



ANTONIA JIMENEZ  
Acting Director

County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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May 29, 2018

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

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

22 May 29, 2018

CELIA ZAVALA  
ACTING EXECUTIVE OFFICER

**RECOMMENDATION TO EXTEND CONTRACTS WITH VARIOUS AGENCIES TO PROVIDE DOMESTIC VIOLENCE SHELTER-BASED PROGRAM SERVICES AND DOMESTIC VIOLENCE SUPPORTIVE SERVICES (ALL DISTRICTS - 3 VOTES)**

**SUBJECT**

The Department of Public Social Services (DPSS) seeks Board approval to extend contracts with the current non-profit agencies for the provision of: 1) Domestic Violence Shelter-Based Program (DVSBP) services for victims of domestic violence (DV) and their children residing in the County of Los Angeles (County), and 2) Domestic Violence Supportive Services (DVSS) for California Work Opportunity and Responsibility to Kids (CalWORKs), General Relief (GR), and General Relief Opportunities for Work (GROW) participants. This includes 17 non-profit agencies for DVSBP and 38 non-profit agencies for DVSS. The current DVSBP contracts expire on June 30, 2018 and the current DVSS contracts expire on June 30, 2019. DPSS also seeks Board approval to transfer administrative responsibility for the DVSBP and DVSS contracts from the Acting Director of DPSS to the Director of Department of Public Health (DPH), effective July 1, 2018.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Acting Director of DPSS, or her designee, to execute amendments in substantially similar form as Enclosure I to extend the DVSBP contracts for one-year, effective July 1, 2018 through June 30, 2019, with the agencies and for the amounts listed on Enclosure II. The approval of County Counsel as to form will be obtained prior to executing such amendments. The Acting Director of DPSS shall notify the Board within 10 business days of executing such amendment. The annual maximum amount of the extension for the DVSBP contracts is estimated at \$1,946,476, fully financed with the Domestic Violence Special Fund.

2. Delegate authority to the Acting Director of DPSS, or her designee, to prepare and execute a contract with an additional agency for DVSBP services within Supervisorial District (SD) 1 in the amount of \$69,517, effective July 1, 2018 through June 30, 2019. DPSS is currently searching for an additional agency that provides DV shelter services within SD 1. In the event the contract is not executed prior to July 1, 2018, delegate authority to the Director of DPH, or her designee, to prepare and execute a contract with the additional agency in the amount of \$5,793 per month effective July 1, 2018, or upon contract execution, whichever is later, through June 30, 2019. The addition of this agency will ensure that there is a minimum of three DV shelters in each SD. The addition of this agency will increase the maximum contract amount for the DVSBP contracts to \$2,015,993, fully financed with the Domestic Violence Special Fund.

3. Approve the transfer of administrative responsibility for the DVSBP and DVSS contracts from DPSS to DPH, effective July 1, 2018.

4. Delegate authority to the Director of DPH, or her designee, to extend the DVSS contracts for up to one-year, effective July 1, 2019 through June 30, 2020, with the agencies and for the amounts listed in Enclosure III. Prior to executing such amendments, approvals will be obtained from: 1) the California Department of Social Services (CDSS) to extend the contracts; and 2) County Counsel as to form. These amendments will be developed and will contain Board mandated and legally required provisions at that time of amendment execution. The Director of DPH shall notify the Board within 10 business days of executing such amendment. The annual maximum cost for the extension for the DVSS contracts is estimated at \$16,331,503. Services to CalWORKs participants are fully funded by CalWORKs Single Allocation in the annual cost of \$16,090,503. Services to GR and GROW participants are funded by net County cost (NCC) in annual amounts of \$60,000 and \$181,000, respectively, for a total NCC of \$241,000.

5. Delegate authority to the Director of DPH, or her designee, to prepare and execute amendments to the DVSBP and DVSS contracts for: (a) instances which affect the scope of work, term, contract sum, payment terms, or any other term or condition in the contract; (b) additions and/or changes required by the Board or Chief Executive Officer (CEO); (c) changes to be in compliance with applicable County, State, and federal laws, rules or regulations, or (d) increases or decreases of no more than 10 percent of the original contract amounts based on contractors' performance and funding availability, subject to review and approval by County Counsel, and notification to your Board and the CEO.

6. Delegate authority to the Director of DPH, or her designee, to execute change notices to the contracts that authorize modifications to or within budget categories within each budget, and corresponding service adjustments, as necessary; changes to hours of operation and/or service locations; and/or corrections of errors in the contract's terms and conditions.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The current DVSBP and DVSS contracts expire on June 30, 2018 and June 30, 2019, respectively, and extensions to the current contracts are required to continue providing services. Effective July 1, 2018, DPSS will transfer administrative responsibility for the DVSBP and DVSS contracts to DPH.

The transfer of responsibility from DPSS to DPH will occur just after DPH takes responsibility for support and staffing of the Domestic Violence Council and the hiring of a new Executive Director for the Council. The transfer of the contracts will enable the County to establish a consolidated focus of

responsibility for efforts related to DV. Placement within DPH will also support close alignment of DV programming with public health programming around women's health, maternal and child health, and violence prevention. The extension of current contracts for an additional year offers DPSS and DPH the opportunity for a seamless transition, while also allowing for proposed contract modifications reflecting the Council's vision under new leadership.

The recommended actions will allow DPSS and DPH to continue to provide: 1) DVSBP services that include temporary shelter and resources connections to victims of DV, and 2) DVSS case management and legal services to CalWORKs participants and their minor children, as well as GR and GROW participants, who are victims of DV. For the purpose of the DVSS contracts, CalWORKs participants refer only to CalWORKs Welfare-to-Work (WTW) participants.

### **Implementation of Strategic Plan Goals**

This recommended action is consistent with the principles of the Countywide Strategic Plan, Goal #1, Make Investments That Transform Lives, Strategy 1.2: Address society's most complicated social, health, and public safety challenges by enhancing our delivery of comprehensive interventions.

### **FISCAL IMPACT/FINANCING**

The total maximum cost of the DVSBP contracts for the one-year contract extension and one additional contract is \$2,015,993. A special fee of \$23 per marriage license and two-thirds of fees collected from convicted batterers are deposited into the Domestic Violence Special Fund, which are used to finance DVSBP services. There is no NCC impact to the County, as DVSBP services are fully funded from the Domestic Violence Special Fund.

The total maximum cost of the DVSS contracts for the one-year contract extension term is estimated at \$16,331,503. Of that amount, \$16,090,503 is funded with CalWORKs Single Allocation. The estimated contract amount (CalWORKs) funding for fiscal year (FY) 2018-19 is \$16,090,503; there is no NCC impact after the required CalWORKs Maintenance of Effort is met. The estimated annual amount for the GR and GROW portions will be \$60,000 and \$181,000, respectively, for a total of \$241,000, which is 100 percent NCC.

The annual cost for the DVSS contracts is \$16,331,503 as listed on Enclosure IV.

The total annual NCC impact is \$241,000.

Funding for DVSBP and DVSS services is included in the proposed Departments' FY 2018-19 Budget. Funding for future FYs will be included in the Department's Budget requests, accordingly.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Under the DVSBP contracts, contractors will provide a 24-hour crisis hotline, 24-hour emergency shelter, food, clothing, transportation, psychological support, peer counseling, and referrals to community resources needed for safety and survival to assist victims of DV. Any County resident is eligible for DVSBP services.

Under the DVSS contracts, contractors will provide case management and/or legal services to CalWORKs participants and their minor children, as well as GROW and GR participants. The program allows for the provision of services that include, but are not limited to, crisis intervention,

counseling, therapy, education, shelter, and legal assistance services. These services assist participants with attaining safety, stability, and self-sufficiency. The expected outcome is that participants have a safety plan in place and participate in WTW activities. Contractor performance is measured by the percent of participants with a safety plan and service plan in place; the percent of participants who are making satisfactory progress toward overcoming barriers to employment; and the percent of participants in WTW activities.

The contracts provide for termination by the County upon 10-day written notice, should termination be in the County's best interest. The contract also contains a provision which limits the County's obligation if funding is not appropriated by the State and the Board of Supervisors.

The contracts will not result in the unauthorized disclosure of confidential information and will be in full compliance with County, State, and federal regulations.

The contracts contain provisions that require confidentiality of all records and information related to the services be maintained in accordance with all applicable County, State, and federal regulations.

The contractors are in compliance with all Board, CEO, and County Counsel requirements.

The Department has evaluated and determined that the Living Wage Program (County Code 2.201) does not apply as the recommended contract is not being awarded under the provisions of Chapter 2.121 of the County Code.

County Counsel has reviewed this Board letter, and has approved the contract as to form.

## **CONTRACTING PROCESS**

In 2012 and 2015, DVSBP and DVSS services were solicited through competitive processes under Los Angeles County Code, Chapter 2.121 et seq., respectively. On October 9, 2012 and December 3, 2015, DPSS released a Request for Statement of Qualifications (RFSQ) for DVSBP and DVSS services, respectively. Pursuant to CDSS Manual of Policies and Procedures Section 23-650.1.17, an RFSQ solicitation method was used.

The Procurement by Negotiation (PBN) process, based on unique circumstances, has been requested and is pending CDSS approval to extend the existing contracts pursuant to CDSS Manual of Policies and Procedures Section 23.650.1.18. This will allow DPH sufficient time to implement a new solicitation process once the transfer of the contracts has been completed, along with ensuring that there is no disruption in services to negatively affect participants.

In addition, the PBN process will be used, based on unique circumstances, to contract with an additional shelter in SD 1. In 2017, a shelter in SD 1 closed leaving only two shelters in that particular SD. The additional shelter in SD 1 will ensure that a minimum of three shelters are located in each SD, and will assist in providing geographic coverage for that SD.

No contracting process will be required for the transfer of the contracts from DPSS to DPH.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will enable DPH to provide beneficial services to victims of DV and their children. These services enable them to remain safe, overcome barriers, and move toward self-sufficiency.

The contracts will not infringe on the role of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

**CONCLUSION**

Upon Board approval, the Acting Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to DPSS.

Respectfully submitted,



ANTONIA JIMENEZ

Acting Director



Barbara Ferrer, PhD, MPH, MEd

Director

AJ:pd

Enclosures

c: Chief Executive Office  
Executive Office, Board of Supervisors  
County Counsel

**AMENDMENT NUMBER TWO  
TO THE CONTRACT BY AND BETWEEN  
THE COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC SOCIAL SERVICES  
AND  
XXXXXXXXXXXXXX  
FOR  
DOMESTIC VIOLENCE SHELTER-BASED PROGRAM SERVICES**

Reference is made to the document entitled, "Contract By and Between the County of Los Angeles, Department of Public Social Services", herein referred to as "County", and \_\_\_\_\_, hereinafter referred to as "Contractor", for Domestic Violence Shelter-Based Program (DVSBP) services, dated July 1, 2013, and Amendment Number One dated January 23, 2015, and further identified as County Contract Number \_\_\_\_\_, hereinafter referred to as "Contract".

This Amendment Number Two shall be effective as of the date of execution by all parties.

WHEREAS, on June 4, 2013, the County of Los Angeles Board of Supervisors (BOS) delegated authority to the Director of Department of Public Social Services, or her designee, to execute a contract for the provision of services for DVSBP services participants for the term of July 1, 2013 through June 30, 2018 and to prepare and execute amendments to the DVSBP contracts for: (1) instances which affect the scope of work, term, contract sum, payment terms, or any other term or condition in the contract; (2) additions and/or changes required by the Board or Chief Executive Office (CEO); (3) changes to be in compliance with applicable County, State, and federal regulations, or (4) increases or decreases of no more than ten percent of the original contract amounts based on contractors' performance, community needs, and funding availability; and

WHEREAS, County intends to extend the term of this Contract for an additional one-year period effective July 1, 2018 through June 30, 2019; and

WHEREAS, on \_\_\_\_, 2018, the BOS approved the transfer of the DVSBP to the Department of Public Health (DPH); and

WHEREAS, on July 1, 2018, DVSBP Services Contracts and management thereof will be transferred to DPH; and

WHEREAS, it is to the mutual benefit of County and Contractor to extend the term of the Contract and to modify and add certain provisions.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. For the purpose of this Contract, the terms "Attachment" and "Exhibit" are interchangeable.

2. **Table of Contents**, Attachments O, P, Q, R, S, T and U are added as follows:

O ZERO TOLERANCE POLICY ON HUMAN TRAFFICKING CERTIFICATION

P STOP HUMAN TRAFFICKING POSTER

Q ATTESTATION OF WILLINGNESS TO CONSIDER GAIN/GROW PARTICIPANTS

R CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIERED COVERED TRANSACTIONS (45 C.F.R. PART 76)

S COMPLAINT OF DISCRIMINATORY TREATMENT – CIVIL RIGHTS COMPLAINT FORM

T CONTRACTOR'S NONDISCRIMINATION IN SERVICES CERTIFICATION

U SAMPLE OF ANNUAL PROGRAM STATISTICAL REPORT FORMAT

3. **Section 1.0, Applicable Documents, is deleted and replaced as follows:**

Attachments A, B, C, D, E, F, G, H, I, J, K L, M, N, O, P, Q, R, S, T, and U are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Attachments, or between Attachments, such conflict or inconsistency shall be resolved by giving precedence first to the terms and conditions of the Contract and then to the Attachments according to the following priority.

**Attachments:**

Attachment A Statement of Work and Technical Exhibits

Attachment B County's Administration

Attachment C Contractor's Annual Budget

Attachment D Sample Invoice Format

Attachment E Contractor's Administration

Attachment F Contractor, Employee and Non-Employee Acknowledgement and Confidentiality Agreements

Attachment G Jury Service Ordinance

Attachment H Certification of No Conflict of Interest

- Attachment I Contractor's EEO Certification
- Attachment J Internal Revenue Service Notice 1015
- Attachment K Safely Surrendered Baby Law
- Attachment L Contractor's Charitable Activities Compliance
- Attachment M Defaulted Tax Property Reduction Program
- Attachment N Sample Electronic Invoice
- Attachment O Zero Tolerance Policy on Human Trafficking Certification
- Attachment P Stop Human Trafficking Poster
- Attachment Q Attestation of Willingness to Consider GAIN/GROW Participants
- Attachment R Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion - Lower Tiered Covered Transactions (45 C.F.R. Part 76)
- Attachment S Complaint of Discriminatory Treatment – Civil Rights Complaint Form
- Attachment T Contractor's Nondiscrimination in Services Certification
- Attachment U Sample of Annual Program Statistical Report Format

This Contract and the Attachments hereto constitute the complete and exclusive statement of understanding between the parties, and supersedes all previous Contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No change to this Contract shall be valid unless prepared pursuant to Section 9.0, Unique Terms and Conditions, Sub-section 9.1, Changes and Amendment of Terms and signed by both parties.

4. **Section 4.0, Term of Contract, Subsection 4.1** is deleted and replaced as follows:
  - 4.1 This Contract is effective July 1, 2013. This Contract shall expire on June 30, 2019 unless sooner extended or terminated, in whole or in part, as provided herein.
5. **Section 5.0, Contract Sum/Compensation, Subsection 5.1**, is deleted and replaced as follows:
  - 5.1 The maximum contract amount is \$XXX,XXX. The County shall not be liable in any event for payment in excess of this maximum amount. Should the funds available for the Domestic Violence Shelter-Based Program change, the



County may change the annual maximum contract amount. The annual maximum for such years shall be set forth by amendment. In determining the amount, the Director shall take into consideration the number of Contractors participating in the DVSBP, the total funds available for DVSBP for the year and any other relevant factors in determining the annual contract amount.

The annual maximum amount for each shelter FY 2013-14 is \$65,517.  
 The annual maximum amount for each shelter for only FY 2014-15 is \$69,482.  
 The annual maximum amount for each shelter for FY 2015-16 is \$65,517.  
 The annual maximum amount for each shelter for FY 2016-17 is \$65,517.  
 The annual maximum amount for each shelter for FY 2017-18 is \$65,517.  
 The annual maximum amount for each shelter for FY 2018-19 is \$69,517.

**6. Section 8.0, Standard Terms and Conditions, Subsection 8.1 Assignment and Delegation, is deleted and replaced as follows:**

**8.1 ASSIGNMENT AND DELEGATION/MERGERS OR ACQUISITIONS**

- 8.1.1 The Contractor shall notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the Contractor is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers.
- 8.1.2 The Contractor shall not assign its rights or delegate its duties under this Master Agreement, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this sub-paragraph, County consent shall require a written amendment to the Master Agreement, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Master Agreement shall be deductible, at County's sole discretion, against the claims, which the Contractor may have against the County.
- 8.1.3 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Master Agreement, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Master Agreement.

8.1.4 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of the Master Agreement which may result in the termination of this Master Agreement. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

**7. Section 8.0, Standard Terms and Conditions, Subsection 8.3 Complaints, Paragraph 8.3.5 is deleted and replaced as follows:**

8.3.5 The Contractor shall preliminarily investigate all complaints and the notification shall be sent to the CPM, with a copy to the CCA, of the status of the investigation within five (5) business days of receiving the complaint.

**8. Section 8.0, Standard Terms and Conditions, Subsection 8.3 Complaints, Paragraph 8.3.7 is deleted and replaced as follows:**

8.3.7 Copies of all written responses shall be sent to the CPM, with a copy to the CCA, within three (3) business days of mailing to the complainant.

**9. Section 8.0, Standard Terms and Conditions, Subsection 8.8 Consideration of Hiring Gain/Grow Program Participants, Paragraph 8.8.1 is deleted and replaced as follows:**

**8.8 CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS**

8.8.1 Should the contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the contractor. Contractors shall report all job openings with job requirements to: [GAINGROW@DPSS.LACOUNTY.GOV](mailto:GAINGROW@DPSS.LACOUNTY.GOV) and [BSERVICES@WDACS.LACOUNTY.GOV](mailto:BSERVICES@WDACS.LACOUNTY.GOV) and DPSS will refer qualified GAIN/GROW job candidates.

10. **Section 8.0, Standard Terms and Conditions, Subsection 8.10 Contractor's Acknowledgement of County's Commitment to the Safely Surrendered Baby Law** is deleted and replaced as follows:

**8.10 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW**

The contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster, in Attachment K, in a prominent position at the Contractor's place of business. The contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. Information and posters for printing are available at [www.babysafela.org](http://www.babysafela.org).

11. **Section 8.0, Standard Terms and Conditions, Subsection 8.12 County's Quality Assurance Plan** is deleted and replaced as follows:

**8.12 COUNTY'S QUALITY ASSURANCE PLAN**

The County or its agent(s) will monitor the contractor's performance under this Contract on not less than an annual basis. Such monitoring will include assessing the contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are significant or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors and listed in the appropriate contractor performance database.

8.12.1 The report to the Board will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

12. **Section 8.0, Standard Terms and Conditions, Subsection 8.30 Notice to Employees Regarding the Safely Surrendered Baby Law** is deleted and replaced as follows:

**8.30 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW**

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in

Attachment K, Safely Surrendered Baby Law of this Contract. Additional information is available at [www.babysafela.org](http://www.babysafela.org).

**13. Section 8.0, Standard Terms and Conditions, Subsection 8.50 Compliance with County's Zero Tolerance Human Trafficking, is added as follows:**

**8.50 COMPLIANCE WITH COUNTY'S ZERO TOLERANCE POLICY ON HUMAN TRAFFICKING**

- 8.50.1 Contractor acknowledges that the County has established a Zero Tolerance Policy on Human Trafficking prohibiting contractors from engaging in human trafficking.
- 8.50.2 If a Contractor or member of Contractor's staff is convicted of a human trafficking offense, the County shall require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Contract. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.
- 8.50.3 Disqualification of any member of Contractor's staff pursuant to this subsection shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.
- 8.50.4 Contractors are required to complete the Zero Tolerance Human Trafficking Policy Certification, Attachment O, certifying that they are in full compliance with the County's Zero Tolerance Human Trafficking provisions as defined in this Subsection 8.50.
- 8.50.5 Contractor is encouraged to hang or post Attachment P, Stop Human Trafficking Poster, in a prominent position in Contractor's place of business.

**14. Section 8.0, Standard Terms and Conditions, Subsection 8.51 Compliance with Fair Chance Employment Standards, is added as follows:**

**8.51 COMPLIANCE WITH FAIR CHANCE EMPLOYMENT STANDARDS**

- 8.51.1 Proposer shall comply with fair chance employment hiring standards set forth in Assembly Bill Number 1008 Employment Discrimination: Conviction History (AB-1008).
- 8.51.2 The County must receive within ten (10) business days of its request, a certification from Contractor (for itself and any Subcontractors) that certifies and validates compliance with the fair chance employment hiring standards set forth in Assembly Bill Number 1008 Employment Discrimination: Conviction History (AB-1008).

15. **Section 8.0, Standard Terms and Conditions, Subsection 8.52 Time Off for Voting,** is added as follows:

**8.52 TIME OFF FOR VOTING**

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Elections Code Section 14000.

16. **Section 8.0 Standard Terms and Conditions, Subsection 8.53 Compliance with Civil Rights Law,** is added as follows:

**8.53 COMPLIANCE WITH CIVIL RIGHTS LAW**

8.53.1 The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. The contractor shall comply with Attachment I - Contractor's EEO Certification.

8.53.2 County will provide Civil Right Complaint Form, PA 607 attached as Attachment S, to Contractor for use by participants in reporting civil rights complaints.

8.53.3 All civil rights complaints shall be sent directly to:

County of Los Angeles  
Department of Public Social Services  
12860 Crossroads Parkway South  
City of Industry, CA 91746-3411  
Attention: Civil Rights Section

**17. Section 8.0 Standard Terms and Conditions, Subsection 8.54 Data Encryption,** is added as follows:

**8.54 DATA ENCRYPTION**

Contractor and Subcontractors that electronically transmit or store personal information (PI), protected health information (PHI) and/or medical information (MI) shall comply with the encryption standards set forth below. PI is defined in California Civil Code Section 1798.29(g). PHI is defined in Health Insurance Portability and Accountability Act of 1996 (HIPPA), and implementing regulations. MI is defined in California Civil Code Section 56.05(j).

**8.54.1 Stored Data**

Contractors' and Subcontractors' workstations and portable devices (e.g., mobile, wearables, tablets, thumb drives, external hard drive(s) require encryption (i.e. software and/or hardware) in accordance with: (a) Federal Information Processing Standard Publication (FIPS) 140-2; (b) National Institute of Standards and Technology (NIST) Special Publication 800-57 Recommendation for Key Management – Part 1: General (Revision 3); (c) NIST Special Publication 800-57 Recommendation for Key Management – Part 2: Best Practices for Key Management Organization; and (d) NIST Special Publication 800-111 Guide to Storage Encryption Technologies for End User Devices. Advanced Encryption Standard (AES) with cipher strength of 256-bit is minimally required.

**8.54.2 Transmitted Data**

All transmitted (e.g. network) County PI, PHI and/or MI require encryption in accordance with: (a) NIST Special Publication 900-52 Guidelines for the Selection and Use of Transport Layer Security Implementations; and (b) NIST Special Publication 800-57 Recommendation for Key management – Part 3: Application Specific Key Management Guidance. Secure Sockets Layer (SSL) is minimally required with minimum cipher strength of 128-bit.

**8.54.3 Certification**

The County must receive within ten (10) business days of its request, a certification from Contractor (for itself and any Subcontractors) that certifies and validates compliance with the encryption standards set forth above. In addition, Contractor shall maintain a copy of any validation/attestation reports that its data encryption product(s) generate and such reports shall be subject to audit in accordance with the Contract. Failure on the part of the Contractor to comply with any of the provisions of this Sub-paragraph 8.53.3 shall constitute a material

breach of this Contract upon which the County may terminate or suspend this Contract.

18. **Section, 9.0 Unique Terms and Conditions, Subsection 9.6 Annual Report**, is deleted and replaced as follows:

**9.6 ANNUAL REPORT**

Contractor shall prepare and submit an Annual Report using Attachment U, Sample Annual Program Statistical Report Format, consisting of information such as:

- a) The total number of persons requesting services of the DVSBP.
- b) The number of persons served in the DVSBP, by each type of service provided.
- c) A description of the social and economic characteristics of persons receiving services, by type of service provided.

The Annual Report shall be made available to the public upon request. The Annual Report shall cover the period of July 1<sup>st</sup>, through June 30<sup>th</sup> of each year and shall be submitted to the CPM, with a copy to the CCA, no later than August 15 of the following fiscal year. In the final fiscal year of the contract, the annual program statistical report is due on July 31<sup>st</sup>.

19. **Section 9.0 Unique Terms and Conditions, Subsection 9.7 Certification Regarding Debarment, Suspension, Ineligibility, And Voluntary Exclusion - Lower Tier Covered Transactions (45 C.F.R Part 76)**, is added as follows:

**9.7 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS (45 C.F.R PART 76)**

Contractor shall sign Attachment R and hereby acknowledges that the County is prohibited from contracting with and making sub-awards to parties that are suspended, debarred, indelible, or excluded or whose principals are suspended, debarred, ineligible, or excluded from securing federally funded Contracts.

- 9.7.1 By executing this Contract, Contractor certifies that neither it nor any of its owners, officers, partners, directors, or other principals is currently suspended, debarred, ineligible, or excluded from securing federally funded Contracts. Further by executing this Contract, Contractor certifies that, to its knowledge, none of its Subcontractors, at any tier, or any owner, officer, partner, director, or other principal of any Subcontractors is currently suspended, debarred ineligible, or excluded from securing federally funded Contracts. Contractor shall immediately notify County in writing, during the term of this Contract, should it or any of its Subcontractors or any principals of either be suspended, debarred, ineligible, or excluded from securing federally

funded Contracts. Failure of Contractor to comply with this provision shall constitute a material breach of this Contract upon which the County may immediately terminate or suspend this Contract.

- 20. **Attachment C, Contractor's Budget**, is revised to add Attachment C-1, attached hereto for the periods of July 1, 2018 through June 30, 2019.
- 21. **Attachment O, Zero Tolerance Policy on Human Trafficking Certification**, is added which is attached hereto and made part of this Contract.
- 22. **Attachment P, Stop Human Trafficking Poster**, is added which is attached hereto and made part of this Contract.
- 23. **Attachment Q, Attestation of Willingness to Consider GAIN/GROW Participants**, is added which is attached hereto and made part of this Contract.
- 24. **Attachment R, Certification Regarding Debarment, Suspension, Ineligibility, And Voluntary Exclusion - Lower Tier Covered Transactions (45 C.F.R Part 76)**, is added which is attached hereto and made part of this Contract.
- 25. **Attachment S, Complaint of Discriminatory Treatment – Civil Rights Complaint Form**, is added which is attached hereto and made part of this Contract.
- 26. **Attachment T, Contractor's Nondiscrimination in Services Certification**, is added which is attached hereto and made part of this Contract.
- 27. **Attachment U, Sample of Annual Program Statistical Report Format**, is added which is attached hereto and made part of this Contract.

All other terms and conditions of this contract remain in full force and effect.

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IN WITNESS WHEREOF, the Board of Supervisors has caused this Amendment to be executed by the Director of the Department of Public Social Services or designee and approved by County Counsel, and Contractor has caused this Amendment to be executed on its behalf by its duly authorized officer, this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**COUNTY OF LOS ANGELES**

By \_\_\_\_\_  
Antonia Jiménez, Acting Director  
Department of Public Social Services  
Date \_\_\_\_\_

**CONTRACTORS NAME:**

By \_\_\_\_\_  
(Signature) Date \_\_\_\_\_  
\_\_\_\_\_  
(Print Name)  
\_\_\_\_\_  
(Title)

By \_\_\_\_\_  
(Signature) Date \_\_\_\_\_  
\_\_\_\_\_  
(Print Name)  
\_\_\_\_\_  
(Title)

**APPROVED AS TO FORM:**

**Mary Wickham**

**COUNTY COUNSEL**

By \_\_\_\_\_  
Melinda White-Svec  
Deputy County Counsel  
Date \_\_\_\_\_

**ZERO TOLERANCE POLICY ON HUMAN TRAFFICKING  
CERTIFICATION**

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation/Contract for <u>DOMESTIC VIOLENCE SHELTER-BASED PROGRAM</u> Services		

**CONTRACTOR CERTIFICATION**

Los Angeles County has taken significant steps to protect victims of human trafficking by establishing a zero tolerance policy on human trafficking that prohibits contractors found to have engaged in human trafficking from receiving contract awards or performing services under a County contract.

Contractor acknowledges and certifies compliance with Section 8.50 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of the Contract and agrees that contractor or a member of his staff performing work under the Contract will be in compliance. Contractor further acknowledges that noncompliance with the County's Zero Tolerance Policy on Human Trafficking may result in cancellation of the Contract, at the sole judgment of the County.

**I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.**

Print Name:	Title:
Signature:	Date:



**STOP HUMAN TRAFFICKING!**

**If you or someone you know** is being forced to engage in any activity and cannot leave -- whether it is commercial sex, housework, farm work, construction, factory, retail, or restaurant work, or any other activity - call the **National Human Trafficking Resource Center** at **1-888-373-7888** or the California Coalition to Abolish Slavery and Trafficking (CAST) at **1-888-KEY-2-FRE(EDOM)** or

**Si a usted, o a alguien que conoce,** lo están forzando a hacer algo y no lo dejan ir -- ya sea sexo por dinero, trabajo de casa, campo agrícola, construcción, fábrica, en una tienda minorista o restaurante, o cualquier otra actividad -- llame al **Centro Nacional de Recursos para la Trata de Personas** al **1-888-373-7888** o a la Coalición de California para Abolir la Esclavitud y la Trata de Personas (California Coalition to Abolish Slavery and Trafficking, CAST) al **1-888-KEY-2-FRE(EDOM)** o

**如果您本人或您认识的人**被迫从事任何活动且无法脱身 -- 无论是商业性交易、家务劳动、农场工作、建筑、工厂、零售、餐馆工作还是任何其他活动 -- 请打电话给**全美反人口贩运资源中心**，电话号码 **1-888-373-7888** 或打电话给加州废除奴役和人口贩运联盟 (California Coalition to Abolish Slavery and Trafficking, CAST)，电话号码 **1-888-KEY-2-FRE(EDOM)** 或，

# 1-888-539-2373

to access help and services. Victims of slavery and human trafficking are protected under United States and California law.

**The hotlines are:**

- Available 24 hours a day, 7 days a week.
- Toll-free.
- Operated by nonprofit, nongovernmental organizations.
- Anonymous and confidential.
- Accessible in more than 160 languages.
- Able to provide help, referral to services, training, and general information.

para obtener ayuda y servicios. Las víctimas de esclavitud y trata de personas están protegidas bajo las leyes de California y los Estados Unidos.

**Las líneas de ayuda:**

- Están disponibles las 24 del día, 7 días por semana.
- Son gratis.
- Están operadas por organizaciones no de gobierno y sin fines de lucro.
- Son anónimas y confidenciales.
- Prestan servicio en más de 160 idiomas.
- Pueden brindarle ayuda, remisión a servicios, capacitación e información general.

获得帮助和服务。奴役和人口贩运受害者受美国和加州法律的保护。

**热线电话：**

- 每周七天、每天二十四小时开通；
- 免费；
- 由非营利、非政府组织运营；
- 匿名和保密；
- 可用160多种语言拨打；
- 能够提供帮助、转介服务、培训和一般信息。

For more information:  
[www.atty.lacity.org](http://www.atty.lacity.org)  
Los Angeles City Attorney's Office

© 2014 Alameda County District Attorney's Office

**Report Human Trafficking. Text BeFree (233-733).**

**ATTESTATION OF WILLINGNESS TO CONSIDER  
GAIN/GROW PARTICIPANTS**

As a threshold requirement for consideration for contract award, Proposer shall demonstrate a proven record for hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Proposer shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

To report all job openings with job requirements to obtain qualified GAIN/GROW participants as potential employment candidates, Contractor shall email: [GAINGROW@DPSS.LACOUNTY.GOV](mailto:GAINGROW@DPSS.LACOUNTY.GOV) and [BSERVICES@WDACS.LACOUNTY.GOV](mailto:BSERVICES@WDACS.LACOUNTY.GOV).

**Proposers unable to meet this requirement shall not be considered for contract award.**

Proposer shall complete all of the following information, sign where indicated below, and return this form with their proposal.

A. Proposer has a proven record of hiring GAIN/GROW participants.

\_\_\_\_\_ YES (subject to verification by County) \_\_\_\_\_ NO

B. Proposer is willing to provide DPSS with all job openings and job requirements to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that Proposer is willing to interview qualified GAIN/GROW participants.

\_\_\_\_\_ YES \_\_\_\_\_ NO

C. Proposer is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.

\_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ N/A (Program not available)

Proposer's Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

PrintName: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIERED  
COVERED TRANSACTIONS (45 C.F.R. PART 76)**

Instructions for Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -  
- Lower Tiered Covered Transactions (45 C.F.R. Part 76)

1. This certification is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
2. Proposer shall provide immediate written notice to the person to whom this proposal is submitted if at any time Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “Participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this certification, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
4. Proposer agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
5. Proposer further agrees by submitting this proposal that it will include the provision entitled Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion --Lower Tier Covered Transaction (45 C.F.R. Part 76),” as set forth in the text of the Sample Agreement attached to the Request for Proposals, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Proposer acknowledges that a Participant in a covered transaction may rely upon a certification of a prospective Participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transaction, unless it knows that the certification is erroneous.

Proposer acknowledges that a Participant may decide the methods and frequency by which it determines the eligibility of its principals. Proposer acknowledges that each Participant may, but is not required to; check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the required certification. The knowledge and information of a Participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Expert for transactions authorized under paragraph 4 of these instructions, if a Participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
9. Where Proposer and/or its subcontractor/Subcontractor(s) is or are unable to certify to any of the statements in this Certification, Proposer shall attach a written explanation to its proposal in lieu of submitting this Certification. Proposer's written explanation shall describe the specific circumstances concerning the inability to certify. It further shall identify any owner, officer, partner, director, or other principal of the Proposer and/or subcontractor/Subcontractor who is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. The written explanation shall provide that person's or those persons' job description(s) and function(s) as they relate to the agreement which is being solicited by this Request for Proposals.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered transactions (45 C.F.R. Part 76)

Proposer hereby certifies that neither it nor any of its owners, officers, partners, directors, other principals or subcontractor/Subcontractors is currently debarred, suspended, proposed for debarment, declared ineligible or excluded from securing federally funded contracts by any federal department or agency.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

COMPLAINT OF DISCRIMINATORY TREATMENT

TO: DEPARTMENT OF PUBLIC SOCIAL SERVICES
CIVIL RIGHTS SECTION
12860 CROSSROADS PARKWAY SOUTH
CITY OF INDUSTRY, CALIFORNIA 91746

CASE NAME:

CASE NUMBER:

I, \_\_\_\_\_, hereby file this complaint of discriminatory treatment
(Please print your name) and request that an investigation be conducted.

I believe I was discriminated against because of my:

- Checkboxes for RACE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION, DISABILITY, RELIGION, AGE, SEXUAL ORIENTATION, ETHNIC GROUP IDENTIFICATION, SEX, COLOR, OTHER.

DATE OF OCCURRENCE: \_\_\_\_\_

NAME(S) AND TITLE(S) OF THE PERSON(S) WHO I BELIEVE DISCRIMINATED AGAINST ME:

\_\_\_\_\_
\_\_\_\_\_

THE ACTION, DECISION OR CONDITION WHICH CAUSED ME TO FILE THIS COMPLAINT IS AS FOLLOWS:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

I WISH TO HAVE THE FOLLOWING CORRECTIVE ACTION TAKEN:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

CONSENT GRANTED - By initialing this option, I am authorizing the Department of Public Social Services, Civil Rights Section (CRS) to reveal my identity and other personal information to persons at the organization or institution under investigation and to other Federal and State agencies in accordance with applicable federal and state laws and regulations. I hereby authorize CRS to receive material and information including, but not limited to applications, case files, personal records, and medical records. The material and information shall be used for authorized civil rights compliance and enforcement activities. I understand that I am not required to authorize this release and I do so voluntarily.

CONSENT DENIED - I do not give my consent for the release of my name or other personally identifying information. I understand that this complaint may not be investigated as a result of my refusal to give my consent for the release of information.

(SIGNATURE) (DATE) ADDRESS: \_\_\_\_\_
TELEPHONE: \_\_\_\_\_

**CONTRACTOR'S NONDISCRIMINATION  
IN SERVICES CERTIFICATION**

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 Contractor Name

---

 Address

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 Internal Revenue Service Employer Identification Number

**GENERAL**

In accordance with Subchapter VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, the Food Stamp Act of 1977 and the American With Disabilities Act of 1990, the Contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, age, condition of disability, marital status, political affiliation or sex in compliance with all anti-discrimination laws of the United States of America and the State of California.

**CONTRACTOR'S CERTIFICATION**

(Circle One)

- |    |  |     |    |
|----|--|-----|----|
| 1. | CONTRACTOR has a written policy statement prohibiting discrimination in providing services and benefits.   | Yes | No |
| 2. | CONTRACTOR periodically monitors the equal provision of services and benefits to ensure nondiscrimination.   | Yes | No |
| 3. | Where problem areas are identified in the equal provision of services and benefits, the CONTRACTOR has a system for taking reasonable corrective action within a specified period of time. | Yes | No |

---

 Name and Title of Signer

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 Signature

---

 Date



SAMPLE ANNUAL PROGRAM STATISTICAL REPORT FORMAT

Department of Public Social Services			
Domestic Violence Shelter-Based Program (DVSBP)			
Annual Program Statistical Report July 1, 20__ - June 30, 20__			
Contractor:			
Shelter Designation (if applicable):		Supervisorial District:	
<b>I. Persons Requested/Received Services</b>		<b>IV. Primary/Native Language of Persons Who Received Shelter Services</b>	
<i>(Adults and Children)</i>		<i>(Adults and Children)</i>	
A. Total # of Persons Who Requested Services		Armenian	
B. Total # of Persons Who Received Shelter Services		Cambodian	
<b>II. Number Of Persons Who Received Specific Services *</b>		Chinese-Cantonese	
<i>(Adults and Children)</i>		Chinese-Mandarin	
Drop-in Center Services		English	
Emergency Transportation		Korean	
Food/Meals		Russian	
Hotline Assistance		Spanish	
Minor Children School Arrangements		Tagalog (Filipino)	
Obtained Medical Care		Vietnamese	
Obtained Legal Assistance		Other (please state below)	
Peer Counseling			
Psychological Support			
Referrals to Other Community Services			
Referrals to Other Social Services			
Shelter/Temporary Housing			
<b>Total*</b>	0	<b>Total***</b>	0
<b>III. Characteristics of Persons Who Received Shelter Services</b>		<b>V. Self-Identified Race/Ethnicity of Persons Who Received Shelter Services</b>	
<i>Gender, Age, Marital Status and Children</i>		<i>(Adults and Children)</i>	
		American Indian or Alaskan Native	
A. Gender (Adults)		Asian	
Female		Black-African American	
Male		Chinese	
<b>Total**</b>	0	Filipino	
B. Age (Adults)		Japanese	
18-25		Korean	
26-35		Latino-Central American	
36-45		Latino-Mexican American	
46-60		Native Hawaiian	
Over 60		Pacific Islander	
<b>Total**</b>	0	Samoan	
C. Marital Status (Adults)		Vietnamese	
Single		White-Caucasian	
Separated		Other (please state below)	
Divorced		Unknown - declined to state	
Married		<b>Total***</b>	0
Civil Union			
<b>Total**</b>	0	<b>VI. Estimated Annual Income of Persons Requested/Received Services*</b>	
D. Age (Children)		\$0 - \$25,000	
0-5		\$25,001 - \$50,000	
6-11		\$50,001 and above	
12-17		Unknown	
<b>Total**</b>	0	<b>Total*</b>	0
* Totals do not need to match the number reported for I.B. Each person may receive multiple services. ** Adult's total number and the children's total number when added manually should equal to the number reported for I.B. *** Totals should equal to the number reported for I.B.			
Printed Staff Name and Title		Signature	Date
Executive Director		Signature	Date

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC SOCIAL SERVICES  
DOMESTIC VIOLENCE SHELTER-BASED PROGRAM  
ANNUAL PROGRAM STATISTICAL REPORT FY 20\_\_ - 20\_\_  
FINAL PROPERTY INVENTORY CERTIFICATION  
(Property Acquired With Program Funding Only)**

Contractor:  
\_\_\_\_\_

Contract Agreement No:	Contract Agreement Period:

**I. ACQUISITION OF PROPERTY**

Please mark the applicable selection.

Contract Agreement **Without** Property

*I hereby certify that no property/equipment was furnished or acquired according to the terms and conditions of this Master Agreement.*

Contract Agreement **With** Property

*I hereby certify that the inventory listing detailed below is complete, and that it correctly reflects all property/equipment furnished or purchased under the terms and conditions of this award. (Attach additional pages if needed.)*

Property/Equipment	ID# (e.g., stock no., serial no., property no., etc.)	Location of Property/Equip.	Acquisition Date	Acquisition Cost	Current Value	Condition

_____ Name of Authorized Agency Representative	_____ Title
_____ Signature	_____ Date

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC SOCIAL SERVICES  
DOMESTIC VIOLENCE SHELTER-BASED PROGRAM  
ANNUAL PROGRAM STATISTICAL REPORT FY 20\_\_ - 20\_\_  
CONTRACT AGREEMENT CLOSEOUT TAX CERTIFICATION**

Contractor:  
\_\_\_\_\_

Contract Agreement No.:	Contract Agreement Period:
	<b>07/01/__ - 06/30/__</b>

In the performance of Contract Agreement indicated above, I certify that I have complied with requirements of the law, State of California, regarding the obtaining of employer identification/account numbers, collection, payment, deposit, and reporting of Federal, State and local taxes and the provision of W-2 forms to employees/enrollees who are not now my employees. For present employees/enrollees, formerly employed/enrolled under the Agreement, W-2 forms will be furnished as specified in Circular E, of the Employers Tax Guide.

IN WITNESS WHEREOF, this assignment has been executed this \_\_\_ day of \_\_\_\_\_ 20\_\_.

										_____
										Contractor Employment Identification Number
_____										_____
Name of Authorized Agency Representative (Please Print)										Title
_____										_____
Signature										Date

<b>COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC SOCIAL SERVICES</b>						
<b>DOMESTIC VIOLENCE SHELTER-BASED PROGRAM</b>						
<b>ANNUAL PROGRAM STATISTICAL REPORT FY 20__ - 20__</b>						
<b>CONTRACTOR RELEASE FORM</b>						
Contractor:						
Contract Agreement No.:				Contract Agreement Period:		
				07/01/__ - 06/30/__		
<p>Pursuant to the terms of FY 20__ - 20__ Contract Agreement Number <b>SSC-0000XX</b>, and in consideration of the expended and accrued sum of <b>\$XX.XXX</b>, of which <b>\$XX.XXX</b> is the <b>amount paid</b> and <b>\$0</b> is the <b>amount to be paid</b> under the said Agreement, <u>          (Contractor Name)          </u>, hereinafter called the awardee or to its assignees, if any, awardee upon payment of the said sum <b>\$XXXXX</b> (subject to the review and final reconciliation by the Department of Public Social Services, hereinafter called the awarding agency) does release and discharge the awarding entity, its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the said Agreement, except:</p>						
<i>For cost reimbursement programs only</i>						
1	Unpaid bills in stated amounts, or in estimated amounts where the exact amounts are not available, by the awardee, as follows:					
<i>Accrued Expenditures (attach additional worksheets, if necessary) - Costs shall be supported in your general ledger.</i>						
Invoice Date	Vendor	Invoice or P.O. #	Line Item	Cost Category	Amount	Expected Payment Date
2	Claims submitted after the June 30, 20__ deadline, which resulted from liabilities under the Contract Agreement program above, will not be paid, including unemployment insurance and audit costs.					
This release has been executed this ____ day of _____ 20__.						
Name of Authorized Agency Representative					Title	
Signature					Date	

**List of Agencies and Contract Amounts for  
Domestic Violence Shelter-Based Program (DVSBP) Services  
Fiscal Year 2018-19**

Agency Name		Number of Shelters by Supervisorial District					Annual Contract Amount <sup>1</sup>
		1	2	3	4	5	
1	1736 Family Crisis Center		2		2		\$278,068
2	Antelope Valley Domestic Violence Council					1	\$69,517
3	Center For The Pacific Asian Family, Inc.			1	1		\$139,034
4	Child & Family Center dba Domestic Violence Center of Santa Clarita Valley					1	\$69,517
5	Haven Hills, Inc.			2			\$139,034
6	House of Ruth, Inc.	2					\$139,034
7	Interval House				1		\$69,517
8	Jenesse Center, Inc.		2				\$139,034
9	Jewish Family Service of Los Angeles			1		1	\$139,034
10	Ocean Park Community Center		1	1			\$139,034
11	Rainbow Services, Ltd.				2		\$139,034
12	South Asian Helpline & Referral Agency (SAHARA)				1		\$69,517
13	Su Casa~Ending Domestic Violence				2		\$139,034
14	Women's and Children's Crisis Shelter, Inc.				1		\$69,517
15	WomenShelter of Long Beach, California				1		\$69,517
16	YWCA of Glendale					1	\$69,517
17	YWCA of San Gabriel Valley					1	\$69,517
<b>TOTAL</b>		<b>2</b>	<b>5</b>	<b>5</b>	<b>11</b>	<b>5</b>	<b>\$1,946,476</b>
<b>Total Number of Shelters</b>		<b>28</b>					

<sup>1</sup> Each shelter is allocated \$69,517 per fiscal year, which is an equal share of the available funds in FY 18-19. Should the available funding for a subsequent year change, each shelter's allocation will be increased or decreased accordingly.

**List of Agencies and Contract Amounts for  
Domestic Violence Supportive Services (DVSS)  
Fiscal Year 2019-20**

	Agency Name	Supervisorial District(s)	Annual Contract Amount
1	1736 Family Crisis Center	1, 2, 4	\$1,547,637
2	Amanecer Community Counseling Service	1	\$392,018
3	Antelope Valley Domestic Violence Council	5	\$893,788
4	Asian American Advancing Justice – Los Angeles	1	\$130,000
5	California Hispanic Commission on Alcohol & Drug Abuse, Inc.	1	\$732,884
6	Cambodian Association of America	4	\$104,000
7	Center for the Pacific Asian Family, Inc.	2	\$114,194
8	Child & Family Center dba Domestic Violence Center of Santa Clarita Valley	5	\$128,600
9	East Los Angeles Women's Center	1	\$207,169
10	Foothill Family Service	1, 5	\$438,193
11	Harriet Buhai Center for Family Law	2	\$236,404
12	Haven Hills, Inc.	3	\$195,000
13	Helpline Youth Counseling, Inc.	4	\$157,412
14	House of Ruth, Inc.	1	\$372,904
15	Human Services Association	1	\$448,153
16	Institute for Multicultural Counseling and Education Services, Inc.	2, 5	\$867,107
17	Interval House	2, 4	\$332,160
18	Jenesse Center, Inc.	2	\$784,166
19	Jewish Family Service of Los Angeles	3	\$182,000
20	Korean American Family Services, Inc.	2	\$78,194
21	Legal Aid Foundation of Los Angeles	1, 2, 3, 4	\$975,189
22	Legal Aid Society of Orange County dba Community Legal Services	2, 4	\$587,867
23	Los Angeles Center for Law and Justice	1, 4	\$429,566
24	Neighborhood Legal Services of Los Angeles County	1, 3, 5	\$849,350
25	Niswa Association, Inc.	4	\$108,250

26	Office of Samoan Affairs of California, Inc.	2	\$285,194
27	Para Los Ninos	1, 2	\$374,523
28	Peace Over Violence	5	\$128,779
29	Project Peacemakers, Inc.	2	\$238,194
30	HealthRIGHT 360	2, 3	\$1,207,137
31	Rainbow Services, Ltd.	4	\$210,600
32	San Fernando Valley Community Mental Health Center, Inc.	3	\$390,000
33	South Asian Helpline & Referral Agency (SAHARA)	4	\$95,600
34	Su Casa~Ending Domestic Violence	4	\$188,387
35	Tarzana Treatment Center	3, 5	\$520,440
36	WomenShelter of Long Beach, California	4	\$430,000
37	YWCA of Glendale	5	\$497,444
38	YWCA of San Gabriel Valley	5	\$473,000
<b>TOTAL</b>			<b>\$16,331,503</b>

## Domestic Violence Supportive Services Annual Funding

<b>Program</b>	<b>Amount</b>	<b>Funding Source</b>
CalWORKs	\$16,090,503	CalWORKs Single Allocation 100%
GR	\$ 60,000	NCC 100%
GROW	\$ 181,000	NCC 100%
Total Annual Cost	\$16,331,503	