



36568

Touch Lives
Drive Change
& Do Good Well

Service Agreement

This service agreement is made by and between Public Strategies, Inc. (PS) and the City of Long Beach (RF Program) in consideration of the mutual statements made herein.

Purpose

Public Strategies, as the Office of Family Assistance (OFA) Technical Assistance (TA) provider for the National Responsible Fatherhood Alliance (NRFA), will provide compensation for and monitor the City of Long Beach's performance of achievements and milestones outlined in Attachment D Father's Acknowledgement.

Contact Persons

For the City of Long Beach:

Contact Name: Ana Lopez
Email: ana.lopez@longbeach.gov
Office: 562-570-4186

For Public Strategies, Inc.:

Contact Name: Kirklyn Berry, Project Director
Email: Kirklyn.Berry@publicstrategies.com
Cell: 484-601-2828

Remuneration

Monetary compensation by PS to the RF Program is for the employment and training of the Father. To facilitate payment, the RF Program shall execute and return to PS an ACH Enrollment Form (Attachment B) and a W-9 (Attachment C). For the initial six-month services component, PS will pay the following maximums when the father has been fully onboarded and approved for hire by the RF Program.

- o \$15,000 in salary/stipend
- o \$1,500 supplies
- o \$1,000 local travel

Option for Extension

Contingent upon submitting monthly reports in a timely fashion and election by OFA to continue delivering services for six additional months, PS will pay the remaining amount of \$17,500 to the RF Program for the second six-month period.

Monthly Reporting

RF Program agrees to submit a monthly report for each father by the 15th calendar day of the following month listing the progress that has been made towards the milestones listed in attachment D and documentation for all reimbursable expenses (stipend/salary, supplies, and local travel only).

- Please submit the monthly report, with adequate documentation to substantiate labor and all other direct costs, electronically to Kirk Berry at kirklyn.berry@publicstrategies.com.

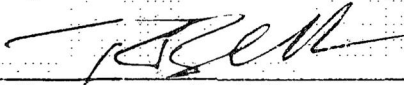
Dispute Resolution

In the event of a disagreement, the Parties will engage in a good-faith effort to resolve the disagreement through direct negotiation. A good faith effort requires written notice of the perceived problem, communication between parties about the perceived problem and possible solutions, and at least 30 days to correct the problem. If a disagreement cannot be resolved through the parties' own good faith efforts, the parties agree to consult with OFA's Contracting Officer's Representative (COR) for final resolution.

Term and Termination

This Agreement shall be effective from 04/01/2023 to 09/30/2023 with an option to extend until 03/31/2024. This service agreement can only be terminated with the approval of OFA.

This agreement supersedes all other agreements written or verbal.

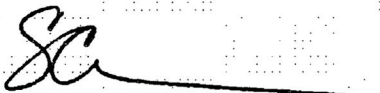


 The City of Long Beach

4/6/2023

 Date

By: (Name, Title) Thomas B. Modica, City Manager



 Public Strategies, Inc.

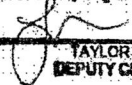
4/13/2023

 Date

By: Sammye Norvell Cravens, Chief Operating Officer/Chief Financial Officer

List of Attachments

- Attachment A: Roles and Responsibilities of the Parties
- Attachment B: ACH Enrollment Form
- Attachment C: W-9
- Attachment D: Father's Acknowledgement

APPROVED AS TO FORM
APRIL 5, 2023
 DAWN MCINTOSH, City Attorney
 By 
 TAYLOR M. ANDERSON
 DEPUTY CITY ATTORNEY

Attachment A: Roles and Responsibilities of the Parties

Public Strategies Roles and Responsibilities:

- Commit to paying the City of Long Beach a portion of the father's salary/stipend for six months and, contingent upon OFA's election of a future services component, a subsequent six months, for a total of one year.
- Agree to communicate and coordinate with the RF Program any national activities PS engages in with the father.
- Arrange out-of-state travel for the father to attend meetings, conferences, and training.

The City of Long Beach Roles & Responsibilities:

- Employ the father through a subcontract agreement with an outside agency for an initial six-month period, sharing the cost when the RF Program requests a salary amount that exceeds the contractor's allocation for the father's salary/stipend. Contingent on a future services component in the prime contract and successful completion of milestones, the RF Program can extend the father's employment contract through the subcontract agreement for an additional six months. The RF Program understands that PS will contribute up to a maximum of \$15,000 toward the father's salary/stipend, taxes, and benefits, \$1,500 for supplies, and \$1,000 for local travel per six-month period. If an individual father is unable to fulfill his obligations to the agreement, the RF Program must return any unused funds to Public Strategies.
- Monitor the subcontractor who will provide oversight and monitoring of the father's job responsibilities and ensure that the father is reaching the agreed-upon milestones.
- Work with the subcontractor to develop a job description for the father's day-to-day responsibilities.
- Provide monthly reports to PS on the father's achievements of the milestones.
- Supervise onsite job activities. The Program Director (PD) of the nominating RF Program will be the selected father's day-to-day supervisor.
- Participate in initial site and father training activities.
- Create local opportunities for the father to apply the training learned in NRFA.
- Remove barriers for the father and supervise their growth as an employee.
- Meet with the NRFA contractor regularly to share progress and feedback on plans.
- Provide ongoing feedback for improvements on NRFA processes.

Attachment D: Father's Acknowledgement of Roles and Responsibilities

Commit to the National Responsible Fatherhood Alliance (NRFA) and the City of Long Beach (RF Program) for an initial period of six months (option to extend additional six months)

- Participate in training and other activities as requested by NRFA.
- Agree to domestic air travel to attend training and other activities.
- Maintain an ongoing relationship with their Public Strategies Father Coach, meeting with them at least once per month. Visits can be virtual or in-person.
- Represent the NRFA at local, regional, and national events.

Provide Feedback on NRFA Program Improvements

- Identify best practices for NRFA programs.
- Provide feedback on policies, how Healthy Marriage and Responsible Fatherhood coordinates with other agencies, and the focus of research/evaluation.

Recommend Updates to Curricula

- Identify opportunities for culturally responsive language for diverse target populations.
- Provide suggested language modifications.

Identify Other Programming Improvements

- Provide insight on work with safety net programs.
- Consult on state and/or local-level programming and policies.

Engagement at National Level


- Participate in conversations about policy and programming relevant to father engagement with peers, practitioners, and leaders in the field.
- Engage with the national work group to draft or develop new policies, white papers, or information memoranda to ensure fathers' voices are embedded in the language of policy and practice for Health and Human Services divisions such as the Temporary Assistance for Needy Families (TANF) program, Children's Bureau (CB), Office of Child Support Enforcement (OCSE), Office of Head Start (OHS), Substance Abuse and Mental Health Administration (SAMSHA) and Health Resources and Services Administration (HRSA).
- Participate in national conferences as part of discussion panels or workshops (i.e., Fatherhood Summits, Head Start Conferences, Research/Evaluation Conferences, OCSE, etc., or Town Halls).
- Participate in forums or discussions with the Healthy Marriage and Responsible Fatherhood team and curriculum developers.

Milestones for Fathers (not all-inclusive and can be modified as determined by OFA, PS, and the RF Program).

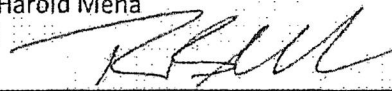
Demonstrate engagement and commitment to the Fatherhood Alliance as defined by adherence to Responsible Fatherhood Program's policy on time and attendance.

- Attend a minimum of 90% of supervisory meetings with the Responsible Fatherhood (RF) Program Director (PD).
- Attend 90% of coaching meetings with the fatherhood coach.
- Complete facilitator training in the RF program's selected curriculum and secure a completion certificate.
- With support from the PS coach or the RF Program's PD, draft and update a resume.
- Collaborate with the PS coach or the RF Program's PD on developing an Individualized Training Plan (ITP).
- Participate in coaching sessions to monitor progress toward goals in the ITP.
- With support from the PS coach or the RF Program's PD, draft and submit monthly, six-month, and annual status reports to document participation in Fatherhood Alliance relevant activities.
- With support from the PS coach or the RF Program's PD, draft and submit a brief that documents lessons learned and offers helpful tips and insight to subsequent Fatherhood Alliance members.
- Attend Fatherhood Alliance-sponsored national training events.
- Co-facilitate a workshop cohort at the RF Program's home location.
- Participate in at least two recruitment/community outreach events per month.

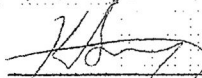
If the father is unable to maintain satisfactory attendance at work and his assigned speaking engagements, he will be removed from the NRFA Project but would still be eligible for continued employment with the RF Program at the RF Program's discretion and available funding.


By: Harold Mena

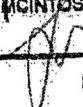
04/10/23
Date


By: (Name, Title) Thomas B. Modica, City Manager

4/6/2023
Date


Public Strategies, Inc.
By: Kirklyn Berry, Project Director

4/12/2023
Date

APPROVED AS TO FORM
April 5, 2023
DAWN MCINTOSH, City Attorney
By:  TAYLOR M. ANDERSON
DEPUTY CITY ATTORNEY