

29390



AMENDMENT NUMBER ELEVEN

TO

**FAMILY PRESERVATION PROGRAM CONTRACT
CFDA #93.556**

CONTRACT NUMBER 05-028-5

WITH

CITY OF LONG BEACH

**AMENDMENT NUMBER Eleven
TO FAMILY PRESERVATION PROGRAM CONTRACT
CONTRACT NUMBER 05-028-5**

This Amendment Number Eleven ("Amendment") to the Family Preservation (FP) Program Contract, ("Contract") adopted by the Board of Supervisors on August 16, 2005, is made and entered into by and between County of Los Angeles, ("COUNTY"), and City of Long Beach, ("CONTRACTOR"), this 22 day of May, 2015.

WHEREAS, COUNTY and CONTRACTOR are parties to the Contract and CONTRACTOR has been providing FP services to the COUNTY;

WHEREAS, Title IV-E and AB 2994 Child Abuse and Neglect Prevention, Intervention and Treatment (CAPIT) funds are available to increase the Contract budget commensurate with an increase in Up-front Assessments (UFA), Team Decision Making (TDM), Alternative Response Services (ARS), and FP services;

WHEREAS, on June 26, 2007, the Board of Supervisors approved the Department of Children and Family Services' (DCFS) plan to pilot UFA, TDM and ARS services at its Compton office through its FP Contractors;

WHEREAS, on February 3, 2009, the Board of Supervisors approved DCFS' request to amend the FP Contracts to add UFA, TDM and ARS services;

WHEREAS, on June 26, 2012, the Board of Supervisors approved DCFS' request to amend the FP Contracts to add Intensive Family Preservation (IFP) services as funded through Title IV-E;

WHEREAS, on December 3, 2013, the Board of Supervisors delegated authority to the Director of DCFS to extend and execute Contract amendments on a month-to-month basis beyond June 30, 2014, in the event new Contracts were not in place;

WHEREAS, on January 29, 2014, the California Department of Social Services approved the COUNTY's request to further extend the term of the existing Contracts for an additional six-month period from July 1, 2014 through December 31, 2014, with an additional six-month extension to be exercised at the COUNTY's option, in order to complete a solicitation for new Contracts under the Safe Children and Strong Families program;

WHEREAS, on November 18, 2014, the Board of Supervisors approved the extension of Family Preservation services for an additional 18-month period from January 1, 2015 through June 30, 2016;

WHEREAS, on March 12, 2015, the California Department of Social Services approved the COUNTY's request to extend the current Contracts through June 30, 2016

in order for the COUNTY to complete a solicitation for new Contracts under the Safe Children and Strong Families program;

WHEREAS, a ten percent (10%) increase to the Maximum Annual Contract amount is necessitated due to an increase in service need for the period of July 1, 2014 through June 30, 2015;

WHEREAS, this Amendment is prepared pursuant to the provisions set forth in Section 8.0, STANDARD TERMS AND CONDITIONS, Change Notice and Amendments; and

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

1. **Section 5.0 CONTRACT SUM**, Sub-section 5.3 is amended to read as follows:

- 5.3 The total amount payable under this Contract is **\$5,810,554** hereinafter referred to as "Maximum Contract Sum." The maximum amount payable under this Contract for each of the Contract years shall not exceed \$500,000 for FY 2005-06, and \$500,000 for FY 2006-07, and \$500,000 for FY 2007-08, and \$484,792 for FY 2008-09, and \$544,356 for FY 2009-10, and \$538,045 for FY 2010-11, and \$538,045 for FY 2011-12, and \$538,045 for FY 2012-13, and \$551,582 for FY 2013-14, and **\$584,408** for FY 2014-15, and \$531,281 for FY 2015-16 hereinafter referred to as "Maximum Annual Contract Sum" to provide the required FP services in the Lakewood DCFS office that the CONTRACTOR shall serve.

2. **Exhibit B-11**, Supplemental Budget for July 1, 2014 through June 30, 2015 is attached hereto and made part of Exhibit B, Program Budget.

3. **STATEMENT OF WORK, TRANSFER OF CASE RECORDS**, Sub-sections 1.7.1 and 1.7.2 are added to read as follows:

- 1.7.1 Prior to Contract termination or non-renewal of Contract, CONTRACTORS shall, at no additional cost to COUNTY, cooperate in transitioning active cases which are transferring to new CONTRACTORS, including providing all original case files and electronic records. CONTRACTOR shall keep copies of all transferred cases for their own records. The transitional plan shall be made in consultation with the COUNTY Program Manager at least one month in advance of the Contract termination or as soon as possible in the event of non-renewal.

1.7.2 At the start of a new Contract, CONTRACTOR shall accept transitioned cases from prior CONTRACTORS. The new CONTRACTOR shall submit a plan of coverage to the CPM for the transitioned cases within 30 days of the start of the new Contract or within 30 days of receipt of transitioned cases from the prior CONTRACTOR. The plan of coverage shall include (1) telephonic contact with the family within three weeks of the 30 day transitional period, (2) a face-to-face contact with the family within five business days from the telephonic contact, and (3) an initial case plan for the family within 30 days from the initial face-to-face contact with the family.

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

**AMENDMENT NUMBER ELEVEN
TO FAMILY PRESERVATION PROGRAM CONTRACT
CONTRACT NUMBER 05-028-5**

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number Eleven to be subscribed on its behalf by the Director of the Department of Children and Family Services and the CONTRACTOR has caused this Amendment Number Eleven to be subscribed on its behalf by its duly authorized officer(s) as of the day, month and year 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 Contract.

COUNTY OF LOS ANGELES



PHILIP L. BROWNING, Director
Department of Children and Family
Services

City of Long Beach
CONTRACTOR

By _____

Name Patrick H. West

Title City Manager


By _____

Name _____

Title _____

Tax Identification Number

APPROVED AS TO FORM
5/4 20 15

CHARLES PARKIN, City Attorney
By _____
LINDA T. VU
DEPUTY CITY ATTORNEY

APPROVED AS TO FORM:

BY THE OFFICE OF COUNTY COUNSEL
MARK J. SALADINO, COUNTY COUNSEL

BY _____
David Beaudet, Senior Deputy County Counsel

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Los Angeles

On May 6, 2015 before me, Beverly G. Nieves, Notary Public
(insert name and title of the officer)

personally appeared Patrick H. West,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is are
subscribed to the within instrument and acknowledged to me that he/~~she~~/they executed the same in
his/~~her~~/their authorized capacity(ies), and that by his/~~her~~/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Beverly Gail Nieves (Seal)

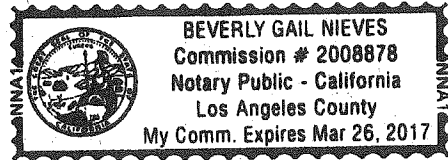


EXHIBIT B

BUDGET REVISION (July 2014 - June 2015 FY 14-15)

For

FAMILY PRESERVATION - DCFS OFFICE: LAKEWOOD

(PROGRAM NAME)

AGENCY NAME: City of Long Beach, Department of Health and Human Services

CONTRACT #: 05-028-5

ITEM	1			2			3 = (1+2)		
	FY 14-15 Allocation (July 2014-June 2015)	10% Increased Amount		FY 14-15 Maximum Annual Contract Sum (July 2014-June 2015)			FY 14-15 Maximum Annual Contract Sum (July 2014-June 2015)		
PROGRAM EXPENSES									
I. DIRECT COST:									
A. Salaries and Employee Benefits	\$ 445,635	\$ 48,298	\$ -	\$ 493,933			\$ 493,933		✓
B. Facility Rent/Lease	\$ -	\$ -	\$ -	\$ -			\$ -		
C. Equipment and/or Other Assets Leases	\$ 3,000	\$ -	\$ -	\$ 3,000			\$ 3,000		✓
D. Services and Supplies	\$ 45,832	\$ -	\$ -	\$ 45,832			\$ 45,832		✓
E. Other	\$ -	\$ -	\$ -	\$ -			\$ -		
II. ADMINISTRATIVE AND INDIRECT COST: (Max 10% of Max Annual Contract Sum)									
A. Administrative Overhead	\$ 36,814	\$ 4,830	\$ -	\$ 41,644			\$ 41,644		✓
B. Other	\$ -	\$ -	\$ -	\$ -			\$ -		
TOTAL GROSS COST OF PROGRAM	\$ 531,281	\$ 53,128	\$ -	\$ 584,409			\$ 584,409		
INCOME/REVENUE									
A. Projected County Allocation	\$ 531,281	\$ 53,128	\$ -	\$ 584,409			\$ 584,409		
B. Private Funding, Other Revenue, &/or In-Kind	\$ -	\$ -	\$ -	\$ -			\$ -		
TOTAL INCOME/REVENUE	\$ 531,281	\$ 53,128	\$ -	\$ 584,409			\$ 584,409		✓

ATTACHMENTS: Budget Justification Narrative and Line Item Budget for FY 14-15

Special Funding
Red

ATTACHMENT TO EXHIBIT B
LINE ITEM BUDGET (July 1, 2014 - June 30, 2015)
For

FAMILY PRESERVATION - DCFS OFFICE: LAKEWOOD (Contract #: 05-028-5)
Agency Name: City of Long Beach, Department of Health and Human Services

ITEM	FY 14-15 Allocation (July 2014-June 2015)	10% Increased Amount	FY 14-15 Maximum Annual Contract Sum (July 2014-June
PROGRAM EXPENSES			
I. DIRECT COST:			
A. Salaries and Employee Benefits			
Project Manager (FTE: 0.65) \$6,967 x 6 x 65% =	54,345	-	54,345
Clinical Director (FTE: 0.40) \$6,029 x 6 x 40% =	28,943	-	28,943
Resource Coordinator (FTE: 0.70) \$5,454 x 6 x 70% =	45,813	-	45,813
In-Home Outreach Counselors (FTE: 2.95) \$3,703 x 12 x 295% =	99,648	31,775	131,423
In-Home Outreach Counselors (FTE: 1.00) \$3,740 x 6 x 100% =	44,880	-	44,880
T&D/SARM Associate (FTE: 0.00) \$3,563 x 6 x 0% =	-	-	-
Front Office Coordinator / Program Support (FTE: 0.10) \$3,597 x 6 x	4,317	-	4,317
Clerical Support (FTE: 0.35) \$3,361 x 6 x 35% =	9,957	-	9,957
Anger Management Facilitator (FTE: 0.10) \$3,466 x 6 x 10% =	-	-	-
Budget Analyst (FTE: 0.08) \$5,519 x 6 x 8% =	5,299	-	5,299
Total Salaries	293,201	31,775	324,976
Employee Benefits @ 52% =	152,434	16,523	168,957
Total Salaries and Employee Benefits	445,635	48,298	493,933 ✓
B. Facility Rent/Lease	-	-	-
C. Equipment and/or Other Assets Leases	-	-	-
Photocopy Machine 1 copier @ \$250.00 x 6 =	3,000	-	3,000
Computer Information Service	-	-	-
Total Equipment and/or Other Assets Leases	3,000	-	3,000 ✓
D. Services and Supplies	-	-	-
Intern Stipend	-	-	-
Contractor: Community Outreach Consultant	-	-	-
Subcontracting Agency: Joint Efforts	-	-	-
Subcontracting Agency: Parents Anonymous \$4,417 x 6 =	43,000	-	43,000
Subcontracting Agency: Masada Homes	-	-	-
Subcontracting Agency: Boys & Girls Club	-	-	-
Contractor: Up Front Accessors	-	-	-
Transportation	-	-	-
Mileage	-	-	-
Hotel Vouchers	-	-	-
Printing	-	-	-
Utilities	-	-	-
Office Supplies \$70 a month x 6 months =	832	-	832
Telephone Usage	-	-	-
Answering Service	-	-	-
Postage	-	-	-
Security	-	-	-
Facility Maintenance \$167 a month x 6 months =	2,000	-	2,000
Discretionary Services/Items	-	-	-
Total Services and Supplies	45,832	-	45,832 ✓
E. Other	-	-	-
II. ADMINISTRATIVE AND INDIRECT COST: (Max. 10% OF Max. Annual Contract Sum)			
A. Administrative Overhead @ 7.1% (rounded)	36,814	4,830	41,644
B. Other	-	-	-
TOTAL GROSS COST OF PROGRAM	531,281	53,128	584,409
INCOME/REVENUE			
A. Projected County Allocation	531,281	53,128	584,409
B. Private Funding, Other Revenue, &/or In-Kind Match	-	-	-
TOTAL INCOME/REVENUE	531,281	53,128	584,409

**ATTACHMENT
BUDGET JUSTIFICATION NARRATIVE
Augmentation
(JULY 1, 2014 – JUNE, 30 2015)
For FAMILY PRESERVATION
CONTRACT #05-028-5**

Agency Name: City of Long Beach, Department of Health and Human Service

I. Direct Cost

A. Salaries and Employee Benefits: \$493,933.00

Salaries: \$324,976.00

Project Manager: One full-time employee working 65% of time on project.
 $\$6,967.00/\text{mo} \times 12 \text{ mo} \times 0.65 \text{ FTE} = \$ 54,345.00$

The Project Manager (0.65 FTE) provides administrative, fiscal and programmatic oversight for all aspects of the Family Preservation Program. Duties include: planning, implementation and coordination of FP services; development of policies and procedures; recruitment, trainings and evaluation of staff; coordination of Network and Community Advisory Council; oversight of program evaluation and quality assurance activities, serving as a liaison with DCFS, Probation, and the SPA 8 Collaborative; oversight of billing and fiscal compliance; and development and monitoring of subcontracts.

Clinical Director: One full-time employee working 40% of time on project.
 $\$6029.00/\text{mo} \times 12 \text{ mo} \times 0.40 \text{ FTE} = \$28,943.00$

The Clinical Director (0.40 FTE) oversees all clinical aspects of the Family Preservation Program and maintains current licensure as Licensed Clinical Social Worker. Duties include: providing clinical supervision to IN-Home Outreach Counselors, T&D/SARM staff and MSW/BSW Interns; chairing and facilitating Multidisciplinary Case Planning Conferences; developing and providing clinical in-service trainings; oversight and maintenance of program documentation and reporting systems; and developing and implementing the quality assurance plan.

Resource Coordinator:

A Resource Coordinator ($\$5,454.00/\text{mo} \times 12\text{mo} \times 0.70 \text{ FTE} = \$45,813.00$) is responsible to explore and research community resources and provide information to staff in order to streamline client referrals. In addition, the resource coordinator coordinates and maintains documentation for items

provided to clients and coordinates mandated MCPC schedules for Family Preservation program.

In-Home Outreach Counselor: 2.95 employees on the project at \$3,703.00/mo x 12 mo x 2.95 FTE = \$131,423.00 (\$44,444.04/FTE/year)

The IHOCs provide core services to Family Preservation clients including case management, counseling, child safety monitoring, and linkages to Supplementary and community services. Duties include: providing weekly in-home outreach counseling visits and case management services to assigned Alternative Response and Family Preservation cases; assessing needs and linking clients to community services; participating in MCPC meetings and contributing to the development and monitoring of a service plan; maintaining case records and reporting documentation; serving as a liaison and advocate for clients; and providing crisis intervention services as needed.

In-Home Outreach Counselor: One full-time employees on the project at \$3,740.00/mo x 12mo x 1.00 FTE = \$44,880.00

The IHOCs provide core services to Family Preservation clients including case management, counseling, child safety monitoring, and linkages to Supplementary and community services. Duties include: providing weekly in-home outreach counseling visits and case management services to assigned Alternative Response and Family Preservation cases; assessing needs and linking clients to community services; participating in MCPC meetings and contributing to the development and monitoring of a service plan; maintaining case records and reporting documentation; serving as a liaison and advocate for clients; and providing crisis intervention services as needed.

Front Office Coordinator and Program Support Associate: One full-time employee working 10% on the project. \$3597.00/mo x 12 mo x 0.10 FTE = \$4,317.00

The Billing and Program Support Associate maintains systems for fiscal/financial billing and tracking of program services. Duties include: receiving case referrals from DCFS and Probation; coordinating referrals to subcontractors and collaborative agencies; maintaining the case tracking system and service summary logs, entering data into the DCFS billing system and submitting monthly invoices; receiving, reviewing and reconciling invoices from subcontractors and preparing for payment.

Clerical Support: One full time employee working 35% of the time on the project. \$3,361.00/mo x 12 mo x 0.35 FTE = \$9,957.00

The Front Office Coordinator serves as front desk receptionist and provides administrative support to Family Preservation Program staff. Duties include: greeting clients, visitors and answering telephones; coordinating client transportation requests, creating and revising forms, fliers and other documents; ordering and maintaining supplies; performing filing, photocopying and faxing, reviewing case files as part of the quality assurance plan and entering data into the USC Achieve Database.

Budget Analyst:

The Budget Analyst (\$5,519.00/mo x 12 mo x 0.08 FTE = \$5,299.00) administers the overall financial component of the project. Duties include: compiling, organizing and reporting financial data as required by the project and internal organizational procedures; submitting Monthly Cost Reports, Cost allocation Plans, and the FP-10; tracking daily expenditures, ensuring budget compliance, and initiating cost transfers where appropriate; balancing monthly and fiscal periods; managing personnel requisitions, and monitoring technology issues.

Employee Benefits: \$168,957.00

Employee Benefits are charged by the city to each employee working on the project at a total rate 52% of salaries.

B. Facility Rent/Lease: \$0.00

The project is located in a space owned by the City of Long Beach. No rent or lease will be charged to the project.

C. Equipment and/or Other Assets Leases: \$3,000.00

Photocopy Machines

1 copier/ fax/ scanner leased and maintained @ \$250.00/mo x 12 mo = \$3,000.00

The project will utilize one leased photocopy machine and will cover \$500.00 /mo of the lease/maintenance agreement cost. Photocopier/fax/scanner will be used to duplicate case documentation forms, tracking logs, correspondence, schedules, memoranda, MCPC packets, sign-in sheets, fliers, reports and other documents. Will use fax and scanner to transmit documents to DCFS, Probation, Collaborative partners and community agencies.

D. Services and Supplies: \$45,832.00

Subcontracting Agency: Parents Anonymous Inc.: \$4,417/mo x 12 mo = \$43,000.00

Parents Anonymous Inc. has served as a member of the LBDHHS Community Family Preservation Network since 2001. Under this proposal, the agency will continue to provide ongoing, on-site 12- week Parenting Training/Anger Management Programs in both English and Spanish. Each class provides two hours of instruction per week with a standards-based curriculum developed in partnership with Parents Anonymous Parent Leaders. While parents are attending parenting training, their infants, children and adolescents will participate in child-focused activities through Parents Anonymous Children's Program. Parents Anonymous Inc. will also provide ongoing telephone response, referrals and support for parents and professionals seeking information about these services.

IHOC services will include In-Home Outreach counseling, Multidisciplinary Case Planning committee, Child Follow-up visits under the clinical supervision of COLB FP program.

Parents Anonymous will provide master's level profession IHOC and be reimbursed the \$945.00 base rate per case per month, and is estimated to serve a caseload of approximately 8-10 cases at a time.

Office Supplies: 70.00 (\$70/mo x 12 mo) = \$832.00

Funds will be used to purchase office supplies to effectively operate the project, including items such as printer ink cartridges, photocopier toner, copy paper, colored paper for fliers, case files, clip boards, file cabinets, folders, pens and pencils, hard drives, certificate paper, three-ring binders, ect. for the program.

Facility Maintenance: \$167/mo x 12 mo = \$2,000.00

The cost for minor repairs and other maintenance for the facility.

II. Administrative and Indirect Cost: \$41,644.00

A. Administrative Overhead: \$41,644.00

An administrative overhead and indirect cost is charged at a maximum of 10.0% of the contract amount. The requested amount is \$41,644.00 or 7.12% of the contract amount to cover the cost of overhead and other indirect cost related to program operations.