with DPSS to identify and create those collaboratives.
6. Recruit and maintain volunteers for regional collaboratives, community events, fundraisers, etc. Volunteers include, but are not limited to: parents, caregivers, guardians, youth, community volunteers, civic organizations, and religious committees.

7. Involve parents in the planning, implementation and evaluation of programs, including involvement of parents of children with disabilities, parents who are individuals with disabilities, racial and ethnic minorities, and members of other underrepresented or underserved groups.
8. Promote and facilitate participation of family-partner representatives on the regional collaboratives and CAPC Board of Directors.
9. Provide services, especially to those in at-risk and the culturally diverse populations. At-risk population includes but is not limited to children and families with limited resources who face socioeconomic and/or linguistic challenges, such as:
 - a. Emancipated youth
 - b. 0-5 children
 - c. Minor parents
 - d. Developmentally disabled children
 - e. Non-English speaking
 - f. Children and families residing in isolated communities
 - g. Children and families facing difficult life situations and environmental factors (e.g. marital conflict, domestic violence, or single parenthood)
 - h. Communities where Racial Disproportionality and Disparity (RDD) exists, and
 - i. Communities with the highest incidence of reported child abuse and/or detention
10. Co-chair, plan, and facilitate the bi-annual Community Partner Forum.
11. Participate in the County's quarterly Joint Operations Meetings (JOMs).
12. In accordance with W&I code sections 18965 through 18970, be situated as the designated council for Riverside County's Children's Trust Fund (CTF).
13. Participate in the County's Community-Based Funding RFP process. The selected vendor must identify individuals to serve as the Evaluation Committee to review proposals received. Evaluators may not be affiliated with any organization bidding on the Community Based funding RFP.
14. In accordance with W & I Code Section 18967, establish criteria for determining which (CAPIT, PSSF, or CTF) proposals receive funding, accept and prioritize proposals received from the community, and make funding recommendations to the Riverside County Board of Supervisors.
15. In accordance with W&I code section 18982.1, encourage a broad, multi-disciplinary Board of Directors and regional child abuse committees, which must remain separate from the lead agency's Board of Directors, and include, but are not limited to, representation from the following: elected officials, public child welfare services, DPSS/CPS, probation department, community care licensing, criminal justice personnel (i.e.: law enforcement, the District Attorney's Office, the courts, County Coroner), the prevention and treatment community, medical and mental health services, community-based organizations, public/private schools, community representation, community-based social services, community volunteers, civic organizations, religious communities, and family-partners.
16. In accordance with W&I code section 18982.2:
 - a. Provide a forum for interagency cooperation and coordination in the prevention, detection, treatment and legal processing of child abuse cases.

- b. Promote public awareness of the abuse and neglect of children, and the resources available for intervention and treatment.
 - c. Encourage and facilitate training of professionals in the detection, treatment and prevention of child abuse and neglect.
 - d. Recommend improvements in services to families and victims.
 - e. Encourage and facilitate community support for child abuse and neglect programs.
17. In accordance with W&I code section 18982.3, may form committees to carry out specific functions, such as, but not limited to, interagency coordination committee, multidisciplinary personnel team, professional training committee, public awareness committee, service improvement committee, advocacy committee, fundraising committee.
 18. In accordance with W&I code section 18983.6, develop a protocol for interagency coordination and provide annual reports to the County Board of Supervisors. These reports must be submitted no later than October 1 of each year.
 19. Work with DPSS to develop and facilitate the completion of a written Outcomes Plan that shall be established no later than September 1 and re-evaluated and established by this date each year thereafter. The Outcomes Plan shall contain both long-term and short-term goals, including those referenced in Exhibit D, and shall focus on addressing the needs of child abuse prevention and intervention services in Riverside County. The Outcomes Plan shall contain goals that are outcome-based, specific, measurable, attainable, and have a specific time frame for achievement of each deliverable. Goals and outcomes referenced in the Outcomes Plan shall be reported in the Annual Report.
 20. Sponsor and co-sponsor community events that benefit children, family-partners, and professionals in the recognition, early intervention, and prevention of child abuse and neglect based on the Five Protective Factors.
 21. Provide Mandated Reporter Training throughout the County for a total of not less than 24 times a year. This training shall be in conjunction with Penal Code 11165.7 through 11167. Training curriculum should be developed using State approved training models.
 22. Increase the visibility of child abuse issues and prevention through active outreach, prevention efforts, and education programs.
 23. Provide public outreach, incorporating public awareness/media campaign efforts, and the distribution of promotional and educational materials. Statistical information on child abuse and trends should be used to develop and promote programs and public awareness campaigns.
 24. Develop a Resource Guide listing all community resources, services provided, contact information, and supervisorial district. This information shall be made available to the public.
 25. Develop a website to provide information to the public, County Board of Supervisors, and DPSS. This communication vehicle shall be separate from the lead organization's website, updated regularly and shall include, but not be limited to:
 - a. Calendar and information of upcoming events and trainings, including contact information
 - b. Information on past events
 - c. Trainings available
 - d. Publications

- e. Resource Directory
 - f. Outreach efforts
 - g. Ongoing awareness campaigns
 - h. History of sponsored events and awareness campaigns
 - i. Success stories from families who have benefited from the services that were provided to them
 - j. Staff contact information
 - k. FRC information
 - l. CAPC Board Members, meeting dates, Board agenda and minutes, and
 - m. Regional collaborative information, including but not limited to contact information, upcoming agendas, and meeting minutes
26. Coordinate and lead the County's Needs Assessment to determine service needs and gaps in service.
27. Establish an annual fundraising goal.
28. Continually monitor and evaluate all programs to assess progress and determine any needed modifications.

B. REPORTING

The Contractor shall submit the following reports as specified below:

1. In accordance with W&I code section 18983.6, councils receiving funding under this chapter shall develop a protocol for interagency coordination and provide annual reports to the county board of supervisors no later than September 1 of each year.
2. Submit to CSD, by the 15th of each month, monthly written reports pursuant to this Agreement on the following:
 - a. Monthly agenda for regional collaboratives and CAPC
 - b. Approved monthly minutes for regional collaboratives and CAPC
 - c. Unduplicated attendance count for regional collaborative meetings, and identify number of family-partners.
 - d. Listing of sponsored conferences, workshops, or awareness campaigns to include:
 - i. Location(s), time, and date
 - ii. Unduplicated attendance count
 - iii. Description of target audience agencies represented with a copy of presentation (curriculum) outline
 - iv. Copy of conference announcement, and
 - v. Attendance sign-in sheet (if applicable)
 - e. Listing of mandated reporter training workshops to include:
 - i. Location(s), time, and date
 - ii. Unduplicated attendance count
 - iii. Description of target audience agencies represented
 - iv. Agencies represented, and
 - v. Copy of conference announcement, and
 - vi. Attendance sign-in sheet (if applicable)
 - f. Listing of local print and/or electronic media announcements to include: media provider, description of target audience, time and date of release(s), copy of script (if an advertisement or public service announcement), target audience, estimated number of people or households reached. This includes billboard campaign announcements.
 - g. Progress and status of goals identified in the Outcomes Plan.

3. Membership listings of the Contractor's Board of Directors and local child abuse committee's governing bodies will be kept at the Contractor's site along with monthly reports, and will be provided in the Contractor's Annual Report.

C. FISCAL

1. MAXIMUM REIMBURSABLE AMOUNT

Total payment under this Contract shall not exceed \$568,023

2. LINE ITEM COST RATE

DPSS will pay the Contractor for services performed under this Agreement according to the Line Item Budget in **Exhibit A**, attached hereto and incorporated herein by this reference.

3. CASH / IN-KIND MATCH

In accordance with W&I code section 18983.8, the Contractor shall provide a 33-1/3% cash and/or in-kind match in monthly or in intervals of lump sums for the duration of the contract period. Match must be reported on DPSS form 2076B, Contractor Expenditure Report form, attached hereto as **Exhibit B** with instructions and incorporated herein by this reference.

4. METHOD, TIME AND SCHEDULE CONDITIONS OF PAYMENT

The Contractor will be paid the actual amount of each monthly invoice for payment. If the required supporting documentation or actual receipts are not provided, DPSS may delay payment until the information is received by DPSS.

Contractor shall provide the following supporting documentation along with the monthly invoice and receipts:

Salary and Benefits-Payroll register, along with, time and activity report
Operating Expenses- Schedule or statement of cost

All expenses submitted shall include a demonstration/calculation of how these costs were allocated to DPSS.

For months for which no reimbursement is requested, an invoice must be submitted with a "\$0" request.

All completed claims must be submitted on a monthly basis no later than 30 days after the end of each month in which the services were provided. All complete claims submitted in a timely manner shall be processed within forty-five (45) calendar days.

The Contractor shall submit DPSS Forms 2076A, 2076B (if applicable), (Exhibit B), following the instructions set forth. Exhibit A is attached hereto and incorporated herein by this reference for request of all payments.

Each claiming period shall consist of a calendar month claiming period. Contractor Invoice estimates for May and June are due no later than the 10th of June. Actual Contractor invoices for May and June are due no later than the 30th of July.

Claims for travel and expenses shall conform to the following:

i. Lodging:

Actual cost for lodging shall not exceed \$159 per night inclusive of all occupancy and accommodation taxes and other room related taxes and fees.

Claims for payment must be accompanied by copies of receipts.

ii. Meal Expenses:

The maximum reimbursement for meals is \$10, \$15, and \$25 for breakfast, lunch and dinner respectively, inclusive of taxes and tip. Tips in excess of 20% of the cost of a meal will not be reimbursed. Amounts may not be aggregated. No reimbursement for alcoholic beverages.

Claims for payments must be accompanied by copies of receipts.

iii. Transportation:

Actual cost of common carrier services, including taxicabs and car rentals, when necessary shall be allowed. Travel in business class, first class or any category on any flight above the coach/economy level is allowable if (1) the traveler pays the cost difference or (2) can document that no other option exists and the selected flight is the only option for travel. Airline government and group rates must be used when available.

Claims for payment shall be accompanied by a copy of receipt for the purchase and a copy of the ticket purchased or other voucher for common carrier expense.

iv. Rental Cars:

Actual costs evidenced by a copy of the receipt and inclusive of all related taxes and other rental fees should be submitted along with copies of gas receipts (dated, vendor name printed on the receipt) obtained for the purchase of gas for the rental vehicle. Government and group rates must be used when available.

5. FINANCIAL RESOURCES

The Contractor warrants that during the term of this Contract, the Contractor shall retain sufficient financial resources necessary to perform all aspects of its obligations, as described under this Contract. Further, the Contractor warrants that there has been no adverse material change in the Contractor, Parent, or Subsidiary business entities, resulting in negative impact to the financial condition and circumstances of the Contractor since the date of the most recent financial statements.

6. RECORDS, INSPECTIONS AND AUDITS

- a. The Contractor shall maintain auditable books, records, documents, and other evidence pertaining to costs and expenses in this Contract. The Contractor shall maintain these records for three (3) years after final payment has been made or until

all pending County, State, and Federal audits, if any, are completed, whichever is later.

- b. Any authorized representative of the County of Riverside, the State of California, and the Federal government shall have access to any books, documents, papers, electronic data, and other records, which these representatives may determine to be pertinent to this Contract, for the purpose of performing an audit, evaluation, inspection, review, assessment, or examination. These representatives are authorized to obtain excerpts, transcripts, and copies, as they deem necessary. Further, these authorized representatives shall have the right at all reasonable times to inspect or otherwise evaluate the work performed, or being performed, under this Contract and the premises in which it is being performed.
- c. This access to records includes, but is not limited to, service delivery, referral, financial, and administrative documents for three (3) years after final payment is made, or until all pending County, State, and Federal audits are completed, whichever is later.
- d. Should the Contractor disagree with any audit conducted by DPSS, the Contractor shall have the right to employ a licensed, Certified Public Accountant (CPA) to prepare and file with DPSS a certified financial and compliance audit that is in compliance with generally-accepted government accounting standards of related services provided during the term of this Contract. The Contractor shall not be reimbursed by DPSS for such an audit.
- e. In the event the Contractor does not make available its books and financial records at the location where they are normally maintained, the Contractor agrees to pay all necessary and reasonable expenses, including legal fees, incurred by DPSS in conducting such an audit.
- f. Contractors that expend \$500,000 or more in a year in Federal funding shall obtain an audit performed by an independent auditor in accordance with generally accepted governmental auditing standards covering financial and compliance audits as per the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996, as per OMB Circular 133. However, records must be available for review and audit by appropriate officials of Federal, State and County agencies.

7. SUPPLANTATION

The Contractor shall not supplant any federal, state, or county funds intended for the purpose of this Contract with any funds made available under any other Contract. The Contractor shall not claim reimbursement from DPSS for, or apply any sums received from DPSS, with respect to the portion of its obligations, which have been paid by another source of revenue. The Contractor agrees that it will not use funds received pursuant to this Contract, either directly or indirectly, as a contribution or compensation for purposes of obtaining state funds under any state program or county funds under any county programs without prior approval of DPSS.

8. DISALLOWANCE

In the event the Contractor receives payment for services under this Contract which is later disallowed for nonconformance with the terms and conditions herein by DPSS, the Contractor shall promptly refund the disallowed amount to DPSS on request, or at its

option, DPSS may offset the amount disallowed from any payment due to the Contractor under any contract with DPSS.

D. ADMINISTRATIVE

1. CONFLICT OF INTEREST

The Contractor, Contractor's employees, and agents shall have no interest, and shall not acquire any interest, direct or indirect, which shall conflict in any manner or degree with the performance of services required under this Contract.

2. CONFIDENTIALITY

The Contractor shall maintain the confidentiality of all information and records and comply with all other statutory laws and regulations relating to privacy and confidentiality.

Each party shall ensure that case record information is kept confidential when it identifies an individual by name, address, or other information. Confidential information requires special precautions to protect it from loss, unauthorized use, access, disclosure, modification, and destruction.

The parties to this Agreement shall keep all information that is exchanged between them in the strictest confidence, in accordance with Section 10850 of the Welfare and Institutions Code. All records and information concerning any and all persons referred to the Contractor shall be considered and kept confidential by the Contractor, its staff, agents, employees and volunteers. The Contractor shall require all of its employees, agents, subcontractors and volunteer staff who may provide services under this agreement with the Contractor before commencing the provision of any such services, to maintain the confidentiality of any and all materials and information with which they may come into contact, or the identities or any identifying characteristics or information with respect to any and all participants referred to the Contractor by Riverside County.

The confidentiality of juvenile records is established under section 827 and 828 of the Welfare and Institutions Code, California Rules of Court, Rule 5.552 and case law. The Juvenile Court has exclusive jurisdiction over juvenile records and information and has the responsibility to protect the interests of minors and their families in the confidentiality of any records and information concerning minors involved in the justice system and to provide a reasonable method for release of these records and information in appropriate circumstances.

Contractor shall ensure that no person will publish, disclose, use, permit, or cause to be published, disclosed, or used, any confidential information pertaining to any applicant or recipient of services under this Agreement. The Contractor agrees to inform all persons directly or indirectly involved in administration of services provided under this Agreement of the above provisions and that any person deliberately violating these provisions is guilty of a misdemeanor.

3. EMPLOYMENT PRACTICES

- a. The Contractor shall not discriminate in its recruiting, hiring, promoting, demoting, or terminating practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex in the

performance of this Contract, and to the extent they shall apply, with the provisions of the Fair Employment and Housing Act (FEHA), and the Federal Civil Rights Act of 1964 (P. L. 88-352).

- b. In the provision of benefits, the Contractor shall certify and comply with Public Contract Code 10295.3, to not discriminate between employees with spouses and employees with domestic partners, or discriminate between the domestic partners and spouses of those employees.
- c. For the purpose of this section Domestic Partner means one of two persons who have filed a declaration of domestic partnership with the Secretary of State pursuant to Division 2.5 (commencing with Section 297) of the Family Code.

4. EQUAL EMPLOYMENT OPPORTUNITY

By signing this agreement or accepting funds under this agreement, the contractor shall comply with Executive Order 11246 of September 24, 1965, entitled " Equal Employment Opportunity", as amended by Department of Labor regulations (41 CFR Chapter 60).

5. CLIENT CIVIL RIGHTS COMPLIANCE

a. Assurance of Compliance

The Contractor shall complete the Vendor Assurance of Compliance with Riverside County Department of Public Social Services Non-Discrimination in State and Federally Assisted Programs, attached hereto as **Exhibit C** and incorporated herein by this reference. The Contractor will sign and date **Exhibit C** and return it to DPSS along with the executed Contract. The Contractor shall ensure that the administration of public assistance and social service programs are non-discriminatory. To the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance.

b. Client Complaints

The Contractor shall further establish and maintain written referral procedures under which any person, applying for or receiving services hereunder, may seek resolution from Riverside County DPSS Civil Rights Coordinator of a complaint with respect to any alleged discrimination in the provision of services by Contractor's personnel. The Contractor must distribute to social service clients that apply for and receive services, "Your Rights Under California Welfare Programs" brochure (Publication 13). For a copy of this brochure, visit the following website at:

<http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/pub13.pdf>

Civil Rights Complaints should be referred to:
Civil Rights Coordinator
Riverside County Department of Public Social Services
10281 Kidd Street
Riverside, CA 92503

(951) 358-3030

c. Services, Benefits and Facilities

Contractor shall not discriminate in the provision of services, the allocation of benefits, or in the accommodation in facilities on the basis of color, race, religion, national origin, sex, age, sexual preference, physical or mental handicap in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d and all other pertinent rules and regulations promulgated pursuant thereto, and as otherwise provided by State law and regulations, as all may now exist or be hereafter amended or changed.

For the purpose of this Section, discrimination means denying a participant or potential participant any service, benefit, or accommodation that would be provided to another and includes, but is not limited to, the following:

- (1) Denying a participant any service or benefit or availability of a facility.
- (2) Providing any service or benefit to a participant which is different, or is provided in a different manner, or at a different time or place from that provided to other participants on the basis of race, color, creed or national origin.
- (3) Restricting a participant in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit. Treating a participant differently from others in satisfying any admission requirement or condition, or eligibility requirement or condition, which individuals must meet in order to be provided any service or benefit.

d. Cultural Competency

Contractor shall cause to be available bilingual professional staff or qualified interpreter to ensure adequate communication between clients and staff. Any individual with limited English language capability or other communicative barriers shall have equal access to services.

For the purpose of this Section, a qualified interpreter is defined as someone who is fluent in English and in the necessary second language, can accurately speak, read and readily interpret the necessary second language and/or accurately sign and read sign language. A qualified interpreter must be able to translate in linguistically appropriate terminology necessary to convey information such as symptoms or instructions to the client in both languages.

6. HOLD HARMLESS/INDEMNIFICATION

Contractor shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability whatsoever, based or asserted upon any services of Contractor, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Contract, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever arising from the performance of Contractor, its officers, employees, subcontractors, agents or representatives

Indemnitors from this Contract. Contractor shall defend, at its sole expense, all costs and fees including, but not limited, to attorney fees, cost of investigation, defense and settlements or awards, the Indemnitees in any claim or action based upon such alleged acts or omissions.

With respect to any action or claim subject to indemnification herein by Contractor, Contractor shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever

7. INSURANCE

- a. Without limiting or diminishing the Contractor's obligation to indemnify or hold the COUNTY harmless, Contractor shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of this Contract.

- (1) Worker's Compensation:

If the Contractor has employees as defined by the State of California, the Contractor shall maintain statutory Worker's Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside, and, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.

- (2) Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of Contractor's performance of its obligations hereunder. Policy shall name the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Contract or be no less than two (2) times the occurrence limit.

- (3) Vehicle Liability:

If vehicles or mobile equipment are used in the performance of the obligations under this Contract, then Contractor shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Contract or be no less than two (2) times the occurrence limit. Policy shall name the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insured(s).

- b. General Insurance Provisions – All lines:

- (1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
- (2) The Contractor's insurance carrier(s) must declare its insurance self-insured retentions. If such self-insured retentions exceed \$500,000 per occurrence such retentions shall have the prior written consent of the County Risk Manager before the commencement of operations under this Contract. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the County's Risk Manager, Contractor's carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Contract with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
- (3) Contractor shall cause Contractor's insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Contract shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverages set forth herein and the insurance required herein is in full force and effect. Contractor shall not commence operations until the COUNTY has been furnished original Certificate(s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.
- (4) It is understood and agreed to by the parties hereto that the Contractor's insurance shall be construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
- (5) If, during the term of this Contract or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work which will add additional exposures (such as the use of aircraft, watercraft, cranes, etc.); or, the term of this Contract, including any extensions thereof, exceeds five (5) years the COUNTY reserves the right to adjust the types of insurance required under this Contract and the monetary limits of liability for the insurance coverages currently required herein, if, in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the Contractor has become inadequate.

- (6) Contractor shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Contract.
- (7) The insurance requirements contained in this Contract may be met with a program(s) of self-insurance acceptable to the COUNTY.
- (8) Contractor agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Contract.

Contractor's obligation hereunder shall be satisfied when Contractor has provided to COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved. The specified insurance limits required in this Contract shall in no way limit or circumscribe Contractor's obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

8. LICENSES AND PERMITS

In accordance with the provisions of the Business and Professions Code concerning the licensing of Contractors, all Contractors shall be licensed, if required, in accordance with the laws of this State and any Contractor not so licensed is subject to the penalties imposed by such laws.

The Contractor warrants that it has all necessary permits, approvals, certificates, waivers, and exemptions necessary for the provision of services hereunder and required by the laws and regulations of the United States, State of California, the County of Riverside and all other appropriate governmental agencies, and shall maintain these throughout the term of this Contract.

9. INDEPENDENT CONTRACTOR

It is understood and agreed that the Contractor is an independent contractor and that no relationship of employer-employee exists between the parties hereto. Contractor and/or Contractor's employees shall not be entitled to any benefits payable to employees of the County including, but not limited to, County Worker's Compensation benefits. County shall not be required to make any deductions for employees of Contractor from the compensation payable to Contractor under the provision of this Contract.

As an independent contractor, Contractor hereby holds County harmless from any and all claims that may be made against County based upon any contention by any third party that an employer-employee relationship exists by reason of this Contract. As part of the foregoing indemnity, the Contractor agrees to protect and defend at its own expense, including attorney's fees, the County, its officers, agents and employees in any legal action based upon any such alleged existence of an employer-employee relationship by reason of this Contract.

10. ASSIGNMENT

The Contractor shall not assign any interest in this Contract, and shall not transfer any interest in the same, whether by assignment or novation, without the prior written consent of DPSS. Any attempt to assign or delegate any interest without written consent of DPSS shall be deemed void and of no force or effect.

11. PERSONNEL

- a. Upon request by DPSS, the Contractor agrees to make available to DPSS a current list of personnel that are providing services under this Agreement who have contact with children or adult clients. The list shall include:

- (1.) All staff who work full or part-time positions by title, including volunteer positions; and
- (2.) A brief description of the functions of each position and hours each position worked; and
- (3.) The professional degree, if applicable and experience required for each position.

DPSS has the sole discretion to approve or not approve any person on the Contractor's list that has been convicted of any crimes involving sex, drugs or violence, or who is known to have a substantiated report of child abuse, as defined in Penal Code Section 11165.12, who occupy positions with supervisory or disciplinary power over minors, or who occupies supervisory or teaching positions over adult clients. DPSS shall notify the Contractor in writing of any person not approved, but to protect client confidentiality, may not be able to disclose the reason(s) for non-approval. Upon notification, the Contractor shall immediately remove that person from providing services under this Agreement.

12. SUBCONTRACT FOR SERVICES

- a. The Contractor shall not enter into any subcontract with any subcontractor who:
- i. is presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by a federal department or agency.
 - ii. has within a 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for the commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction; violation of Federal or State anti-trust status or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. is presently indicated or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in the paragraph above; and
 - iv. has within a 3-year period preceding this Contract had one or more public transactions (Federal, State, or local) terminated for cause or default.
- b. The Contractor shall be as fully responsible for the acts or omissions of its subcontractors, and of persons either directly or indirectly employed by them as for the acts or omissions of persons directly employed by the Contractor.
- c. The Contractor shall insert appropriate clauses in all subcontracts to bind subcontractors to the terms and conditions of this contract insofar as they are applicable to the work of subcontractors.
- d. Nothing contained in this contract shall create any contractual relationship between any subcontractor and the County of Riverside, its Agencies, Districts, Special

Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives.

13. CHILD ABUSE REPORTING

If Contractor is a mandated reporter under Penal Code Sections 11165 -11174.3, the Contractor shall establish a procedure acceptable to DPSS and in accordance with applicable laws to ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Contract report child abuse or neglect to a child protective agency as defined in the Penal Code

14. ADULT AND ELDER ABUSE REPORTING

The Contractor shall provide documentation of a policy and procedure acceptable to DPSS to ensure that all employees, volunteers, consultants, subcontractors, or agents performing services under this Agreement report elder and dependent adult abuse pursuant to Welfare & Institutions Code (WIC) Sections 15600 et seq.

Suspected incidents of abuse should be immediately reported to DPSS, followed by a written report within two working days.

15. DEBARMENT AND SUSPENSION

As a sub-grantee of federal funds under this Contract, the Contractor certifies that it, and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by a federal department or agency.
- b. Have not within a 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for the commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction; violation of Federal or State anti-trust status or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicated or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in the paragraph above; and
- d. Have not within a 3-year period preceding this Contract had one or more public transactions (Federal, State or local) terminated for cause or default.

16. COMPLIANCE WITH RULES, REGULATIONS, REQUIREMENTS AND DIRECTIVES

The Contractor shall comply with all rules, regulations, requirements, and directives of the California Department of Social Services, other applicable state agencies, and funding sources which impose duties and regulations upon DPSS, which are equally applicable and made binding upon the Contractor as though made with the Contractor directly.

17. CERTIFICATION REGARDING LOBBYING

The Contractor certifies, to the best of his or her knowledge and belief, that:

- a. No Federal appropriate funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant loan or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor shall complete an submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The Contractor shall require that the language of this certification be included in the award document for sub-awards at all tiers (including subcontracts, sub-grants, and contract under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

18. CONTRACT TRANSITION PERIOD

Upon expiration or termination of this Agreement for any reason, during the transition close-out period the Contractor agrees to:

- a. Continue delivering services in all geographic areas currently served in Riverside county until notified otherwise;
- b. Assist DPSS in the orderly transition and transfer of all collaborations and committees to DPSS and the subsequent contractor(s);
- c. Provide in a timely manner all information deemed necessary by DPSS for use in subsequent contracting activities without additional cost to DPSS or the new Contractor(s), upon termination or expiration of this Agreement for any reason; and
- d. Cooperate with DPSS during a transition period to ensure an orderly and seamless delivery of services to residents of Riverside County.

V. GENERAL

A. EFFECTIVE PERIOD

This Contract is effective July 1, 2013 to June 30, 2014 with three (3) renewal option(s).

B. NOTICES

All notices, claims, correspondence, and/or statements authorized or required by this Contract shall be addressed as follows:

DPSS: Department of Public Social Services
Contracts Administration Unit
P.O. Box 7789
Riverside, CA 92513

VENDOR: Family Service Association

21250 Box springs Road Ste. 212
Moreno Valley, CA 92257

All notices shall be deemed effective when they are made in writing, addressed as indicated above, and deposited in the United States mail. Any notices, correspondence, reports and/or statements authorized or required by this Contract, addressed in any other fashion will not be acceptable, except invoices and other financial documents, which must be addressed to:

Department of Public Social Services
Fiscal/Management Reporting Unit
4060 County Circle Drive
Riverside, CA 92503

C. AVAILABILITY OF FUNDING

DPSS' obligation for payment of any Contract is contingent upon the availability of funds from which payment can be made.

D. DISPUTES

Except as otherwise provided in this Contract, any dispute concerning a question of fact arising under this Contract, which is not disposed by Contract, shall be disposed by DPSS which shall furnish the decision in writing. The decision of DPSS shall be final and conclusive until determined by a court of competent jurisdiction to have been fraudulent or capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith. The Contractor shall proceed diligently with the performance of the Contract pending DPSS' decision.

E. SANCTIONS

Failure by the contractor to comply with any of the provisions covenants, requirements, or conditions of this Contract including, but not limited to, reporting and evaluation requirements, shall be a material breach of this Contract. In such event, DPSS may immediately terminate this Contract and may take other remedies available by law, or otherwise specified in this Contract. DPSS may also:

1. Afford the Contractor a time period within which to cure the breach, the period of which shall be established at the sole discretion of DPSS; and/or
2. Discontinue reimbursement to the Contractor for, and during the period in which the Contractor is in breach, the reimbursement of which the Contractor shall not be entitled to recover later; and/or
3. Withhold funds pending a cure of the breach; and/or
4. Offset against any monies billed by the Contractor but yet unpaid by DPSS. DPSS shall give the Contractor notice of any action pursuant to this paragraph, the notice of which shall be effective when given.

F. GOVERNING LAW

This Contract shall be construed and interpreted according to the laws of the State of California. Any legal action related to the interpretation or performance of this Contract shall

be filed only in the appropriate courts located in the County of Riverside, State of California. Should action be brought to enforce or interpret the provisions of the Contract, the prevailing party shall be entitled to attorney's fees in addition to whatever other relief are granted.

G. MODIFICATION OF TERMS

No addition to or alteration of the terms of this Contract, whether by written or verbal understanding of the parties, their officers, agents, or employees shall be valid unless made in writing and formally approved and executed by both parties. Requests to modify fiscal provisions shall be submitted no later than April 1.

H. TERMINATION

This Agreement may be terminated without cause by either party by giving thirty (30) days written notification to the other party. In the event DPSS elects to abandon, indefinitely postpone, or terminate the Agreement, DPSS shall make payments for all services performed up to the date that written notice was given in a prorated amount.

I. ENTIRE CONTRACT

This Contract constitutes the entire Contract between the parties hereto with respect to the subject matter hereof, and all prior or contemporaneous Contracts of any kind or nature relating to the same shall be deemed to be merged herein.

Exhibit A

Family Service Association
Line Item Budget

ITEM	SALARIES AND BENEFITS	DPSS COST
A	Salaries:	
A1	Position 1: Clinic Director - .05 FTE	\$ 4,205
A2	Position 2: Program Coordinator - 1.0 FTE	\$ 40,000
A3	Position 3: Case Manager - 2.0 FTE	\$ 60,000
A4	Position 4: Activity Specialist - 2.0 FTE	\$ 37,440
A5	Position 5: Office Assistant - 1.0 FTE	\$ 22,880
A6	Position 6: Accounting Technician - 1.0 FTE	\$ 31,200
B	Benefits:	
B1	Position 1: Clinic Director - 18% of .05 FTE salary	\$ 757
B2	Position 2: Program Coordinator - 23% of 1.0 FTE salary	\$ 9,200
B3	Position 3: Case Manager - 23% of 2.0 FTE salary	\$ 13,800
B4	Position 4: Activity Specialist - 23% of 2.0 FTE salary	\$ 8,611
B5	Position 5: Office Assistant - 23% of 1.0 FTE salary	\$ 5,262
B6	Position 6: Accounting Technician - 23% of 1.0 FTE salary	\$ 7,176
1. TOTAL SALARIES AND COSTS		\$ 240,531
ITEM	PROGRAM/ OPERATIONAL COSTS	DPSS COST
C	Program / Operational Costs:	
C1	Travel	\$ 10,000
C2	Mileage	\$ 3,000
C3	Training: Staff	\$ 4,800
C4	Consultant: Needs Assessment	\$ 100,000
D	Other Training Costs :	
D1	1. Food	\$ 2,400
D2	2. Training Materials	\$ 2,400
E	Office Expenses :	
E1	Rent	\$ 18,000
E2	Maintenance/Janitorial	\$ 2,309
E3	Utilities	\$ 3,243
E4	Equipment (New)	\$ 20,700
E5	Telephone	\$ 3,502
E6	Postage	\$ 4,500
E7	Photocopying / Printing	\$ 3,600
E11	Supplies	\$ 3,600
E12	Personnel Advertising	\$ 20,500
F	Other :	
F1	Vehicles (2)	\$ 54,000
F2	Vehicle Maintenance	\$ 8,400
2. TOTAL PROGRAM / OPERATIONAL COSTS		\$264,954
ITEM	ADMINISTRATIVE / OVERHEAD COSTS	DPSS COST
G	Other:	
G1	Human Resources Oversight	\$ 41,692

G2	Fiscal Oversight	\$ 20,846
3. TOTAL ADMINISTRATIVE / OVERHEAD COSTS		\$ 62,538
TOTALS		
1. SALARIES & BENEFITS TOTAL		\$ 240,531
2. PROGRAM / OPERATIONAL TOTAL		\$ 264,954
3. ADMINISTRATIVE / OVERHEAD COSTS TOTAL		\$ 62,538
GRAND TOTAL		\$ 568,023
ESTIMATED IN-KIND MATCH TOTAL		\$ 283,969

EXHIBIT B

COUNTY OF RIVERSIDE
DEPARTMENT OF PUBLIC SOCIAL SERVICES
CONTRACTOR PAYMENT REQUEST

To: Riverside County
Department of Public Social
Services
4060 County Circle Drive
Riverside, CA 92503

Remit to Name

Address

City

State

Zip Code

Contractor Name

Contract Number

Total amount requested _____ for the period of _____ 20____

Select Payment Type(s) Below:

☐ Advance Payment \$ _____
(if allowed by Contract/MOU)

☐ Actual Payment \$ _____
(Same amount as 2076B if needed)

☐ Unit of Service Payment \$ _____

_____ # of Units) X (\$) _____

_____ # of Units) X (\$) _____

_____ # of Units) X (\$) _____

_____ # of Units) X (\$) _____

_____ # of Units) X (\$) _____

Any questions regarding this request should be directed to: _____

Name

Phone Number

I hereby certify under penalty of perjury that to the best of my knowledge the above is true and correct

Authorized Signature

Title

Date

FOR DPSS USE ONLY (DO NOT WRITE BELOW THIS LINE)

Business Unit (5)

Purchase Order # (10)

Invoice #

Account (6)

Amount Authorized

Fund (5)

If amount authorized is different from amount request, please explain:

Dept ID (10)

Program (5)

Program (if applicable)

Date

Class (10)

Management Reporting Unit

Date

Project/Grant (15)

Contracts Administration Unit

Date

Vendor Code (10)

General Accounting Section

Date

COUNTY OF RIVERSIDE DEPARTMENT OF PUBLIC SOCIAL SERVICES CONTRACTOR EXPENDITURE REPORT (2076B)				
CONTRACTOR:				
ACTUAL EXPENDITURES FOR (MM/YYYY)				
CONTRACT #:				
EXPENSE CATEGORY	APPROVED BUDGETED AMOUNT	CURRENT EXPENDITURES	CUMULATIVE EXPENDITURES	UNEXPENDED BUDGETED AMOUNT
		BILLABLE AMOUNT		

List each item as outlined in contract budget.

TOTAL BUDGET/EXPENSES				

IN-KIND CASH CONTRIBUTION

List each type of contribution				
TOTAL IN-KIND/CASH MATCH				

CLIENT FEES COLLECTED	CURRENT PERIOD	YEAR TO DATE
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DEPARTMENT OF PUBLIC SOCIAL SERVICES FORMS

Mailing Instructions: When completed, these forms will summarize all of your claims for payment. Your Claims Packet will include **DPSS 2076A, 2076B** (if required). invoices, payroll verification, and copies of canceled checks attached, receipts, bank statements, sign-in sheets, daily logs, mileage logs, and other back-up documentation needed to comply with Contract/MOU.

Mail Claims Packet to address shown on upper left corner of DPSS 2076A.

[see method, time, and schedule/condition of payments].

(Please type or print information on all DPSS Forms.)

DPSS 2076A**CONTRACTOR PAYMENT REQUEST****"Remit to Name"**

The legal name of your agency.

"Address"

The remit to address used when this contract was established for your agency. **All address changes must be submitted for processing prior to use.**

"Contractor Name"

Business name, if different than legal name *(if not leave blank)*.

"Contract Number"

Can be found on the first page of your contract.

"Amount Requested"

Fill in the total amount and billing period you are requesting payment for.

"Payment Type"

Check the box and enter the dollar amount for the type(s) of payment(s) you are requesting payment for.

"Any questions regarding..."

Fill in the name and phone number of the person to be contacted should any questions arise regarding your request for payment.

"Authorized Signature, Title, and Date (Contractor's)"

Self-explanatory (required). **Original Signature needed for payment.**

EVERYTHING BELOW THE THICK SOLID LINE IS FOR DPSS USE ONLY AND SHOULD BE LEFT BLANK.

**ASSURANCE OF COMPLIANCE WITH
THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS**

Family Service Association (FSA)

NAME OF ORGANIZATION

(HEREINAFTER CALLED THE "CONTRACTOR")

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; Government Code (GC) Section 11135, as amended; California Code of Regulations (CCR) Title 22 Section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act; Section 1808 Removal of Barriers to Inter Ethnic Adoption Act of 1996 and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of race, color, national origin, political affiliation, religion, marital status, sex, age, or disability be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE CONTRACTOR HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the CONTRACTOR agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-39, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the CONTRACTOR directly or through contract, license, or other provider services, as long as it receives federal or state assistance; and shall be submitted with the required Civil Rights Plan Update.

Date

7-16-13

Director's Signature- Dom Betro

Address of CONTRACTOR
21250 Box Springs Road Ste. 212
Moreno Valley, CA 92257

**Family Service Association - Child Abuse Prevention Council
Measurable Goals & Outcomes**

- 1) Coordinate and provide oversight over the Child Abuse Prevention Council (CAPC) including a regional approach to establish seven (7) regional collaboratives under the umbrella of a Countywide CAPC for coordination purposes.
- 2) Provide a forum for interagency cooperation and coordination in the prevention, detection, treatment, and legal processing of approximately 20 child abuse cases.
- 3) Promote public awareness of abuse and neglect of children through outreach services, including available intervention and treatment resources. Approximately 1,200 individuals and families will be reached through outreach services that are designed to increase education and linkages to community resources for underserved individuals and communities.
- 4) Encourage and facilitate twenty-four (24) training sessions for 240 professionals in the detection, treatment, and prevention of child abuse and neglect. Two (2) training sessions will be held per month. 80% of participants will demonstrate an increase in their knowledge of child abuse reporting and other areas related to child abuse and neglect.
- 5) Recommend improvements in services to 100 families and child abuse and neglect victims, including linkage and referrals to provide resources to prevent child abuse countywide.
- 6) Launch a media campaign designed to prevent child abuse and educate the public on the issues of child maltreatment.
- 7) Schedule and hold five (5) regional forums to provide a platform for parents, caregivers, service professionals, service agencies, and public agencies to meet and review/discuss issues related to child abuse prevention and treatment.
- 8) Hold a total of two (2) fundraising events to benefit the Countywide CAPC and an additional five (5) events sponsored by the regional collaboratives.
- 9) Reduce the number of child abuse and neglect cases countywide by 30% by the end of the contract term.