

**SUBCONTRACTOR FOR PREVENTION AND AFTERCARE
PROGRAM ACTIVITIES/SERVICES**

35141

This AMENDED SUBCONTRACT is made and entered into this First day of January, 2019 by and between SOUTH BAY CENTER FOR COUNSELING (hereafter "CONTRACTOR") located at: 540 N. Marine Ave, Wilmington, CA 90744 and City of Long Beach (hereafter "SUBCONTRACTOR"), located at: 2525 Grand Avenue Long Beach, CA 90815

WHEREAS, CONTRACTOR has entered into a Contract for Prevention and Aftercare Services (hereafter "Prime Contract") with the County of Los Angeles, (hereafter "County") and

WHEREAS, in order to fulfill its obligations to COUNTY under the Prime Contract, CONTRACTOR desires to engage SUBCONTRACTOR to Prevention and Aftercare Services, and

WHEREAS, SUBCONTRACTOR desires to perform such work in accordance with the Terms and Conditions of this Subcontract.

NOW, therefore, CONTRACTOR and SUBCONTRACTOR agree as follows:

1.0 PRIME CONTRACT

Notwithstanding any other provision of this Subcontract, this Contract is a Subcontract under the terms of the Prime Contract with the COUNTY of Los Angeles and each and all of the provisions of the Prime Contract and any amendments thereto shall extend to and be binding upon the parties to this Subcontract. All representations and warranties contained in this Subcontract shall inure to the benefit of the COUNTY.

- 1.1 The CONTRACTOR shall attach a copy of the Prime Contract as Exhibit A to this Subcontract.

2.0 TERMS OF AMENDED SUBCONTRACT

The terms of this Amended Subcontract shall commence on January 1, 2019 and shall expire on December 31, 2019, unless terminated earlier pursuant to any of the conditions for termination in the Prime Contract.

3.0 PAYMENT

3.1 CONTRACTOR shall compensate SUBCONTRACTOR a total maximum contract sum not to exceed \$ 75,000 for the term of this Subcontract to provide the service designated in Section 3.3 of this Subcontract for the following Fiscal Year (FY):

FFY (January 1, 2019 – December 31, 2019) \$ 75,000.00

3.2 SUBCONTRACTOR shall invoice CONTRACTOR monthly in arrears for service provided. Seventy-five percent (75%) of funds shall be expended by October 27, 2019. Should seventy-five percent (75%) of funds not be expended, SUBCONTRACTOR shall submit in writing, a Program Plan (including activity timeline and projected expenditures) to CONTRACTOR and must be approved by Program Director OR contract funds will be subject to reallocation. CONTRACTOR shall compensate SUBCONTRACTOR by check within sixty (60) days of receipt and approval of monthly invoice.

3.3 The SUBCONTRACTOR shall provide the following activities/services:

Services:

Father engagement activities, increase family and community economic development opportunities, supportive services.

3.4 Payment to SUBCONTRACTOR will be

3.4.1 Line Item Service Rate. The line item service rate is based on the budgeted cost in providing the activity/service

Type of Service: Father engagement activities, increase family and community economic development opportunities, supportive services.

3.5 CONTRACTOR shall have no obligation to pay for any work performed by SUBCONTRACTOR except for those services which are expressly authorized pursuant to this Subcontract and which are provided during the term of this Subcontract.

3.6 COUNTY shall not be liable or responsible in any way to SUBCONTRACTOR or its officer, employees and agents, for any Compensation or cost related to this Subcontract.

3.7 CONTRACTOR shall hold final contract payment until such time that all required reports, evaluation surveys, evaluation forms, and invoices with supporting documentation are submitted and approved.

3.8 CONTRACTOR reserves the right to re-distribute the unspent portion of the SUBCONTRACTOR'S contract amount before the subcontract expiration date, or when it is evident that SUBCONTRACTOR is not delivering the

services/activities as per Statement of Work.

4.0 THIRD PARTY BENEFICIARY

4.1 CONTRACTOR and SUBCONTRACTOR understand and agree that this Subcontract is entered into for the benefit of COUNTY, and that COUNTY is hereby expressly made a third party beneficiary of this Subcontract.

4.2 Notwithstanding any other provision of this subcontract, the COUNTY, does not intend for Subcontractor to acquire any rights as a third party beneficiary of prime contract.

5.0 INSURANCE

Without limiting SUBCONTRACTOR's indemnification of COUNTY, and during the term of this Subcontract, SUBCONTRACTOR shall provide and maintain at its own expense the following programs of insurance. Such programs and evidence of insurance shall be satisfactory to the COUNTY and shall be primary to, and not contributing with, any other insurance maintained by the COUNTY. As stated in Section 5.2 Insurance Coverage Requirements for Subcontractors, SUBCONTRACTOR may be endorsed and named as an Additional insured on Contractor's liability insurance, if applicable.

Certificates or other evidence of coverage shall be delivered to CONTRACTOR and to:

Corina Dubon
Program Director
South Bay Center for Counseling
360 N. Sepulveda Blvd, Suite 2075
El Segundo, CA 90245

prior to commencing under this Contract, shall specifically identify this Contract, and shall contain the express condition that COUNTY is to be given written notice by registered mail at least thirty (30) days in advance of any modification or termination of insurance.

- A. Liability: Such insurance shall be endorsed naming COUNTY, as an additional insured and shall include:
1. General Liability insurance written on a commercial general liability form covering the hazards of premises/operations, contractual independent contractors, products/completed operations, broad form property damage, and personal injury with a combined single limit of no less than one million dollars (\$1,000,000) per occurrence.
 2. Comprehensive auto liability endorsed for all owned, non-owned and hired vehicles with a combined single limit of no less one million dollars (\$1,000,000) per occurrence.
- B. Workers' Compensation: Insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employers

Liability with one million dollars (\$1,000,000) limit, covering all persons who provide services for the CONTRACTOR.

- C. Professional Liability: Insurance covering liability arising from any error, omission, negligent or wrongful act of the CONTRACTOR, its officers, or employees with limits of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate. The coverage also shall provide an extended two-year (2) reporting period commencing upon termination or cancellation of this Contract.
- D. Sexual Misconduct Liability: Insurance covering actual of alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.
- E. Notwithstanding any other provisions of this Contract, failure by SUBCONTRACTOR to procure and maintain the required insurance shall constitute a material breach of this Contract and COUNTY may immediately terminate or suspend this Contract as a result thereof.

**SUBCONTRACTOR FOR PREVENTION AND AFTERCARE
ACTIVITIES/SERVICES**

The parties hereto have caused this Subcontract to be executed:

CONTRACTOR:

South Bay Center for Counseling

Name of Agency

Colleen Mooney
Authorized Signature

Colleen Mooney
Colleen Mooney, Executive Director

SUBCONTRACTOR:

CITY OF LONG BEACH

Name of Agency

Authorized Signature
Print Name and Title

PLast

Tax Identification Number

APPROVED AS TO FORM

12/31, 2018
CHARLES PARKIN, City Attorney

By Linda T. Vu
LINDA T. VU
DEPUTY CITY ATTORNEY

**South Bay Center for Counseling
Prevention and Aftercare Father Engagement
Statement of Work
2019**

Please complete the following Statement of Work, including objectives, activities and timeline.

Fiscal Year:	January 1, 2019 thru December 31, 2019
Agency Name:	City of Long Beach DHHS, Center for Families and Youth

Objectives (please include program objectives for the term of the subcontract)

1. Decrease Social Isolation of fathers
2. Promote the five protective factors in fathers
3. Increase family and community economic development opportunities
4. Easily accessible community-based supports, services, activities, and resources organized as a continuum to respond to a broad array of family desires and concerns

Activities (list program services/activities, including estimated number of clients served)

The Father Engagement coordinator (FEC) will research enrichment activities and field trips aimed to provide safe friendly opportunities/spaces to increase father involvement and strengthen bond with their children and healthier co-parenting. The FEC will coordinate, plan and implement enrichment field trips, events and weekly open father's groups through the following activities:

- Produce marketing material – flyers and e-mail announcements;
- Outreach to fathers – Communicating with fathers via phone, e-mail, face to face and collaboration with partner agencies to engage participants;
- Seek vendors and coordinate payment process with appropriate documentation;
- Implement monthly field trip and coordination by producing itinerary that includes dates, times, addresses, role for supporting staff, list of participants, supporting materials (snacks, sunscreen ect.);
- Weekly father open groups in Long Beach to promote support for fathers by offering psychosocial educational workshops that will include seeking appropriate speakers. Will keep organized logs of interested participants and participants that attend the activities of the program;
- Will obtain appropriate participant consents, keep organized documents and will adhere to HIPPA;
- Will produce monthly summary reports on field trip, events and weekly open father group attendance and outcomes;
- Complete all required program documents such as one time survey;
- Support appropriate linkages for father and keep monthly referral log;
- Coordinate services for fathers with SBCC programs and partners to ensure program objectives are met;
- Attend weekly SBCC Prevention and Aftercare Program meetings;
- Participate in weekly on site Prevention and Aftercare Program and collaborative City of Long Beach DHHS meetings and trainings;
- Any other activities as directed by supervisor to support program outcomes.

Services include fathers having opportunities to attend monthly enrichment field trips and or (events) activities tailored to enhance father roles in the lives of their children. Although fathers and their children are the aimed attendees to the monthly enrichment field trips to strengthen fathers' capacity to interacted age appropriately with their children, family members are welcomed. Attendees will be provide with transportation to the field trip, food and refreshments and any other materials to enhance the experience.

Weekly open father groups aim at providing a safe and friendly space for fathers to learn and obtain support on specific issues that impact father roles and responsibilities. They will be provided with refreshments and child watch.

The goal is to serve 120 fathers and their children through the fiscal year.

The following are linkages for services and or activities that fathers and their families may be referred to enhance Strengthening Families:

Life Coaching and Fundamentals of Fatherhood
Yoga
Counseling/ Mental Health services
Substance Abuse
Economic Coaching
Access to Car loans
Credit Repair
Community Gardens
Community Cafes
EITC

Lending Circles
Parenting Support groups
Deferred Action
Education Savings Accounts Associated with EITC
Youth enrichment activities
Domestic Violence education/services
Medical Services
Neighborhood Action Committees
Formation of Worker Co-ops
Family Preservation Program

The Program Manager will ensure the operations of the program by meeting the contract mandates with budgets, invoicing, and scope of work. The Program Manager will supervise the Father Engagement Coordinator to ensure coordination and implementation of the enrichment field trips and events, weekly father groups and SBCC's strategy to enhance family well-being. Program manager weekly supervision and will also attend all contract meetings.

Timeline (monthly breakdown of program services/activities)

Up to 6 enrichment field trip and 6 event with a minimum of 10 fathers and their children.
Weekly open father groups that will serve a minimum of 30 to 40 fathers in fiscal year.

PREVENTION AND AFTERCARE FATHER ENGAGEMENT PROGRAM

Fiscal Year January 1, 2019 thru December 31, 2019

CITY OF LONG BEACH

PERSONNEL	2,019 Budget
Program Director .25 FTE	22,570
Support Staff	4,046
<i>Subtotal Salaries</i>	26,616
Full Time Employee Benefits @ 60%	13,542
Other Employee Benefits (Support Staff) @ 20%	809
Total Salary and Employee Benefits	40,967
ITEMS/SERVICES, SUPPLIES, EQUIPMENT	
Training	1,000
Travel/Mileage	600
Program Supplies	10,336
Transportation	6,000
Food and Refreshments	12,000
Total Items/Services, Supplies, Equipment	29,936
DHHS ADMINISTRATIVE COSTS	
Administrative Costs (10%)	4,097
Total Administrative Costs	4,097
SUBCONTRACTORS	
Total Subcontractors	-
TOTAL BUDGET	75,000

Balance

0

**South Bay Center for Counseling
Prevention and Aftercare Father Engagement 2019
Budget Narrative with Cost Detail and Justification**

Please complete the following Budget Narrative including **allocation amount per line item, description and justification for each expenditure**. Write N/A (Not Applicable) for any line item listed for which you are not allocating funds. This Narrative must be attached to completed Subcontractor Budget.

Fiscal Year:	January 1, 2019 thru December 31, 2019
Agency Name:	City of Long Beach, DHHS, Center for Families and Youth

Personnel Costs (include salaries and benefits)

Position: Clinical/Center Director	Salary: \$22,570	Benefits: \$13,542	Total: \$36,112
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Description & Justification:

The program manager will ensure the operations of the program by meeting the contract mandates with budgets, invoicing, and scope of work. The program manager will supervise the Father Engagement Coordinator to ensure coordination and implementation of the enrichment field trips and activities, weekly father groups and SBCC's strategy to enhance family well-being. Program manager will provide weekly supervision and will attend all contract meetings. The Center Director dedicates 25% of their time to the program for a total annual cost of \$36,112

Center Director annual salary = \$90,280

Center Director annual fringe @ 60% = \$54,168

Total annual cost for Center Director: \$144,448 X 25% FTE = \$36,112

Position: Father Engagement enrichment activities supportive staff	Salary: \$4,406	Benefits: \$809	Total: \$4,855
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Description & Justification:

Under the direction of the PNA Center Director Manager, city staff will support enrichment field trips and activities as appropriate to provide participants opportunities to enhance social competencies between parent and child(ren). This will be achieved by role modeling, redirecting appropriate activities and coaching.

CoLB staff time to the program for a total annual cost of \$4,856

Supportive Staff hourly cost: \$31.61

Supportive Staff fringe benefits: 20%

Number of staff per event: 2

Estimated number of hours per event per staff: 8

Estimated number of events: 8

$\$31.61$ (staff hourly rate) X 2 (number of staff) X 8 (hours per event) X 8 (events) = \$4,046

$\$4,046$ X fringe benefits @ 20% = \$809

Total annual cost for Supportive Staff = \$4,855

Items/ Services/ Supplies / Equipment

Budget Allocation: \$29,936

Description & Justification:

Training - \$ 1,000 for Father Engagement Coordinator opportunities to attend Fatherhood training and conferences that may include traveling cost.

Travel/ Mileage - \$600 the City of Long Beach reimburses employees using personal vehicles for work related travel at the federally standard mileage rate (currently at .545 per mile).

Program Supplies- \$10,336 May include child watch, participant materials to enhance program outcomes, concrete goods that support enrichment event and field trips.

Transportation –\$ 6,000 for 6 field trips per fiscal year.

for 6 Enrichment field trips that may include but not limited to - Snow trip, Catalina Island, Sporting event, partnership with libraries to attend museum or science center, Kidspace in Pasadena, Beach excursion.

Food and refreshments. – \$ 12,000 for 6 field trips noted and 6 events that may include but not limited to – Valentine's - relationship SPA day, Spring, Summer, Fall and Winter Holiday and weekly father groups for fiscal year.

Equipment

Budget Allocation: N/A

Indirect Costs (may not exceed 10% of Contract Amount)

Budget Allocation: \$4,097

Description & Justification:

The program is charged an indirect cost rate of 10% of total direct personnel cost. Indirect cost includes administrative and overhead cost, financial and supportive services cost, and other indirect cost related to operating the program.

$\$40,967$ (total salaries) X 10% = $\$4,097$ (indirect cost)