

**AMENDMENT NUMBER THREE  
FAMILY SUPPORT PROGRAM ACTIVITIES/SERVICES  
31035**

This Amendment Number Three ("Amendment") to the Family Support Program Activities/Services Contract ("Contract"), is made and entered into by and between South Bay Center for Counseling, ("CONTRACTOR") and City of Long Beach, ("SUBCONTRACTOR") for administration of Family Support services on this 1<sup>st</sup> day of July 2011.

**WHEREAS**, COUNTY and CONTRACTOR are parties to the Contract and CONTRACTOR has been providing Family Support services to the COUNTY; and

**NOW, THEREFORE**, in consideration of the foregoing and mutual consent herein contained, CONTRACTOR and SUBCONTRACTOR hereby agree to amend the Contract as follows:

1. Section 2.0 TERM, is added to read as follows:

The term of the Contract shall be extended for an additional twelve months, effective July 1, 2011 through June 30, 2012, unless terminated earlier as provided herein.

Section 2.3 TERM, is added to read as follows:

"SUBCONTRACTOR will make referrals of families and individuals to the South Bay Center for Community Development (SBCC) Intake/Assessment Case Manager for program intake and assessment. Families and individuals may also be referred by other program partners, DCFS, or directly through SBCC. The SBCC Case Manager will bear final responsibility for determining which referred families, and individuals are appropriate candidates for services through the Family Support program. The Case Manager will collaborate with these families and individuals to develop a Family Strengthening Plan that will include an array of supportive services provided by FS partners, possibly including the SUBCONTRACTOR. SUBCONTRACTOR will collaborate with the SBCC Family Coach to assure the continuum of services that support the Family Support program model. SBCC Family Coach will provide but not limited to weekly support to families, community referrals, consult with partner agencies, and follow up to assess if changes or adjustments are necessary to the Family Strengthening Plan.

Section 3.2 is amended, in its entirety, to read as follows:

2. CONTRACTOR shall compensate the SUBCONTRACTOR a total maximum Contract sum not to exceed TWENTY EIGHT THOUSAND AND ZERO CENTS (\$28,000) for the term of this Subcontract to provide the service designated in Section 3.3 of this Subcontract for the following Fiscal Year ("FY"):

FY (July 1, 2011-June 30, 2012)

\$28,000

SUBCONTRACTOR shall invoice CONTRACTOR monthly in arrears for services provided. Seventy-five percent (75%) of funds shall be expended by February 28, 2012. 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 the same must be approved by the 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.

4. Section 3.3 is amended, in its entirety, to read as follows:

In compliance with all terms and condition of the Subcontract, SUBCONTRACTOR shall provide those services specified in that certain "Form Contract By and Between the County of Los Angeles Department of Children and Family Services and South Bay Center for Counseling, Contractor for Family Support Services" and detailed in the "South Bay Center for Counseling Family Support Program 2011-2012 Statement of Work, attached hereto as Exhibit "A" and incorporated herein by this reference.

5. Section 3.7 is amended, in its entirety, to read as follows:

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 by South Bay Center for Counseling (SBCC).

6. Section 3.8 is amended, in its entirety, to read as follows:

CONTRACTOR reserves the right to re-distribute the unspent portion of the SUBCONTRACTOR'S contract sum before the expiration of the Subcontract, as amended, or when it is evident that SUBCONTRACTOR is not delivering the services/activities as per the "Statement of Work" attached hereto as Exhibit A and incorporated herein by this reference.

**ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.**

**AMENDMENT NUMBER THREE  
FAMILY SUPPORT PROGRAM ACTIVITIES/SERVICES**

EXCEPT AS MODIFIED by this Amendment, the Agreement as previously amended, shall remain in full force and effect upon its original terms and conditions. This Amendment and Agreement may be modified or amended only by a subsequent written instrument executed by all of the parties.

IN WITNESS WHEREOF, the parties hereby have executed this Amendment as of the date first above written. The person(s) signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR in this Amendment Number Three.

SOUTH BAY CENTER FOR COUNSELING  
CONTRACTOR

By Colleen Mooney

COLLEEN MOONEY  
EXECUTIVE DIRECTOR

CITY OF LONG BEACH  
SUBCONTRACTOR

By \_\_\_\_\_

Name

Title **Assistant City Manager**

By [Signature]

EXECUTED PURSUANT  
TO SECTION 301 OF  
THE CITY CHARTER.

Name PATRICK H. WEST

Title CITY MANAGER

Tax Identification: [REDACTED]

8/23  
[Signature]

## Statement of Work: Family Support Logic Model

Name of Agency: City of Long Beach Center for Families and Youth

Fiscal Year: July 1, 2011- June 30, 2012

INPUTS/RESOURCES	ACTIVITIES	OUTPUTS	OUTCOMES
<p>Referred at risk families</p> <p>Agency to provide staff to facilitate specific workshops, coordinate workshop series, manage, track FS program required documents and reports. Maintain communication with families to encourage continued participation throughout series.</p> <p>Provide skilled facilitator for specific workshops and or utilize SBCC and other community partners as co-presenters to leverage cost.</p> <p>Agency provides facility, volunteers, incentives, certificates, refreshments and materials.</p> <p>Agency to utilize and manage allocated grants funds effectively from SBCC for Family Support Program 2011-2012 fiscal year in the amount of \$28,000.</p>	<p>Provide Strengthening Families Series Workshops. These workshops will focus on navigating the educational system, prevention resources, warning signs of delinquency, strategies to deal with delinquent behavior, child developmental stages, effective communication between parent and child, and development of healthy family relationships</p> <p>Contact referred participants, announce workshop series on flyers through email blast, mail and or posting on community boards, lobbies</p> <p>Collaboration with SBCC Intake/Assessment Case Manager will be provided to identify referrals on an as needed basis and depending on the needs and goals of each family.</p>	<p>Engage referred parents with youth ages 10 to 17 within the SPA 8 community that are identified as at risk families. To have them participate and complete a minimum 50% of the workshop series.</p> <p>Families will attend 8- Strengthening Families Series Workshops, twice per month, 4 hours per month from <i>September 2011-December 2011</i>.</p> <p>Workshops include: Instruction, materials, structured interactive parent-child/or family centered activities, incentives and a light meal.</p> <p>It is projected that 60 unduplicated families will be served (up to 120 parents and up to 90 children/youth</p> <p><b>Strengthening Families Series Workshops:</b> *Educational Success Tools: Provide tools to navigating and understanding the educational system to meet academic goals.</p>	<p><b>Increase attachment and bonding for at risk families.</b></p>

Schedule SBCC Community  
Partner: "We UNITE " NAC  
members

*\*Juvenile Delinquency  
Prevention/Intervention Tools:  
Parents increase knowledge of  
warning signs of delinquency and  
parental strategies to handle  
delinquent behaviors of their  
youth.*

*\*Say No to Alcohol & Drugs:  
Affects of alcohol and drug use on  
emotional health and family  
relationships. We UNITE NAC  
Members will be co-presenters.*

*\*Effective Communication  
between Parents and Youth:  
Improve parent knowledge of  
children/youth developmental  
stages, reframing positive  
language for effective  
communication between parents  
and youth.*

*\*Family Bonding Opportunity  
Family Game Night: Engage youth  
and parents in games building  
relationships. Building on skills of  
patience, praise, and ongoing  
positive family interactions.*

*\*Building Self Confidence:  
Promote self-awareness to  
increase knowledge of positive  
self-attributes, and learn to set  
personal goal.*

	<p>Distribution of Certificates of completion for series, activity materials and gifts.</p>	<p><b>*Bonding Opportunity</b> <b>Building Self Confidence through Creativity:</b> Increase appreciation of parent-child positive self-attributes by promoting awareness of their individual "most lovable" quality in order to build and increase self-confidence.</p> <p><b>*Bonding Opportunity</b> <b>Holiday Stress Reduction through Family Bonding Activities, Series Celebration/Certificates, gifts:</b> Increase awareness of stressful triggers to promote healthier holiday coping skills and equip with family activities.</p>	
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<p>Referred at risk families</p> <p>Agency to provide staff to facilitate specific workshops, coordinate workshop series, manage, track FS program required documents and reports. Maintain communication with families to encourage continued participation throughout series.</p> <p>Provide skilled facilitator for specific workshops and or utilize available SBCC and other community partners as co-presenters to leverage cost.</p> <p>Agency provides facility space, equipment, volunteers, certificates, incentives, refreshments and materials.</p> <p>Agency to utilize and manage allocated grants funds effectively from SBCC for Family Support Program 2011-2012 fiscal year in the amount of \$28,000.</p>	<p>Provide Strengthening Families Series Workshops. These workshops will focus on positive communication between mother and daughter, parent as a role model, self identify and self expression, tools to develop healthy relationship between mother and daughter, physical and mental well being.</p> <p>Contact referred participants, announce workshop series on flyers through email blast, mail and or posting on community boards, lobbies</p> <p>Collaboration with SBCC Intake/Assessment Case Manager will be provided to identify referrals on an as needed basis and depending on the needs and goals of each family.</p>	<p>Engage referred parents with youth ages 10 to 17 within the SPA 8 community that are identified as at risk families. To have them participate and complete a minimum of 50% of the workshop series.</p> <p>Families will attend 6- Strengthening Families Series Workshops, twice per month, 4 hours per month from February 2012 – May 2012. Workshops include: Instruction, materials, structured interactive parent-child/or family centered activities, incentives and a light meal. It is projected that 60 unduplicated families will be served (up to 120 parents and up to 120 children/youth)</p> <p>Strengthening Families Series Workshops:  “Bridging the Gap Between Mothers and Daughters”</p> <p>*Girl Talk: Lets get to know each other:  <i>Positive communication between mother and daughter (includes: guardian, relative, etc.)</i></p> <p>*Discovering Yourself  <i>Increase knowledge of self-identity and positive self expression. Mother’s insight on being positive role models.</i></p>	<p><b>Increase attachment and bonding between mother and daughter participants.</b></p>
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	<p>Distribution of Certificates of completion for series, activity materials and gifts.</p>	<p><b>*Finding Your SELF-Worth and what that means:</b> <i>Promote importance of deleting negative self worth information, damage done to daughters by passing down negative emotions from mothers.</i></p> <p><b>*REAL Love – Healthy Relationships:</b> <i>Skills for self- empowerment tools that equip mother/daughter’s ability to choose and engage in health relationship.</i></p> <p><b>*Living at 100%-Mental Health/ Physical Health:</b> <i>Improved knowledge of being mentally and physically fit.</i></p> <p><b>*Beauty: Self-Expression</b> <i>“Inner Beauty vs. Outer Beauty: Discuss difference between inner and outer beauty and how to develop, and express a healthy sense of inner beauty on the outside.</i></p> <p><b>*Completion Celebration</b> <i>Mother and daughter will receive certificate of participation and completion of workshop series.</i></p>	
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Agency's Name  
Address  
City & Zip  
Tel.#  
Fax#  
Contact Person

City of Long Beach Center for Families and Youth  
6335 Myrtle Ave  
Long Beach, CA 90805  
562-570-3275/570-3279  
562-570-3306  
Denine Virgil, Resource and Referral Coordinator  
(Family Support Coordinator)

Cost Category	Annual 2011-2012 Budget
<b>I. Personnel Costs</b>	
A. Salaries & Wages	13,510
B. Employee Benefits	8,106
C. Consultants	
<b>II. Non-Personnel Costs</b>	
D. Staff Mileage	140
E. Facility Costs	
F. Consumable Supplies (Office Supplies)	574
G. Equipment Costs	
H. Indirect Costs	
I. Other Direct Costs	70
<b>STRENGTHENING FAMILIES WORKSHOP SERIES 1 - 8</b>	
<b>8 – Sessions Include: Dinner, Incentives, Materials, Activity Supplies, *6-7-Presenters Fees, Certificates, etc.</b>	
• Workshops – 1 & 2 *School Success Tools/Juvenile Delinquency Prevention & Intervention	400
• Workshops – 3 & 4 *Say No To Drugs & Alcohol/Effective Communication Between Parents & Youth	400
• Workshop – 5 *Family Game Night & Game Distribution	700
• Workshops – *6 & 7 *Building Self Confidence Tools/Building Self Confidence Through Creativity	1040
• Workshop – 8 *Holiday Stress Reduction, End of Series Celebration, Certificates, Family Activities	800
<b>MOTHER AND DAUGHTER WORKSHOP SERIES 1 - 6</b>	2260
<b>(6 - Sessions Include: Presenters fees, Incentives, Dinner, Supplies, Certificates of Completion)</b>	
<b>TOTALS</b>	<b>\$28,000.00</b>

Submitted by: Denine Virgil  
Denine Virgil, Coordinator

7/6/11  
Date

**CERTIFICATION:**

Rosie Velazquez-Gutierrez, Center Director	
X <u>Rosie Velazquez-Gutierrez</u>	<u>7/6/11</u>
<b>AGENCY REPRESENTATIVE SIGNATURE</b>	<b>DATE</b>

**South Bay Center for Counseling  
Family Support Program  
2011-2012  
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.

<b>Fiscal Year:</b>	July 1, 2011 – June 30, 2012
<b>Agency Name:</b>	City of Long Beach Center for Families and Youth

**Personnel Costs** (include salaries and benefits)

<b>Position: Resource and Referral Coordinator</b>	<b>Salary: \$13,510</b>	<b>Benefits: \$8,106</b>	<b>Total: \$21,616</b>
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**Description & Justification:**  
 Develops and locates available resources for children and families within the City of Long Beach and other SPA 8 areas. Manages the usage of the programs referral and linkage system while working collaboratively with local community providers and leaders.  
 Coordinate all community events and holiday programs for the CFY Family Support youth and family activities.  
 Establish and create a volunteer program by creating a database of potential volunteers to assist with program events.  
 Manage and track financial management information systems and apply knowledge of Federal, State, County and local statues, regulations and policies where required. Create and provide required monthly program summaries, invoices, narratives, pre and post surveys and attendance records.  
 Collaborate with SBCC Family Support Collaboration in Service Planning Area 8, Los Angeles County by attending scheduled monthly meetings and participate in collaborative events and or partnership committees.

*Add additional cells as necessary.*

**Staff Mileage**

<b>Budget Allocation: \$140</b>
<b>Justification:</b> Assigned staff will be reimbursed for mileage used to attend monthly collaborative meetings, program events, to purchase needed items for events such as party supplies, food. To pick-up and or drop off paperwork when needed for the purpose of meeting deadlines, etc.

**Facility Costs**

<b>Budget Allocation: 0.00</b>
<b>Justification: N/A</b>

**Consumable Costs**

<b>Budget Allocation: \$574.00</b>
<b>Justification:</b> Needed office supplies such as printer ink, paper, pens, and photo paper, envelopes, etc. will be purchased for the purpose of caring out the duties of the Family Support Program.

**Equipment Costs****Budget Allocation: \$0.00**Justification: **N/A****Indirect Costs** (may not exceed 10% of allocated budget)**Budget Allocation: 0.00**Description & Justification: **N/A****Other Direct Costs****Budget Allocation: \$70.00****Description & Justification:**

Postage fees, posters, Handouts, etc.

**Contracted Services****Budget Allocation: \$5,600.00****Description & Justification:**

Program Activities, Workshop Facilitator Fees