ROBERT RYANS
Director

COMMUNITY AND SENIOR SERVICES
OF LOS ANGELES COUNTY

BOARD OF SUPERVISORS

GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

June 24, 2003

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:

RECOMMENDATION TO APPROVE FUNDING ALLOCATIONS AND AMENDMENTS TO EXTEND THE CalWORKS DOMESTIC VIOLENCE SUPPORTIVE SERVICES PROGRAM WITH EXISTING CONTRACTS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of Community and Senior Services (CSS) to prepare and execute amendments to extend the fiscal year (FY) 2002-03 contracts for a period of four (4) months, July 1, 2003 through October 31, 2003, with the forty (40) currently funded CalWORKs Domestic Violence Supportive Services agencies listed on Attachment I.

2. Authorize the Director of CSS, or his designee, to extend the term of the current contracts in substantially similar form to Attachment II with the forty (40) agencies listed on Attachment I in the amount of $3,109,783, after County Counsel approval as to form, effective July 1, 2003 through October 31, 2003 for the provision of CalWORKs Domestic Violence Supportive Services Program. The program is fully financed using $2,809,783 in CalWORKs Single Allocation funds and $300,000 previously approved by your Board on March 4, 2003 for this program.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The recommended actions will allow the Department to continue administering the CalWORKS Domestic Violence Supportive Services Program to provide services to victims of domestic violence and their children that ensures their safety and survival and assists them in moving toward self-sufficiency.

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Currently, the service providers' contracts for the program will expire on June 30, 2003. An extension of these contracts is necessary to avoid any interruption of services while conducting a Request For Proposal (RFP) process. The Department did not have sufficient time to complete the RFP process due to the new formatting and clearance requirements for all RFP documents and, therefore, is requesting a four-month extension. CSS anticipates releasing the RFP on June 30, 2003. CSS will return to the Board prior to October 31, 2003 with funding recommendations for the new contractors selected as a result of the RFP.

Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goals of Service Excellence and Program Goal of Children and Families' Well-Being.

FISCAL IMPACT/FINANCING

The cost of the four (4) month extension for the CalWORKs Domestic Violence Supportive Services program is $3,420,761 ($3,109,783 for contract service providers, and $310,978 for CSS administrative costs).

There is no impact on the County general fund as the CalWORKs Domestic Violence Supportive Services Program is fully financed by the CalWORKs Single Allocation and funding from DPSS previously approved by your Board on March 4, 2003 for this program.

Funding has been included in Departments FY 2003-04 Proposed Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

There is a Memorandum of Understanding (MOU) between CSS and DPSS to provide CalWORKs Domestic Violence Supportive Services to CalWORKs participants. The MOU is automatically renewed each year contingent upon availability of funds.

The forty (40) agencies listed in Attachment I are private non-profit community-based organizations. All contract amendments will be approved as to form by County Counsel. CSS shall retain the right to terminate the contract extension at any time subject to satisfactory agency performance and available funds.

DPSS has reviewed and concurs with the recommended actions.

CONTRACTING PROCESS

CSS conducted an open competitive RFP process in May 2000 to solicit service providers with the capability to provide case management and legal services to CalWORKs participants and their children who are victims of domestic violence. The forty agencies listed on Attachment I were selected as a result of the RFP. FY 2002-03 is the final year of the three-year funding cycle for the CalWORKs Domestic Violence Supportive Services Program. The next RFP process is scheduled to begin on June 30, 2003 for an additional three-year funding cycle.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will ensure continuation of the CalWORKs Domestic Violence Supportive Services Program with no interruption of services. It is estimated that approximately 1500 participants will receive services from July 1, 2003 through October 31, 2003.

Respectfully submitted,

ROBERT RYANS
Director

Attachments (2)

c: David E. Janssen
Lloyd W. Pellman
Violet Varona-Lukens
J. Tyler McCauley
Bryce Yokomizo

ATTACHMENT I

CalWORKs DOMESTIC VIOLENCE SUPPORTIVE SERVICES PROGRAM CONTRACT EXTENSION FOR JULY 1 THROUGH OCTOBER 31, 2003

Agency	Amount Recommended
1736 Family Crisis Center	$218,333
Akila Concepts, Inc.	$36,000
Antelope Valley Domestic Violence Council (AVDVC)	$140,000
Asian Pacific American Legal Center (APALC)	$33,333
Bienviendos Children's Center, Inc.	$46,670
Center for the Pacific-Asian Family, Inc. (CPAF)	$40,000
Chicana Service Action Center, Inc.	$106,670
Children's Institute International	$40,000
Community Counseling Service of Los Angeles, Inc.	$53,333
Community Legal Services (aka Legal Aid Society of Orange County)	$106,670
East Los Angeles Women's Center	$40,000
Foothill Family Service	$100,000
Harriet Buhai Center for Family Law	$20,000
Haven Hills, Inc.	$53,333
Helpline Youth Counseling, Inc.	$40,000
House of Ruth, Inc.	$90,000
Human Services Association	$93,333
I.M.C.E.S. (Insitute for Multicultural Counseling and Education Service)	$107,770
Interval House	$30,000
Jenesse Center, Inc.	$153,333
Jewish Family Service / Family Violence Project	$40,000
Legal Aid Foundation of Los Angeles (LAFLA)	$133,333
Los Angeles Center for Law and Justice	$53,333
MJB Transitonal Recovery, Inc.	$73,333
National Council on Alcohol and Drug Dependence - Long Beach (NCADD-LB) / Woman to Woman DV Program	$90,000
Neighborhoold Legal Services of Los Angeles County (NLS)	$80,000
Ocean Park Community Center /Sojourn	$20,000
Peace & Joy Care Center	$93,333
Project Peacemakers, Inc.	$80,000
Prototypes, A Center for Innovation in Health, Mental Health, and Social Services	$172,000
Rainbow Services, Ltd.	$60,000
San Fernando Valley Community Mental Health Center, Inc.	$60,000
San Pedro Community Legal Services	$40,000
Santa Anita Family Service	$80,000
Southern California Alcohol and Drug Programs, Inc./Angel Step Inn	$53,333
Su Casa Family Crisis and Support Center	$24,000
Women Shelter of Long Beach	$106,670
Women's & Children's Crisis Shelter, Inc.	$80,000
YWCA of Glendale Domestic Violence Project	$106,670
YWCA of San Gabriel Valley / WINGS - Women in Need Growing Strong	$115,000
TOTAL	**$3,109,783**

COMMUNITY AND SENIOR SERVICES
OF LOS ANGELES COUNTY

ROBERT RYANS
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CalWORKs DOMESTIC VIOLENCE SUPPORTIVE SERVICES PROGRAM
CONTRACT NO. _____ AMENDMENT NO. _____

THIS AMENDMENT is made and entered into this ___1st__ day of __July_____ by and between the COUNTY OF LOS ANGELES, hereinafter referred to as the "COUNTY" and _____ , hereinafter referred to as the "CONTRACTOR".

WHEREAS, the parties hereto have previously entered into a CalWORKs Domestic Violence Supportive Services Program FY 2002/2003 contract from July 1, 2002 through June 30, 2003 for an amount not to exceed $_____, this Program will extend services from July 1, 2003 through October 31, 2003, for a period not to exceed four (4) months,and can be terminated by either party by advance notice of 30 calendar days.

WHEREAS, the parties desire to amend this Contract and its Exhibits in accordance with the terms and conditions as set forth below;

NOW, THEREFORE, the parties hereto agree as follows:

I. CONTRACT FUNDING is amended as follows:

COUNTY shall reimburse CONTRACTOR an amount not to exceed a maximum total of $ _____ for the combined Contract and Amendment period. Payments to CONTRACTOR shall be from the CalWORKs Domestic Violence Supportive Services Program FY2003/2004 fund account as follows:

An amount of $_____ will be increased to the original amount as specified in Exhibit B-__ for supplying services indicated in Exhibit A-__; There are two (2) separate maximum rates in each service component (Case Management and Legal Services) with a total amount not to exceed a maximum of $2,000 per CalWORKs family for case management services and $2,500 per CalWORKs family for legal services.

Administrative costs not to exceed 10% of the Amended amount. Administrative costs include accounting/bookkeeping; management overhead; and utilities/space.

II. EXHIBITS A - AND B - SCOPE OF WORK / PROJECT BUDGET

The attached Exhibits A - __, B - __ are in addition to the ongoing exhibits A and B of the original Contract.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by the Director of Community and Senior Services, or his designee, and the CONTRACTOR has subscribed the same through its authorized officer, on the day, month, and year written above.

The person signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR.

COUNTY OF LOS ANGELES
Community and Senior Services

By _____
ROBERT RYANS
Director

APPROVED AS TO FORM:

LLOYD W. PELLMAN
COUNTY COUNSEL

By _____
Deputy

_____
Agency's Legal Name (Print or Type)

By _____
Title (Print or Type)

_____
Authorized Signature

_____
(Print or Type Name)

_____
Date

Copies Required: 2 Originals, 3 Copies along with appropriate Exhibit Forms

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
CalWORKs July 1, 2003 to October 31, 2003 Program

CONTRACT NO:
Amendment No:
Modification No.

STATEMENT OF WORK SUMMARY PAGE

Agency: _____ **4 Month Contract JULY 1, 2003 to OCTOBER 31, 2003**

Project Title: _____ Mailing Address: _____ City/Zip _____

Project Director: _____ Telephone _____ Fax _____ Email _____

Contact Person: _____ Telephone _____ Fax _____ Email _____

SPA	2002/2003 CalWORKs Prior Funded Amount			July 1, 2003 to October 31, 2003 CalWORKs Amended Amount			Agency Match		Total Project Cost	Unduplicated Persons Served			Total Service Units		
	Case Mgmt	Legal Services	Total	Case Mgmt	Legal Services	Total	Cash	In-Kind		Case Mgmt	Legal Services	Total	Case Mgmt	Legal Services	Total
1															
2															
3															
4															
5															
6															
7															
8															
TOTAL															

PROGRAM AND BUDGET APPROVALS: The following representatives have reviewed and approved the Statement of Work and Budget (Exhibits "A-__" and "B-__") and any additional pages attached for use in carrying out this Contract.

Note: TOTAL OF ALL ADMINISTRATIVE COSTS CANNOT EXCEED 10% OF THE TOTAL FUNDED AMOUNT

Contractor/Agency Representative: _____ Date: _____

CSS Program Monitor: _____ Date: _____

CSS Supervisor of Monitors: _____ Date: _____

CSS Contracts Officer: _____ Date: _____

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
CalWORKs July 1, 2003 to October 31, 2003 PROGRAM

Contract No:
Amendment No:
Modification No:

STATEMENT OF WORK
PROJECT DESCRIPTION

Agency_____ **July 1, 2003 to October 31, 2003**

Project Title_____ 4 Month Contract SPA_____

I. Project Site(s): If different from mailing address given on page 1. (Add additional pages for each project site.)
A: Address: Include city and full 9 digit zip code. **If confidential Location, do not list address and state "Confidential."**

_____, CA _____ **Hotline #:**_____

B. Project Director:_____ Project Phone (___)_____ Fax (___)_____ Email _____
C. Contact Person:_____ Contact Phone (___)_____ Fax (___)_____ Email _____

II. Days and Hours of Operations of Project offices: Hours of operation must coincide with DPSS hours 8:00 a.m. to 5:00 p.m. Monday through Friday.

Monday	open at:_____	close at:_____	24 hours_____	closed_____
Tuesday	open at:_____	close at:_____	24 hours_____	closed_____
Wednesday	open at:_____	close at:_____	24 hours_____	closed_____
Thursday	open at:_____	close at:_____	24 hours_____	closed_____
Friday	open at:_____	close at:_____	24 hours_____	closed_____
Saturday	open at:_____	close at:_____	24 hours_____	closed_____
Sunday	open at:_____	close at:_____	24 hours_____	closed_____
Holidays	open at:_____	close at:_____	24 hours_____	closed_____

III. Brief Project Description:

IV. Participation – Collaboration:
Our agency agrees to uphold the fundamental goal of the CalWORKs Domestic Violence Supportive Services Program designed to assist CalWORKs Participants with domestic violence issues they confront, and to enable them to move successfully toward employment and economic self sufficiency. To achieve these goals we agree to participate in the following activities:

- All program staff to complete a minimum of 40 hours of domestic violence training, CSS recognizes as DV Training, within 3 months of hire.
- Attend a minimum of 6 monthly LACDVC meetings.
- Implement the CalWORKs Domestic Violence Supportive Services Program Outcome Measurement Tool.
- Participate in the Bidders, Contractors, Case Management, and SPA meeting and other conferences and workshops provided by the County.

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
CalWORKs July 1, 2003 to October 31, 2003 PROGRAM

Contract No:
Amendment No:
Modification No:

STATEMENT OF WORK
PROJECT DESCRIPTION

Agency_____ **July 1, 2003 to October 31, 2003**

Project Title_____ 4 Month Contract SPA_____

V. Project Goal(s) and Objective(s): Provide a narrative description, limited to two pages of project's proposed activity indicating quantifiable goals by service category, with specific measurable outcomes, and include the time frames as appropriate.

VI. Description of Staff: Please describe the specific job duties of each new staff and the role each will play within your agencies overall plan to serve CalWORKs Participants.

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
CalWORKs JULY 1, 2003 to October 31, 2003 PROGRAM

CONTRACT NO:
Amendment No.
Modification No.

STATEMENT OF WORK
PROJECT OPERATING PLAN

AGENCY: _____ **July 1, 2003 to October 31, 2003**

Project Title: _____ 4 Month Contract SPA ____ *

* This form must be completed for each SPA

NUMBER OF UNDUPLICATED CLIENTS FOR CASE MANAGEMENT

SPA	JULY	AUGUST	SEPTEMBER	OCTOBER	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
TOTAL					

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
CalWORKs JULY 1, 2003 to October 31, 2003 PROGRAM
STATEMENT OF WORK
PROJECT OPERATING PLAN

CONTRACT NO:
Amendment No.
Modification No.

AGENCY: _____ **July 1, 2003 to October 31, 2003**

Project Title: _____ __4__Month Contract SPA_____ *

* This form must be completed for each SPA

NUMBER OF SERVICE UNITS FOR CASE MANAGEMENT

PROGRAM CATEGORY	JULY	AUG	SEPT	OCT	TOTAL
Service Assessment					
Service Plan					
Reassess/Re-advise					
Advocacy					
Individual Counseling					
Group Counseling					
Court Accompaniment					
Emergency food, Shelter & Clothing					
Independent Living Skills Education					
Parenting Education					
Household Establishment Skills Education					
Emergency Transportation					
DPSS & GAIN Orientation / Presentation					
Hotline / Warmline					
Monitored Visitation					
Supervised Children's Activities					
TOTAL					

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
CalWORKs JULY 1, 2003 TO OCTOBER 31, 2003 PROGRAM

STATEMENT OF WORK
PROJECT OPERATING PLAN

CONTRACT NO:
Amendment No.
Modification No.

AGENCY: _____

July 1, 2003 to October 31, 2003

Project Title: _____

__4__Month Contract

SPA ____ *
* This form must be completed for each SPA

NUMBER OF UNDUPLICATED CLIENTS FOR LEGAL SERVICES

SPA	JULY	AUG	SEPT	OCT	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
TOTAL					

COMMUNITY AND SENIOR SERVICES
CalWORKs JULY 1, 2003 TO OCTOBER 31, 2003 PROGRAM

STATEMENT OF WORK
PROJECT OPERATING PLAN

CONTRACT NO:
Amendment No. 2
Modification No.

AGENCY: _____

Project Title: _____

July 1, 2003 to October 31, 2003

__4__Month Contract SPA_____*

* This form must be completed for each SPA

NUMBER OF SERVICE UNITS FOR LEGAL SERVICES

PROGRAM CATEGORY	JULY	AUG	SEPT	OCT	TOTAL
Preparation of Restraining Orders					
Court Accompaniment					
Explanation of Court Process					
Coordination of Services					
Divorce Matters					
Paternity Matters					
Custody and Visitation Orders					
Emergency Transportation					
Outreach / Co-Location					
Immigration Law Services					
TOTAL					

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
CalWORKs JULY 1, 2003 TO OCTOBER 31, 2003 PROGRAM

CONTRACT NO.:
Amendment No.:
Modification No.:

BUDGET SUMMARY PAGE

Agency: _____ July 1, 2003 to October 31, 2003

Project Title: _____ 4 Month Contract

PROJECTED COSTS	1st Month	2nd Month	3rd Month	4th Month	Total
PROGRAM SHARE					
AGENCY MATCH					
TOTAL					

Type of Entity ___ **County Department** ___ **Public Body** ___ **Private Non-Profit** ___ **Private/Profit**

BUDGET	b. SERVICE PLANNING AREA (SPA)								Program Funded Total	Agency Match		TOTAL PROJECT COSTS
a. Cost Category	1	2	3	4	5	6	7	8	All SPAs	Cash	In-Kind	
1.PERSONNEL / BENEFITS	$	$	$	$	$	$	$	$	$	$	$	$
2. CONSULTANTS												
3. TRAVEL												
4. SPACE												
5. CONSUMABLE SUPPLIES												
6. EQUIPMENT												
7. OTHER												
TOTAL	$	$	$	$	$	$	$	$	$	$	$	$

Note: Program Funded Total all SPAs + Agency Match Cash + Agency Match In-Kind = TOTAL PROJECT COSTS
Note: TOTAL OF ALL ADMINISTRATIVE COSTS CANNOT EXCEED 10% OF THE TOTAL FUNDED AMOUNT.

CONTRACT NO.:
Amendment No.:
Modification No.:

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
CalWORKs JULY 1, 2003 TO OCTOBER 31, 2003 PROGRAM

BUDGET SUMMARY PAGE

Agency: _____

July 1, 2003 to October 30, 2003

Project Title: _____

4 Month Contract

DESCRIPTION OF ITEM AND BASIS FOR ITS VALUATION	SPA	PRIOR FUNDED AMOUNT	AMENDED AMOUNT *	NEW TOTAL FUNDED AMOUNT	AGENCY MATCH		TOTAL COST OF PROJECT
					CASH	IN-KIND	
Personnel/Benefits		$	$	$	$	$	$
Consultant							
Travel							
Space							
Consumable Supplies							
Equipment							
Other							
TOTAL		$	$	$	$	$	$

- Proper documentation must be kept of volume, item and valuation of "in-kind" material received.
- Prior Funded Amount + Amended Amount = New Total Funded Amount..
- New Total Funded Amount + Agency Match Cash + Agency Match In-Kind = Total Cost of Project.
- **TOTAL ADMINISTRATIVE COSTS (TRANSFERRED FROM PAGE 3 & 4): $ _____**
- **Note: TOTAL OF ALL ADMINISTRATIVE COSTS CANNOT EXCEED 10% OF THE TOTAL FUNDED AMOUNT.**

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
CalWORKs JULY 1, 2003 TO OCTOBER 31, 2003 PROGRAM

PERSONNEL BUDGET JUSTIFICATION

CONTRACT NO.:
Amendment No.:
Modification No.:

Agency: _____ July 1, 2003 to October 31, 2003

Project Title: _____ 4 Month Contract

PROJECT PERSONNEL BUDGET											PERSONNEL FUNDING TOTAL
a. Position/Title/Name	SPA	b. Actual Monthly Salary	c. % of Time Employee on this Activity	d. % of Time EE provides Direct Serv.	e. % Admin. Costs (c. – d.)	f. No.of Persons	g. Months Employed	h. Program Funded Amount	AGENCY MATCH i. Cash	AGENCY MATCH j. In Kind	k. TOTAL COST OF PROJECT
								$	$	$	$
1.						TOTAL-DIRECT SALARIES		$	$	$	$
2. FRINGE BENEFITS:	F.I.C.A. (%) $							$	$	$	$
	Worker's Comp. (%) $							$	$	$	$
	S.U.I. (%) $							$	$	$	$
	Health & Welfare (%) $							$	$	$	$
	Fringe Totals (%) $							$	$	$	$
3. TOTAL OF ALL COSTS-						TOTAL DIRECT PERSONNEL		$	$	$	$

Note : b x c x f x g = k = Total Program Funded Amount **h = the funded amount CalWORKs is to pay for** **h+i + j = k = Total Cost of Project**

c - d = % Admin Cost: Total all positions with Admin Costs **Total of all (b x e x f x g) = Total All Admin. Costs = $ _____**

Note: TOTAL OF ALL ADMINISTRATIVE COSTS CANNOT EXCEED 10% OF TOTAL FUNDED AMOUNT **(TRANSFER TOTALS TO PAGE 2)**

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES
CalWORKs JULY 1, 2003 TO OCTOBER 31, 2003 PROGRAM

CONSULTANT BUDGET JUSTIFICATION

CONTRACT NO.:
Amendment No.:
Modification No.:

Agency: _____ July 1, 2003 to October 31, 2003

Project Title: _____ 4 Month Contract

a. Position/Title/Name (Itemize each consultant)	SPA	b. Hourly Rate	c. Number of Hours per Month	d. Number of Months Employed	e. % of Time Employee on this Activity	f. % of Time Employee Provides Direct Services	g. % Admin. Costs (e.– f.)	h. Program Funded Amount	AGENCY MATCH		k. TOTAL COST OF PROJECT
									i. Cash	j. In Kind	
		$						$	$	$	$
TOTAL OF ALL COST							TOTAL PERSONNEL	$	$	$	$

Note : b x c x d x e = k (Total Funded Amount); h=the funded amount CalWORks is to pay; (e-f) = g = % of Admin. Cost;
Total All (b x c x d x g) = Total All Admin. Costs
Total All Administrative Cost = $_____ **(TRANSFER TOTALS TO PAGE 2)**
Total amount that CalWORKs will pay for = h = Program Funded Amount: h + i + j = k (The Total Cost of Project)