

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

31035

This Amendment Number Four ("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 1st day of July 2012.

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 eighteen months, effective July 1, 2012 through December 30, 2013, 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 FORTY THOUSAND FIVE HUNDRED DOLLARS AND ZERO CENTS (\$40,500) for the term of this Subcontract to provide the service designated in

Section 3.3 of this Subcontract for the following Fiscal Year ("FY"):
Parent Child Focused Activities

FY (July 1, 2012-June 30, 2013)	\$27,000
FY (July 1, 2013-December 31, 2013)	\$13,500

SUBCONTRACTOR shall invoice CONTRACTOR monthly in arrears for services provided. Seventy-five percent (75%) of funds shall be expended by February February 28, 2013. 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 2012-2013 Logic Model", 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 "Logic Model" 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 FOUR 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 Four.

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]
Name PATRICK H. WEST EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.

Title CITY MANAGER

Tax Identification Number [Redacted]

APPROVED AS TO FORM

7/3, 2012

ROBERT E. SHANNON, City Attorney

By [Signature]
LINDA TRANG
DEPUTY CITY ATTORNEY

Family Support Program

Budget for 7/1/2012 - 6/30/2013 Fiscal Year

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 2012-2013 Budget
I. Personnel Costs	
A. Salaries & Wages	14,296
B. Employee Benefits	7,619
C. Consultants	
II. Non-Personnel Costs	
D. Staff Mileage	330
E. Facility Costs	
F. Consumable Supplies (Office Supplies)	300
G. Equipment Costs	
H. Indirect Costs	
I. Other Direct Costs	100
PROGRAM WORK SHOP SERIES I, II, III & IV	4,355
• Series I – Teen Parents/Infants	
• Series II – Mother/Daughter	
• Series III – Parents/Youth	
• Series IV – Fathers/Youth	
TOTALS	\$27,000.00

FEDERAL TAX I.D. # XXXXXXXXXX

Submitted by: 
 Denine Virgil, Coordinator

6/28/12
 Date

CERTIFICATION:

Rosie Velazquez-Gutierrez, Center Director	
X <u></u>	<u>6-28-12</u>
AGENCY REPRESENTATIVE SIGNATURE	DATE

**South Bay Center for Counseling
Family Support Program
2012-2013
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:	July 1, 2012 – June 30, 2013
Agency Name:	City of Long Beach Center for Families and Youth

Personnel Costs (include salaries and benefits)

Position: Resource and Referral Coordinator	Salary: \$12,891	Benefits: \$6,833	Total: \$19,724
Description & Justification:			
<p>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. Collaborate with SBCC referral intake staff to process referred family participants. Coordinate all Logic Model Strengthening Families Workshops for referred participants. Facilitate and or coordinate with other skilled facilitators and network partners for specific workshops. Prepare all materials, purchase supplies and refreshments for participants use. 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.</p>			

Personnel Costs (include salaries and benefits)

Position: Spanish Interpreters	Salary: \$1,405	Benefits: \$786	Total: \$2,191
Description & Justification:			
<p>Additional staff supporters will facilitate and provide Spanish interpretation to the Spanish-speaking participants enrolled in the Spanish only workshops provided in the series. Support staff will provide assistance with translating program materials into Spanish form as needed.</p>			

Staff Mileage

Budget Allocation: \$330
Justification:
<p>Assigned staff will be reimbursed for mileage used to attend monthly collaborative meetings, program events, to purchase needed items for workshops such as arts and craft supplies, food, etc. To pick-up and or drop off paperwork when needed for the purpose of meeting deadlines, etc.</p>

Facility Costs

Budget Allocation: 0.00
Justification: N/A

Consumable Costs

Budget Allocation: \$300.00

Justification:

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: \$100.00

Description & Justification:

Postage fees, posters, Handouts, etc.

Contracted Services

Budget Allocation: \$4,355.00

Description & Justification:

Program Activities, purchase of food items, supplies, certificates, and incentives, etc.

EXHIBIT A

FAMILY SUPPORT LOGIC MODEL

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

Fiscal Year: July 1, 2012-Dec. 31, 2013

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 July 1, 2012-December 31, 2013 fiscal year in the amount of \$40,500.</p>	<p>Provide Strengthening Families Workshops Series I. These workshops will focus on Child Developmental Milestones, which will include parent-child activities for: Cognitive Milestones, Language Milestones, Social/Emotional Milestones, and Physical Milestones.</p> <p>Contacts referred participants, announce workshop series on fliers through email blast, mail and or posting on community boards, lobbies and present at resource fairs.</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 teen parents with children ages 0 to 12 months within the SPA 8 community that are identified as at risk families. To have them participate and complete a minimum of 4 out of the 4 workshop series.</p> <p>Families will attend 4-Strengthening Families Workshops, once per week, 2 hours per week offered in English: August 2012 and August 2013.</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 10-12 unduplicated families will be served (10-12 teen parents and 10-12 Infants).</p> <p>Strengthening Families Series I Workshops: Teen Parents (13-18) Series</p> <p>“Infant Developmental Milestones” *Cognitive Milestones *Language Milestones *Social/Emotional Milestones *Physical Milestones</p>	<p>Increase attachment and bonding for at risk families.</p>

Each workshop will improve parent's knowledge of how and the reason their baby responds the way he or she does during this stage of their lives. Teen parents will improve their understanding of what their baby's basic needs are. As a result parent's will respond to their babies needs more appropriately, gain a sense of confidence to create healthier attachments and bonding between parent and child.

***Completion of Series I**
Teen parents will receive certificates of completion and a incentive prize for completing workshop series.

Strengthening Families Series II Workshops:

Engage referred mothers with daughters ages 8 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.

Families will attend 6-Strengthening Families Workshops, once per week for 2 hours per session offered in English/Spanish separately:
September –October 2012 (ages 13-17)
April-May 2013 (ages 8-12)
September –October 2013 (ages 13-17)

Workshops include: Instruction, materials, structured interactive parent-child/or family centered activities, incentives and a light meal.

it is projected that 12-16 unduplicated families will be served in each Series II, and III (6-8 English Only and 6-8 Spanish Only)

Provide Strengthening Families Workshop Series II, III, and IV
These workshops will focus on positive communication between parents and youth, parents as role models, self identity and self expression, tools to develop healthy relationships between parents and youth as well as with teen peers, physical and mental well being.

Contacts referred participants, announce workshop series on flyers through email blast, mail and or posting on community boards, lobbies, and present at resource fairs.

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.

Strengthening Families Series II Workshops:
Mothers and Daughters Series

"Bridging the Gap Between Mothers and Daughters"

***Girl Talk: Lets get to know each other:**
Positive communication between mother and daughter (includes: guardian, relative, etc.)

***Building Self Confidence:**
Increase knowledge of self- identity and positive self- expression. Mother's insight on being positive role models.

***Finding Your SELF-Worth and what that means:**

Promote importance of deleting negative self worth, damage done to daughters by passing down negative emotions from mothers.

***REAL Love – Healthy Relationships:**
Skills for self- empowerment tools that equip mother/daughter's ability to choose and engage in healthy relationships.

***Living at 100%-Mental Health /**

Physical Health:

Improved knowledge of being mentally and physically fit

***Beauty: Self-Expression**

"Inner Beauty vs. Outer Beauty:

Discuss difference between inner and outer beauty and how to develop, and express healthy sense of inner beauty on the outside

***Completion Celebration-Series II**

Mother and daughter will receive certificates of participation and or completion of workshop series.

Increase attachment and bonding between mother and daughter participants

<p>Strengthening Families Series III Workshops: Parents and Youth Series</p> <p>Engage referred parents with youth ages 8 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 Workshops, once per week for 2 hours per session offered in English/Spanish: November –December 2012 (ages 8-12) November –December 2013 (ages 8-12)</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 12-16 unduplicated families will be served in each Series II, and III (6-8 English Only and 6-8 Spanish Only)</p> <p>Strengthening Families Series III Workshops: Parents and Youth Series:</p> <p>*Say No to Alcohol & Drugs <i>Affects of alcohol and drug use on emotional health and family relationships.</i></p> <p>*Effective Communication between Parents and Youth <i>Improve parent knowledge of children/youth developmental stages, reframing positive language for effective communication between parents and youth.</i></p> <p>*Building Self Confidence: <i>Increase knowledge of self- identity and positive self-expression. Mother's insight on being positive role models.</i></p>	<p>Increase attachment and bonding between parents and youth participants</p>
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***Finding Your SELF-Worth and what that means:**

Promote importance of deleting negative self worth, damage done to daughters by passing down negative emotions from mothers.

***REAL Love – Building Healthy Relationships:**

Skills for self- empowerment tools that equip mother/daughter's ability to choose and engage in healthy relationships.

***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.

***Completion Celebration-Series III**

Parents and youth will receive certificates of participation and or completion of workshop series.

<p>Strengthening Families Series IV Workshops: Fathers and Youth Series “Bridging the Gap Between Fathers and Youth”</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 4 Strengthening Families Workshops, once per week for 2 hours per session offered: Bilingual February –March 2013 (ages 10-17)</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 8-10 unduplicated families will be served in Series IV-Bilingual Session:</p> <p>*Lets Talk: Lets get to know each other: <i>Positive communication between fathers and child/youth (includes: guardian, relative, etc.)</i></p> <p>*Building Self Confidence: <i>Increase knowledge of self- identity and positive self-expression. Father’s insight on being positive role models.</i></p> <p>*REAL Love – Building Healthy Relationships: <i>Skills for self- empowerment tools that equip father/kids ability to choose and engage in healthy relationships.</i></p> <p>*Family Bonding /Family Game Night <i>Engage youth and parents in games building relationships. Building on skills of patience, praise, and ongoing positive family interactions.</i></p> <p>*Completion Celebration-Series IV <i>Fathers and youth will receive certificates of participation and or completion of workshops</i></p>	<p>Increase attachment and bonding between fathers and youth participants</p>
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