



PHILIP L. BROWNING
Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

March 01, 2016

12

March 1, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

LORI GLASGOW
EXECUTIVE OFFICER

Dear Supervisors:

REQUEST APPROVAL OF AMENDMENT NUMBER TWO TO THE TRANSITIONAL HOUSING FOR TRANSITION AGE YOUTH (INDEPENDENT LIVING PROGRAM) SERVICES CONTRACT WITH THE LOS ANGELES HOMELESS SERVICES AUTHORITY (ALL DISTRICTS) (3 VOTES)

SUBJECT

The Department of Children and Family Services (DCFS) requests the Board's approval to amend the Transitional Housing for Transition Age Youth (Independent Living Program) Services contract with the Los Angeles Homeless Services Authority (LAHSA), effective July 1, 2016, through June 30, 2017. The contract is being amended to extend the term and to increase the Maximum Contract Sum by 43 percent (\$861,180) to incorporate transitional housing for youth with mental health diagnoses.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of DCFS, or his designee, to execute Amendment Number Two (Attachment I) to the Transitional Housing for Transitional Age Youth (Independent Living Program) Services contract with LAHSA. The amendment will extend the contract effective July 1, 2016, through June 30, 2017, and increase the Maximum Annual Contract Sum by \$861,180 to facilitate services that include basic life skills training, resources and referrals, up to 36 months of housing and specified services for an additional 50 Transitional Age Youth (TAY) with mental health diagnoses. This is the second and final option to extend the contract. The estimated cost for the extension and amendment is \$2,871,556 and financed using 55 percent (\$1,579,356) Federal revenue, 45 percent (\$1,292,200) State revenue, and no net County cost. Funding has been included in the Department's FY 2016-2017 Budget Request.

2. Delegate authority to the Director of DCFS, or his designee, to execute amendments to extend the contract on a month-to-month basis in the event an extension is necessary to complete the solicitation process for a new contract. Approval from County Counsel will be obtained prior to executing such an amendment and the Director will notify the Board and the CEO in writing within 10 working days of execution.

3. Delegate authority to the Director of DCFS, or his designee, to execute amendments to the contract for changes affecting the scope of work or to any of the terms or conditions included under this contract provided that: (a) such amendments are consistent with applicable Federal, State, and County requirements; (b) prior County Counsel approval is obtained; and (c) the Director of DCFS, or his designee, notifies the Board, and CEO in writing within 10 working days of execution.

4. Delegate authority to the Director of DCFS, or his designee, to execute amendments to the contract to increase or decrease the Maximum Annual Contract Sum by no more than 10 percent correlated to an increase or decrease in units of service of the original Maximum Contract Sum, provided that: (a) sufficient funding is available; (b) prior County Counsel approval is obtained; and (c) the Director of DCFS, or his designee, notifies the Board, and CEO in writing within 10 working days of execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On June 10, 2014, the Board of Supervisors approved DCFS' contract with LAHSA for one year with two additional option periods, through June 30, 2017, to provide life skills training, referrals for social and economic support services, and housing for approximately 175 TAY.

The current amendment (Attachment I), will exercise an option to extend the term and expand the services to serve a minimum of 50 additional TAY who have Diagnostic and Statistical Manual (DSM) Mental Disorders diagnoses on Axis I or II.

LAHSA is a Public Joint Powers Authority between the City of Los Angeles and the County of Los Angeles. California Department of Social Services (CDSS) contracting regulations OPS 01-02 Section 23-650.I.14 permits the County to secure these services through Procurement by Negotiation with LAHSA a public agency. In addition, LAHSA services are unique in nature, in that it is the only agency in the Los Angeles County equipped to effectively address the housing and service needs for this target population. Subsequently, DCFS is amending the contract to include services for youth with mental health diagnoses.

The recommended actions will continue to allow LAHSA to continue to act as the administrative agent for the housing program and will provide supportive services for TAY per the amendment.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal 2 (Community Support and Responsiveness) and the DCFS goal of self-sufficiency. Continued provision of ILP services to youth who have transitioned out of foster care will help facilitate their efforts to become self-sufficient adults.

FISCAL IMPACT/FINANCING

The Maximum Annual Contract Sum for each of the first two contract years was \$2,010,376, and the Maximum Annual Contract Sum for this final year, July 1, 2016, through June 30, 2017, is \$2,871,556, which is a 43 percent increase for mental health services for an additional 50 TAY with mental health diagnoses. The contract will be financed using 55 percent federal funding, and 45 percent state funding, and no net County cost. The Maximum Contract Sum is \$6,892,308, if Amendment Number Two is approved. Sufficient funding is included in the FY 2016-17 Budget request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

LAHSA is a Public Joint Powers Authority established in 1993 as an independent agency by the County of Los Angeles and the City of Los Angeles. LAHSA is the lead agency in Los Angeles coordinating federal, state, County and city funds for programs providing shelter, housing, and services to homeless persons in the County and City of Los Angeles.

The ILP or Transitional Housing for TAY is administered in accordance with the federal John H. Chafee Foster Care Independence Act (Chafee Act). The Chafee Act authorizes DCFS and the Probation Department to provide independent living services, including housing, for former DCFS and Probation foster youth.

The contract includes a provision that states the County has no obligation to pay for any expenditures incurred by LAHSA that exceed the Maximum Contract Sum. The contract allows the County to increase or decrease the Maximum Contract Sum by no more than 10 percent to accommodate any changes in units of service. LAHSA will not be asked to perform services beyond the contract term.

For this extension and amendment, the change in unit services exceeds the allowable 10 percent increase, and Board approval is needed to increase the contract cost by 43 percent to serve an additional population of TAY with mental health diagnoses.

In addition, because LAHSA is a pass-through government entity, they must have the ability to get an advance on administrative funding as LAHSA does not have its own source of funds, as the City or County would have in the form of general funds. Therefore, DCFS added a provision in the contract to allot LAHSA two months of advance payments at the beginning of each contract term.

DCFS has determined that Living Wage Program (County Code Chapter 2.201) and the Local Small Business Enterprise Preference Program (County Code Chapter 2.204) do not apply to the contract.

The Probation Department has reviewed and approved the contract.

The contract amendment is in compliance with all Board and CEO requirements. County Counsel and the CEO have reviewed this Board letter. County Counsel approved the contract amendment as to form.

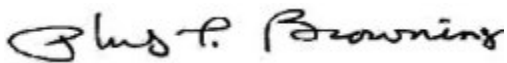
CONTRACTING PROCESS

This contract was developed in accordance with CDSS Manual Letter OPS 01-02 Purchase of Service, Sections 23.650.1.11 and 23-650.I.14, which permit purchase of services with a public agency through procurement by negotiation process.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The approval of the recommended action will enable DCFS to provide for the continuation of life skills training, support services and housing to former DCFS and Probation foster youth with the inclusion of the TAY population with mental health diagnoses. These services will enhance the lives of TAY, and assist them in becoming economically self-sufficient adults who are independent of the foster care system.

Respectfully submitted,



PHILIP L. BROWNING

Director

PLB:EMLTI:EO

Enclosures

c: Chief Executive Officer
County Counsel
Acting Executive Officer, Board of Supervisors
Interim Chief Probation Officer



AMENDMENT NUMBER TWO

**TRANSITIONAL HOUSING FOR TRANSITION AGE YOUTH (INDEPENDENT
LIVING PROGRAM) SERVICES CONTRACT
CFDA # 93.674**

CONTRACT NUMBER 78221

WITH

LOS ANGELES HOMELESS SERVICES AUTHORITY

AMENDMENT NUMBER TWO
TRANSITIONAL HOUSING FOR TRANSITION AGE YOUTH (INDEPENDENT LIVING
PROGRAM) SERVICES CONTRACT WITH
LOS ANGELES HOMELESS SERVICES AUTHORITY
CONTRACT NUMBER 78221

This Amendment Number Two (“Amendment”) to the Transitional Housing for Transitional Age Youth (Independent Living Program) Services Contract Number 78221 (“Contract”) adopted by the Board of Supervisors on June 10, 2014, is made and entered into by and between the County of Los Angeles (“COUNTY”), and Los Angeles Homeless Services Authority (“CONTRACTOR”), for administration of the Transitional Housing for Transition Age Youth (Independent Living Program) services on this ___ day of _____ 2016.

WHEREAS, COUNTY and CONTRACTOR are parties to the Transitional Housing for Transitional Age Youth (Independent Living Program) services contract effective July 1, 2014, and CONTRACTOR has been providing Transitional Housing for Transitional Age Youth (Independent Living Program) services for the County; and

WHEREAS, the County wishes to exercise its second option to extend and amend these services for one year, effective July 1, 2016, through June 30, 2017. The contract is being amended to continue direct and linkage services for one hundred and seventy five (175) former DCFS and Probation foster youth with housing, health and social services in order that they might experience a seamless transition into permanent housing as self sufficient adults;

WHEREAS, the amendment to this contract will include services for a minimum of fifty (50) additional Transitional Age Youth (TAY) who have a Diagnostic and Statistical Manual (DSM) of Mental Disorders diagnoses on Axis I or II, that impairs their ability to function in at least one of the following domains: school, employment/work, community, family life, or interpersonal relationships, thus their functional capacity requires limited support to manage his/her daily living skills; and

WHEREAS, this Amendment is prepared pursuant to the provision set forth in Part II: Standard Terms and Conditions, Section 7.0, Change Notices and Amendments, Subsection 7.2 of Agreement to increase the service units to two hundred twenty-five (225) TAYs by adding services for a minimum of fifty (50) TAYs with a Diagnostic and Statistical Manual (DSM) of Mental Disorders diagnoses on Axis I or II; and

WHEREAS, the County monitors Transitional Housing for Transition Age Youth (Independent Living Program) services contract funding usage is in accordance to the Catalog of Federal Domestic Assistance (CFDA) number 93.674;

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

1. Part I Unique Terms and Conditions, Section 3.0, TERM AND TERMINATION, Subsection 3.7 is added to read as follows:
 - 3.7 The term of this Contract shall be extended for the second and final option year effective July 1, 2016, through June 30, 2017, unless terminated by COUNTY, at its sole discretion, or as otherwise permitted in this contract, by notice of termination to the

CONTRACTOR. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

2. Part I Unique Terms and Conditions, Section 4.0, CONTRACT SUM, Subsection 4.5.2 is added to read as follows:

4.5.2 The total amount payable under this Contract for the period July 1, 2016, through June 30, 2017, shall not exceed \$2,871,556, for a Total Maximum Contract Sum of \$6,892,308.

3. Exhibit A, Statement of Work (SOW) modified to reflect the increase in units of services, and the specified staffing requirements needed to address the added population of TAYs with mental health diagnoses. The modified Exhibit A(b) is attached hereto and replaces Exhibit A, Statement of Work.
4. Exhibit B-1, Budget for the period July 1, 2016, through June 30, 2017, is attached hereto and is made part of Exhibit B, Budget.

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

AMENDMENT NUMBER TWO
TRANSITIONAL HOUSING FOR TRANSITION AGE YOUTH (INDEPENDENT LIVING
PROGRAM) SERVICES CONTRACT WITH
LOS ANGELES HOMELESS SERVICES AUTHORITY
CONTRACT NUMBER 78221

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number Two 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 Two 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

CONTRACTOR

By: _____
Philip L. Browning, Director
Department of Children & Family
Services

By: _____

Name: _____

Title: _____

By: _____

Name:

Title:

Tax Identification Number

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
MARY C. WICKHAM, County Counsel

By: _____
David Beaudet, Senior Deputy County Counsel

STATEMENT OF WORK

TRANSITIONAL HOUSING FOR TRANSITION AGE YOUTH (INDEPENDENT
LIVING PROGRAM) SERVICES CONTRACT WITH THE LOS ANGELES
HOMELESS SERVICE AUTHORITY (LAHSA)

COUNTY of Los Angeles
Department of Children and Family Services

**STATEMENT OF WORK
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1.0 PREAMBLE

The County of Los Angeles seeks to collaborate with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the County's contracting partners share the County and community's commitment to provide health and human services that support achievement of the County's Strategic Plan Mission, Values, Goals and Performance Outcomes.

The County's vision is to improve the quality of life in the County by providing responsive, efficient and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families business and communities. This philosophy of teamwork and collaboration is anchored in the County's shared values of:

- 1) Accountability; 2) A Can-Do-Attitude; 3) Compassion; 4) Customer Orientation; 5) Integrity; 6) Leadership; 7) Professionalism; 8) Respect for Diversity; and 9) Responsiveness.

These shared values are encompassed in the County's Strategic Plan's three Goals: 1) Operational Effectiveness/Fiscal Sustainability; 2) Community Support and Responsiveness; and 3) Integrated Services Delivery. Improving the well-being of children and families requires coordination, collaboration and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies and community and contracting partners.

2.0 INTRODUCTION

This contract is to provide Independent Living Program (ILP) Transitional Housing for Transition Age Youth (TAY) services for youths served by the Department of Children and Family Services (DCFS) and the Department of Probation (Probation). On October 1, 2011, DCFS and Probation awarded LAHSA a contract to provide the above described services. LAHSA in turned subcontracted via a Request for Proposals with seven housing providers, to provide life skills training, and up to twenty-four (24) months of consecutive housing services for one hundred seventy five (175) TAYs, including TAYs with children of their own. LAHSA's seven housing subcontractors were required to facilitate training that promoted self-sufficiency for former DCFS foster/probation transition age youth at risk of becoming homeless. The subcontractors' supportive service included, but was not limited to, life skills training, workforce readiness, and educational/vocational training. LAHSA also ensures that their subcontractors' services are consistent with the John H. Chafee Foster Care Independence Act (Chafee Act) guidelines.

On June 10, 2014, the County of Los Angeles Board of Supervisors approved a Procurement by Negotiation contract between LAHSA and DCFS for one year effective July 1, 2014, through June 30, 2015, that also included delegated authority for two one-year options to extend the contract through June 30, 2017. LAHSA's services consist of monitoring for the following performance based outcomes: its subcontractor's successfulness with delivery of services that actualized TAY transition; monitor to ensure that each TAY received personalized coaching on how to navigate the public social service system; and track for those TAYs who qualified, and were referred for public assistance.

In this modified Statement of Work (SOW), the program services will continue to be under the guidance of LAHSA, which entails consecutive transitional housing services for thirty-six (36) months. In addition, on or about July 1, 2016, LAHSA shall subcontract with the following three (3) housing providers: (1) A Community of Friends (ACOF); (2) Homes for Life Foundation (HFLF); and (3) Hillview, to provide housing and life skills training to a minimum of fifty (50) additional ILP eligible TAYs. The population increase will target those TAYs who have a Diagnostic and Statistical Manual (DSM) of Mental Disorders diagnosis on Axis I or II, and are impaired in at least one of the following domains: school, work, community, family life, or interpersonal relationships. The TAY degree of impairment must be such that he/she requires limited support in managing their daily living skills. These TAYs may also be dually diagnosed with co-occurring substance abuse disorders.

LAHSA shall continue to be referred to as the CONTRACTOR for the Independent Living Program (ILP) Transitional Housing Services for TAYs. The following goals shall also be incorporated as the guiding principles to assist each TAY in achieving self sufficiency and independency:

- DCFS has established the following priorities for children and youth: (1) Safety; (2) Permanency; (3) Well-being/Education, and (4) Self Sufficiency.
- Well-Being/Education: This priority in this Statement of Work (SOW) refers to educational, life skills preparation, and independent living as well as a number of other items especially relevant to an ILP/LAHSA setting. The Performance

Outcome Summary and Service Tasks addressing this priority are found in this SOW.

- The implementation of ILP/LAHSAs housing services is to provide selected independent living opportunities for eligible ILP/LAHSAs TAY to practice life skills in a safe environment and to assist with the transition from dependence to self-sufficiency through supervised housing and supportive services as described in detail in this SOW.

3.0 DEFINITIONS

The following words as used herein shall be construed to have the following meanings, unless otherwise apparent from the context in which they are used:

- 3.1 **Children's Social Worker (CSW)** – means a staff person employed by DCFS with the primary responsibility of providing case management to children and families who are under the jurisdiction of Dependency Court and supervised by DCFS.
- 3.2 **County Program Director (CPD)** – means the individual designated by DCFS with the primary authority to act on contractual or administrative matters relating to this Contract.
- 3.3 **Contract Program Manager (CPM)** - means the individual designated by the CPD to oversee and monitor the Contractor's performance to meet the goals that are established for the Independent Living Program (ILP) Transitional Housing for TAY Program.
- 3.4 **Day-** means a calendar day(s) unless otherwise specified.
- 3.5 **Daily Life Skills** – means a skill set, knowledge or acceptable behavior that fosters self-sufficiency as it relates to money management, food preparation, hygiene, basic literacy and numeracy, and organizational skills.
- 3.6 **DCFS** – means the Department of Children and Family Services, the child protection agency for the County of Los Angeles.
- 3.7 **Deputy Probation Officer (DPO)** – means a staff employed by the Probation Department who manages caseloads of youth under the jurisdiction of Juvenile Court and the Probation Department's supervision and custody.
- 3.8 **Department of Public Social Services (DPSS)** – means the Los Angeles County's Department that administers various social services including, but not limited to, Medi-Cal benefits, General Relief/General Assistance, Cal Works, and Food Stamps.
- 3.9 **Diagnostic and Statistical Manual (DSM)** – means a manual that offers a common language and standard criteria for the classification of mental disorders.
- 3.10 **Employment Development Department (EDD)** – means "State of California" local government branch that administers the job service, unemployment

insurance, disability insurance, workforce investment act, and welfare to work program.

- 3.11 **Gainful Employment** – means full-time employment that is profitable and/or suited to the ability and potential of the one employed.
- 3.12 **General Relief Opportunities to Work (GROW)** - means a program administered by DPSS to provide employment opportunities.
- 3.13 **High Risk Behavior**- means participation in activities including, but not limited to, use of illegal substances, gang activity, unprotected sexual activity, runaway behavior, and any other type of negative social and/or self-destructive behavior.
- 3.14 **Incarceration**- means confinement in a penal institution.
- 3.15 **Independent Living Program (ILP) Coordinator**- means DCFS' and Probation Department's Youth Development Services Division staff that assists both pre- Transition and Transition Age Youth ages 14 and over prepare for adulthood
- 3.16 **ILP**- means and refers to an acronym for the Independent Living Program.
- 3.17 **ILP-Eligible Foster YOUTH** – means a youth that is at least 16 years old and meets all of the guidelines of ILP eligibility. This designation of "ILP-eligible" can only be determined by the County staffs who determine eligibility. Not all ILP-eligible youth are eligible for the Subcontractor's housing programs.
- 3.18 **ILP-LAHSA TAY** – means a specific population of ILP-eligible youth who are former foster youth that are at least age 18 years old but not yet 21. This specific population is eligible for the LAHSA subcontractor housing programs and thus, is referred to throughout the SOW as ILP-LAHSA TAY or simply, TAY.
- 3.19 **Individual Services Plan**- means individualized plan that identifies the barriers to the youth's independent living, and prioritizes in order which they should be addressed through short and long term goals, the desired outcomes, and the strategies and resources to be used in attaining the outcomes.
- 3.20 **LAHSA Program Director (LPD)** – means the LAHSA's officer or contract and subcontracts in employee responsible for administering the ILP Transition Age Youth services in accordance to the Statement of Work.
- 3.21 **Los Angeles Homeless Services Authority (LAHSA)** - means is a joint powers authority of the City and County of Los Angeles, formed in 1993 to administer homeless contracts within defined Service planning areas throughout the County of Los Angeles. LAHSA agency designated to contract with providers to provide housing for homeless Individuals and families.
- 3.22 **Outcomes**- mean the success of youth transitioning out of a LAHSA program that occurred due to the positive impact of the Subcontractors' delivery of services.

- 3.23 **Permanency** - means a process and a result that includes involvement of the youth as participants and leaders in defining for themselves what permanency means and in finding a permanent connection with at least one committed adult who provides: A safe, stable and secure parenting relationship; Love; Unconditional commitment, Lifelong support in the context of reunification; a legal adoption or guardianship where possible the opportunity to maintain contact with important persons, including brothers & sisters.
- 3.24 **Permanent Relationship**- means a youth that has an established relationship with a positive adult who is willing and capable of providing support and advocacy.
- 3.25 **Performance Targets** — means the measurable benchmarks which guide performance toward a desired result.
- 3.26 **Probation**- means the County of Los Angeles Probation Department.
- 3.27 **Program Goal** - means a program objective resulting from the delivery of a service.
- 3.28 **Self-Sufficiency** - means a December 7, 2010, Board of Supervisor motion defining youth who age out of foster care as ones who succeed in the areas of: (1) permanency/housing; (2) social and emotional well-being; education; and (3) career/workforce readiness before exiting care.
- 3.29 **Statement of Work (SOW)** – means a written portion to this contract describing the actual work to be done by means of specifications or other minimum requirements quantities, performance data, and a statement of the requisite quality (services tasks).
- 3.30 **Subcontractor/Housing Providers** – means an agency that has a contract with LAHSA to provide housing and social services for TAY.
- 3.31 **Transition**- means the act of a TAY changing from the legal status as a court dependent youth to an independent, responsible adult.
- 3.32 **Transition Age Youth (TAY)** – means the broad category of foster youth and former foster youth ages 16 up to 24.
- 3.33 **Transitional Independent Living Plan (TILP)** - means a written plan that represents the course of action required to transition a youth from foster care to independent adulthood.
- 3.34 **Youth Development Services Division** - means the Los Angeles County Division comprised of both DCFS and Probation staff that are designated to develop, implement and monitor transition services for the TAY population.

4.0 PROGRAM MANAGEMENT REQUIREMENTS

- 4.1 The COUNTY shall provide a County Program Manager (CPM) to coordinate the delivery of the services of this Contract with the LAHSA'S Program Director and provide oversight of the contracts with the subcontractors.

- 4.2 CPM or designated alternate will have full authority to monitor LAHSA's performance in the day-to-day operation of this Contract and the contracts with the subcontractor.
- 4.3 CPM will provide direction to LAHSA in areas relating to DCFS policy, information and procedural requirements.
- 4.4 CPM is not authorized to make any changes in the terms and conditions of this contract or the contracts of the subcontractor. The CPM is not authorized to obligate the COUNTY in any way whatsoever beyond the terms of this contract.
- 4.5 CPM responsible for daily management of contract operation and overseeing monitoring activities is:
 - Naftali Sampson or Designee
 - County of Los Angeles
 - Department of Children and Family Services
 - Youth Development Services Division
 - 3530 Wilshire Blvd. 4th Floor
 - Los Angeles, CA 90010
 - (213) 351-0118 Fax (213) 637-0035
- 4.6 LAHSA shall designate a LPD responsible for daily management of Contract operation and overseeing the work to be performed by LAHSA as defined in this Statement of Work. The LPD is identified in the Contract, under Exhibit C, Attachment I, Administration of Contract and CONTRACTOR's Administration.
- 4.7 LAHSA shall not schedule or conduct any meetings or negotiations under this Contract on behalf of the COUNTY or DCFS.
- 4.8 Overall project coordination between LAHSA and COUNTY shall be through the CPM or designee and the LPD, authorized representative(s) or their designated alternates.

5.0 COUNTY'S GENERAL RESPONSIBILITIES

The County Program Manager (CPM) shall be responsible for monitoring LAHSA'S activities to ensure the activities of its subcontractor determine participant eligibility, and provide technical guidance. CPM monitoring will include assurance that the LAHSA'S agencies meet or exceed program objectives and requirements.

- 5.1 COUNTY shall have the right to monitor, including but not limited to review and audit LAHSA for compliance with this Contract, Statement of Work, and all applicable rules and regulations related to ILP Transition Housing Program. COUNTY shall have the right to monitor and audit programmatic reports and request corrective action plans will be a matter of public record to the extent required by the California Public Records Act.
- 5.2 CPM shall provide guidance to LAHSA in areas relating to DCFS policy, information and procedural requirements.
- 5.3 COUNTY will provide LAHSA with a Contract Discrepancy Report (CDR), Exhibit A-

3, for every instance in which tasks defined in the SOW are not met.

- 5.4 DCFS and Probation shall refer to the subcontractors, former foster and probation youth, ages 18 to 21, who are ILP-eligible.
- 5.5 ILP/LAHSAs housing services may not be rendered to a former foster or probation youth prior to receiving approval from DCFS/Probation.

6.0 LAHSA'S RESPONSIBILITIES

LAHSA shall appoint a LPD who shall be responsible for administering and overseeing all of the services provided under this Contract. The name and phone number of the LPD and that of an alternate who is authorized to act on behalf of LAHSA in the LPD's absence shall be designated in writing under LAHSA'S Administration, Exhibit C, Attachment I, of the Contract.

- 6.1 LPD shall work with the CPM to help resolve any potential areas of difficulty before a problem occurs.
- 6.2 LAHSA shall ensure that their Subcontractors provide a contact number for use after normal business hours (Monday through Friday from 8:00 A.M. to 5:00 P.M.), on weekends and COUNTY holidays. LAHSA shall ensure that their Subcontractors respond back to them within three (3) hours of being contacted.
- 6.3 LPD shall respond to any and all subsequent calls within 48 hours.
- 6.4 LPD or other manager in the employ of the LAHSA shall supervise all of LAHSA's personnel assigned to work under this Contract.
- 6.5 LAHSA shall notify COUNTY within five (5) business day of any changes in LAHSA's authorized personnel and/or Subcontractors that may affect the operation of this Contract.
- 6.6 LAHSA shall ensure that their Subcontractors do not permit any employee to perform services hereunder while under the influence of any alcoholic beverage, medication, narcotic, or other substance, which might impair the employee's physical or mental performance.
- 6.7 The CPM may, at his or her sole discretion, direct the LAHSA to remove any of its Subcontractors personnel and the personnel of the Subcontractors who the CPM determines has performed acts, which are inimical to the safety of the ILP/LAHSAs participants and their children or which otherwise made it inappropriate for such persons to be assigned to the provision of these Contract services.
- 6.8 LAHSA agrees that any work performed outside the scope of this SOW shall be deemed a gratuitous act on the part of LAHSA and, therefore, LAHSA shall have no claim against COUNTY.
- 6.9 LAHSA shall ensure that Subcontractors provide sufficient personnel, competent to perform all work in accordance with the requirements of the Subcontract and the SOW.

6.10 LAHSA's LPD or designee shall attend all collaboration meetings scheduled by the COUNTY.

6.11 LAHSA shall be available for technical reviews as requested by the CPM. Technical reviews shall be conducted annually or as determined by the CPM.

7.0 TARGET DEMOGRAPHICS

The ILP/LAHSA program targets a minimum of two hundred and twenty five (225) ILP eligible former DCFS/Probation youth, ages 18 to 21 who are at risk of homelessness and impacted by one or more of the following characteristics: history of substance abuse; multiple foster care placements; record with the Juvenile Justice system; no high school diploma or GED; lack of family support network; learning disabilities; little or no attachment to the labor force; and, a pregnant or parenting youth. The target population is referred to as ILP-LAHSA Transition Age Youth (TAY). TAYs are allowed to remain in the program up to 36 months and or up to his/her 21st birthday.

The ILP/LAHSA program shall also make a concerted effort to ensure that a minimum of fifty (50) beds are targeted for ILP eligible TAYs who have a Diagnostic and Statistical Manual (DSM) of Mental Disorders diagnosis on Axis I or II. These subset populations of ILP eligible TAYs are youth with a psycho/social impairment that affects their ability to function in at least one of the following domains: school, work, community, family life, or interpersonal relationships. The TAY degree of impairment must be such that limited support is required to manage his/her daily living skills. These TAYs may also be dually diagnosed with co-occurring substance abuse disorders.

8.0 STAFFING REQUIREMENTS

At all times, for this contract, LAHSA shall maintain at a minimum, the following staff requirements:

8.1 LAHSA's staffing

One (1) Program Director who meets the qualifications set forth in Subsection 8.2.1 below, and sufficient administrative, program and fiscal staffing as indicated in Exhibit B, Line Item Budget, to ensure timely processing and payment of subcontractor invoices, the provision of technical assistance to subcontract agencies, and monitoring of subcontractor programmatic and fiscal compliance.

8.2 Minimum Qualifications

8.2.1 LAHSA's Program Director shall meet the following minimum qualifications prior to employment: Possess a Bachelor's Degree from an accredited college or university and a minimum of two (2) years full-time management experience in a social services agency, or equivalent to 10 years experience in social services.

8.2.1.1 Accredited colleges/universities are those listed in the publications of regional, national or international accrediting

agencies that are accepted by the Los Angeles County Department of Human Resources. Publications such as an American Universities and Colleges, and International Handbook of Universities are acceptable references.

- 8.2.1.2 Also acceptable, if appropriate, are degrees that have been evaluated and deemed equivalent of degrees for United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services.
- 8.3 LAHSA shall ensure that the housing providers servicing TAYs with Diagnostic and Statistical Manual diagnosis have transitional housing experience and a contract with the Department of Mental Health (DMH) or a subcontractor with a third party that can bill for Early Periodic Screening Diagnosis Treatment (EPSDT) and/or full-scope Medi-Cal for mental health services that include assessment, case planning, mental health services, case management, crisis prevention, medication support, and linkage to educational and vocational services.
- 8.4 LAHSA's volunteers are subject to the same rules and regulations as paid staff.

9.0 LAHSA FISCAL RESPONSIBILITIES

- 9.1 LAHSA shall conduct annual onsite program monitoring visits with Subcontractors for the term of this CONTRACT.
- 9.2 LAHSA shall conduct an annual fiscal Risk Assessment for each Subcontractor and monitor those Subcontractors determined to be high risk. All other Subcontractors will be monitored on a bi-annual basis.
- 9.3 Fiscal Risk Assessments include the evaluation of seven key factors to provide an objective assessment that would identify the agencies that are likely to be in non-compliance with contractual and federal regulations. These factors include: 1) Results of past *monitoring site visit(s)*, 2) *timeliness of Annual Audits and any Conditions identified as material weaknesses*, 3) *Agency fiscal staff capacity*, 4) *Quality and completeness of financial documents submitted*, 5) *records retention*, 6) *Financial stability assessment*, & 7) *other relevant factors*.
- 9.4 LAHSA shall ensure that their Subcontractors comply with LAHSA's Fiscal and Programmatic monitoring policies.
- 9.5 LAHSA shall ensure that their Subcontractors receive a written monitoring report within 30 days of the completion of the site visit monitoring.
- 9.6 LAHSA shall ensure that their Subcontractors are provided a report that details the findings and concerns noted during the monitoring visit, and prescribe corrective actions that the agency must complete and provide a written response for within 30 days of their receipt of the monitoring report.

- 9.7 LAHSA shall ensure that the Subcontractors that fail to respond to a monitoring report or fail to correct identified findings or concerns are subject to sanctions provided in LAHSA's Agency Remedial Action Policy, which include written notices of non-compliance, being placed on programmatic or fiscal probation, withholding of payments, suspension and termination of the contract.

10.0 SERVICE DELIVERY SITES

LAHSA's headquarters' office and service delivery sites (ILP/LAHSA units and ILP/LAHSA services shall be located within the eight (8) Services Planning Areas (SPA) throughout Los Angeles County.

- 10.1 LAHSA shall ensure that the service delivery sites are easily accessible to public transportation for the targeted ILP/LAHSA TAY.
- 10.2 LAHSA shall ensure that the service delivery sites intended to serve disabled TAY is user friendly and compliant with the American Disability Act (ADA).
- 10.3 LAHSA shall ensure that their Subcontractor's housing sites are in a safe neighborhood and that the sites are maintained in good condition with regard to paint, plumbing, electricity, and other basic up-keep to the property.

11.0 REPORTS AND RECORD KEEPING

LAHSA shall ensure that their Subcontractor's maintain program records for a period of five (5) years after the termination of the Contract. LAHSA is required to provide COUNTY with the specific administrative reports and records as described in the below subsections.

- 11.1 Attendance Record Folder: LAHSA shall ensure that their Subcontractors maintain and update monthly Attendance Record Folder for ILP/LAHSA TAY. The folder shall include, but not limited to, the following:
- 11.1.1 A master list of all ILP/LAHSA TAY and shall include each ILP/LAHSA TAY name, telephone number, address of living unit, agency providing service and date of admission, and discharge date (if applicable).
- 11.1.2 Statistics on the total number of ILP/LAHSA TAY days of service provided for the month.
- 11.1.3 LAHSA shall maintain a master list of all ILP/LAHSA TAY and shall include each ILP/LAHSA TAY name, address of living unit, agency providing service and date of admission, and discharge date (if applicable).
- 11.2 Length of Occupancy: LAHSA shall provide COUNTY with a monthly report of ILP/LAHSA TAY length of stay in his/her transition housing.
- 11.3 Agency Monthly Report: LAHSA shall provide a Monthly Report include length of occupancy of all ILP/LAHSA TAY participants. LAHSA shall mail or fax a copy to the CPM by the 5th day of the following month. If the 5th day falls on a weekend, then the report shall be mailed or faxed by the following Monday.

- 11.4 LAHSA shall provide a Quarterly Report on the progress of the goals for each Subcontractor. LAHSA shall submit to the CPM the following quarterly report within 45 days of the quarter.
- 11.5 Special Incident Reports (Exhibit A-2): CONTRACTOR shall ensure that their subcontractors submit copies of Special Incident Reports to the LPD within twenty-four (24) hours following an incident. LPD will submit a copy of special incident report to the CPM within 24 hours of receipt.
- 11.6 Discharge/Closing Report: LAHSA shall ensure that their Subcontractors prepare and maintain a discharge/closing report for each ILP/LAHSA TAY. The report shall include, but not be limited to: (1) a closing summary of information documented in the TAY record folder; (2) the ILP/LAHSA TAY progress while participating in the ILP/LAHSA Program, and (3) the reason for the ILP/LAHSA TAY leaving the program. The Discharge/Closing Report shall be filed in the ILP/LAHSA TAY case file. The Discharge Report will be made available upon request.
- 11.7 Annual/LAHSA Report:
LAHSA shall complete an Annual/LAHSA TAY Report on ILP/LAHSA TAY in its care during the Contract year and email a copy to the CPM within 15 days after the end of each intended contract year and each of the two option year FY or the termination of the contract. The annual report will include, but is not limited to the number of TAY served, number discharged, and number of TAY who completed their high school diploma or GED certificate, percentage of ILP/LAHSA TAY employed at admission and discharge, percentage of ILP/LAHSA TAY who report having a consistent relationship with a caring adult.

12.0 LAHSA HOUSING

- 12.1 LAHSA shall ensure that their Subcontractors' program participants sign a housing contract that clearly states the transitional housing program's rules, including, but not limited to, ILP guidelines, program violation warnings, charges for repairing damages to units caused by youth (if apply), and termination procedures.
- 12.2 LAHSA shall ensure that their Subcontractors' are informed of the requirement to follow California law for transitional housing, including, but not limited to, *Health and Safety Code § 50580 et seq.* and *California Civil Code § 1940*.
- 12.3 LAHSA shall ensure that their subcontracts include the required Performance Outcomes (Attachment-A-5).
- 12.4 LAHSA shall ensure that their Subcontractors provide housing options through at least one of the following models:
 - 12.4.1 Single Apartments with private kitchens.
 - 12.4.2 Single Room Occupancy (SRO), with a shared kitchen; and
 - 12.4.3 Group Home style with a shared kitchen.

12.5 The following are unacceptable housing options:

12.5.1 Publicly supervised or privately operated shelters, or other living situations including those with friends, family members and others that provide temporary accommodations are not acceptable.

12.5.2 Public or private places not ordinarily used as a regular sleeping area are not acceptable, and may not be utilized by an ILP/LAHSAs provider as accommodations for ILP/LAHSAs TAY.

12.6 LAHSAs shall ensure their Subcontractor maintain, at a minimum, an average of a 95% bed occupancy of their tracked bed capacity throughout the term of the contract.

13.0 SERVICE TASKS

LAHSAs shall ensure that their Subcontractors provide the following service tasks to at least two hundred and twenty five (225) TAYs:

13.1 LAHSAs shall ensure that their Subcontractors comply with all federal, state, and local housing laws and fire clearance requirements including the California landlord-tenant law (Civil Code Section 1940, et seq.) and/or the Transitional Housing Misconduct Act (Health and Safety Code Section 50580, et Seq.).

13.2 Referral and Admission:

13.2.1 LAHSAs shall ensure that their Subcontractors accept referrals from the County, other ILP/LAHSAs providers, Community Stakeholders, and self-referrals from TAY. Subcontractor shall contact the Transition Coordinator or the COUNTY Program Manager to ensure that all youths are eligible prior to admitting him/her into the program (Exhibit A-1).

13.2.2 LAHSAs shall ensure that their Subcontractors do not discriminate on the basis of race, gender, sexual orientation, or disability and that (WIC Section 16522.1 [a] [1]) youth who were wards of the court as described in Welfare and Institutions Code Section 602 and youth receiving psychotropic medications shall be eligible for consideration in the program and shall not be automatically excluded due to these factors.

13.2.2.1 LAHSAs shall ensure that their Subcontractors allow the ILP/LAHSAs TAY the greatest amount of freedom to prepare them for self-sufficiency.

13.2.2.2 LAHSAs shall ensure that their Subcontractors adhere to the fact- that ILP/LAHSAs TAY have the right to be free from arbitrary or capricious rules; the right to appeal any loss of benefits or services before they are Suspended (unless imminent physical harm to someone would result); the right to a grievance procedure.

13.2.2.3 LAHSA shall ensure that their Subcontractors maintain the ILP/LAHSA TAY right to confidentiality is respected. This right applies to the dissemination, retrieval and acquisition of identifiable information. LAHSA shall not release information about an ILP/LAHSA TAY receipt of services without a written release of information from the ILP/LAHSA TAY.

13.2.2.4 LAHSA shall ensure that their Subcontractors protect the right to privacy of the TAY client. Information shall be requested from the ILP/LAHSA TAY only when the information is specifically necessary for the provision of services. ILP/LAHSA TAY shall not be required to supply information as a condition of obtaining services without written documentation verifying the necessity of the information.

13.2.2.5 LAHSA shall ensure that their Subcontractors request information regarding any known or suspected dangerous behavior of the referred ILP/LAHSA TAY.

13.3 LAHSA shall ensure that at least fifty (50) beds are dedicated to TAYs who have a Diagnostic and Statistical Manual (DSM) of Mental Disorders diagnosis on Axis I or II, that impairs their ability to function in a least one of the following domains: school, work, community, family life, or interpersonal relationships. The degree of impairment must be such that the TAY requires limited support to manage his/her daily living skills.

14.0 EMPLOYMENT AND SCHOOL ITEMS

LAHSA shall ensure that their Subcontractors assist with obtaining any items that the ILP/LAHSA TAY requires to start and/or maintain employment or schooling. The items include but are not limited to: uniforms; books and supplies, etc. LAHSA shall ensure that their Subcontractors maintain documentation in the TAY record folder the date the item(s) were provided to the ILP/LAHSA TAY.

15.0 MEDICAL AND DENTAL

LAHSA shall ensure that its subcontractors know that If medical or dental services are needed by the ILP/LAHSA TAY, these services shall be provided by a medical or dental professional who is a Medi-Cal participant or an appropriately licensed (or otherwise legally operating, e.g. COUNTY) clinic or adult day health center that may offer services off-site or through a home visit program, including, services which are made available on a regularly scheduled basis on-site.

16.0 ILP/LAHSA TAY UNCLAIMED SAVINGS FUNDS

16.1 An ILP/LAHSA TAY exits the program without collecting their ILP/LAHSA savings; LAHSA shall ensure the Subcontractor attempt to locate the TAY for one year for purposes of returning unclaimed funds that a young person was not paid upon exit. LAHSA shall contact the ILP/LAHSA TAY discharge address, relatives/caring adults, previous employer, or through the internet, etc. in an attempt to locate the ILP/LAHSA TAY. If the housing providers have not located

the ILP/LAHSAs TAY after one year, the funds shall be retained by the subcontractor in an account for the youth. Any unclaimed funds that belong to the youth that go beyond two years will be subject to state banking laws regarding unclaimed funds. Any unclaimed County funds shall be returned to the County at the end of the second year following the youth's departure to the following address:

DCFS Transitional Housing Program
Attention: Program Manager
3530 Wilshire Blvd., 4th Floor
Los Angeles, CA 90010

- 16.2 LAHSA shall ensure that their subcontractors complete the Follow-UP Services Form, 60 Day Contact Form, 90 Day Contact form, Six Month Contact Form, and One Year on every youth with whom the agency is able to maintain contact information.
- 16.3 LAHSA shall provide the Follow-up Services Form and an accounting of all unclaimed funds at the end of each contract period to the Program Manager at the address in 16.1. LAHSA shall identify the names of the ILP/LAHSAs TAY and total amount of his/her unclaimed funds. The unclaimed funds shall be separated into two amounts, incentives paid with County funds, if any, and youth's other incomes.
- 16.4 LAHSA shall ensure that their Subcontractors maintain documentation of their attempts to locate the ILP/LAHSAs TAY in their record folder.
- 16.5 LAHSA shall ensure that their Subcontractors offer reasonable incentives to ILP/LAHSAs TAY to encourage their participation in post program assessments and outcomes.

17.0 LAHSA SUBCONTRACTORS' PROGRAM

LAHSA shall ensure that their Subcontractors provide the TAY with the following services:

- 17.1 24-hour Crisis Intervention: LAHSA shall ensure that their Subcontractors will make available to ILP/LAHSAs TAY 24-hour crisis intervention and support.
- 17.2 Intake Services: The goal of intake services is to determine whether a TAY is eligible to receive housing and services in a transitional housing program. This includes the verification of ILP eligibility and documentation of homeless status.
- 17.3 Comprehensive Assessment: The goal of a comprehensive assessment is to determine the TAY barriers to stable housing which includes, but is not limited to the assessment of the following; medical, physical, mental, psychosocial, and emotional health; history of alcohol and/or substance abuse, domestic violence, education, employment history, legal and financial needs. Subcontractor shall utilize the standard ILP comprehensive assessment tool approved by LA County Department of Children & Family Services and LA County Department of Probation. This assessment will include a detailed statement of all the barriers faced by the youth in each of the areas listed above, and will include recommendations regarding the services that should be planned in the ISP to address and overcome these barriers.

- 17.4 Individualized Service Plan: On the basis of the completed assessment, the case manager, together with the TAY, will develop an Individualized Service Plan (ISP) that identifies the barriers to the youth's independent living, and prioritizes the order in which they should be addressed through short and long-term goals, the desired outcomes, and the strategies and resources to be used in attaining the outcomes. Specifically, the ISP will identify the goal(s) to be achieved to overcome each barrier, and, the action steps to be taken including the individual who is responsible for completing the action step, and the target dates for the goals to be achieved. The ISP should specifically stipulate to the services that will be provided, i.e., type and frequency and the assigned staff that will work with the program participant to assist with achieving those goals to be addressed.
- 17.5 TAY and their Case Manager will address each issue identified in the ISP, ensuring that at the time of their exit from the transitional housing program, TAY are stable enough to move to the next level of their life.
- 17.6 Case Managers together with the TAY must develop an Exit and Aftercare plan for TAY with a planned exit. As the youth achieves his/her initial goals and progresses in the program, the sessions may be decreased to at least bi-weekly to follow-up on the more long term goals on the ISP. For ILP participants the frequency of case management sessions provided must be appropriate to the current needs of the youth. All ILP youth must have at least monthly case plan updates counseling sessions during their participation in the program.
- 17.7 Case Management: The goal of Case Management is to assist TAY in addressing issues by providing quality services in preparation for Self Sufficiency. Case Management services will include TAY-centered activities that will maximize the TAY's physical, social and economic well-being in order to assist him/her in living independently. Case Management staff should possess relevant education, skills and/or experience to assist TAY's in assessing their needs and achieving their goals.
- 17.8 The Case Management staff will at a minimum have case plan update/ counseling sessions with the TAY at least one (1) session per week for the first sixty (60) days the youth is in the program to focus on the short term goals on the ISP.
- 17.9 Independent Living Skills: The goal of independent living skills training is to assist TAY to become self-sufficient and independent. Required independent living skills training courses to be provided under this contract include: budget planning, legal rights and community resources, money management (including basic tax information), meal planning and preparation, basic living skills (i.e., personal grooming/hygiene, doing laundry, etc), maintenance of TAY's living unit, accessing resources, mental health and/or substance abuse services, developing supportive relationships, medical and dental care, socialization skills and self esteem and other skills required to lead an independent lifestyle. Independent Living Skills training must be provided in either a group setting and/or on a one-on-one basis with each individual. Subcontractor will develop a curriculum for the Independent Living Skills training class that all program participants will attend. Subcontractor must document the participation of each youth in required courses by the use of sign-in sheets, and case notes in participant files.

Additionally, Subcontractor is required to demonstrate the increased living skills achieved by each participant through the documentation of pre and post tests to be completed by each youth for all required courses.

- 17.10 Job readiness and/or increased skills: The goal of these services is to improve the TAY's financial situation in order to increase his/her ability to live independently. Services shall include resume preparation, job search skills, interview skills, dress for success and internet application filing.
- 17.11 Establishment and management of a savings account: Since financial stability is one of the key elements of living independently, services in transitional housing must focus on preparing and training TAY in obtaining and managing financial resources. Therefore, TAY must establish a savings account that is designed for maximum savings. Money management classes must also be provided to TAY.
- 17.12 Housing Placement: The goal of these services is to assist TAY with all the tasks involved in locating as they transition out of the ILP/LAHSa housing program, obtaining, moving into, and maintaining sanitary, safe, and stable housing. A comprehensive approach as a part of the overall life skills training with the emphasis of the discharge planning phase to provide these services which includes preparing and training TAY in searching for, securing, and maintaining their own housing and developing relationships with landlords and property managers. TAY must also be trained in dealing with landlord-tenant issues.
- 17.13 Subcontractor shall provide 24-hour staffing, either on-site or on-call.
- 17.14 Supportive Services Fees: Supportive Services Fees are fees that may be charged for the provision of supportive services to TAY that are required but not funded under this Agreement (i.e. Counseling, Mental Health and Life Skills Education).
 - 17.14.1 In the event that Subcontractor charges TAY for supportive services fees, Subcontractor agrees that the activities for which fees are being assessed must be actual supportive services and not a cost associated with the operation of the facility (i.e. landscaping, security or janitorial services). Supportive services fees are separate from rent fees and should be charged separately.
 - 17.14.2 In addition, the cost of providing the supportive service must be incurred by Subcontractor and not be reimbursed from other funding sources. Subcontractors who are dedicated to serving TAY with a DSM diagnosis may not charge supportive fees for any service that may be claimed to EPSDT or Medi-Cal. If supportive services fees are charged to participants, the following written documentation must be kept in the files:
 - 17.14.3 The fee charged each participant and how the fee was calculated.
 - 17.14.4 The participant's written acknowledgement of the cost.
 - 17.14.5 The actual cost of providing the supportive service and the method used in determining the cost.

17.14.6 A determination that the fee charged each participant is reasonable based on the level of service received.

17.14.7 Documentation showing how the combination of rent and/or supportive service does not hinder the participant's recovery to self-sufficiency.

18.0 RENT

18.1 Subcontractors are not required to charge participants any rent. If rent is charged, Subcontractor must clearly define standards of charging clients for rent and specify that the charge is for the rental of the housing unit in a Transitional Housing Rental Agreement. The rent cannot exceed 30% of the monthly adjusted income or 10% of the monthly gross income. Rent calculations must be reviewed at least annually and appropriate adjustments must be made. Supportive Services costs are calculated separately and will not be factored into the maximum rent calculation. If Subcontractor is unable to enforce the above policies due to financial limitations, LAHSA will review rent cost on a case-by-case basis.

18.2 The total amount of rent and supportive services fees charged to each client shall not exceed 30% of the client's monthly adjusted income.

18.3 Subcontractor shall refund a minimum of 75% of the total rent and supportive service fees collected to each client upon their exit from the program, and demonstrate the client's acknowledgement of receiving said refund.

19.0 MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

19.1 Subcontractor shall maintain policies and procedures for promptly and appropriately responding to mental health crises and issues, including procedures that ensure residents' ability to remain in the program and receive appropriate referrals for treatment and services. Staff should have experience in understanding the conditions surrounding a psychiatric emergency or decompensate the knowledge of the necessary assistance to assist the resident at the time of the crisis, and the ability to provide that assistance or contact the appropriate entity to provide that assistance.

19.2 Subcontractor shall maintain policies and procedures for drug and/or alcohol use, including procedures that ensure residents' ability to remain in the program and receive appropriate referrals for treatment and services.

19.3 Subcontractor shall maintain policies and procedures for ensuring the safety and security of staff and residents, including violence and the sale and use of substances.

19.4 Subcontractors dedicated to serving TAY with a DSM diagnosis shall have appropriate staff that can provide appropriate level of services for this population that includes but not limited to: assessment, case planning, mental health services, case management, crisis prevention, medication support, and linkage to educational and vocational services.

20.0 QUALITY ASSURANCE PLAN

- 20.1 LAHSA shall establish and maintain a Quality Assurance Plan (QAP) to ensure the requirements of the contract are met. The QAP shall be submitted to the CPM within thirty (30) days of the contract start date and as changes occur.
- 20.2 The CPM will review the LAHSA's QAP and provide the LAHSA with approval of said plan or with requested changes. If the CPM request changes in the LAHSA's QAP, the LAHSA shall make such changes and resubmit the plan for approval within fifteen (15) business days.
- 20.3 The QAP and any revisions thereto shall include, but not be limited to, the following:
- 20.3.1 Methods used to ensure that the quality of service performed fully meets the performance requirements set forth in the Statement of Work. LAHSA shall include methods for identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable.
- 20.3.2 If LAHSA's performance requirements are not met, the CPM may call LAHSA; send LAHSA a CONTRACT DISCREPANCY REPORT (CDR), Exhibit A-3, or both. LAHSA shall respond to a call within 24 hours and respond to a CDR within five business days of receipt. All performance requirement issues will be reported to the CPM.
- 20.3.3 Methods for ensuring uninterrupted service to COUNTY in the event of a strike by CONTRACTOR'S employees or any other potential disruption in service.
- 20.3.4 CONTRACTOR shall not utilize any employee or Subcontractor whose work has been deemed deficient and unacceptable by the CPM, and subject to LAHSA's remedial action policy.

21.0 QUALITY ASSURANCE MONITORING

The CPM, or other personnel authorized by the County, will monitor LAHSA's performance under this contract using the quality assurance plan specified in this Statement of Work. All monitoring will be in accordance with Part II, Section 23, County's Quality Assurance Plan, of the Contract.

Exhibit A-1

Independent Living Program-Los Angeles Homeless Services Authority Housing Program

Los Angeles County Department of Children & Family Services/Department of Probation
Authorization for Release of Information

CLIENT'S INFORMATION (Please Print-to be filled out by client only)

Name: _____ Date of Birth: _____ Age: _____
Address: _____ Social Security Number: _____
City: _____ State: _____ Zip: _____
Phone Number: _____

I, _____ hereby authorize the Los Angeles County Department of Children and Family Services (DCFS) and/or Department of Probation (Probation) to release my foster care status to the agency listed below. I also authorize the agency listed below to release my case information to DCFS and/or Probation. This information is to be used solely for the purpose of securing emergency, transitional or permanent housing, statistical purposes, ensuring delivery of service, and program goal compliance.

AGENCY INFORMATION (Please Print)

Agency Name: _____
Agency Address: _____
Phone Number: _____ Fax Number: _____
Employee Name: _____ Employee Title: _____

I, _____, an employee of _____, hereby authorize the Los Angeles County Department of Children and Family Services (DCFS), Emancipation Services Staff and/or Department of Probation for the purpose of assisting the aforementioned youth/client in securing emergency, transitional or permanent housing and for agency program monitoring, statistics, and delivery of service compliance.

Employee's Signature _____ Date _____

TO BE COMPLETED BY LA COUNTY DCFS EMANCIPATION SERVICES/DEPT. OF PROBATION STAFF OR LA COUNTY DEPENDENCY/DELINQUENCY COURT STAFF ONLY

The above mentioned client **aged out of foster care** from either the Los Angeles County Department of Children and Family Services or Department of Probation.

Case Termination Date _____:
Youth is eligible for _____ months in the THP-Pius program.

Yes _____ No _____

The client is between the ages of 18 and 24 years of age. Yes _____ No _____
DCFS/PROBATION/COURT OFFICER Name _____

DCFS/PROBATION/COURT OFFICER Signature _____ Title _____ Date _____

Special Incident Report
(To be provided)

CONTRACT DISCREPANCY REPORT

(To be provided)

PERFORMANCE REQUIREMENTS SUMMARY

REQUIRED SERVICES	PERFORMANCE STANDARD	MONITORING METHODS	REMEDIES FOR NON-COMPLIANCE WITH PERFORMANCE STANDARD
<p>LAHSA shall ensure that their Subcontractors adhere to performance standards and provide competent personnel per Section 6.0 Subparagraph 6.6, 6.7 and 6.9 of the SOW.</p>	<p>LAHSA's Subcontractors shall be in 100% compliance with required services identified in Section 6.0.</p>	<p>County Program Manager (CPM) will review all reported incidents of non-compliance submitted via written notice, CONTRACT DISCREPANCY REPORT (CDR), telephone report or direct observation/inspection and initiate a course of action to correct the alleged incidents.</p>	<p>If LAHSA receives a written notice of its non-compliance with regards to the SOW, LAHSA shall submit to the COUNTY, within <u>five business days</u> from receipt of such written notice, a written Corrective Action Plan, which shall contain an explanation of the problem, and plan for correcting the problem, which is subject to COUNTY approval.</p>
<p>LAHSA shall ensure that their Subcontractors adhere to Section 11.0 Reports and Record Keeping.</p>	<p>LAHSA's Subcontractors shall be in 95% compliance.</p>	<p>CPM will review Corrective Action Plans from LAHSA'S Subcontractors and determine whether the response properly addresses the problem (s), and that the plan of action includes preventive measures to remedy current and future problems.</p>	<p>In addition to other remedies, the COUNTY may use its right to terminate the CONTRACT when the following occurs:</p> <ol style="list-style-type: none"> 1. Two (2) or more written notices of LAHSA's non-compliance with the SOW are submitted to LAHSA in a six (6) month period; or
<p>LAHSA shall ensure that their Subcontractors attain the specific target performance as identified in the SOW Section 12.0, Performance Outcome Goals.</p>	<p>LAHSA's Subcontractors shall be at 65% compliance of the contractual required percentile or demonstrated 10%increase from previous year.</p>	<p>CPM may randomly conduct a partial or complete audit of LAHSA's performance under this contract.</p>	<ol style="list-style-type: none"> 2. The written Corrective Action Plan submitted by CONTRACTOR for any such notice does not meet with the COUNTY's approval; or 3. LAHSA does not provide a written Corrective Action Plan, as required, for any such notice.
<p>LAHSA shall ensure that their Subcontractors adhere to the requirements as specified in this SOW Section 13.0, Service Tasks.</p>	<p>LAHSA's Subcontractors shall be at 100% compliance of the contractual required percentile.</p>	<p>CPM receives results of any audit regarding CONTRACTOR compliance. CPM will also review, including but not limited to, Homeless Management Information System (HMIS) reports, Monthly and Quarterly Reports and all other applicable reports.</p>	<ol style="list-style-type: none"> 4. Subcontractor is subject to the same remedies and/or sanction as indicated above, provided Section 9.7 of Exhibit A, Statement of Work.

PERFORMANCE OUTCOME SUMMARY

<p>PROGRAM: Independent Living/LAHSAs Transitional Housing</p>		
<p>PROGRAM TARGET GROUP: Former Foster Youth (DCFS/Probation)</p>		
<p>PROGRAM GOAL AND OUTCOME: ILP/LAHSAs TAY will attain permanent residency and Self Sufficient</p>		
<p>OUTCOME INDICATORS</p>	<p>METHOD OF DATA COLLECTION</p>	<p>PERFORMANCE TARGETS</p>
<p>1. The LAHSA is to ensure ILP/LAHSAs TAY referred for services by subcontractor transition into permanent housing.</p>	<p>The LAHSA shall provide a copy of the lease or rental agreement for each ILP/LAHSAs TAY, verification of acceptance, and the new address and phone number documented in the subcontractor's participant case file and in case notes of HMIS.</p>	<p>The expectation is that 65% of ILP/LAHSAs TAY exiting the program shall be placed in permanent housing. OR a 10% increase over the previous year's accomplishment.</p>
<p>2. The LAHSA is to ensure Subcontractors maintain or increase Client Income from all sources (employment, disability, mainstream benefits) by program exit or end of the program year</p>	<p>LAHSA's subcontractors shall provide copies of benefits award letters; case notes on assistance provided for job search and application, as well as copies of pay stubs or a confirmation letter from the employer, documented in the subcontractor's participant case file and in the income source and amount section on HMIS</p>	<p>The target is 20% of the TAY participant's served will demonstrate maintained or increased income OR a 10% increase over the previous year's accomplishment.</p>

Line Item Budget Sheet

DCFS Contract -

Contractor's Name:

Los Angeles Homeless Services Authority

Service Category: ILP

Date Prepared:

1/31/2014

Administrative Cost (List each staff classification)

Salaries & Wages	FTE*	Annual Cost
CFO	0.03	4,944\$
Controller	0.04	5,334\$
Compliance Officer	0.04	4,707\$
Administrative Financial Manager	0.04	3,229\$
Subrecipient Fiscal Manager	0.04	2,928\$
Financial Analyst	0.05	3,401\$
Supervising Subrecipient Monitor	0.10	5,666\$
Subrecipient Accountant	0.25	12,500\$
Administrative Accountant	0.10	4,965\$
Administrative Assistant	0.08	3,090\$
Monitoring and Compliance Manager	0.05	3,600\$
Program Director	0.04	5,200\$
Programs Unit Manager	0.10	7,625\$
Homeless Systems Analyst	0.70	53,109\$
1.66	Total Salaries & Wages:	120,298\$

* FTE = Full Time Equivalent Positions

Employee Taxes & Benefits @

30%

Total Employee Taxes & Benefits

35,945\$

Non-personnel:

Annual Cost

Office Expenses

1,010\$

Rent

6,120\$

Audit Expenses

627\$

Total Non-personnel :

7,757\$

Total Administrative Cost

164,000\$

Direct Program Cost

Subcontractor Expenditures:

TBD by the result of

1,846,376\$

Request for Proposal

Total Direct Program Cost

1,846,376\$

TOTAL COSTS

2,010,376\$

Exhibit B

Independent Living Program Budget

BUDGET:	Date Prepared:	01/31/2014
County		LAHSA
County Contact	Agency Contact	Michael Arnold
Administrative Cost (List each staff classification)	Agency Phone	(213) 683-3333
County E-mail		Agency E-mail
Annual Budget		
Direct Program Expense		
Subcontractor		1,846,376
Subtotal		1,846,376\$
Administrative Expense		
Salary		120,298\$
Benefits & Payroll Taxes		35,945\$
Non-personnel		7,757\$
Subtotal		164,000\$
Total Budget		2,010,376\$

Los Angeles Homeless Services Authority (LAHSA)
Fiscal Year 2014-15

Funding Source: **DCFS**
Legal Entity Name: **Los Angeles Homeless Services Authority**
Legal Entity Mailing Address: **811 Wilshire Blvd, 6th Floor, Los Angeles, CA 90017**
Billing Month: _____ Cash Request: _____

Expenditures
Administration
Salaries: 0.00
Employee Benefits: 0.00
Non-Personnel: 0.00
Subtotal Administration 57C 00.00
Subcontractors: 41C 0.00
Total Expenditures: \$00.00

(Attached: LAHSA Trial Balance Report reflects each Subcontractors' Expenditures)

I hereby certify that all information contained above are services and costs eligible under the terms and conditions for reimbursement under the Youth Development Contract and is true and correct to the best of my knowledge. All support documentation will be maintained in a separate file and made available at the request of the County of Los Angeles.

Name: **Stuart Jackson** Phone: **213-683-3333**
Signature: _____
Title: **Controller**
Date: _____

DCFS/YDS Program Approval:

1st Level Approved by Program Director

Manger 2nd Level Approval by Program

Title

Date

Title

Date