

SUBCONTRACT

**34589**

This SUBCONTRACT is made and entered, in duplicate, as of February 27, 2017 for reference purposes only, pursuant to a minute order adopted by the City Council of the City of Long Beach at its meeting held on November 10, 2015, by and between INTERVAL HOUSE, a California nonprofit corporation, with offices located at 6615 E. Pacific Coast Hwy, #170, Long Beach, California 90803 (hereafter "Organization"), and the CITY OF LONG BEACH, a California municipal corporation (hereafter "City").

WHEREAS, City has been granted an award by the United States Department of Health and Human Services, Office of Family Assistance ("HHS") for the City's Life Coaching and the Fundamentals of Fatherhood Project ("Program"); and

WHEREAS, in order to fulfill its obligations to HHS under the grant award, City desires to engage Organization to meet the Program objectives of strengthening and sustaining stable economic and healthy environments for children and their families; and

WHEREAS, Organization desires to perform such work in accordance with the terms and conditions of this Subcontract;

NOW, THEREFORE, City and Organization agree as follows:

1. HHS GRANT AWARD. Notwithstanding any other provision of this Subcontract, this contract is a Subcontract under the terms of the Notice of Award with HHS. (The award is subject to the requirements as set forth in 45 CFR Part 87. The grant is subject to the requirements as set forth in 45 CFR Part 75.). Each and all of the provisions of the Notice of Award 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 HHS.

2. SERVICES.

A. Organization shall provide services in accordance with HHS' Notice of Award and Attachment "A" entitled "Scope of Work"; Attachment "B" entitled "Budget"; Attachment "C" entitled "DHHS Administration for Children and

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Lona Beach, CA 90802-4664

1 Families, Office of Family Assistance, New Pathways for Fathers and Families";  
2 Attachment "D" entitled "45 CFR Part 75 - Uniform Administrative Requirements,  
3 Cost Principles, and Audit Requirements for HHS Awards"; and Attachment "E"  
4 entitled "Health Information in Compliance with the Health Insurance Portability and  
5 Accountability Act of 1996 (HIPAA) and the Health Information Technology for  
6 Economic and Clinical Health Act (HITECH Act) Business Associate Agreement";  
7 all of which are attached hereto and incorporated by this reference. Organization  
8 shall comply with HHS' Notice of Award in performing its obligations under this  
9 Subcontract unless the context clearly indicates otherwise. Organization shall  
10 request clarification from City regarding whether or not specific portions of the Notice  
11 of Award apply. A breach of the Notice of Award shall be a breach of this  
12 Subcontract.

13 B. Organization shall be responsible for adherence to all policies,  
14 procedures, rules and regulations contained in this Subcontract and Attachments A-  
15 E, the Request for Proposal ("RFP"), if applicable, and Organization's proposal in  
16 response to the RFP, if applicable.

17 3. TERM OF SUBCONTRACT. The term of this Subcontract shall  
18 commence on March 1, 2017 and shall expire on September 29, 2017, unless otherwise  
19 extended by City at its sole discretion or terminated earlier pursuant to any of the conditions  
20 for termination in the Notice of Award.

21 4. PAYMENT.

22 A. City shall compensate Organization a total maximum contract  
23 sum not to exceed Twenty-Four Thousand Nine Hundred Ninety-Nine Dollars  
24 (\$24,999) for the term of this Subcontract. Upon execution of this Subcontract, City  
25 shall disburse funds payable hereunder in due course of payments following receipt  
26 from Organization of billing statements in a form approved by City showing  
27 expenditures and costs identified in Attachment "B".

28 B. City shall pay to Organization the amounts specified in

1 Attachment "B" for the categories, criteria and rates established in that Attachment.  
2 Organization may, with the prior written approval of the Director of the City's  
3 Department of Health and Human Services, or his designee, make adjustments  
4 within and among the categories of expenditures in Attachment "B", provided,  
5 however, that such adjustment(s) shall not cause the amount of the total budget  
6 stated in Attachment "B" to be exceeded.

7 C. Organization shall prepare monthly invoices and submit them  
8 to the City within thirty (30) days after the end of the month in which Organization  
9 provided services. Organization shall attach cancelled checks and other  
10 documentation supporting the charges to each invoice. Failure to submit an invoice  
11 and its accompanying documentation within the 15-day period may result in late  
12 payment from City. Submission of incorrect invoices or inadequate documentation  
13 shall result in the suspension of payment from City. City reserves the right to refuse  
14 payment of an invoice (a) received by it thirty (30) days after the end of the month  
15 in which Organization provided the services relating to that invoice; (b) including  
16 inallocable or ineligible expenses; or (c) for the unauthorized expense of funds  
17 requiring written approval for budget changes or modifications.

18 D. If City is unable to draw down funds from HHS for  
19 reimbursement to Organization due to failure of Organization to submit required  
20 fiscal and programmatic documents within thirty (30) days after the end of the  
21 Operational Year, City cannot guarantee payment to Organization. City will not be  
22 obligated to pay Organization for costs incurred unless HHS releases funds to City.  
23 For this reason, failure of Organization to submit the final invoice and certified APR  
24 within thirty (30) days after the end of the Operational Year may result in loss of  
25 reimbursement of funds.

26 E. City shall have no obligation to pay Organization until and  
27 unless City receives quarterly progress reports that summarizes Organization's  
28 performance under this Subcontract during the immediately preceding progress

1 period, and that describes Organization's progress in providing the services stated  
2 in Attachment "A".

3 F. City's obligation to pay Organization arises only after receipt of  
4 funds from HHS under the Notice of Award.

5 G. City reserves the right to withhold payment of an invoice  
6 pending satisfactory completion of an audit, as determined by City in its sole  
7 discretion, or Organization's cure of a breach of this Subcontract, as determined by  
8 City in its sole discretion, after being notified of such breach by City.

9 H. Organization shall maintain all records relating to the  
10 performance of this Subcontract in accordance with generally accepted accounting  
11 principles and in the manner prescribed by City. Organization's records shall be  
12 current, complete and available for extraction from copy, examination, inspection  
13 and audit during its normal business hours, during the term of this Subcontract and  
14 for a period of three (3) years after termination as deemed necessary by the City  
15 Auditor, any other representative of the City, and HHS or any duly authorized  
16 representative of HHS. Organization shall provide access to all documents and  
17 materials relating to City and to Organization's operations, and Organization shall  
18 provide any information that the City Auditor, other City representatives, HHS, and  
19 HHS's representatives require in order to monitor and evaluate Organization's  
20 performance. Organization shall provide all reports, documents or information  
21 requested by City or HHS within three (3) days after a written or oral request from a  
22 City or HHS representative, unless a longer period of time is otherwise expressly  
23 stated by said representative. Each month, Organization shall submit performance  
24 reports certified by one of Organization's officers or its Executive Director identifying  
25 the services performed.

26 I. If examination of these financial and other records by City  
27 and/or HHS reveals that Organization has not used these grant fund for the  
28 purposes and on the conditions stated in this Subcontract, then Organization

1 covenants, agrees to and shall immediately repay all or that portion of the grant  
2 funds which were improperly used. If Organization is unable to repay all or that  
3 portion of the grant funds, City will terminate all activities of Organization under this  
4 Subcontract and pursue appropriate legal action to collect the funds. Alternatively,  
5 to the extent City has been refusing payment of any invoices, City may continue to  
6 withhold such funds equal to the amount of improperly used grant funds, regardless  
7 of whether the funds being withheld by City were improperly used.

8 J. City reserves the right to review and request copies of all  
9 documentation related, directly or indirectly, to the program funded by this  
10 Subcontract, including by way of example but not limited to, case files, program files,  
11 policies and procedures.

12 K. If Organization spends Seven Hundred Fifty Thousand Dollars  
13 (\$750,000) or more in Federal grant funds in an Operational Year, then Organization  
14 shall submit an audit report to City in accordance with OMB Super Circular no later  
15 than thirty (30) days after receipt of the audit report from Organization's auditor or  
16 no later than nine (9) months after the end of the Operational Year, whichever is  
17 earlier. If Organization spends less than Seven Hundred Fifty Thousand Dollars  
18 (\$750,000) in Federal grant funds in an Operational Year, submission of the audited  
19 financial statement is required.

20 5. ORGANIZATION'S OBLIGATIONS.

21 A. Organization will maintain the confidentiality of records  
22 pertaining to any individual or family that was provided services through the project.

23 B. Organization, its officers, and employees are not debarred or  
24 suspended from doing business with the Federal Government.

25 C. Organization will provide information, such as data and reports,  
26 as required by HHS.

27 6. ANTI-DISCRIMINATION.

28 A. In the performance of this Subcontract, Organization shall not

1 discriminate against any employee, applicant for employment or service, or  
2 subcontractor because of race, color, religion, national origin, sex, sexual  
3 orientation, AIDS, HIV status, age, disability or handicap. Organization shall take  
4 affirmative action to assure that applicants are employed or served, and that  
5 employees and applicants are treated during employment or services without regard  
6 to these categories. Such action shall include but not be limited to the following:  
7 employment, upgrading, demotion or transfer; recruitment or recruitment  
8 advertising; lay-off or termination; rates of pay or other forms of compensation; and  
9 selection for training, including apprenticeship.

10 B. Organization shall permit access by City or any other agency  
11 of HHS, state or federal governments to Organization's records of employment,  
12 employment advertisements, application forms and other pertinent data and records  
13 for the purpose of investigation to ascertain compliance with the fair employment  
14 practices provisions of this Subcontract.

15 7. INDEPENDENT SUBCONTRACTOR.

16 A. In performing services hereunder, Organization is and shall act  
17 as an independent subcontractor and not as an employee, representative, or agent  
18 of City. Organization's obligations to and authority from the City are solely as  
19 prescribed herein. Organization expressly warrants that it will not, at any time, hold  
20 itself out or represent that Organization or any of its agents, volunteers, subscribers,  
21 members, officers or employees are in any manner officials, employees or agents  
22 of City. Organization shall not have any authority to bind City for any purpose.

23 B. Organization acknowledges and agrees that a) City will not  
24 withhold taxes of any kind from Organization's compensation, b) City will not secure  
25 workers' compensation or pay unemployment insurance to, for or on Organization's  
26 behalf, and c) City will not provide and Organization and Organization's employees  
27 are not entitled to any of the usual and customary rights, benefits or privileges of  
28 City employees.

1           8.     NON-ASSIGNMENT. This Subcontract contemplates the personal  
2 services of Organization and Organization's employees. Organization shall not delegate  
3 its duties or assign its rights hereunder, or any interest herein or any portion hereof, without  
4 the prior written consent of City which the City may withhold in its discretion. Any attempted  
5 assignment or delegation shall be void, and any assignee or delegate shall acquire no right  
6 or interest by reason of such attempted assignment or delegation.

7           9.     THIRD PARTY BENEFICIARY.

8           A.     City and Organization understand and agree that this  
9 Subcontract is entered into for the benefit of HHS, and that HHS is hereby expressly  
10 made a third party beneficiary of this Subcontract.

11           B.     Notwithstanding any other provision of this Subcontract, HHS  
12 does not intend for Organization to acquire any rights as a third party beneficiary of  
13 Notice of Award.

14           10.    INDEMNIFICATION.

15           A.     Organization shall indemnify, protect and hold harmless City,  
16 its Boards, Commissions, and their officials, employees and agents ("Indemnified  
17 Parties"), from and against any and all liability, claims, demands, damage, loss,  
18 obligations, causes of action, proceedings, awards, fines, judgments, penalties,  
19 costs and expenses, arising or alleged to have arisen, in whole or in part, out of or  
20 in connection with (1) Organization's breach or failure to comply with any of its  
21 obligations contained in this Agreement, or (2) negligent or willful acts, errors,  
22 omissions or misrepresentations committed by Organization, its officers,  
23 employees, agents, subcontractors, or anyone under Organization's control, in the  
24 performance of work or services under this Agreement (collectively "Claims" or  
25 individually "Claim").

26           B.     In addition to Organization's duty to indemnify, Organization  
27 shall have a separate and wholly independent duty to defend Indemnified Parties at  
28 Organization's expense by legal counsel approved by City, from and against all

1 Claims, and shall continue this defense until the Claims are resolved, whether by  
2 settlement, judgment or otherwise. No finding or judgment of negligence, fault,  
3 breach, or the like on the part of Organization shall be required for the duty to defend  
4 to arise. City shall notify Organization of any Claim, shall tender the defense of the  
5 Claim to Organization, and shall assist Organization, as may be reasonably  
6 requested, in the defense.

7 C. The provisions of this Section shall survive the expiration or  
8 termination of this Subcontract.

9 11. INSURANCE.

10 A. Without limiting Organization's indemnification of HHS, and  
11 during the term of this Subcontract, Organization shall provide and maintain at its  
12 own expense the following programs of insurance against claims for injuries to  
13 persons or damage to property that may arise from or in connection with the  
14 performance of this Contract by Organization, its agents, representatives,  
15 employees, volunteers or subcontractors. Such programs and evidence of  
16 insurance shall be satisfactory to HHS and the City, and shall be primary to, and not  
17 contributing with, any other insurance maintained by HHS.

18 i. Commercial general liability insurance (equivalent in  
19 scope to ISO form CG 00 01 11 85 or CG 00 01 1093) in an amount not less  
20 than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars  
21 (\$2,000,000) general aggregate. Such coverage shall include but not be  
22 limited to broad form contractual liability, cross-liability, independent  
23 contractors liability, and products and completed operations liability. Such  
24 insurance shall neither exclude claims of sexual abuse or misconduct nor  
25 include a sublimit lesser than the per claim limit for claims of sexual abuse or  
26 misconduct. The City, its Boards and Commission, and their officials,  
27 employees and agents shall be named as additional insureds by  
28 endorsement (on the City's endorsement form or on an endorsement



1 equivalent in scope to ISO form CG 20 26 11 85), and this insurance shall  
2 contain no special limitations on the scope of protection given to the City, its  
3 Boards and Commission, and their officials, employees and agents.

4 ii. Workers' Compensation insurance as required by the  
5 California Labor Code.

6 iii. Employer's liability insurance in an amount not less than  
7 One Million Dollars (\$1,000,000) per claim.

8 iv. Professional liability or errors and omissions insurance  
9 in an amount not less than One Million Dollars (\$1,000,000) per claim.

10 v. Commercial automobile liability insurance (equivalent in  
11 scope to ISO form CA 00 01 06 92), covering Auto Symbol 1 (Any Auto) in  
12 an amount not less than Five Hundred Thousand Dollars (\$500,000)  
13 combined single limit per accident.

14 If delivering services to minors, seniors, or persons with disabilities,  
15 Organization's Commercial General Liability insurance shall not exclude coverage  
16 for abuse and molestation. If Organization is unable to provide abuse and  
17 molestation coverage, it can request a waiver of this coverage from the City. The  
18 City's Risk Manager will consider waiving the requirement if Organization can  
19 demonstrate to the satisfaction of the City's Risk Manager that Organization has no  
20 exposure, that the coverage is unavailable, or that the coverage is unaffordable. If  
21 a request for a waiver is desired, Organization must submit a signed document on  
22 Organization's letterhead to the Director of the City's Department of Health and  
23 Human Services, who will forward it to the City's Risk Manager, providing reasons  
24 why the insurance coverage should be waived. Waivers will be considered on a  
25 case by case basis.

26 B. Any self-insurance program, self-insured retention, or  
27 deductible must be separately approved in writing by the City's Risk Manager or  
28 his/her designee and shall protect the City, its Boards and Commission, and their

1 officials, employees and agents in the same manner and to the same extent as they  
2 would have been protected had the policy or policies not contained retention or  
3 deductible provisions. Each insurance policy shall be endorsed to state that  
4 coverage shall not be reduced, non-renewed, or canceled except after thirty (30)  
5 days prior written notice to the City, and shall be primary and not contributing to any  
6 other insurance or self-insurance maintained by the City. Organization shall notify  
7 the City in writing within five (5) days after any insurance required herein has been  
8 voided by the insurer or cancelled by the insured.

9 C. Organization shall require that all contractors and  
10 subcontractors that Organization uses in the performance of services under this  
11 Contract maintain insurance in compliance with this Section unless otherwise  
12 agreed in writing by the City's Risk Manager or his/her designee.

13 D. Prior to the start of performance, Organization shall deliver to  
14 the City certificates of insurance and required endorsements for approval as to  
15 sufficiency and form. The certificate and endorsements for each insurance policy  
16 shall contain the original signature of a person authorized by that insurer to bind  
17 coverage on its behalf. In addition, Organization, shall, within thirty (30) days prior  
18 to expiration of this insurance, furnish to the City certificates of insurance and  
19 endorsements evidencing renewal of the insurance. The City reserves the right to  
20 require complete certified copies of all policies of Organization and Organization's  
21 contractors and subcontractors, at any time. Organization shall make available to  
22 the City's Risk Manager or his/her designee during normal business hours all books,  
23 records and other information relating to the insurance coverage required herein.

24 E. Any modification or waiver of these insurance requirements  
25 shall only be made with the approval of the City's Risk Manager or his/her designee.  
26 Not more frequently than once a year, the City's Risk Manager or his/her designee  
27 may require that Organization, Organization's contractors and subcontractors  
28 change the amount, scope or types of coverages if, in his or her sole opinion, the

1 amount, scope, or types of coverages herein are not adequate.

2 F. The procuring or existence of insurance shall not be construed  
3 or deemed as a limitation on liability relating to Organization's performance or as full  
4 performance of or compliance with the indemnification provisions of this Contract

5 12. HIPAA BUSINESS ASSOCIATE AGREEMENT. The Health  
6 Insurance Portability and Accountability Act of 1996, as amended ("HIPAA") is applicable  
7 to the services under this Subcontract, and Organization shall execute and deliver City's  
8 standard Business Associate Agreement as required by HIPAA.

9 13. HHS REPORTS. City shall facilitate the submission of all reports  
10 required by HHS based on information submitted by Organization to City. City shall act as  
11 the primary contact for Organization to HHS for services provided under this Subcontract.  
12 City shall facilitate directly to HHS the submission of any information related to all financial  
13 and programmatic matters in this Subcontract, including but not limited to reimbursements  
14 of grant funds, requests for changes to Organization's budget, requests for changes to  
15 Organization's application for grant funds and requests for changes to Organization's  
16 Technical Submission.

17 14. NOTICES. All notices given hereunder this Subcontract shall be in  
18 writing and personally delivered or deposited in the U.S. Postal Services, certified mail,  
19 return receipt requested, to City at 2525 Grand Avenue, Long Beach, California 90815 Attn:  
20 \_\_\_\_\_, and to Organization at the address first stated above. Notice shall be  
21 deemed given on the date personal delivery is made or the date shown on the return  
22 receipt, whichever is earlier. Notice of change of address shall be given in the same  
23 manner as stated for other notices.

24 15. MISCELLANEOUS.

25 A. The City Manager or designee is authorized to administer this  
26 Subcontract and all related matters, and any decision of the City Manager or  
27 designee in connection herewith shall be final.

28 B. Organization shall have the right to terminate this Subcontract

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at any time for any reason by giving thirty (30) days' prior notice of termination to City, and City shall have the right to terminate all or any part of this Subcontract at any time for any reason or no reason by giving thirty (30) days' prior notice to Organization. If either party terminates this Subcontract, all funds held by Organization under this Subcontract which have not been spent on the date of termination shall be returned to City.

C. This document constitutes the entire understanding of the parties and supersedes all other agreements, oral or written, with respect to the subject matter herein. This Subcontract shall not be amended, nor any provision or breach hereof waived, except in writing by the parties which expressly refers to this Subcontract.

D. This Subcontract shall be governed by and construed pursuant to the laws of the State of California.

E. This Subcontract including all exhibits shall not be amended, nor any provision or breach hereof waived, unless in writing signed by the parties which expressly refers to this Subcontract.

F. In the event of any conflict or ambiguity between this Subcontract and an exhibit, the provisions of this Subcontract shall govern.

G. The acceptance of any service or payment of any money by City shall not operate as a waiver of any provision of this Subcontract, or of any right to damages or indemnity stated herein. The waiver of any breach of this Subcontract shall not constitute a waiver of any other or subsequent breach of this Subcontract.

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IN WITNESS WHEREOF, the parties hereto have caused this document to be duly executed with all formalities required by law as of the date first stated above.

INTERVAL HOUSE, a California nonprofit corporation

April 3, 2017

By Carol Williams  
Name CAROL WILLIAMS  
Title EXECUTIVE DIRECTOR

\_\_\_\_\_, 2017

By \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_

"Organization"

CITY OF LONG BEACH, a municipal corporation

April 13, 2017

By T. Hill  
City Manager  
Assistant City Manager  
"City"

EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER.

This Subcontract is approved as to form on 4/12, 2017.

CHARLES PARKIN, City Attorney

By [Signature]  
Deputy

OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Lana Beach, CA 90802-4664

## 2016- 2017 Scope of Work Life Coaching Fundamentals of Fatherhood Project (LCFFP)

### Interval House

#### **Project Partner Contact Information**

Interval House

6615 E. Pacific Coast Hwy, #170

Long Beach, CA 90803

Phone: 562.594.9492; Fax: 562.596.3370

#### **LCFFP Project Goals**

**Goal 1** Build program capacity and community awareness by establishing a networked fatherhood response in the City of Long Beach.

**Goal 2** Strengthen and sustain stable economic and healthy environments for children by developing and enhancing fathers' positive, involved, nurturing and authoritative parenting and co-parenting skills, as well as the job and career readiness and employment of these fathers

**Goal 3** Conduct performance measure/ continuous quality assurance practices to assess and realign LCFFP project processes.

#### **Interval House Staff Positions for LCFFP Project**

- IPV Educators
- Director of Programs

#### **2016-2017 Objectives:**

##### **Obj. 1: Complete Intimate Partner Violence (IPV) Protocols for LCFFP**

**Activity 1:** Interval House will complete IPV Project Protocols with LCFFP partners by May 2017

**Activity 2:** Interval House will provide training on IPV Protocols to all project staff and partners by June 2017

##### **Obj. 2: Facilitate two-session Intimate Partner Violence (IPV) workshops for 15 LCFFP cohorts by September 29, 2017.**

**Activity 1:** Interval House will facilitate two-week IPV sessions for up to 10 LCFFP cohorts by September 29, 2017.

**Activity 2:** Interval House will provide up to 5 IPV 2 hour workshops for LCFFP participants tailored based on CQI recommendations.

##### **Obj. 3: Attend Project/Program Meetings**

**Activity 1:** Staff will participate in monthly project partner meetings.

**Activity 2:** Staff will participate in monthly Continuous Quality Improvement (CQI) meetings.

**Activity 3:** Staff will participate in all required program trainings.

##### **Obj. 4: Monitoring and Reporting**

**Activity 1:** Staff will collect data, as required by grantor and for CQI purposes.

**Activity 2:** Staff will provide quarterly reports on program activities for Project reports.

##### **Obj 5: Billing/Invoicing**

**Activity 1:** Interval House will invoice on a monthly basis as required by LBDHHS.

**Activity 2:** Interval House will provide support documentation for invoicing purposes.

# Attachment A: Scope of Work

## 2016- 2017 Scope of Work Life Coaching Fundamentals of Fatherhood Project (LCFFP) Interval House

### **Project Partner Contact Information**

Interval House  
6615 E. Pacific Coast Hwy, #170  
Long Beach, CA 90803  
Phone: 562.594.9492; Fax: 562.596.3370

### **LCFFP Project Goals**

<b>Goal 1</b> Build program capacity and community awareness by establishing a networked fatherhood response in the City of Long Beach.
<b>Goal 2</b> Strengthen and sustain stable economic and healthy environments for children by developing and enhancing fathers' positive, involved, nurturing and authoritative parenting and co-parenting skills, as well as the job and career readiness and employment of these fathers
<b>Goal 3</b> Conduct performance measure/ continuous quality assurance practices to assess and realign LCFFP project processes.

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**Activity 3:** Staff will participate in all required program trainings.

#### **Obj. 4: Monitoring and Reporting**

**Activity 1:** Staff will collect data, as required by grantor and for CQI purposes.

**Activity 2:** Staff will provide quarterly reports on program activities for Project reports.

#### **Obj 5: Billing/Invoicing**

# Attachment A: Scope of Work

**Activity 1:** Interval House will invoice on a monthly basis as required by LBDHHS.

**Activity 2:** Interval House will provide support documentation for invoicing purposes.

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CITY CLERK  
LONG BEACH, CA  
17 APR 19 PM 4: 36



## Attachment B: Budget

Interval House Life Coaching and the Fundamentals of Fatherhood Project - Year 2 Subcontractor Budget		
1. Agency Name:	Interval House	
2. Agency Address:	6615 E. Pacific Coast Hwy #170, Long Beach, CA 90803	
3. Operational Period :	3/1/2017	to 9/30/2017
<b>Item</b>		
		<b>Budget</b>
<b>PERSONNEL COST</b>		
	<b>FTE</b>	
1. Director of Programs	0.10	6,417
2. DV Advocate (March - June 2017)	0.10	3,500
DV Advocate (July - September 2017)	0.40	10,500
3. Fringe Benefits @ 11.31%		2,309
<b>TOTAL PERSONNEL COST</b>		<b>22,726</b>
<b>OPERATING COST</b>		
1. Program Materials and Supplies		-
<b>TOTAL OPERATING COST</b>		<b>-</b>
<b>INDIRECT COST</b>		
1. 10% of Total Direct Costs		2,273
<b>TOTAL INDIRECT COST</b>		<b>2,273</b>
<b>TOTAL BUDGET</b>		<b>24,999</b>