



**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC SOCIAL SERVICES**

**REQUEST FOR PROPOSALS
FOR
REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES**

RFP CMD#16-01

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Prepared By
County of Los Angeles
Department of Public Social Services
Bureau of Administrative Services
Contract Management Division
12900 Crossroads Parkway South 2nd Floor Annex
City of Industry, California 91746-3411

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1.0 INTRODUCTION

The County of Los Angeles (County) Department of Public Social Services (DPSS) is issuing this Request for Proposals (RFP) to solicit proposals from public or private non-profit organizations interested in operating the County's Refugee Employment and Acculturation Services (REAS) program throughout Los Angeles County.

Proposer should be located in the County of Los Angeles , and demonstrate the capability to provide services as described in Appendix A, Statement of Work (SOW). Only one proposer will be selected to provide services throughout the County of Los Angeles.

The Contractor will assist refugees by providing culturally and linguistically sensitive employment and specialized service as further described in Section 2.0 of this RFP.

1.1 BACKGROUND OF REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES

The Refugee Act of 1980 created the Federal Refugee Resettlement Program to provide for the effective resettlement of refugees and to assist them to achieve economic self-sufficiency as quickly as possible after arrival in the United States. The Refugee Act made federal funding available to provide services to refugees residing in the United States five years or less and asylees at the point they are granted asylum. The County created the Refugee Employment Program (REP) to help refugees achieve economic self-sufficiency by attaining and maintaining employment in the United States. As the services provided to refugees under this program have expanded beyond those funded by Refugee Social Services (RSS) and Targeted Assistance (TA), in order to encompass all of the services provided under REP, the County has renamed that program Refugee Employment and Acculturation Services (REAS).

1.2 AVAILABILITY OF FUNDING

The REAS Program is funded by the following:

- Refugee Social Services (RSS),
- Refugee Targeted Assistance (TA),
- Trafficking and Crime Victims Assistance Program (TCVAP),
- Elderly Services Set-Aside Funding,
- Refugee Targeted Assistance Discretionary Grant (TADG),
- Family Stabilization (FS) and
- Single Allocation (SA) programs.

The funding for all components of the Contract resulting from this RFP will be contingent upon the availability of State and federal funds. If the necessary approval, funding, or appropriations are not forthcoming, or are otherwise limited or curtailed, the County may immediately, with ten-day advanced notice, terminate, reduce or modify the Contract without penalty.

1.3 COLLABORATION AND SUBCONTRACTS

Proposers are encouraged to work collaboratively with public or private non-profit organizations to carry out the goals of this program by subcontracting a percentage of the caseloads for REAS Case Management, Family Stabilization, and CalWORKs SB1041. In reflecting this collaboration, each proposal must identify the other agencies that the proposer is prepared to subcontract with to provide the services as described in Appendix A, Statement of Work (SOW). Additionally, the Proposer should indicate the total percentage of the REAS Case Management, Family Stabilization and CalWORKs SB1041 caseloads that will be subcontracted.

2.0 PURPOSE-AGREEMENT FOR REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES

2.1 PURPOSE OF THE RFP

This RFP is designed to obtain proposals from qualified organizations (herein referred to as Proposers) who understand the unique needs of refugees and will consider collaborating with other public and private non-profit organizations, to implement and provide culturally and linguistically sensitive full-service Welfare-to-Work (WtW) case management services, in an effort to meet the needs of the refugee population as described in subsection 2.2 below. Only one proposal will be considered from each proposer. Proposers who subcontract with public or private non-profit organizations to provide REAS; and Proposers who subcontract a higher percentage of the total caseloads for REAS Case Management, Family Stabilization, and CalWORKs SB1041 services, as described in Appendix A, Statement of Work (SOW), will be given higher consideration.

Proposers should describe their plan to provide REAS throughout the County. If the Proposer will subcontract, the plan should include a description of the REAS each subcontractor will be providing, and the percentage of the total caseload that will be subcontracted to each subcontractor. The proposers will be required to provide various satellite offices throughout the County in

order to minimize travel time for participants, and optimize accessibility.

Proposals should describe innovative strategies to move eligible individuals into self-sustaining employment, upwardly mobile career paths, higher earning potential and ultimately, self-sufficiency; and describe the plan in addressing the various employment barriers, and the language and cultural needs of the Participants.

2.2 REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES PROGRAM (REAS) OVERVIEW

The REAS program is designed to assist refugees to attain self-sufficiency by providing culturally and linguistically sensitive employment and specialized services (as defined in Appendix A, Statement of Work) in an effort to assist them through the initial adjustment period following arrival into the United States. Services under this program are available to refugees who are aided through the California Work Opportunity and Responsibility to Kids (CalWORKs), Medical Assistance, Cal-Fresh Assistance Refugee Cash Assistance (RCA), or General Relief (GR) programs. Services are also provided to refugees not aided through a public assistance program, as well as non-citizens who are victims of human trafficking, domestic violence, and other serious crimes in accordance with Senate Bill 1569 effective with All County Letter 06-60 dated December 21, 2006, which established the State-only RCA Program. Refugees are eligible for REAS services for the first five years after entry into the United States.

Acculturation services are an integral part of the refugee's adjustment in this country. Services shall include activities that will engage the participants in a series of life skills workshops that enhance the initial acculturation services received within the first thirty days of arrival into this country and offered through the local Resettlement Agencies (RAs) which sponsor refugees from other countries.

The goal of REAS is to address the needs of refugees in a holistic manner. Services under REAS are designed to identify, determine and deliver assistance to individuals and families to ensure their needs are met, in relation to obtaining and retaining employment while becoming acclimated to their new environment. REAS services include cultural and linguistic sensitivities, employment-related services; coordinated support services; and humanitarian and sociological activities to assess the refugee's

work/education/life experiences in their country of origin. REAS include, but are not limited to:

- Orientation explaining Public Assistance requirements and expectations,
- Motivational techniques,
- Evaluation of work/study history,
- Referrals to employment/training activities,
- Referrals to Vocational Assessment,
- Services targeted to senior refugees,
- Intensive Case Management, as needed, and
- Coordination of supportive services and other specialized services.

Services under this program are better provided by staff with the knowledge of the social, political, and religious persecution issues faced by the refugee population being served; who have the language capabilities to assist refugees in their own language and have roots within their own communities; and who have a knowledge base on issues such as human trafficking, political struggles and civil unrest in those countries from which refugees migrate. The REAS case manager needs to have experience in recognizing the emotional, psychological and social barriers that result from years of persecution and/or encampment, case managers must also have an awareness/understanding of cultural differences between ethnic groups to best determine the course of initial services and coordinate/provide required and appropriate support services that will ultimately help individuals and their families attain and maintain self-sufficiency.

Higher consideration will be given to Proposers who can demonstrate proven case management skills, knowledge and experience in the delivery of services to the refugee population in the County of Los Angeles, ability to readily hire staff possessing appropriate language skills and cultural awareness, and ability to place refugees in unsubsidized employment that leads to economic self-sufficiency.

2.3 Statement of Work

Contractor shall be expected to implement the Statement of Work that is contained in Appendix A and Appendix B, Technical Exhibits, of this RFP.

2.4 Sample Agreement: County Terms and Conditions

Contractor shall be expected to implement a contract substantially similar to the Sample Contract contained in Appendix C, of this RFP.

2.4.1 Anticipated Contract Term

The contract term is anticipated to be for a period of three (3) years. The Contract is anticipated to commence on December 1, 2016, following Board of Supervisors' approval. A transition period of 30 days will commence upon execution of the Contract, to allow the transfer of current REP cases to the new REAS Contractor and to provide training to Contractor's staff. Direct case management services shall commence effective 30 days after execution of the Contract. Appendix C, Sample Contract, Section 4.0, provides additional information regarding the proposed term of the contract.

2.4.2 Contract Rates

The Contractor's rates for REAS Case Management, Family Stabilization, and CalWORKs SB1041 shall remain firm and fixed for the three-year term of the Contract for performing the services, as set forth in Appendix D, Form D-11 "Required Bid Sheet".

For ESSA and TAD, the County has established the Monthly Firm-Fixed Rate per Participant at \$121 and \$185 respectively, and will remain firm and fixed for the three-year term of the Contract for performing ESSA and TAD services.

The County may re-negotiate the Contract rates; to be consistent with any County or State budget reductions should they occur.

1. The rates shall be based on the estimated caseload demographics as set forth in Appendix B, Technical Exhibit B-24 as outlined in Appendix A, Statement of Work, Section 1.0 General, Subsection 1.1, Scope of Work, Paragraph 1.1.3, Caseload Projections hereunder. This is only an estimate of the caseloads. The actual caseloads may be above or below this estimate. These caseloads are subject to change and do not constitute a guarantee of any number of participants to be served throughout the County.
2. Proposals submitted in response to the RFP shall contain the rates for the contract term. The Proposals shall be set forth on the attached Required Bid Sheet in Appendix D, Required

Forms, Form D-11, and the rate shall be fixed and guaranteed for the three-year term of the Contract beginning on the day of commencement of services.

3. The Contractor's rates shall be subject to performance deductions, as described in Appendix C, Sample Contract, Section 5.0 Contract Sum, Subsection 5.8, Performance Deductions.

2.4.3 Days of Operation

The Contractor shall be required to provide REAS, Monday through Friday, from 8:00 a.m. to 5:00 p.m. The Contractor is not required to provide services on County-recognized holidays. The County's Contract Administrator will provide a list of the County holidays to the Contractor at the time the Contract is approved, and annually, as soon as they are available.

2.4.4 Indemnification and Insurance

Contractor shall be required to comply with the indemnification provisions contained in - Appendix C, Sample Contract, Subsection 8.23. The Contractor shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in the Appendix C, Sample Contract, Subsections 8.24 and 8.25.

2.4.5 SPARTA Program

A County program, known as 'SPARTA' (Service Providers, Artisan and Tradesman Activities) may be able to assist potential Contractors in obtaining affordable liability insurance. The SPARTA Program is administered by the County's insurance broker, Merriwether & Williams. For additional information, Proposers may call Merriwether & Williams toll free at (800) 420-0555 or can access their website directly at www.2sparta.com

2.4.6 Health Insurance Portability and Accountability Act of 1996

Contractor shall be required to comply with the Administrative Simplification requirements of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) as in effect and as may be amended, as contained in Appendix C, Sample Contract, Exhibit N.

3.0 PROPOSER'S MINIMUM MANDATORY REQUIREMENTS

Interested and qualified Proposers that can demonstrate their ability, including satisfactory evidence, to successfully provide the required services outlined in Statement of Work, Appendix A of this RFP are invited to submit a proposal. Only one proposal will be considered per proposer and each proposer must meet the following minimum mandatory requirements to be considered for a contract:

- 3.1 Proposers must have, by proposal submission due date, a minimum experience of three years out of the last 10 years providing case management services, or services substantially similar to the services required in this RFP. The experience must be documented in Proposal, Section 2.1.1.
- 3.2 Proposer must have, by proposal submission due date, a Contract Manager with either: **Option (1)** a bachelor's degree in a field related to the provision of social services (e.g., social work, public administration, psychology, etc.) with two years' experience in the performance of case management services, or services substantially similar to the services required in this RFP, OR **Option (2)** a minimum of three years of experience in the performance of case management services, or services substantially similar to the services required in this RFP. (If the Contract Manager is not yet hired, the Contractor must include with its proposal the complete job specifications for this position.) The required experience and job specifications for the Contract Manager must be documented in the Proposal Section 4.1 (see RFP Section 7.11.11.A.1).
- 3.3 Proposer must have, by proposal submission due date, a business office located within the County of Los Angeles, with a responsible person to maintain all administrative records related to the proposed Contract and financial reports that are required herein. This information must be documented in the Proposal Section (see RFP Section 7.11.11.A.3)
- 3.4 Proposer must attend mandatory Proposer's Conference, as specified in this RFP, Subsection 7.8, Proposer's Conference.
- 3.5 Comply with the Proposal's format and requirements set forth in the Business Proposal Format and the Cost Proposal Format, (see RFP Section 7.0, Subsections 7.11 and Subsection 7.12.).

Minimum Mandatory Requirements 1 through 5 above must be addressed and submitted with the submitted Proposal. Failure to meet these Minimum Mandatory Requirements will result in a rejection of a proposal as explained in RFP Section 7.0 hereunder.

4.0 COUNTY'S RIGHTS AND RESPONSIBILITIES

The County is not responsible for representations made by any of its officers or employees prior to the execution of the Contract unless such understanding or representation is included in the Contract.

4.1 Final Contract Award by the Board of Supervisors

Notwithstanding a recommendation of a Department, agency, individual, or other, the Board of Supervisors retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposal best serves the interests of the County. The Board is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

The Director of DPSS will recommend one Proposer for a contract to the Board of Supervisors. The Board of Supervisors may choose to award, or not to award, a contract to any Proposer(s) submitting proposals under this RFP.

4.2 County Option to Reject Proposals

Proposers are hereby advised that this RFP is an informal solicitation for proposals only, and is not intended, and is not to be construed as, an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations pursuant to any statute, ordinance, rule, or regulation. The County may, at its sole discretion, reject any or all proposals submitted in response to this RFP or may, in its sole discretion, reject all proposals and cancel the RFP in its entirety. The County shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. The County reserves the right to waive inconsequential disparities in a submitted proposal.

4.3 County's Right to Amend Request for Proposals

The County has the right to amend the RFP by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization which County records indicate has received this RFP. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Proposal being found non-responsive and not being considered, as determined in the sole discretion of the County. The County is not responsible for and shall not

be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

4.4 Background and Security Investigations

Background and security investigations of Contractor's staff may be required at the discretion of the County as a condition of beginning and continuing work under any resulting Contract. The cost of background checks is the responsibility of the Contractor.

4.5 County's Quality Assurance Plan

After contract award, the County or its agent will evaluate the Contractor's performance under the contract on a periodic basis. Such evaluation will include assessing Contractor's compliance with all terms in the Contract and performance standards identified in the Statement of Work. Contractor's deficiencies which the County determines are severe or continuing and that may jeopardize performance of the Contract will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the Contract in whole or in part, or impose other penalties as specified in the Contract.

5.0 PROPOSER'S REQUIREMENTS AND CERTIFICATIONS

5.1 Notice to Proposers Concerning the Public Records Act

5.1.1 Responses to this solicitation shall become the exclusive property of the County. Absent extraordinary circumstances, the recommended proposer's proposal will become a matter of public record when 1) contract negotiations are complete; 2) DPSS receives a letter from the recommended Proposer's authorized officer that the negotiated contract is the firm offer of the recommended Proposer; and 3) DPSS releases a copy of the recommended Proposer's proposal in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board Policy No. 5.055.

Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when the Department's proposer recommendation appears on the Board agenda.

Exceptions to disclosure are those parts or portions of all proposals that are justifiably defined as business or trade secrets, and plainly

marked by the Proposer as "Trade Secret," "Confidential," or "Proprietary."

5.1.2 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. **A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. The Proposers must specifically label only those provisions of their respective proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature.**

5.1.3 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "confidential," "trade secrets," or "proprietary," Proposer agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

5.2 Contact with County Personnel

All contact regarding this RFP or any matter relating thereto must be in writing and may be mailed or e-mailed as follows:

Jacqueline Cooper, Administrative Services Manager I
Department of Public Social Services
Contract Management Division, Section III
12900 Crossroads Parkway South – East Annex, 2nd Floor
City of Industry, CA 91746-3411
REASRFP@dpss.lacounty.gov

If it is discovered that Proposer contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their proposal from further consideration.

5.3 Mandatory Requirement to Register on County's WebVen

Prior to a contract award, all potential Contractors must register in the County's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at <http://camisvr.co.la.ca.us/webven/>. Contractor must register using

Commodity Code No. 95275. Commodity Code No. 95275 consists of: a) Code No. 952 assigned to Human Services; and b) Sub-Code No. 75 assigned to Refugee Assistance Services.

5.4 Protest Policy Review Process

5.4.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Proposer may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Section 5.4.3 below. Additionally, any actual Proposer may request a review of a disqualification or of a proposed contract award under such a solicitation, as described respectively in the Sections below. It is the responsibility of the Proposer challenging the decision of a County Department to demonstrate that the Department committed a sufficiently material error in the solicitation process to justify invalidation of a proposed contract award.

5.4.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Proposer protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

5.4.3 Grounds for Review

Unless state or federal statutes or regulations otherwise provide, the grounds for review of a solicitation for a Board-approved services contract provided for under Board Policy No. 5.055 are limited to the following:

- Review of Solicitation Requirements (reference paragraph 7.5 in the Proposal Submission Requirements Section)
- Review of a Disqualified Proposal (reference paragraph 8.3 in the Selection Process and Evaluation Criteria Section)
- Review of Proposed Contractor Selection (reference paragraph 8.7 in the Selection Process and Evaluation Criteria Section)

5.5 Injury and Illness Prevention Program

Contractor shall be required to comply with the State of California's Cal OSHA's regulations. Including but not limited to Section 3203 of Title 8 in the California Code of Regulations which requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP)

that addresses hazards pertaining to the particular workplace covered by the program.

5.6 Confidentiality and Independent Contractor Status

As appropriate, Contractor shall be required to comply with the Confidentiality provision contained in Subsection 7.5 and the Independent Contractor Status provision contained in Subsection 8.22 in Appendix C, Sample Contract.

5.7 Conflict of Interest

No County employee whose position in the County enables him/her to influence the selection of a Contractor for this RFP, or any competing RFP, nor any spouse of economic dependent of such employees, shall be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a Contractor. Proposer shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Appendix D - Required Forms, Form D-5, Certification of No Conflict of Interest.

5.8 Determination of Proposer Responsibility

5.8.1 A responsible Proposer is a Proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Proposers.

5.8.2 Proposers are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether the Proposer is responsible based on a review of the Proposer's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the Proposer against public entities. Labor law violations which are the fault of the Sub-Contractors and of which the Proposer had no knowledge shall not be the basis of a determination that the Proposer is not responsible.

5.8.3 The County may declare a Proposer to be non-responsible for purposes of this contract if the Board of Supervisors, in its discretion, finds that the Proposer has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County; 2) committed an act or omission which negatively reflects on the Proposer's quality, fitness or capacity to perform a contract with the County, any other public

entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or omission which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against the County or any other public entity.

5.8.4 If there is evidence that the apparent highest ranked Proposer may not be responsible, the Department shall notify the Proposer in writing of the evidence relating to the Proposer's responsibility, and its intention to recommend to the Board of Supervisors that the Proposer be found not responsible. The Department shall provide the Proposer and/or the Proposer's representative with an opportunity to present evidence as to why the Proposer should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.

5.8.5 If the Proposer presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the Proposer shall reside with the Board of Supervisors.

5.8.6 These terms shall also apply to proposed subcontractors of Proposers on County contracts.

5.9 Proposer Debarment

5.9.1 The Proposer is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the Proposer from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the Proposer's existing contracts with County, if the Board of Supervisors finds, in its discretion, that the Proposer has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County; 2) committed an act or omission which negatively reflects on the Proposer's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or offense which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against the County or any other public entity.

- 5.9.2 If there is evidence that the apparent highest ranked Proposer may be subject to debarment, the Department shall notify the Proposer in writing of the evidence which is the basis for the proposed debarment, and shall advise the Proposer of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- 5.9.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The Proposer and/or Proposer's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Proposer should be debarred, and, if so, the appropriate length of time of the debarment. The Proposer and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- 5.9.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 5.9.5 If a Proposer has been debarred for a period longer than five (5) years, that Proposer may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Proposer has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management; 3) material evidence discovered after debarment was imposed; or 4) any other reason that is in the best interests of the County.
- 5.9.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where 1) the Proposer has been debarred for a period longer than five (5) years; 2) the debarment has been in effect for at least five (5) years; and 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of

debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

5.9.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

5.9.8 These terms shall also apply to proposed Sub-Contractors of Proposers on County contracts.

5.9.9 Appendix H provides a link to the County's website where there is a listing of Contractors that are currently on the Debarment List for the County of Los Angeles.

5.10 Adherence to County's Child Support Compliance Program

Proposers shall: 1) fully comply with all applicable State and federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).

5.11 Gratuities

5.11.1 Attempt to Secure Favorable Treatment

It is improper for any County officer, employee or agent to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that the Proposer's provision of the consideration may secure more favorable treatment for the Proposer in the award of the Contract or that the Proposer's failure to provide such consideration may negatively affect the County's consideration of the Proposer's submission. A Proposer shall not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the Contract.

5.11.2 Proposer Notification to County

A Proposer shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the Proposer's submission being eliminated from consideration.

5.11.3 Form of Improper Consideration

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

5.12 Notice to Proposers Regarding the County Lobbyist Ordinance

The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each Proposer to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by the County of Los Angeles Code Section 2.160.010, retained by the Proposer is in full compliance with Chapter 2.160 of the the County of Los Angeles Code and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists by completing and submitting the Familiarity with the County Lobbyist Ordinance Certification, as set forth in Appendix D - Required Forms, Form D-6, as part of their proposal.

5.13 Federal Earned Income Credit

The Contractor shall notify its employees, and shall require each Sub-Contractor to notify its employees, that they may be eligible for the federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015. Reference Appendix I.

5.14 Consideration of GAIN-GROW/REAS Participants for Employment

As a threshold requirement for consideration for contract award, Proposers shall demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN-GROW/REAS participants for any future employment openings if they meet the minimum qualifications for that opening. Proposers shall attest to a willingness to provide employed GAIN-GROW/REAS participants access to the Proposers' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

Proposers who are unable to meet this requirement shall not be considered for contract award. Proposers shall submit a completed, "Attestation of Willingness to Consider GAIN-GROW Participants", form, as set forth in Appendix D - Required Forms, Form D-9, along with their proposal.

5.15 Recycled Bond Paper

Proposer shall be required to comply with the County's policy on recycled bond paper as specified in Appendix C, Sample Contract, paragraph 8.39.

5.16 Safely Surrendered Baby Law

The Contractor shall notify and provide to its employees, and shall require each Sub-Contractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in the County of Los Angeles, and where and how to safely surrender a baby. The fact sheet is set forth in Appendix J of this solicitation document and is also available on the Internet at www.babysafela.org for printing purposes.

5.17 Jury Service Program

The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective Contractors should carefully read the Jury Service Ordinance, Appendix G, and the pertinent jury service provisions of the Sample Contract, Appendix C, paragraph 8.8, both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Contractors and their Sub-Contractors.

Proposals that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

5.17.1 The Jury Service Program requires Contractors and their Sub-Contractors to have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a Contractor and "full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a Contractor's full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program.

5.17.2 There are two ways in which a Contractor might not be subject to the Jury Service Program. The first is if the Contractor does not fall within the Jury Service Program's definition of "Contractor". The Jury Service Program defines "Contractor" to mean a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of fifty thousand dollars (\$50,000) or more in any twelve (12) month period under one or more County contracts or subcontracts. The second is if the Contractor meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to Contractors that have 1) ten or fewer employees; and, 2) annual gross revenues in the preceding twelve months which, if added to the annual amount of this Contract is less than five hundred thousand dollars (\$500,000), and, 3) is not an "affiliate or subsidiary of a business dominant in its field of operation". The second exception applies to Contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The Contractor is subject to any

provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.

- 5.17.3 If a Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then the Contractor must so indicate in the Certification Form and Application for Exception, Form D-10 in Appendix D - Required Forms, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the Contractor's application, the County will determine, in its sole discretion, whether the Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

5.18 Living Wage Program (Intentionally Omitted)

5.19 Notification to County of Pending Acquisitions-Mergers by Proposing Company

The Proposer shall notify the County of any pending acquisitions-mergers of their company. This information shall be provided by the Proposer on Required Form - Form D-1 - Proposer's Organization Questionnaire-Affidavit. Failure of the Proposer to provide this information may eliminate its proposal from any further consideration. Proposer shall have a continuing obligation to notify County of changes to the information contained in Form D-1 (Proposer's Organization Questionnaire-Affidavit) during the pendency of this RFP by providing a revised Form D-1 (Proposer's Organization Questionnaire Form D-1) to the County upon the occurrence of any event giving rise to a change in its previously-reported information.

5.20 Proposer's Charitable Contributions Compliance

- 5.20.1 California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. Prospective Contractors should carefully read the Background and Resources: California Charities Regulations, Appendix N. New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fund-raising

practices and documentation. Charities with over two million (\$2,000,000) of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.

5.20.2 All prospective contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the Charitable Contributions Certification, Form D-15 as set forth in Appendix D - Required Forms. A completed Form D-15 is a required part of any agreement with the County.

5.20.3 In Form D-15, prospective contractors certify either that:

- they have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County agreement,

- OR -

- they are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.

5.20.4 Prospective County contractors that do not complete Form D-15 as part of the solicitation process may, in the County's sole discretion, be disqualified from contract award. A County contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

5.21 Defaulted Property Tax Reduction Program

The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). Prospective Contractors should carefully read the Defaulted Tax Program Ordinance, Appendix O, and the pertinent provisions of the Sample Contract, Appendix C, Subsections 8.51 and 8.52, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Contractors and their Sub-Contractors.

Proposers shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant

to this solicitation or shall certify that they are exempt from the Defaulted Tax Program by completing Certification of Compliance with The County's Defaulted Property Tax Reduction Program, Form D-17 in Appendix D – Required Forms. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliance contractor (Los Angeles County Code, Chapter 2.202).

Proposals that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

5.22 Time Off for Voting

The Contractor shall notify its employees, and shall require each Sub-Contractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than ten (10) days before every statewide election, every Contractor and Sub-Contractors 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 Section 14000.

6.0 COUNTY'S PREFERENCE PROGRAMS

6.1 County Policy on Doing Business with Small Business

- 6.1.1 The County has multiple programs that address small businesses. The Board of Supervisors encourages small business participation in the County's contracting process by constantly streamlining and simplifying our selection process and expanding opportunities for small businesses to compete for our business.
- 6.1.2 The Local Small Business Enterprise Preference Program requires the Company to complete a certification process. This program and how to obtain certification are further explained in paragraph 6.2 of this solicitation.
- 6.1.3 The Jury Service and Living Wage Programs, provide exceptions to the Programs if a company qualifies as a Small Business. It is important to note that each Program has a different definition for Small Business. You may qualify as a Small Business in one Program but not the other. Further explanations of these two Programs are provided in Subsection 5.17 - Jury Service Program and Subsection 5.18 - Living Wage Program of this solicitation.

- 6.1.4 The County also has a Policy on Doing Business with Small Business that is stated in Appendix F.

6.2 Local Small Business Enterprise Preference Program

- 6.2.1 The County will give Local SBE preference during the solicitation process to businesses that meet the definition of a Local Small Business Enterprise (Local SBE), consistent with Chapter 2.204.030C.2 of the Los Angeles County Code.
- 6.2.2 A business which is certified as small by the Small Business Administration (SBA) or which is registered as small on the federal Central Contractor Registration data base may qualify to request the Local SBE Preference in a solicitation.
- 6.2.3 Businesses must complete the Required Form - Request for Local SBE Preference Program Consideration and CBE Firm-Organization Information Form - Form D-7 in Appendix D - Required Forms with their proposal. Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain the Local SBE Preference.

6.3 Local Small Business Enterprise (SBE) Prompt Payment Program

It is the intent of the County that Certified Local SBEs receive prompt payment for services they provide to County Departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice.

6.4 Disabled Veteran Business Enterprise Preference Program (DVBE)

- 6.4.1 The County will give preference during the solicitation process to businesses that meet the definition of a Disabled Veteran Business Enterprise, consistent with Chapter 2.211 of the Los Angeles County Code. A Disabled Veteran Business Enterprise vendor is defined as: 1) A business which is certified by the State of California as a Disabled Veteran Business Enterprise; or 2) A business which is certified by the Department of Veterans Affairs as a Service Disabled Veteran Owned Small Business (SDVOSB).
- 6.4.2 Certified Disabled Veteran Business Enterprise vendors must request the preference in their solicitation responses and may not request the preference unless the certification process has been completed and certification is affirmed.

- 6.4.3 In no case shall the Disabled Veteran Business Enterprise Preference Program price or scoring preference be combined with any other county preference program to exceed eight percent (8%) in response to any county solicitation.
- 6.4.4 Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified Disabled Veteran Business Enterprise.
- 6.4.5 To request the Disabled Veteran Business Enterprise Preference, Proposer must complete and submit the Request for Disabled Veteran Business Enterprise Consideration form in Appendix D, Required Forms, Form D-18, with supporting documentation with their proposal.

Information about the State's DVBE certification regulations is found in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.pd.dgs.ca.gov/>

Information on the Department of Veteran Affairs SDVOSB certification regulations is found in the Code of Federal Regulations, 38CFR 74 and is also available on the Department of Veterans Affairs Website at: <http://www.vetbiz.gov/>

6.5 Transitional Job Opportunities Preference Program

- 6.5.1 In evaluating proposals, the County will give preference to businesses that are certified by the County as Transitional Job Opportunity vendors, consistent with Chapter 2.205 of the Los Angeles County Code. A Certified Transitional Job Opportunity vendor is, and has been such for three (3) years, an entity: 1) that is a non-profit organization recognized as tax exempt pursuant to section 501 (c) (3) of the Internal Revenue Service Code; set forth, under penalty of perjury, such information as requested by the County on either electronic or hard copy forms, along with their application form and three most recent annual tax returns to the Department with their proposal response to the contracting solicitation for which they are competing; 2) has been in operation for at least one year providing transitional job and the related supportive services to program participants; and 3) provide a profile of their program with a description of their program components designed to assist program participants, number of

past program participants, and any other information requested by a contracting Department.

6.5.2 Transitional Job Opportunities vendors must request the preference in their solicitation response and may not receive the preference until their certification has been affirmed by the applicable Department. County must verify the Transitional Job Opportunity vendor certification prior to applying the preference. Sanctions and financial penalties may apply to a Proposer that knowingly and with intent to defraud seeks to obtain or maintain certification as a Transitional Job Opportunities vendor.

6.5.3 To request the Transitional Job Opportunities Preference, Proposer must complete the Transitional Job Opportunities Preference Application in Appendix D – Required Forms – Form D-16 and submit it along with all supporting documentation with their proposal.

7.0 PROPOSAL SUBMISSION REQUIREMENTS

This Section contains key project dates and activities as well as instructions to Proposers in how to prepare and submit their proposal.

7.1 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final. All proposals shall be firm and final offers and may not be withdrawn for a period of three hundred sixty-five (365) days following the final proposal submission date.

7.2 RFP Timetable

The timetable for this RFP is as follows:

- Release of RFP 05/13/16
- Request for a Solicitation Requirements Review Due 05/27/16
- Mandatory Proposers Conference 05/25/16
- Written Questions Due 05/25/16
- Questions and Answers Released 06/07/16
- **Proposals due by** (June 20, 2016) (12:00 P.M, (local time) 06/20/16

Proposers are advised that updates, including addenda(s), will be provided via US mail. Additionally, all required RFP documents, including addenda(s), and references will be posted at the DPSS Request for Proposals website at: <http://dpss.lacounty.gov/dpss/contracts/default.cfm> and at the following County contracting website: http://doingbusiness.lacounty.gov/main_db.htm.

7.3 Proposals' Deadline

Proposals are due and **must be received** in the DPSS office no later than **12:00 P.M., (local time) Thursday, June 20, 2016. DURING THE RFP SUBMISSION PERIOD, PROPOSALS WILL BE ACCEPTED MONDAY THROUGH THURSDAY ONLY FROM 8:00 AM. To 5:00 PM. (local time) only at the specified address below.** For hand-delivered Proposals a delivery transmittal will be issued as proof of submission. Any proposals received after the scheduled closing time will not be accepted and shall be returned to the sender unopened. **Facsimile (Fax) or electronic mail (email) copies will not be accepted.** The Proposer(s), or designee(s), must timely mail or hand-deliver both the Business Proposal(s) and Cost Proposal(s) to:

Contract Management Division, Section III
Department of Public Social Services
12900 Crossroads Parkway South – East Annex, 2nd Floor
City of Industry, CA 91746-3411

NOTE: Dates and times are subject to change at the convenience of the County. All required RFP documents and references will be posted at the DPSS Request for Proposals website at:

<http://www.ladpss.org/dpss/contracts/default.cfm>
or Internal Services Department (ISD) website at:
<http://doingbusiness.lacounty.gov>

Late Proposals will not be accepted. It is the sole responsibility of the Proposer to see that its proposal is properly received by DPSS before the submission deadline. **The Proposer shall bear all risks associated with private delivery services or with delays in the U.S. Postal Service.** Submitted proposals that are not received timely or have insufficient postage will not be considered **and will be returned to the Proposer unopened.**

7.4 Opening Of Proposals

Proposals will not be opened prior to the due date for receipt of Proposals, nor will the proposals be publicly opened. However, Proposals, and all

materials provided to County in response to this RFP are subject to RFP, Section 5.1, Notice to Proposers Regarding the Public Records Act.

7.5 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix E - Transmittal Form to Request a Solicitation Requirements Review to the Department conducting the solicitation as described in this Section. A request for a Solicitation Requirements Review may be denied, in the Department's sole discretion, if the request does not satisfy all of the following criteria:

1. The request for a Solicitation Requirements Review is made within ten (10) business days of the issuance of the solicitation document;
2. The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a proposal;
3. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
4. The request for a Solicitation Requirements Review asserts either that:
 - a. application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
 - b. due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Proposers.

The Solicitation Requirements Review shall be completed and the Department's determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date.

All requests for Solicitation Requirements Review shall be submitted only via U.S. mail or in person by 5:00 P.M. on the due date to:

Jacqueline Cooper, Administrative Services Manager I
Department of Public Social Services
Contract Management Division, Section –III
12900 Crossroads Parkway South – East Annex, 2nd Floor
City of Industry, CA 91746-3411

Facsimile (Fax) or electronic mail (email) copies will **not** be accepted. It is the sole responsibility of the Proposer to ensure that the Solicitation Requirements Review Transmittal Form, Appendix E, is timely received by DPSS.

7.6 Proposers' Questions

Proposers may submit written questions regarding this RFP by mail or e-mail to the individual identified below. All questions for consideration at the Proposer's Conference, Thursday, May 25, 2016 at 9:30 a.m (pending), must be received by 48 hours prior to the Proposer's Conference. All questions, without identifying the submitting proposer/agency, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions, please specify the RFP section number, paragraph number, and page number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFP. County reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage Proposers or, due to unclear instructions, may result in the County not receiving the best possible responses from Proposer. Questions should be addressed to:

Jacqueline Cooper, Administrative Services Manager I
Department of Public Social Services
Contract Management Division, Section –III
12900 Crossroads Parkway South – East Annex, 2nd Floor
City of Industry, CA 91746-3411
REASRFP@dpss.lacounty.gov

If submitting questions by mail or e-mail, please include with your questions, the following identifying statement on the outside of the envelope, or subject line of the email, respectively:

**“Questions: RFP CMD# 16-01 for
Refugee Employment and Acculturation Services”**

After the Mandatory Proposers' Conference, no further questions (verbal or written) will be accepted and no verbal answers provided. All written questions submitted by the deadline and all verbal questions received at the Mandatory Proposers' Conference will be responded to in writing and

posted on the County and DPSS websites. To ensure Proposers receive this information as quickly as possible, we invite interested vendors to visit the RFP's direct website for updates:

<http://dpss.lacounty.gov/dpss/contracts/default.cfm>

7.7 Submission of Application for Exemption to Living Wage Program (Intentionally Omitted)

7.8 Mandatory Proposers Conference

A mandatory Proposers Conference will be held to discuss the RFP. County staff will respond to questions from potential Proposers. All potential Proposers must attend this conference or their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration. The conference is scheduled as follows:

Date: May 25, 2016
Time: 9:30 a.m.
Site: Pico Rivera Library
9001 Mines Ave.
Conference Room
Pico Rivera, CA 90660

A Proposers failure to attend the Mandatory Proposers' Conference on Wednesday, May 25, 2016 @ 9:30 A.M., shall eliminate such Proposer(s) from further competing in the RFP process.

Interested agencies are strongly encouraged to review the RFP and Appendices, and begin preparation of their proposal prior to the Proposers Conference.

Agencies are strongly encouraged to bring a copy of the RFP to the Proposers' Conference. Copies of the RFP will NOT be provided at the Proposers Conference.

7.9 PROPOSERS' SITE VISITS

The County reserves the right and may at its sole discretion, conduct Proposers' Site Visits to assess potential Proposers' abilities and effectiveness carrying out required performance. All potential Proposers must attend their own Site Visit(s).

7.10 Preparation of the Proposal

Two (2) separate proposals, and the number of copies as prescribed below, must be submitted - a Business Proposal and a Cost Proposal. Each proposals must be bound and submitted in the prescribed format separately. Any Proposal that deviates from this format may be rejected as non-responsive without review at the County's sole discretion.

In preparing the written proposal, the Proposer should ensure that the proposal responds completely and thoroughly to all requirements set forth in this RFP. **Proposals should demonstrate an understanding of the population to be served and how the agency is to best provide services to meet the requirements.**

The objective of the proposal submission is for DPSS to ascertain the Proposer's ability to meet or exceed the required service level. In addition, specific information is requested from all Proposers to ensure that the proposals can be fairly compared and evaluated in a standard manner.

Only information that is contained in the written proposal will be evaluated. Proposals must adhere to the specified page limits. The County may, in its sole discretion, disregard any pages over the limits.

The original proposal must be labeled as "Original" on the cover page. Copies must be labeled on the cover page as "Copy 1 of 5," "Copy 2 of 5," etc., as appropriate. The Proposal is written in English and all numerical data furnished are in foot, pound, and second system of units of measurement. Additionally, a minimum of two (2) separate CDs, containing files in Adobe Acrobat 7.0 Professional format, shall be labeled and submitted for each Proposal as follows:

- Business Proposal (may be submitted on as many CDs to accommodate a complete Business Proposal)
- Cost Proposal
- Financial Statement
- Documents/pages identified as trade secrets, proprietary and/or confidential, if none, so state.

Proposers shall observe the requirements set forth in this Section 7.0, Proposal Submission Requirements, in the preparation of their proposal and shall agree to provide the County with any additional information necessary for an accurate determination of the prospective Contractor(s') qualifications to perform the required services.

The response to this RFP must be made according to the specifications for content and sequence set forth in Section 7.11 (Business Proposal Format) and 7.12 (Cost Proposal Format), herein. **Failure to adhere to these specifications may be cause for rejection of the proposal. No correction or re-submission shall be accepted after the proposal deadline. The County reserves the right to waive any informality in a submitted proposal.** Everything constituting the Proposal and all documents submitted in connection with the Contract shall be written in the English language, and all numerical data furnished herein shall use the foot, pound, and second system of units of measurement.

7.11 Business Proposal Format

IMPORTANT: Proposals must be submitted in the format described below, as to both sequence and content. Failure to comply with these provisions may, at the discretion of the DPSS Director or his designee, result in disqualification of the proposal:

7.11.1 The content and sequence of the proposal must be as follows:

- Proposer's Organization Questionnaire-Affidavit and Required Support Documents for Corporations and Limited Liability Companies
- Cover Page
- Transmittal Letter
- Table of Contents
- Executive Summary (Section 1)
- Proposer's Qualifications (Section 2)
 - Subsection 2.1: Proposer's Background and Experience
 - Subsection 2.2: Proposer's References
 - Subsection 2.3: Proposer's Financial Capability
 - Subsection 2.4: Proposer's Pending Litigation and Judgments
 - Subsection 2.5: Willingness to provide other information
- Proposer's Approach to Provide Required Services (Section 3)
 - Subsection 3.1: Approach to collaborating with public or private nonprofit organizations to provide REAS.
 - Subsection 3.2: Approach to the Statement of Work

- Subsection 3.3: Plan to Serve Multi-Lingual Refugee Population
- Subsection 3.4: Plan to Meet Program Standards and Performance Outcome Measures
- Subsection 3.5: Plan for Working with the Community
- Subsection 3.6: Customer Service Plan
- Subsection 3.7: Confidentiality
- Subsection 3.8: Reporting and Record Keeping
- Subsection 3.9: Facilities/Equipment
- Subsection 3.10: Contractor's Transition Plans
- Proposal Staffing Plan (Section 4)
 - Subsection 4.1: Qualifications of Staff
 - Subsection 4.2: Organizational Structure in Providing Services
 - Subsection 4.3: Multi-Lingual, Culturally Sensitive Staff
 - Subsection 4.4: Training of New Staff and Ongoing Training for Existing Staff
 - Subsection 4.5: Work Stoppage
- Proposer's Quality Control Plan (Section 5)
- Acceptance of Terms and Conditions in the Sample Contract, and Requirements of the Statement of Work (SOW): (Section 6)
- Subcontractors (Section 7)
- Business Proposal Required Forms (Section 8)
- Last Page of Proposal (Section 9)

7.11.2 Proposer's Organization Questionnaire-Affidavit and Required Support Documentation

The Proposer shall complete, sign and date the Proposer's Organization Questionnaire-Affidavit - Form D-1 as set forth in Appendix D, Required Forms. **The person signing the form must be authorized to sign on behalf of the Proposer and to bind the applicant in a Contract.**

Taking into account the structure of the Proposer's organization, Proposer shall determine which of the below referenced supporting documents the County requires. If the Proposer's organization does not fit into one of these categories, upon receipt of the Proposal or at some later time, the County may, in its discretion, request additional documentation regarding the

Proposer's business organization and authority of individuals to sign Contracts.

If the below referenced documents are not available at the time of Proposal submission, Proposers must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

7.11.3 Required Support Documents:

Corporations or Limited Liability Company (LLC):

The Proposer must submit the following documentation with the Proposal:

- 1) A copy of a "Certificate of Good Standing" with the state of incorporation-organization.
- 2) A conformed copy of the most recent unexpired, "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

7.11.4 Limited Partnership:

The Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

7.11.5 Cover Page

The cover page shall, at a minimum, identify the document as a proposal stating the exact name of the RFP, RFP Number, proposal submission date, and the Proposer's name. It must also identify the proposal as "Original", or "Copy x of 6," as appropriate.

7.11.6 Transmittal Letter

The transmittal letter must be a one (1) page letter on the Proposer's stationery, transmitting the proposal. The transmittal letter must include the firm's name, address, telephone number and email address of the person(s) to be used for contact, and the name of the person(s) authorized to make representations for the firm and an e-mail address for said person(s). **The transmittal letter must bear the signature of the person authorized to sign on behalf of the Proposer and to bind the applicant in a contract.** The letter must contain a statement that the Proposer

will bear sole and complete responsibility for all work as defined in Appendix A, Statement of Work. The transmittal letter should also state that the proposal will remain in effect for one year (365 days) from the due date of proposal submission.

7.11.7 Table of Contents

List all material included in the Proposal. Include a clear definition of the material, identified by sequential page numbers and by section reference numbers.

7.11.8 Executive Summary (Proposal Section 1) – Limit to two (2) pages

Condense and highlight the contents of the Proposer's Business Proposal to provide DPSS with a broad understanding of the Proposer's approach, qualifications, experience, and staffing.

Proposer should place special emphasis on how its proposed scope of work and approach will meet or exceed the primary objectives of this RFP. Proposer should include how they will collaborate, through subcontracts, with public and private non-profit organizations to provide REAS. Information contained in the Executive Summary must also be included in the body of the proposal.

7.11.9 Proposer's Qualifications (Section 2)

Demonstrate that the Proposer's organization has the experience and financial capability to perform the required services. Must show that the Proposer meets the Mandatory Minimum Requirements outlined in the RFP. The Proposer must provide a detailed summary of relevant background information to ensure that it has the capability to perform required REAS services and sufficient experience as a corporation or other entity. Proposer should include its experience working with other community-based organizations.

The following sections must be included:

A. Proposer's Background and Experience (Section 2.1) – Limit to ten (10) Pages for the Proposer.

1. State the number of years of experience the Proposer has had in providing the required or substantially similar services. Proposer must explain how reported experience is substantially similar to the service

requested in this RFP. Include the experience the Proposer has collaborating with community-based organizations providing REAS or similar services. (Proposal Section 2.1.1)

2. Provide an explanation of required or substantially similar experience of **principal individuals** (e.g. executive management staff and contract managers), working under this Agreement, in the Proposer's organization. This experience must apply solely to the **principal individuals** and not for the firm making this proposal. (Proposal Section 2.1.2)
3. Provide the business office location within Los Angeles County that will have a responsible person to maintain all administrative records related to the Proposed Contract and financial reports that are required herein. The location of the office must meet the requirements outlined in RFP Section 3.0, Subsection 3.4, Minimum Mandatory Requirements. (Proposal Section 2.1.3)
4. Provide details of your agency's knowledge of the Refugee populations in Los Angeles County and the working relationship and mutual support your agency has within each community. Include a description of how your agency addresses the following factors:
 - Ethnic and cultural demographics
 - Available resources for social services, educational or job training
 - Economic status for potential growth, major employers or industries
 - Available employment opportunities and challenges, e.g., accessible transportation, new industries and businesses, pending business closures, lay-offs, etc
5. Contractor Alert Reporting Database
 - I. Proposer will be evaluated on their experience and capacity as a corporation or other entity to perform the required services based on information provided in Section 2.1 of the proposal.
 - II. Proposer will be evaluated on the verification of references provided in the Proposal Section 2.2. In

addition to the references provided, a review will include the County's Contract Database and Contractor Alert Reporting Database, if applicable, reflecting past performance history on County of other contracts. This review may result in point deductions up to 100% of the total points awarded in this evaluation category. Additionally, a review of terminated contracts will be conducted which may result in point deductions.

III. A review will be conducted to determine the significance of any litigation or judgments pending against the Proposer as provide in Section 2.4 of the Proposal.

B Proposer's References (Proposal Section 2.2)

The information provided to the County pursuant to RFP Subsections 7.11.9.B.1 through 7.11.9.B.5 below may be used to contact past contracting agencies in order to assess Proposer's performance history. It is the Proposer's sole responsibility to ensure that the reference name and point of contact's name, title, and phone number for each reference is accurate and current.

County may disqualify a Proposer as non-responsive and/or non-responsible if:

- references fail to substantiate Proposer's description of the services provided; or
- references fail to support that Proposer has a continuing pattern of providing capable, productive and skilled personnel, or
- the Department is unable to reach the point of contact with reasonable effort. It is the Proposer's responsibility to inform the point of contact of normal working hours.

The Proposer must complete and include the following required forms (Appendix D):

1. Prospective Contractor References (Form D-2)
Proposer must provide as a reference, a list of all contracts or business arrangements where the required

or substantially similar scope of services were provided, within the last five years.

The Proposer should list at a minimum five references as described above. If the Proposer has or has had any contract with DPSS within the last 5 years, the Proposer should list at least one of those contracts as a reference. Should the County not be able to obtain information on this contract/business arrangement, the County may deduct points and/or deem it a failure to meet minimum mandatory requirements. Proposers must complete the form, Prospective Contractor References, Appendix D Required Forms, Form D-2. (Proposal Section 2.2.1)

For these references:

1. Do not include members of the agency's governing Board or staff
 2. Do not include any members of the County or Los Angeles Board of Supervisors of their staff.
2. Prospective Contractor List of Contracts with the County of Los Angeles County of Public entities (Form D-3)
- Proposer must provide a brief description and a list of all contracts the Proposer has or has had within the last three years with the County Los Angeles. Amendments and extensions to contract are considered the same as the primary contract and should not be listed separately. This list should include all agreements that qualify the Proposers to meet the minimum number of years of experience required under this RFP and may include duplicate references already reported under RFP Section 7.11.9.B.1, Proposer Contractor References. Failure to provide this information may result in point deductions and/or in a determination of non-responsiveness. Proposer must complete the form, Prospective Contractor List of Contract Format, Appendix D, Required Forms, Form D-3. (Proposal Section 2.2.2)

3. Contracts Terminated (Form D-4)

Proposer must provide a brief description of contracts terminated within the last **three** years with a brief explanation of the reason for termination. Proposer must complete the list of all contracts terminated using Appendix D, Required Forms, Form D-4, Prospective Contractor List of Terminated Contracts Format. If qualifying experience was gained in a terminated contract, please repeat the contract on this list. Failure to provide this information may result in point deductions and/or a determination of non-responsiveness (Proposal Section 2.2.3).

4. Failure or Refusal to Complete a Contract

Proposer must provide details of any failure or refusal to complete a contract. Accordingly, Proposers are asked to provide back-up information, as deemed necessary. (Proposal Section 2.2.4)

5. Other Information

Disclose any other issue, finding or pending investigation, including any information of public record (e.g., governmental report, news report, contract monitoring report, program audit reports, etc.) that raises questions as to the Proposer's ability to enter into a contract with the County or otherwise question the Proposer's ability to perform satisfactorily under this proposed contract. The County at its own judgment may deduct points for negative findings. Proposer may include supporting documentation should it contest a report's findings/statements. **Failure to provide this information may result in point deductions and/or a determination of non-responsiveness.** (Proposal Section 2.2.5)

C. Proposer's Financial Capability (Proposal Section 2.3)

Proposer must provide adequate documentation on the financial status of the firm to ensure that the firm will continue in business through the period of the Contract and can finance the cost of adequate personnel and support requirements. This includes, but is not limited to, the following:

1. Copies of the Proposers most current and prior two (2) fiscal years (for example 2013, 2014 and 2015) financial statements. Statements should include the company's assets, liabilities and net worth. At a

minimum and to the extent possible, include the Balance Sheet (Statement of Financial Positions), Income Statement (Statement of Operations), and the Retained Earnings Statement. If audited financial statements are available, these should be submitted to meet these requirements, and they should include an explanation of the type of audit performed (e.g., unqualified, qualified, etc.) Audited Financial statements with “unqualified opinions” are preferred. Do not submit Income Tax Returns to meet these requirements. Financial statements will be kept confidential if so stamped on each page. Failure to meet this requirement will, at minimum, result in minimal evaluation points, and may, at County discretion, result in determination of non-responsiveness. (Proposal Section 2.3.1)

2. List any potential commitments that may impact assets, lines of credit, guarantor letters, etc., and that may affect the Proposer's ability to perform the contract. (Proposal Section 2.3.2)

D. Proposer's Pending Litigation and Judgments (Proposal Section 2.4)

Identify by name, case and court jurisdiction any pending litigation in which Proposer, its principals, or affiliated companies are involved, or judgments against Proposer, its principals, or affiliated companies in the past five (5) years, **including but not limited to, other companies, corporations, organizations or persons (related parties) related to the Proposer, its principals by blood, marriage, or through legal organization (corporation, partnership, association, etc.) that will be considered affiliated for purposes of this RFP. County shall be solely responsible for the determination of affiliation unless otherwise allowed and approved by the State or Federal agencies.** Provide a statement describing the size and scope of any pending or threatening litigation against the Proposer or principals of the Proposer.

E. Willingness to Provide Other Information (Proposal Section 2.5)

Proposer must provide a statement as to its willingness to provide the County with any other information the County determines is necessary for an accurate determination of the prospective Proposer's qualifications to perform service.

7.11.10 Proposer's Approach To Provide Required Services Proposer's Methodology (Proposal Section 3)

Present a description of the methodology the Proposer will use to meet the Contract work requirements. Describe in detail how the services will be performed to meet the intent of the Statement of Work, as outlined in Appendix A. If subcontracting to provide any of the services as outlined in the Statement of Work, Appendix A, the proposer shall identify each subcontractor, the services that each subcontractor will be providing, and the percentage of the total caseloads, as identified in Appendix B, Technical Exhibits, Technical Exhibit B-24, that each subcontractor will be managing, where applicable in this Section 7.11.10.

Proposer's plan should include, but not be limited to, the following subsections:

A. Approach to collaborating, including subcontracting, with public or private nonprofit organizations to provide services as described in Appendix A, Statement of Work, (Proposal Section 3.1) – Limit to three (3) pages.

The Proposer shall describe its plan to collaborate, including subcontracting, with public or private nonprofit organizations to provide REAS services as described in Appendix A, Statement of Work. If subcontracting, the proposer shall identify each subcontractor, the services that each subcontractor will be providing, and the percentage of the total caseloads, as identified in Appendix B, Technical Exhibits, Technical Exhibit B-24, that each of the subcontractors will be managing.

B. Approach to the Statement of Work (Proposal Section 3.2) – Limit to ten (10) Pages

The Proposer shall describe its proposed plan for the provision of REAS. Describe the Proposer's understanding of the scope of services and how the operational goals included in Appendix A, Statement of Work, will be met. In addition, explain how the Performance Standards included in Appendix A, Statement of Work, Subsection 9.0, Paragraph 9.2, the Performance Requirements Summary (PRS) and Appendix B, Technical Exhibits, B-20 and B-21, will be met. Specifically, Proposer shall, at a minimum, explain their understanding of the following and its general plan of approach in addressing the County's needs:

1. The proposed plan for operating the CalWORKs, RCA, GR, CalFresh or non-aided Refugees Program flow. (See Appendix A, Statement of Work, Section 5.0)
2. The proposed plan to providing REAS services (See Appendix A, Statement of Work, Section 5.0)
3. The proposed plan to providing in Family Stabilization services (See Appendix A, Statement of Work, Section 6.0)
4. The proposed plan to providing Elderly Service Set-Aside (ESSA) services. (See Appendix A, Statement of Work, Section 7.0)
5. The proposed plan to providing Targeted Assistance Discretionary (TAD) services. (See Appendix A, Statement of Work, Section 8.0)
6. The proposed plan to providing SB 1041 (CalWORKs) services. (See Appendix A, Statement of Work, Section 6.0)
7. The proposed plan for administering resources to overcome barriers to employment.
8. The proposed plan for meeting general administrative tasks associated with operating the Refugee Employment and Acculturation Services program.

C. Plan to Serve Multi-Lingual Refugee Population (Proposal Section 3.3) – Limit to Three (3) Pages

The Proposer shall describe how it plans to provide linguistically and culturally sensitive services to all Participants, and address the community concerns that community partners may raise related to this population. The plan must be mindful of Civil Rights requirements, as well as the specific employment services, specialized supportive services, and other supportive services such as transportation and ancillary services related to the refugee population. Proposers shall describe the challenges it expects in serving the multi-lingual speaking Participants in the County of Los Angeles and provide how it plans on meeting these challenges.

Proposer shall describe their plans and define timeframe needed to readily adjust and accommodate changes in the event a new language group enters the County.

D. Plan to Meet Program Standards and Performance Outcome Measures (Proposal Section 3.4) – Limit to Three (3) Pages

Provide specific methods and strategies in maximizing job placements, assisting Participants in overcoming barriers to employment, providing quality case management and overall promoting self-sufficiency. At minimum, Proposer should explain how it would monitor and meet the Program Standards and Performance Outcome Measures. (See Appendix A, Statement of Work, Section 9.0, Performance Outcome Measures and Appendix B, Technical Exhibits, B-20 & B-21)

E. Plan for Working Within the Community (Proposal Section 3.5) – Limit to Three (3) Pages

The Proposer shall describe how it will outreach and link with community agencies to provide employment services for the current refugee population in the County of Los Angeles it is bidding on. (See Appendix A, Statement of Work, Section 4.17 and 4.18).

F. Customer Service Plan (Proposal Section 3.6) – Limit to Three (3) Pages

The Proposer shall describe its plan for addressing customer concerns and complaints regarding its provision of services and the performance of its employees. (See Appendix C, Sample Contract, Subsection 8.5, Complaints.)

G. Confidentiality (Proposal Section 3.7) - Limit to One (1) Page

The Proposer shall describe its plan for maintaining the confidentiality of welfare case record information that will be revealed during the course of providing the required services. (See Appendix A, Sample Contract, Subsection 7.5, Confidentiality.)

H. Reporting and Record Keeping (Proposal Section 3.8) – Limit to One (1) Page

The Proposer shall describe how it will maintain and make accessible case records of individual activity, financial activity, and contract monitoring. (See Appendix A, Statement of Work, Subsection 6.22, Reporting and Record Keeping.)

I. Facilities/Equipment (Proposal Section 3.9) – Limit to Two (2) Pages

The Proposer shall provide details on any plans and shall provide a comprehensive list of equipment currently owned that will be used in the performance of the Contract. (See Appendix A, Statement of Work, Section 3.0, Contractor Responsibilities).

J. Contractor's Transition Plans (Proposal Section 3.10) – Limit to Three (3) Pages

The Proposer must provide two comprehensive transition plans as follows:

1. The first plan must explain the Proposer's specific implementation plans, including but not limited to, plans for assumption of services from the predecessor, to ensure high quality services effective with the first day of operation. The implementation plan shall include, but not be limited to, staff recruitment, any acquisitions deemed appropriate by the Proposer and any non-County provided training.
2. The second plan must explain how services will be transitioned to another Contractor when the Contract ends. This plan must include a statement of cooperation should a transition to a new provider be necessary.

7.11.11 PROPOSER'S STAFFING PLAN (PROPOSAL SECTION 4)

Proposer must submit a staffing plan that is comprised of full-time employees, unless the Contractor can demonstrate to the County the necessity of part-time staff. If a staffing plan contains part-time employees, Contractor must submit written justification for the use of part-time staff.

The Proposer must provide a detailed staffing plan that will ensure full compliance with the Contract's requirements and the Proposer's stated methodology of providing employment services. Include staffing plans for all subcontractors. The plan must be supported by and consistent with the Proposer's Budgeted Costs (See Appendix D, Required Forms, Form D-13 and D-14, and in RFP Section 7.12, Cost Proposal Format).

In submitting a proposal, Proposers are asked to specifically address the manner in which they will ensure staffing needs are met for delivery of REAS service as prescribed in the Appendix A, Statement of Work.

A. Qualifications of Staff (Proposal Section 4.1) – Limit to Fifteen (15) Pages

1. The Proposer must identify and provide a resume for the **Contract Manager** who will be responsible for addressing staffing required service changes and monitoring this Contract. The Contract Manager will act as a liaison with DPSS and will be responsible for the overall management and coordination of this Contract. The Contract Manager's resume and all resumes noted below will include, at minimum, the following:
 - a. The current position and years with the firm.
 - b. The academic background, covering all education at the high school level and above, including the name of the institution(s) and dates of attendance
 - c. The experience background, including the number of years of experience, position titles, and functions, while gaining experience in the provision of services to be delivered under the Contract.
 - d. The current business licenses, certifications or permits of personnel who will manage the Case Management Operations.
 - e. Three relevant client references, including the contact person's name and current telephone and facsimile numbers.

The Contract Manager must meet the minimum mandatory requirements outlined in this RFP, Section 3.0, Proposer's Minimum Mandatory Requirements. If

the Contract Manager is not yet hired, the Proposer must include with its proposal the complete job specifications for this position, including but not limited to the required number of years experience in the area of case management services, the minimum educational background, if any, and minimum management experience, if any. (Proposal Section 4.1.1)

2. Similarly, the Proposer is to provide a resume for the required **Back-Up Contract Manager** who will assume the Contract Manager's responsibilities in his/her absence. Include resumes with, at minimum, the criteria listed in this RFP Paragraph 7.11.11.1 above. If not yet hired, the Proposer must include with its proposal the complete job specifications for this position, including, but not limited to, the required number of years of experience in the area of case management services, the minimum educational background, if any and minimum management experience, if any. (Proposal Section 4.1.2)

3. Proposer's Management Staff Qualifications

The Proposer must include a list of main management personnel who will be assigned in a management capacity on any part of this project, how each will be utilized in the management of the required services. Include resumes with, at minimum, the criteria listed in RFP Section 7.11.11, above. (Proposal Subsection 4.1.3)

4. Proposer's Non-Management Staff Qualifications

The Proposer must include a complete list of all staff (by job classification/functional title, not by name); explain how the staff will be utilized to provide employment services.

Provide detailed job specifications for all positions. These positions include case managers, job developers, specialized supportive services workers, Family Stabilization workers, case manager supervisors, clerical support, other required positions (Appendix C, Sample Contract, Paragraph 7.8.3) and any other administrative support personnel. (Proposal Section 4.1.4).

Except for caseload driven positions, Proposers may elect to have staff assume multiple assignments (e.g., Job Developer/Specialized Supportive Services Worker).

However, Proposers are cautioned that unless satisfactory justification is provided, the County's Evaluation Panel may not rate such an arrangement as feasible.

B. Organizational Structure in Providing Services (Proposal Section 4.2) – Limit to Two (2) Pages

The Proposer must explain the organizational structure proposed in the Proposer's plan. This structure should include a narrative explaining how it arrived at the structure, including what ratios were used in determining the number of supervisors to case managers, clerical support to line operation staff, administrative support to line operation staff, and any other applicable staffing ratios. Proposers are to include the caseload yardstick used to determine how many case managers were justified based on the estimated caseload and workflow provided in this RFP, Appendix B, Technical Exhibits, B-24 and B-25.

C. Multi-lingual, Culturally Sensitive Staff (Proposal Section 4.3) – Limit to Three (3) Pages

The Proposer shall describe its plan to provide competent multi-lingual, culturally sensitive staff who will communicate with and conduct case management services for all multi-lingual speaking Participants. The Proposer must include the process and time frame needed through which it will readily recruit qualified multi-lingual staff, and a description of how it will certify bilingual and multi-lingual speakers. It shall also describe its methodology in determining the number of multi-lingual staff it will require to serve the County.

D. Training of New Staff and Ongoing Training for Existing Staff (Proposal Section 4.4) – Limit to Two (2) Pages

The Proposer shall describe how it will ensure training of new staff and provide ongoing staff training for: compliance with Title VI of the Civil Rights Act provisions describing effective meaningful, non-discriminatory services to Welfare-to-Work (WtW) Participants; provision of CalWORKs Specialized Supportive Services; Child Abuse reporting; Elder Abuse reporting; and overall REAS Contract provisions. The Proposers' training plan shall describe what Contractor training it will provide and how it plans to reinforce County-provided trainings.

E. Work Stoppage (Proposal Section 4.5) – Limit to One (1) Page

The Proposer shall describe its plan for providing qualified trained personnel, to ensure there will be no interruptions in providing REAS services in the event the Contractor incurs a work stoppage.

7.11.12 Proposer's Quality Control Plan (Proposal Section 5) – Limit to (10) pages

Present a comprehensive quality control plan to be utilized by the Proposer to ensure the required services are provided as specified. The plan shall include an identified monitoring system covering all the services listed in Appendix A, Statement of Work, (including but not limited to Section 9.0, Performance Outcome Measures) and Appendix B, Technical Exhibits B-20 and B-21, and methods for identifying and preventing deficiencies in the quality of services, including subcontracted services. Specifically, the following factors must be included in the plan:

The following factors may be included in the plan:

- Activities to be monitored to ensure compliance with all contract requirements.
- Activities to ensure compliance with Refugee Employment and Acculturation Services Program requirements.
- Monitoring methods to be used;
- Frequency of monitoring;
- Samples of forms to be used in monitoring;
- Title/level and qualifications of personnel performing monitoring functions; and
- Documentation methods of all monitoring results, including any corrective action taken.

7.11.13 Acceptance of Terms and Conditions in Sample Contract, and Requirements of the Statement of Work: (Section 6)

- A. It is the duty of every Proposer to thoroughly review the Sample Contract, Statement of Work and Technical Exhibits, Appendices A, B, and C, to ensure compliance with all

terms, conditions and requirements. It is the County's expectation that in submitting a proposal the Proposers will accept, as stated, the County's terms and conditions in the Sample Contract and the County's requirements in the Statement of Work and Technical Exhibits. However, the Proposers are provided the opportunity to take exceptions to the County's terms, conditions, and requirements.

B. Section 6 of Proposer's response must include:

1. A statement offering the Proposer's acceptance of or exceptions to all terms and conditions listed in Appendix C, Sample Contract.
2. A statement offering the Proposer's acceptance of or exceptions to all requirements listed in Appendix A and B, Statement of Work and Technical Exhibits; and

For each exception, the Proposer shall provide:

1. An explanation of the reason(s) for the exception;
2. The proposed alternative language; and
3. A description of the impact, if any, to the Proposer's price.

C. Indicate all exceptions to the Sample Contract, Technical Exhibits, and the Statement of Work by providing a 'red-lined' version of the language in question. The County relies on this procedure and any Proposer who fails to make timely exceptions as required herein, may be barred, at the County's sole discretion, from later making such exceptions. The County may deduct rating points for any proposal that takes exception to a Contract clause, as described in this section.

The County reserves the right to determine if Proposers' exceptions are material enough to deem the proposal non-responsive and not subject to further evaluation.

The County reserves the right to make changes to the Sample Contract and its appendices and exhibits at its sole discretion.

7.11.14 Subcontractors (Section 7)

A statement from potential subcontractors indicating their willingness to work with the Proposer and the intent to sign a formal agreement between themselves must be submitted over the signature of the person authorized to bind the Subcontractor. All Subcontracting Agreements must be submitted for County's review and fully executed before any award is made. The REAS that each Subcontractor will provide must be outlined in this Section.

7.11.15 Business Proposal Required Forms (Section 8)

Proposal shall include all completed, signed, and dated forms identified in Appendix D - Required Forms.

Form D-1	Proposer's Organization Questionnaire/ Affidavit
Form D-2	Prospective Contractor Reference
Form D-3	Prospective Contractor List of Contracts
Form D-4	Prospective Contractor List of Terminated Contracts
Form D-5	Certification of No Conflict of Interest
Form D-6	Familiarity with the County Lobbyist Ordinance Certification
Form D-7	Request for Local SBE Preference Program Consideration and CBE Firm-Organization Information
Form D-8	Proposer's EEO Certification
Form D-9	Attestation of Willingness to Consider GAIN- GROW/REAS Participants
Form D-10	Contractor Employee Jury Service Program Certification Form and Application for Exception
(Forms 11–14 Cost Forms, included in the Cost Proposal)	
Form D-15	Charitable Contribution Certification
Form D-16	Transitional Job Opportunities Preference Application
Form D-17	Certification of Compliance with the County's Defaulted Property Tax Reduction Program

Form D-18	Request for Disabled Veteran Business Enterprise Preference Program Consideration
Form D-19	Five-Year Disclosure Summary
Form D-20	Contractors Certification of Office Locations

7.11.16 Last Page of Proposal (Section 9)

The last page of the proposal must list names of all joint ventures, partners, Subcontractors, or others having any right or interest in the contract or the proceeds thereof. The page must include the signature of the person authorized to bind the applicant in a contract, as shown below:

Respectfully submitted,
 (Firm or Corporate Name)
 By: _____
 Name: _____
 Title: _____
 Signature: _____
 Date: _____
 Address: _____
 City: _____
 Telephone: _____

7.12 Cost Proposal Format

Proposals must be submitted in the format described below, both as to sequence and content. Failure to comply with these provisions may, at the sole discretion of the Director of DPSS, result in disqualification of the proposal.

Cost Proposals are to be separated from the Business Proposal and sealed in an envelope, box, or other secured method. Sealed Cost Proposals may be included in the same box as the Business Proposals.

The Cost Proposal must contain cost detail and demonstrate that the proposed cost is realistically based on reasonable costs specific to the Contract. Therefore, the Proposer should strive to meet these objectives. Although the County has as its primary objective the successful placement of REAS Participants into unsubsidized, sustained employment with the ultimate goal of self-sufficiency, it is also an objective to engage in cost-effective endeavors to achieve potential savings.

Bid prices must be firm and fixed for the term of the Contract. Proposers shall use the format found in Appendix D, Required Forms, Form D-11,

Required Bid Sheet, Form D-13, Budget Sheets and Budget Narrative, and Form D-14, Employee Monthly Benefits Sheet.

7.12.1 Cover Page

The cover may be hard or soft and shall, at a minimum, identify the document as a proposal stating the exact name of the RFP, RFP Number, proposal submission date, and the Proposer's name. It must also be labeled as "Original" on the cover page. Copies must be labeled on the cover page as "Copy 1 of 5," "Copy 2 of 5," etc., as appropriate.

7.12.2 Bid and Budget Sheets (Cost Proposal Section 1)

The Required Bid Sheet and Annual Budget(s) can be found in Appendix D, Required Forms, Form D-11 and Form D-13.

7.12.3 Budget Narrative Sheet (Cost Proposal Section 2)

The Required Line Item Budget Narrative sheet can be found in Appendix D, Required Forms, Form D-13. All proposals must have a narrative attached to each budget sheet, providing a thorough and clear explanation of all projected line item budget costs. The narrative must follow the same sequence as the line item budgets, and include an explanation of the method of allocating costs for any joint or shared budget item. This includes, but is not limited to, an explanation of what staffing ratios were used in determining the number of Full-Time Equivalents (FTEs) the Proposer believes would be best in providing this RFP's services. At County's sole discretion, budget narrative may be made a part of the Contract with the selected Proposer.

7.12.4 Monthly Employee Benefits Sheet (Cost Proposal Section 3)

A Monthly Employee Benefits sheet must be completed and submitted in this section of the Cost Proposal. The Monthly Employee Benefits sheet can be found in Appendix D, Required Forms, Form D-14.

7.12.5 Certification of Independent Price Determination (Cost Proposal Section 4)

The Certification of Independent Price Determination and Acknowledgement of RFP Restrictions sheet can be found in Appendix D, Required Form, Form D-12. The Certification of Independent Price Determination sheet must be completed and submitted in this section of the Cost Proposal.

7.13 Firm Offer-Withdrawal of Proposal

Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of proposals with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

7.14 Proposal Submission

The original Business Proposal and five (5) copies shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name, address, and telephone number of the Proposer and bear the words:

**"BUSINESS PROPOSAL FOR REFUGEE EMPLOYMENT AND
ACCULTURATION SERVICES RFP CMD# 16-01 "**

The original Cost Proposal and five (5) copies must be submitted in a separate sealed package, plainly marked in the upper left-hand corner with the name, address, and telephone number of the Proposer and bear the words:

**"COST PROPOSAL FOR REFUGEE EMPLOYMENT AND
ACCULTURATION SERVICES RFP CMD# 16-01 "**

The Proposal(s) shall be delivered or mailed to:

County of Los Angeles
Department of Public Social Services
Contract Management Division
12900 Crossroads Parkway South
City of Industry, CA 91746
Attn: Jacqueline Cooper, Administrative Services Manager I

It is the sole responsibility of the submitting Proposer to ensure that its Proposal is received before the submission deadline. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any Proposals received after the scheduled closing date and time for receipt of Proposals, as listed in paragraph 7.2, RFP Timetable, will not be accepted and returned to the sender unopened. Timely hand-delivered Proposals are acceptable. For hand-delivered Proposals a delivery transmittal will be issued as proof of submission. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

All proposals shall be firm offers and may not be withdrawn for a period of 365 days following the last day to submit proposals.

8.0 SELECTION PROCESS AND EVALUATION CRITERIA

8.1 Selection Process

The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). The selection process will begin with receipt of the proposal by 12:00 P.M. (local time) on Monday, June 20, 2016.

Evaluation of the proposals will be made by an Evaluation Committee selected by the Department. The Committee will evaluate the proposals and will use the evaluation approach described herein to select a prospective Contractor. All proposals will be evaluated based on the criteria listed below. All proposals will be scored and ranked in numerical sequence from high to low. The County may also, at its option, invite Proposers being evaluated to make a verbal presentation or conduct site visits, if appropriate. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

After a prospective Contractor has been selected, the County and the prospective Contractor(s) will negotiate a Contract for submission to the Board of Supervisors for its consideration and possible approval. If a satisfactory Contract cannot be negotiated, the County may, at its sole discretion, begin contract negotiations with the next qualified Proposer who submitted a proposal, as determined by the County.

The recommendation to award a Contract will not bind the Board of Supervisors to award a Contract to the prospective Contractor.

The County retains the right to select a Proposal other than the Proposal receiving the highest number of points if County determines, in its sole discretion, another Proposal is the most overall qualified, cost-effective, responsive, responsible and/or in the best interests of the County.

8.2 Adherence to Minimum Requirements (Pass-Fail)

County shall review the proposal and determine if the Proposer meets the minimum mandatory requirements as outlined in paragraph 3.0 of this RFP.

Failure of the Proposer to comply with the minimum requirements may, at County's sole discretion, eliminate its proposal from any further

consideration. The County may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

A proposal must adhere to the specific format outlined in Section 7.0, Proposal Submission Requirements, above. Each section must be specifically labeled and in the same order, as specified in Proposal Submission Requirements, Subsections 7.11 (Business Proposal Format) and 7.12 (Cost Proposal Format). Failure of the Proposer to adhere to this format may eliminate the proposal from any further consideration, as determined in County's sole judgment. The County may elect to waive an immaterial variance in a submitted proposal, if the sum and substance of the proposal is present, as determined in County's sole judgment.

8.3 Disqualification Review

A proposal may be disqualified from consideration because a Department determined it was non-responsive at any time during the review/evaluation process. If a Department determines that a proposal is disqualified due to non-responsiveness, the Department shall notify the Proposer in writing. Upon receipt of the written determination of non-responsiveness, the Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

A request for a Disqualification Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Disqualification Review is a Proposer;
2. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and
3. The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review shall be completed and the determination shall be provided to the requesting Proposer, in writing, prior to the conclusion of the evaluation process.

Proposer can also be disqualified for non-responsibility – See Section 5.8

8.4 Business Proposal Evaluation and Criteria (70%)

Any reviews conducted during the evaluation of the proposal may result in a point reduction. Proposals will receive a composite score and be ranked in numerical sequence from high to low. The Evaluation Panel(s) may utilize the services of appropriate experts to assist in this evaluation. The Evaluation Panel(s) may also, at its option, request additional clarifications from Proposers and/or invite Proposers being evaluated to make a verbal presentation to the Evaluation Panel and/or conduct on-site visits to Proposer's existing operations, if appropriate.

8.4.1 Proposer's Qualifications (10%)

Proposer will be evaluated on the verification of references provided in Section 2.2 of the proposal. In addition to the references provided, a review will include the County's Contract Database and Contractor Alert Reporting Database, if applicable, reflecting past performance history on County or other contracts. This review may result in point deductions up to one hundred percent (100%) of the total points awarded in this evaluation category. Additionally, a review of terminated contracts will be conducted which may result in point deductions.

A review will be conducted to determine the significance of any litigation or judgments pending against the Proposer as provided in Section 2.4 of the proposal.

1. Proposer's Background and Experience

Evaluation of the Proposer's experience and capacity as a corporation or other entity to perform the required services based on information provided by the Proposer in Proposal Subsection 2.1.

2. PROPOSER'S REFERENCES

Proposer will be evaluated on the verification of references and past contracts provided by the Proposer in Proposal Subsection 2.2. In addition to the references, past/current contracts provided, refusal(s) to complete a contract(s), assessment of pending litigation, and assessment of any other information provided in accordance to Proposal Section 2.4 and 2.5, the review will include the County's Contract Database reflecting past performance history on County contracts and any other resource available to the County.

3. PROPOSER'S FINANCIAL CAPABILITY

Evaluation of the Proposer's financial capability based on information provided in Proposal Subsection 2.3.

8.4.2 Proposer's Approach to Providing Required Services (40%)

The Proposer will be evaluated on its description of the methodology to be used to meet the County's requirements based on information provided in Section 3 of the proposal. Higher consideration will be given to proposers who use subcontractors in the provision of REAS; and to Proposers who subcontract a higher percentage of the total caseloads for REAS Case Management, Family Stabilization, and CalWORKs SB1041.

8.4.3 Quality Control Plan (10%)

The Proposer will be evaluated on its ability to establish and maintain a complete Quality Control Plan to ensure the requirements of this Contract are provided as specified. Evaluation of the Quality Control Plan shall cover the proposed monitoring system of all services listed on the Performance Requirements Summary (PRS) based on the information provided in Section 5 of the proposal.

8.4.4 Acceptance of Terms and Conditions of Sample Contract and-or Requirements of the Statement of Work

ACCEPTANCE/EXCEPTIONS TO SAMPLE CONTRACT TERMS & CONDITIONS

The Proposer will be evaluated on its willingness to accept Terms and Conditions outlined in the Appendix C, Sample Contract, Appendix A, Statement of Work, and Appendix B, Technical Exhibits, as stated in Proposal Section 6. All exceptions, if any, to the Terms and Conditions will be evaluated together with reasons, proposed alternative language, and impact, if any, on the Proposer's price. The County may deduct rating points or disqualify the Proposal in its entirety if the exceptions are material enough to deem the Proposal non-responsive. Proposers are further notified that the County may, in its sole determination, disqualify any Proposer with whom the County cannot satisfactorily negotiate a contract.

8.4.5 Proposer's Staffing Plan (10%)

Evaluation of the Proposer's staffing plan based on information provided by the Proposer in Proposal Section 4.

8.5 Cost Proposal Evaluation Criteria (30%)

The maximum number of possible points will be awarded to the lowest cost proposal as determined by taking the total of the Monthly Firm-Fixed Fee for REAS Case Management, Family Stabilization and CalWORKs SB1041. All other proposals will be compared to the lowest cost and points awarded accordingly.

However, should one or more of the Proposers request and be granted the Local SBE Preference, Transitional Job Opportunities Preference or the Disabled Veteran Business Enterprise Preference the cost component points will be determined as follows:

Local SBE Preference: Eight percent (8%) of the lowest cost proposed will be calculated, which shall not exceed \$50,000, and that amount will be deducted from the Cost submitted by all Local SBE Proposers who requested and were granted the Local SBE Preference.

Transitional Job Opportunities Preference: Eight percent (8%) of the lowest cost proposed will be calculated and that amount will be deducted from the Cost submitted by all Proposers who requested and were granted the Transitional Job Opportunities Preference.

Disabled Veteran Business Enterprise Preference: Eight percent (8%) of the lowest cost proposed will be calculated and that amount will be deducted from the Cost submitted by all Proposers who requested and were granted the Disabled Veteran Business Enterprise Preference up to the maximum of \$50,000.

In no case shall any Preference be combined to exceed eight percent (8%) in response to any County solicitation.

8.6 Intentionally Omitted

8.7 Department's Proposed Contractor Selection Review

8.7.1 Departmental Debriefing Process

Upon completion of the evaluation, the Department shall notify the remaining Proposers in writing that the Department is entering negotiations with another Proposer. Upon receipt of the letter,

any non-selected Proposer may submit a written request for a Debriefing within the timeframe specified in the letter. A request for a Debriefing may, in the Department's sole discretion, be denied if the request is not received within the specified timeframe.

The purpose of the Debriefing is to compare the requesting Proposer's response to the solicitation document with the evaluation document. The requesting Proposer shall be debriefed only on its response. Because contract negotiations are not yet complete, responses from other Proposers shall not be discussed, although the Department may inform the requesting Proposer of its relative ranking.

During or following the Debriefing, the Department will instruct the requesting Proposer of the manner and timeframe in which the requesting Proposer must notify the Department of its intent to request a Proposed Contractor Selection Review (see Section 8.7.2 below), if the requesting Proposer is not satisfied with the results of the Debriefing.

8.7.2 Proposed Contractor Selection Review

Any Proposer that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review as described in this Section may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as shall be specified by the Department.

A request for a Proposed Contractor Selection Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Proposed Contractor Selection Review is a Proposer;
2. The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by the Department);
3. The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:
 - a. The Department materially failed to follow procedures specified in its solicitation document. This includes:

- i. Failure to correctly apply the standards for reviewing the proposal format requirements.
 - ii. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
 - iii. Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
 - b. The Department made identifiable mathematical or other errors in evaluating proposals, resulting in the Proposer receiving an incorrect score and not being selected as the recommended contractor.
 - c. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
 - d. Another basis for review as provided by state or federal law; and
4. The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's alleged failure, the Proposer would have been the lowest cost, responsive and responsible bid or the highest-scored proposal, as the case may be.

Upon completing the Proposed Contractor Selection Review, the Department representative shall issue a written decision to the Proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract award recommendation is to be heard by the Board. The written decision shall additionally instruct the Proposer of the manner and timeframe for requesting a County Independent Review. (see Section 8.8 below)

8.8 County Independent Review Process

Any Proposer that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for a County Independent Review in the manner and timeframe specified by the

Department in the Department's written decision regarding the Proposed Contractor Selection Review.

A request for County Independent Review may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a County Independent Review is a Proposer;
2. The request for a County Independent Review is submitted timely (i.e., by the date and time specified by the Department); and
3. The person or entity requesting review by a County Independent Review has limited the request to items raised in the Proposed Contractor Selection Review and new items that (a) arise from the Department's written decision and (b) are one of the appropriate grounds for requesting a Proposed Contractor Selection Review as listed in Paragraph 8.7.2 above.

Upon completion of the County Independent Review, ISD will forward the report to the Department, which will provide a copy to the Proposer.

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STATEMENT OF WORK

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 Outcome.

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 Strategic Plan's three Goals: 1) Operational Effectiveness/Fiscal Sustainability; 2) Community Support and Responsiveness; and 3) Integrated Services Delivery. Improving the community support and responsiveness requires coordination, collaboration and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies and community and contracting partners.

1.0 GENERAL

1.1 Scope of Work

Contractor shall provide all aspects of case management services to all Refugee Employment and Acculturation Services (REAS) Program Participants throughout the County as described in this Statement of Work (SOW). Employment and employment retention activities and services are to be provided to mandatory and voluntary refugee Participants who engage in Welfare-to-Work activities.

In order to provide effective and high quality service to the refugee population, Contractors are expected to subcontract with private and public nonprofit agencies to carry out the goals of the REAS program.

Contractor shall deliver REAS which include innovative solution-based services to address the assessed needs of refugees. Such needs include barriers, such as economic restrictions, limited English language proficiency, illiteracy, learning disabilities and psycho-social concerns. Contractor must facilitate job placement and retention services, which will lead to the Participant attaining self-sufficiency. Contractor must have a clear understanding of each community's cultural need in reaching self-sufficiency. In working with REAS Participants, the Contractor shall motivate and mentor the Participant and family, assess their needs, refer the Participant to resources, and coordinate the Participant's efforts in meeting their REAS and California Work Opportunities and Responsibilities to Kids (CalWORKs), Refugee Cash Assistance (RCA) requirements. This SOW provides information of the required services the Contractor is expected to provide through established partnerships and collaborative relationships.

All provisions of the REAS must be executed according to State/County rules and regulations, and federal guidelines and standards. In operating this program, Contractor will be required to abide by all REAS and GAIN policies, procedures and regulations.

Contractor must agree to fully comply with all applicable requirements of the REAS Program – all regulations, rules and policies issued pursuant to the enabling statute(s); abide by all applicable ordinances, rules, policies, directives, and procedures adopted by the County for which the Contractor is provided actual or constructive notice as it relates to CalWORKs, RCA, General Relief (GR), Medi-Cal and CalFresh) REAS Participants.

Contractor, at no additional cost to the County, will link the REAS population to unique and specialized services it identifies as beneficial to the refugee Participant or family, during the REAS Appraisal. Said services must be

offered by the refugee community, community-based organizations (CBOs), civic and faith-based organizations (FBOs).

Contractor shall identify employment opportunities with sustainable income levels to assist Participants in making a transition from public assistance to self-sufficiency, as well as meet the County's initial (entry level) wage rate which is equivalent to the State mandated minimum wage.

Contractor shall provide an environment that is clean and businesslike, yet positive and motivational for Participants. Staff is required to perform duties in a professional manner, welcome and assist Participants in their job seeking activities, give out job leads/referrals, follow up on job interviews with employers, motivate Participants to overcome a lack of confidence and self-esteem, and address Participants' specific employment barrier(s). Contractor must be able to work with all Participants in a group or individually. Contractor is responsible for delivering REAS to CalWORKs and non-CalWORKs Participants as the needs of the program and Participants change within the boundaries of federal, State and County refugee guidelines.

Contractor staff is required to interact professionally with County staff, other County Contractors, community colleges, and all community partners.

The REAS Program is designed to provide culturally and linguistically sensitive employment and specialized services for refugees in an effort to assist them through the initial adjustment period following arrival into the United States with the goal to attain self-sufficiency. Contractor will ensure that all REAS furnished meet the Participant's language needs and are oriented to the diversity of the Participants in any particular area. Contractor will be responsible for the existing multi-language caseload throughout the County.

Acculturation-focused services will be offered along with educational and employment activities. The acculturation services will be comprised of ongoing specialized services which will help the refugee population continue through educational and training programs while addressing the special needs that may prevent Participants from progressing, completing the program and, attaining employment and self-sufficiency.

Note: Refugee funds **may not** be used for long-term training programs such as vocational training or self-initiated programs that last for more than a year or educational programs that do not lead to employment within a year.

Contractor is required to assess and calculate payment of supportive services (transportation and/or ancillary) needs for REAS Participants and

make referrals to request authorization of payment to the DPSS review team involved in the County Issuance Approval (CIA) Process.

Contractor is required to facilitate the issuance of all supportive services payments according to the timeline specified in existing DPSS Welfare-to-Work (WtW) Policy. Payment request reviews and approvals/denials will be performed by County staff and based on specified policy limits.

Contractor is required to provide Participants with written notification of supportive services approvals and/or denials according to program policy guidelines.

1.1.1 Caseload Characteristics

The **REAS** caseload population is comprised of recently arrived refugees, asylees, Cuban/Haitian entrants, Iraqi/Afghan Special Immigrant Visa holders, Amerasians, and victims of human trafficking in need of employment and training services to help them adjust to the United States workforce and culture. The **REAS** caseload consists of Participants who are eligible for CalWORKs or RCA cash benefits. Former eligible CalWORKs or RCA recipients may be extended **REAS** up to 60 months from the date of entry (DOE), provided ongoing REAS eligibility exists and availability of funds. **REAS** may be extended to refugees eligible for General Relief (GR) benefits, CalFresh, and Non-aided up to 60 months from the DOE provided funding exists and **REAS** eligibility is met. **REAS** caseloads are subject to fluctuation based on refugee/asylee arrival trends and RCA/CalWORKs intake trends. The current **REAS** caseload consists of the following Participants:

<u>Participants By Aid Type</u>	<u>REAS Caseload Percentage</u>
CalWORKs	51%
RCA	26%
Former-RCA	1%
Non-Aided	23%

The **REAS** population primarily consists of non-English/non-Spanish (NE/NS) speakers. Nearly seventy-two percent (72%) of **REAS** Participants self-declare as holding a NE/NS primary language that may require extensive English Language Instruction as part of the acculturation process. The REAS primary language designation consists of the following:

<u>Language</u>	<u>REAS Caseload Percentage</u>
Armenian	40%
English	22%

Farsi	15%
Arabic	8%
Spanish	6%
Other	6%
Russian	2%
Mandarin	1%

The **REAS** population consists of refugees from various ethnic backgrounds, originating from over 54 countries. Contractor is expected to provide services for all **REAS** Participants, regardless of national origin. (See Appendix B, Technical Exhibits, Exhibit B-22, Refugee Population by Country or Origin). In assisting **REAS** Participants, Contractor is to be mindful of the cultural and linguistic barriers that may exist for this population. Examples of barriers and/or needs that may exist include, but are not limited to, the following:

- Lack of English language skills;
- Lack of native language literacy;
- Lack of basic educational training;
- Sub-standard educational level;
- Lack of job skills;
- Lack of childcare;
- Lack of access to public transportation;
- Need for Domestic Violence, Mental Health, and/or Substance Use Disorder services;
- Lack of stable and/or affordable housing;
- Lack of a support system;
- Adjustment difficulties to resettlement; and
- Feelings of isolation

1.1.2 Refugee Employment and Acculturation Services

Contractor shall service all of Los Angeles County.

Contractor is referred to Appendix B, Technical Exhibits, Exhibit B-24, for a detailed listing of REAS caseload demographics. The Contractor shall provide one service office in each of the designated refugee impacted areas of Los Angeles County. Service offices shall be located within a travel time of one-hour from the participant's residence (one-way) or two hours (roundtrip) via public transportation to all participants served within Los Angeles County under this contract.

Contractor will be assigned REAS Participants via the LEADER Replacement System (LRS) or current system.

1.1.3 Caseload Projections

It is anticipated that the Contractor will have a caseload of approximately 1,900 cases.

Caseload projections are the best available estimates of the workload Contractor can expect to experience for the contract term. These projections by no means guarantee that the Contractor will carry the caseload outlined in the Appendix B, Technical Exhibit B-24, Caseload Projections, during the course of the contract term.

1.2 Quality Control Plan (QCP)

Contractor shall establish and utilize a comprehensive Quality Control Plan (QCP) to assure the County a consistently high level of service throughout the term of this Contract. The QCP which is subject to approval or rejection by the County shall be submitted to the County Contract Administrator (CCA) on the Contract start date, with revisions submitted as changes occur. Revisions will be due within ten (10) business days of CCA's request. The QCP shall include, but not be limited to, the following:

- 1.2.1 Method for assuring that professional staff rendering services under this Contract have the necessary college degrees/licenses and qualifying experience.
- 1.2.2 Method and frequency of monitoring to ensure that Contract requirements are being met.
- 1.2.3 Method for monitoring and evaluating work performed.
- 1.2.4 Method for identifying and preventing deficiencies in the quality of service before the level of performance becomes unacceptable.
- 1.2.5 Method of record retention of all inspections conducted by the Contractor, the corrective action taken, the time a problem is first identified, a clear identification and completed corrective action, and plan for making information available to the County upon request.
- 1.2.6 Method for providing continuing services to the County in the event of a strike of the Contractor's or Subcontractor's employees or any other emergency, including but not limited to natural disasters, such as earthquakes.
- 1.2.7 Method for ensuring that all Contractor reports provide acceptable data as required by this Contract.

1.2.8 Method for surveying participants on a regular basis to obtain feedback on services.

1.2.9 Monitoring methods to be used, such as:

- 1.2.9.1 Random sampling;
- 1.2.9.2 100% review;
- 1.2.9.3 CWs/RCA/Former-RCA/Non-aided Participant complaints;
- 1.2.9.4 CWs/RCA/Former-RCA/Non-aided Participant surveys;
- 1.2.9.5 Information, reports or data that may be provided by County; and
- 1.2.9.6 Information, reports or data provided by the Contractor.

2.0 COUNTY RESPONSIBILITIES

2.1 Materials

2.1.1 **The County will provide** Civil rights complaint forms, Complaint of Discriminatory Treatment, Appendix C, Sample Contract, Standard Exhibit FF, and Civil Rights Complaint Investigation Process, Appendix C, Sample Contract, Standard Exhibit FF, for use by Participants in reporting civil rights complaints.

2.1.2 A list of the County observed holidays.

2.1.3 Appropriate County hiring guidelines for candidates with criminal convictions.

2.2 Training

2.2.1 Contractor is required to attend a mandatory Civil Rights biennial training. The County will arrange for Instructor-led or On-line training sessions that will require proof of attendance.

2.2.2 County may provide cultural awareness and sensitivity training, and materials to Contractor. If the County provides such training, Contractor shall ensure that trainings are mandatory for all staff paid under this contract, including the directors/coordinators of the CalWORKs program. Trainings are optional for other employees and student workers.

2.3 Virtual Private Network (VPN)

2.3.1 County shall issue VPN access to be used on hardware provided by the Contractor and each subcontractor (if applicable) at Contractor or County sites. Upon termination of this Contract or at County's

request, County shall terminate VPN access for Contractor and subcontractor staff.

2.3.2 Each Contractor staff must complete the County of Los Angeles Downey Data Center Registration form and standard security County Agreement for Acceptable Use and Confidentiality of County's Information Technology Assets, Computers Networks, Systems (security agreement) and Data to receive VPN access. The security agreement does not allow sharing of the VPN access. It is the Contractor's responsibility to ensure that each user accessing County systems signs and complies with the security agreements. Contractor must notify County when user is no longer working under the Contract in order to deactivate accounts and RSAA Adaptive Authentication soft token.

2.3.3 Any expired VPN access must be reported immediately to the DPSS help desk at (562) 623-2000. County will reactivate VPN access upon completion and submission of a new County of Los Angeles Downey Data Center Registration form to the County's CCA.

3.0 CONTRACTOR RESPONSIBILITIES

3.1 PERSONNEL

Contractor shall maintain efficiency of daily operations and provide all qualified professional and clerical personnel, including sufficient bilingual staff with the professional background, training, and experience, necessary to complete the required services and tasks of this Contract.

The County may screen the Contractor's employees, current and prospective employees, to ensure that any employee receiving public assistance has met his/her reporting responsibility to the County and has no access to the Contractor's records of any friends, relatives, business relations, personal acquaintances, tenants, or any individuals whose relationship could possibly sway his/her conduct and/or performance on the job. Access includes, but is not limited to, determining eligibility for public assistance and transmitting computer data.

Specifically, the Contractor shall:

3.1.1 Remove any Contractor employee performing services under this Contract from the workplace within 24 hours when reasonably requested to do so by the County.

3.1.2 Replace removed employee(s) within 20 business days from date given by County. Beginning on the 21st workday, a comprehensive corrective action plan, fiscal penalty, or termination at the

convenience of the County may be applied for failure to fill vacancies or replace unacceptable staff.

- 3.1.3 Ensure that such individual's duties are performed satisfactorily until a replacement can be arranged. The County, at its sole discretion may extend the time to actually place the new employee in the vacant position.
- 3.1.4 Request extension of time in writing and provide documentation of a good faith effort to find a suitable replacement.
- 3.1.5 Furnish administrative, supervisory, and direct labor personnel to accomplish all work required by this Contract.
- 3.1.6 Train office staff in the use of electronic mail (email) and ensure that the email inbox is checked at least twice daily, once in the morning and once in the afternoon, for email from the CCA.
- 3.1.7 Assign a sufficient number of employees to perform the required work. At least one employee on site shall be authorized to act on behalf of the Contractor in every detail related to this contract, and must speak and understand English.
- 3.1.8 Contractor shall provide services for English and non-English speaking participants in the participant's primary language. The most common primary languages are Armenian, Arabic, Cambodian, Chinese (Cantonese and Mandarin), English, Farsi, Korean, Russian, Spanish, Tagalog, and Vietnamese.
- 3.1.9 Contractor shall use objective assessment to ensure the Contractor's employees or subcontractor's employees are qualified to provide services in the participant's primary language. This also applies to sign language.

3.2 OFFICE SPACE AND EQUIPMENT/SUPPLIES

Contractor shall furnish the following equipment and supplies:

- 3.2.1 Contractor shall furnish office computers, scanners, furniture, telephones, and all supplies necessary to perform the services required by this Statement of Work and adhere to all requirements of the Contract.
- 3.2.2 Standard Technical Requirements
 - 3.2.2.1 For scanning to EDMS, Contractor shall at the minimum provide the following:
 - Panasonic KV-S1057c/1027C or similar
 - Software must be able to create and save PDF format documents.

3.2.2.2 Minimum Computer Requirements:

- Computer Processor – Intel core I5 Processor or higher (6mb, 3.2ghz);
- Memory – 4GB of RAM or higher;
- Hard disk – Internal 250GB SATA 6.0gb/S and 8mb Data Burst Cache equivalent or bigger drivers;
- Display – 1024 x768 screen resolution or higher; and
- Network Interface Card – Integrated Network Interface Card or 802,11ac 2.4/5 GHz wireless adaptor or higher

3.2.2.3 Operation System & Software Requirements:

- Operating System – Windows 7 (64Bit) SP1 or higher;
- Security Update and Patches – Must be kept current to the latest releases;
- Anti-Virus Software – Latest version of McAfee or equivalent Anti-Virus software with latest definition (.dat) files update;
- Pulse Secure Host Client – Latest version of SSLVPN;
- Browser – Internet Explorer 11 or equivalent ;
- Adobe Acrobat Reader – Acrobat Rader XI;
- Microsoft Office – MS Office or newer; and
- Encryption Software – Enable Full Disc Encryption with Microsoft Window BitLocker or equivalent encryption solution

3.2.2.4 Minimum internet bandwidth at 10 Mbps or higher for download/upload, including scanned documents. Bandwidth must be increased accordingly based on the system access needs and number of concurrent users at each site.

3.2.3 Contractor shall have a main business office located within the County of Los Angeles, with a responsible person(s) to maintain all records and reports required by the Contract.

3.2.4 Contractor's facilities where services will be provided shall be accessible within one (1) hour travel time each way, as determined by the County, by bus/public transportation from the participants' residence.

3.2.5 If the Contractor's location(s) changes, the Contractor shall provide a minimum of thirty (30) days prior written notice to the County with justification for the move.

3.3 SECURITY FOR COMPUTER DATA SYSTEM EQUIPMENT

If Contractor is utilizing any DPSS developed and approved computer data system, Contractor shall provide all security measures to ensure that the DPSS computer data system is secured and maintained.

3.3.1 Contractor shall request a County RSAA Adaptive Authentication soft token access County designated and approved DPSS computer data system screens by submitting a request through the establish procedure set by DPSS.

3.3.2 Contractor shall provide their own equipment and internet in order to utilize a RSAA Adaptive Authentication soft token and access County designated and approved DPSS computer data systems.

3.3.3 Contractor shall safeguard the integrity of all County systems by ensuring that all Contractor employees abide by County's User policies and Employee Acknowledgment and Confidentiality Agreements. Contractor shall follow County policies by sharing the user policy with its employees; obtain signed User Agreements; and obtain signed Employee Acknowledgment and Confidentiality Agreements and monitoring compliance. At a minimum, Contractor shall ensure that all Contractor staff no longer working under this contract shall have their computer accounts deleted and RSAA Adaptive Authentication soft token returned to DPSS within ten (10) business days from the date the Contractor staff is no longer working under this contract

3.3.4 Contractor shall maintain the security and integrity of the DPSS computer data systems by having up-to-date DPSS User Agreements on-file for each end-user and disallowing the sharing of access codes and passwords between staff.

3.4 MATERIALS

Contractor shall post Equal Employment Opportunity (EEO) and State-approved Nondiscrimination in Services notices in each Contractor's facility, where they are easily accessible to employees and participants. The Contractor may obtain EEO notices from the Los Angeles District Office:

U.S. Equal Employment Opportunity Commission (EEOC)

Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, California 90012
Telephone: (800) 669 – 4000
info@eeoc.gov

3.5 TRAINING

- 3.5.1 Contractor shall provide training in all aspects of services provided in this Contract to all contracted staff working under this contract.
- 3.5.2 Contractor shall provide training on reporting child abuse/elder abuse and other subject matters identified by the County for all Contractor staff performing work under this Contract. Contractor shall utilize County provided written material and/or videos when available.

3.6 CIVIL RIGHTS COMPLAINTS AND PROCEDURES

Contractor shall comply with DPSS Civil Rights policy and procedures, as directed by DPSS, which includes but is not limited to the following:

- 3.6.1 Ensure public contact staffs working under this Contract attend a mandatory Civil Rights training, as provided or arranged by the County, and provide reports to the CCA verifying attendance of such.
- 3.6.2 Ensure notices and correspondence sent to participants are in their designated primary language and provide interpreters to ensure meaningful access to services to all participants.
- 3.6.3 Maintain a record of all Civil Rights materials provided by the County and ensure all participants are provided with the Civil Rights materials.
- 3.6.4 Develop and operate procedures for receiving, forwarding, and responding to Civil Rights complaints as follows:
 - 3.6.4.1 Provide and assist participants with completing a Civil Rights Complaint of Discriminatory Treatment (PA 607), Complaint of Discriminatory Treatment, Appendix C, Sample Contract, Standard Exhibit FF, in the participant's primary language.
 - 3.6.4.2 Maintain a log of Civil Rights complaints.
 - 3.6.4.3 Contract Manager shall act as the Civil Rights Liaison (CRL) between the Contractor and the CCA and the Civil Rights Section (CRS) representative.
 - 3.6.4.4 Forward all PA 607s to the CCA within two (2) business days and maintain a copy.
 - 3.6.4.5 CCA and CRL shall not attempt to investigate Civil Rights complaints. All investigations are handled by the CRS.

3.7 CONTRACTOR'S OFFICE

- 3.7.1 Contractor shall maintain an office with a telephone in the company's name where Contractor conducts business. The office shall be staffed during the hours of 8:00 A.M. to 5:00 P.M., Monday through Friday, by at least one employee who can respond to inquiries and complaints

which may be received about the Contractor's performance of the Contract.

3.7.2 When the office is closed, an answering service shall be provided to receive calls.

3.7.3 The Contractor shall answer calls received by the answering service within one (1) business day of receipt of the call.

3.8 HOURS OF OPERATION

The Contractor shall be available to provide the services detailed in the Statement of Work at a minimum of eight (8) hours a day, between 8:00 A.M. to 5:00 P.M. Monday through Friday, excluding on County recognized holidays.

4.0 ELIGIBLE REAS PARTICIPANTS

The term "refugee" when used in this document, is intended to include: refugees, asylees, Cuban and Haitian entrants, certain Amerasians, Iraq/Afghan Special Immigrant Visa (SIV) holders, non-aided refugees, and human trafficking victims, including U and T-visa refugees.

Contractor shall provide services to refugees who meet REAS time-limit requirements and receive benefits under one of the following:

CalWORKs

The CalWORKs Program provides temporary financial assistance and employment focused services to families with minor children who have income and property below State maximum limits for their family size.

Refugee Cash Assistance

Single refugee adults or couples who are not eligible for other welfare assistance may be eligible to receive Refugee Cash Assistance (RCA) for their first eight months in the United States (U.S.). Eligibility for RCA is determined in accordance with federal regulations and parallels eligibility requirements of the CalWORKs Program.

Former-RCA REAS Participants

Former REAS Participants whose RCA benefits terminate due to the 8-month time limit may continue to receive ongoing Refugee Employment Program (REP) services provided they meet the following conditions:

1. RCA benefits were terminated as a result of the 8-month time limit;

2. Is not receiving Social Security Supplemental Security Income (SSI) or State Supplemental Payments (SSP);
3. Participant is unemployed, or;
4. If employed, income is at 200% of the federal poverty limit or lower; and
5. Participant complies with all REAS program rules and requirements.

RCA Participants may apply for GR benefits upon the termination of RCA benefits. A former-RCA Participant may continue to receive ongoing REP employment services under the program up to 60 months from date of entry into the U.S., provided they meet the above mentioned conditions and federal funding exists. REAS program time limits may be increased or decreased based upon funding availability or at the discretion of the County.

General Relief (GR)

GR is a County-funded program that provides temporary cash aid to indigent adults and certain sponsored legal immigrant families who are ineligible for federal or State programs.

Refugees may apply for GR benefits when the period of eligibility for Refugee Cash Assistance (RCA) has expired.

CalFresh

CalFresh is a program established to improve the nutrition of people in low-income households. It does that by increasing their food-buying power, so they are able to purchase the amount of food their household needs. Refugees are eligible for CalFresh benefits. You must meet certain income qualifications to receive CalFresh benefits.

Non-Citizen Victims of Human Trafficking and other Serious Crimes

Non-citizens who are victims of human trafficking, domestic violence, and other serious crimes in accordance with Senate Bill 1569 may also be eligible to receive REAS employment and/or pre-employment services under the State-only RCA Program.

Non-Aided Refugee

Non-Aided refugees are refugees who are not receiving any County cash, medical, and/or nutrition assistance.

4.1 REAS

Program to assist refugees to attain self-sufficiency by providing culturally and linguistically sensitive employment and specialized services.

4.2 Hours Of Participation

CalWORKs REAS Participants are subject to participate in WtW activities for 20/30/35 hours a week per Senate Bill (SB) 1041 regulations, unless they have good cause to participate in less hours. Single parents are required to participate 30 hours per week, if there is no child under the age of six (6) in the household. Single parents are required to participate 20 hours per week if they have a child under age six (6). Two-parent assistance units are subject to participating 35 hours per week. Both parents may contribute toward the 35-hour work requirement. RCA and former-RCA participants are required to have 32 hours per week of WtW activities per single or married individual. All participants will be determined to be meeting their required number of hours, including core hourly participation rates, based on current SB 1041 regulations.

Refer to current GAIN/ REAS policy for core/non-core activities.

4.3 REAS Time Limit

4.3.1 REAS Participants may be eligible to receive ongoing WtW services under the REAS program for up to 60 months from date of entry into the U.S. REAS program time limits may be increased or decreased based upon funding availability and/or at the discretion of the County.

4.3.2 Contractor shall determine the REAS time-eligibility for RCA, CalWORKs, Former-RCA, CalFresh and Non-aided through any public assistance programs, by reviewing/tracking the Participant's date of entry into the U.S. as indicated on the United States Citizenship and Immigration Services (USCIS) I-94 Form.

4.3.3 Contractor shall count the arrival month as the first month of REAS eligibility in considering the full 60 months of participation, regardless of the day of arrival posted on the I-94.

For example: REAS Participant entered the U.S. on 1/15/2012.

REAS Participant's month of eligibility is January 2012 and would exhaust his/her 60 months of service effective 12/31/2017.

4.3.4 Contractor shall ensure Participants are notified, the month prior to exhausting services, of termination of their REAS services.

- 4.3.5 Contractor shall ensure comprehensive case documentation of termination reason is annotated in the case record.
- 4.3.6 Contractor shall ensure the case is deregistered and processed timely, per existing deregistration and policy and procedures.
- 4.3.7 Contractor shall notify Participants a month prior to exhausting REAS services that their case will be transferred to a GAIN Office if they continue to be eligible for WtW services.
- 4.3.8 Contractor shall ensure all applicable advance supportive services (Transportation/Ancillary/Child Care) are authorized prior to the case transfer.
- 4.3.9 Contractor shall ensure all case documentation is on file and case transfer procedures are followed, per existing case transfer policy and procedures.

4.4 Payment for REAS to Non-REAS Eligible Refugees

- 4.4.1 It is the responsibility of the Contractor to review each case prior to providing REAS and/or issuing any supportive services payments to ensure the Participant meets all REAS eligibility requirements.
- 4.4.2 It is the responsibility of the Contractor to ensure REAS are provided to REAS eligible Participants only.
- 4.4.3 The Contractor will not bill the County for payment for any case management or related service provided to refugees not eligible to the REAS.
- 4.4.4 The Contractor is responsible for ensuring all supportive services issued in error are repaid to the County.
- 4.4.5 The Contractor will not bill for work related to the recoupment of supportive services issued to non-REAS eligible Participants.
- 4.4.6 The Contractor understands and agrees that the County will not provide payment for REAS employment services, supportive services, administrative costs and any other cost related to a non-REAS eligible Participant

5.0 SPECIFIC REAS COMPONENTS AND ACTIVITIES

Contractor shall provide all REAS program services based on the REAS RCA/CalWORKs policy, which is described below.

5.1 REAS Appraisal/Intake

REAS Participants are required to participate in the appraisal as specified in California-DSS-Manual-EAS Manual Letter No. EAS-99-01, Section 42-711.522, (See Appendix B, Technical Exhibits, Exhibit B-1 (Link 1)).

Contractor shall conduct an appraisal/intake interview for all REAS Participants, to include, but not limited to the following:

- 5.1.1 A description of REAS program requirements for participating in WtW activities.
- 5.1.2 A description of the WtW program goals, program flow, and available activity components, supportive services, and child care services available.
- 5.1.3 A description of the Participant's rights, duties, and responsibilities.
- 5.1.4 Inform all REAS Participants of available Mental Health (MH), Domestic Violence (DV), Substance Use Disorder (SUD), and Family Stabilization services.
- 5.1.5 A review of the Domestic Violence Information sheet which should be signed with every Participant.
- 5.1.6 Inform REAS Participants of available waivers for DV victims.
- 5.1.7 A copy of the DV Referral Sheet must be provided to the Participant.
- 5.1.8 Screen for MH and/or (SUD) using the Screening for Substance Use Disorder and Mental Health form.
- 5.1.9 A face-to-face interview to assess and gather information associated with the Participant's employment history and skills, the need for supportive services, employment goals, and identification of any individual and/or family barriers that may impede family self-sufficiency and participation in Welfare-to-Work (WtW) activities.
- 5.1.10 Explain the financial and social benefits of working.
- 5.1.11 An overview of the process for providing services and work activities for the Participants.
- 5.1.12 Learning disability screening, when applicable.
- 5.1.13 Mapping out the Participant's program flow and duration based on the CalWORKs or non-CalWORKs program rules and requirements.
- 5.1.14 Development of a Family Self-Sufficiency Plan for every Participant and employable family member in the household.
- 5.1.15 Explanation of the 48 month WtW Time Limit and WtW 24 Month Time Clock for CalWORKs participants.

- 5.1.16 Conduct a mandatory Family Stabilization (FS) screening with the Online CalWORKs Assessment Tool (OCAT) to determine if Participant requires a referral to FS services for CalWORKs participants.

5.2 Family Self-Sufficiency Plan

- 5.2.1 Contractor shall provide a Family Self-Sufficiency Plan to each participant and employable family member of the household, which is an integral part of the REAS Appraisal. The Family Self-Sufficiency Plan must include the following:

- 5.2.1.1 A determination of the income level a family would have to earn to exceed its cash grant and move into self-sufficiency;
- 5.2.1.2 A strategy and timetable for obtaining that level of family income through job placement of a sufficient number of employable family members at sufficient wage levels;
- 5.2.1.3 Employability plans for every employable member of the family;
- 5.2.1.4 A plan to link elderly family members with senior services and language skills;
- 5.2.1.5 A plan to address the family's social service needs that may be barriers to self-sufficiency.

- 5.2.2 Contractor shall contact the Resettlement Agency (RA) who resettled the Participant and the participant's family to obtain specific data associated with the Participant's Family Self-Sufficiency Assessment conducted upon resettlement in Los Angeles County. The RA Family Self-Sufficiency Assessment shall be used as the foundation for developing the Family Self-Sufficiency Plan.

5.3 REAS Orientation, Job Club & In-House Job Search

REAS Orientation/Job Club is a four-week activity beginning with REAS orientation during the first week, which includes a series of motivational techniques, introductory overview of REAS services, information regarding community resource and referrals, and job-finding skill classes/workshops. This is followed by three weeks of active supervised job search. All of which is to be provided by the REAS Job Readiness and Career Planning Services Contractor.

Contractor shall refer REAS Participants to a County approved Contractor for Job Club activity based upon their REAS appraisal/intake, English language proficiency assessment, and CalWORKs or non-CalWORKs program requirements.

REAS Participants who require additional job search may, on a case-by-case basis, be identified by the contracted vocational assessor to engage in up to an additional two-weeks of supervised job search.

Note: REAS Participants, on a case-by-case basis, may have the option of shortening or bypassing Job Club/Job Search activities; if upon input from Refugee Case Manager (RCM), Participant, the RCMs supervisor, and DPSS Program have determined that the Participant may not benefit from participating in Job Club/Job Search.

In-House Job Search is a short-term bridging activity aimed to assist Participants with meeting their 20/30/35 hour weekly participation requirement. In-House Job Search is focused on helping Participants find employment and must be supervised by the Contractor's designated Business Services Specialist (BSS).

Contractor must ensure BSS follows In-House Job Search guidelines, pursuant to this Appendix B, Statement of Work, Subsection 5.16.3, and Subsection 6.18, and existing In-House Job Search policy (See Appendix B, Technical Exhibits, Exhibit B-1, (Link 3) and Job Development Handbook (Appendix B, Technical Exhibits, Exhibit B-1 (Link 4)).

5.4 Vocational Assessment

Contractor shall refer Participants who have not obtained full or part-time unsubsidized employment upon completing the Job Club/Job Search component, to a County approved Vocational Assessment Provider for completion of a vocational assessment. The Vocational Assessment component is a one day component.

Contractor must utilize the REAS Employment Plan established by the results of the Vocational Assessment for referring the Participant to Post Assessment Welfare-to-Work activities

5.4.1 Career Assessment

Contractor shall refer Participants for a Career Assessment with a County approved Vocational Assessor upon obtaining employment. The Assessor shall evaluate the participant and provide the Career Assessment, which is a plan that includes the path for moving a REAS Participant from a job, to a better job, and on to a career.

5.4.2 Learning Disability Diagnosis Evaluation & Assessment

Contractor shall refer Participants for a Learning Disability Diagnosis Evaluation and Assessment with a County approved Vocational

Assessor when a learning disability is disclosed by the Participant or if determined to benefit the Participant. This may be done pre or post-Assessment.

A Learning Disability Diagnosis Evaluation is a formal identification of the specific nature of a learning disability, or a co-existing disorder that could extend beyond the testing and measuring of aptitudes, performance, and vocational interests that are associated with a learning disabilities evaluation/screening. Contractor will refer to REAS policy for referral procedures. The Learning Disability screener will perform the evaluation and assessment.

5.5 Self-Initiated Program (SIP)

Contractor must assess all CalWORKs-eligible REAS Participants for a Self-Initiated Program (SIP) eligibility. **SIP eligibility is restricted to CalWORKs-eligible Participants only.** A SIP is identified as an undergraduate degree or certificate program that leads to employment and such employment is considered a demand occupation. Participants enrolled in a post-baccalaureate program that leads to a California teaching credential may be assessed for SIP eligibility. As a condition for SIP approval, the Participant must be enrolled in a SIP on or before his/her scheduled REAS Appraisal. The following conditions must apply for approval of a SIP activity:

- The REAS Participant must be enrolled in a SIP program prior to REAS Appraisal,
- The SIP program must be considered a demand occupation as described in DPSS Forms Manual Letter #4653,
- The SIP program must lead to employment, and
- The REAS Participant must be making satisfactory progress.

Contractor shall refer to DPSS Forms Manual #4653, GN 6141- "Los Angeles County Listing of Approved Self-Initiated Programs (SIP) Which Lead to Employment". Contractor can access the listing through the GAIN/REAS Online Policy (See Appendix B, Technical Exhibits, Exhibit B-1).

5.5.1 Non-CalWORKs Participants and SIPs

SIP activities are **not approvable** for Non-CalWORKs REAS Participants. Participants may not be engaged in full-time educational programs of higher learning or educational/vocational/certificate programs with duration of completion beyond 12 months.

For purposes of SIP determination an educational program of higher learning is defined as an:

- Educational program for which an individual receives an associate, baccalaureate, graduate, or professional degree/certificate, or,
- A two-year program which is acceptable for full credit toward a baccalaureate degree; or a one-year training program which leads to a degree/certificate and prepares students for gainful employment in a recognized occupation.

Full-time is defined as participating in an institution of higher education as follows:

- At least 12 semester hours or 12 quarter hours per academic term in those institutions using standard semester, trimester, or quarter hour systems, or 24 clock hours per week for institutions using clock hours.

5.5.2 Non-CalWORKs Participants and Part-Time Educational Programs

Contractor shall refer Non-CalWORKs Participant with part-time attendance in an educational program, which is to be completed and lead to employment within 12 months, to complete a Vocational Assessment. This is to determine if the educational program meets the participation requirements noted above. Upon receipt of the Individual Employability Plan (GN 6013/6014) from the Vocational Assessor, the RCM shall review the plan to determine if the part-time educational, vocational, professional or certificate program was approved. If approved, the Participant shall be allowed to complete the program and be simultaneously assigned to an employment activity (i.e., Flex Job Club, WEX, In-House Job Search, etc.) consistent with the plan. If the RCM reviews the plan and the program was found to be ineligible, the contractor shall assign the Participant to follow the next REAS activity consistent with the REAS program flow, Appendix B, Technical Exhibits, Exhibit B-25.

Participation in an educational, vocational, professional or certificate program shall be approved only if assigned as a post-assessment activity as part of an individual employability plan and does not exceed a one year duration.

RCA-eligible REAS Participants who are enrolled in full-time educational programs of higher learning, professional training or recertification programs lasting beyond a year and who decline to

participate in REAS activities shall be deemed noncompliant; and therefore, ineligible for supportive services.

5.6 Vocational English-As-A-Second Language (VESL)

Vocational English-as-a-Second-Language (VESL) is an intensive instruction program designed to develop English language skills in the context of career preparation in a specific field. Typically, VESL programs are multilevel vocational and ESL courses that may be taken by a Participant prior to or concurrently with enrollment in a vocational/career preparation course.

Contractor shall refer Participants for VESL participation to a public/private VESL program only as a post-assessment activity and as part of an individual employability plan. VESL participation must not exceed a 12 month period.

5.7 Remedial Education (REM)

Remedial Education (REM) refers to basic education or testing preparation courses geared toward obtaining a High School Diploma or a General Education Development (GED) equivalency, English-as-a-Second Language (ESL) programs, and remedial literacy courses.

Contractor shall assign Remedial Education activities to participants, based on identified needs as part of the Vocational Assessment. Remedial Education is limited to services needed to become employed.

English language instruction for refugees must meet the following requirements:

- ESL instruction must be in concurrence with another Welfare-to-Work activity. (certain exceptions may apply to CalWORKs participants, refer to current ESL policy)
- ESL instruction shall relate to obtaining and retaining employment or specifically associated with the Welfare-to-Work activity included in the individual employment plan.
- Participation in REM/ESL shall not interfere with employment or employment- related activities.

Refugee Cash Assistance (RCA)

RCA and former-RCA Participants may be eligible to participate in ESL and/or REM only if assigned as a Post-Assessment activity and the activity meets the requirements for participation in REM, noted above.

Stand-alone ESL **is not** an approvable activity for RCA and former-RCA participants.

5.8 Work Experience (WEX)

Work Experience (WEX) is an activity in which the Participant receives a non-salaried position in a nonprofit public or private organization. WEX serves to provide on-the-job training, acquisition of new skills and enhancement of existing skills. It provides the Participant an employment reference when seeking employment. REAS Participants must continue to seek unsubsidized employment while engaged in WEX.

Participation in WEX is approvable when:

- The activity is included in the Participant's employment plan.
- Is intended to lead to employment.
- Will be completed in less than one year.

5.8.1 REAS Work Experience (RWX)

To address the acculturation needs of the refugee population, Contractor with the authorization of the County, may recruit WEX sites that are sensitive to the needs of the REAS population. REAS Work Experience employers/providers secured by the REAS Contractor will exclusively serve REAS Participants referred by the REAS Case Managers.

Contractor shall track all RWX employers/providers. Refer to Appendix A, Statement of Work, Section 9.0, Performance Requirement Summary, Subsection 7.1, Key Measure #11. The Contractor is responsible for ensuring the RWX employers/providers comply with REAS requirements.

Contractor and the RWX Employer/Provider shall enter into an agreement utilizing the REP 1, Refugee Employment Program (REP) Work Experience (WEX) Worksite Agreement, Appendix B, Technical Exhibits, Exhibit B-16. The agreement must be completed for each Participant assigned to the REP WEX activity. The completed agreement must be on file with the Contractor by the 15th day from assignment to the RWX Employer/Provider. The signed agreement must be retained in the Participant's permanent case folder. Failure to obtain/retain a signed and completed REP 1 agreement by the due date is cause for removing the Participant from the activity.

The Contractor shall also obtain a completed REP-2, REP WEX Monthly Performance and Attendance Verification, Appendix B,

Technical Exhibits, Exhibit B-17, from the WEX employer for each participant.

The Contractor shall monitor, verify, and obtain documentation of all actual hours of participation in a WEX activity. The number of hours allowable in WEX participation is subject to the CalWORKs/CalFresh formula. Refer to current policy for calculation details.

The Contractor shall ensure the GN 6365, Monthly Attendance Report Form, Appendix B, Technical Exhibits, Exhibit B-9 or (equivalent if approved by the County, in writing) is completed on a monthly basis for each Participant assigned to a WEX activity.

The Contractor shall evaluate the REAS WEX employer/provider participating in the REAS WEX activity based on the following criteria:

- (a) The delivery of services.
- (b) Total number of REAS Participants trained.
- (c) Total number of REAS Participants offered unsubsidized employment by the employer.

Contractor shall track their referrals to ensure that the REAS WEX site has a history of providing unsubsidized employment to participants successfully completing their WEX training. If the REAS WEX employer/provider does not reasonably meet the above-mentioned criteria, the REAS WEX employer/provider will be removed from the RWX log.

DPSS reserves the right to authorize the continued participation of employers/providers which provide REAS WEX services to REAS Participants. DPSS may terminate the use of any the REAS WEX employer/provider that violates any law, rule, or regulation, or fails to meet the performance criteria, or engages otherwise in activities deemed inappropriate.

5.8.2 WEX Time limits

WEX participation is limited to a maximum of twelve (12) months. Participation in a WEX activity shall be limited to six (6) months at the RWX site assigned. Upon the six month WEX assignment, Participants shall engage in a job search activity a minimum of a three-week period.

In the event employment is not obtained at the conclusion of his/her (6) month WEX participation, a Participant may extend WEX

participation for an additional six (6) months with a different RWX site.

5.9 Vocational Education & Training

Vocational education and training, includes, but is not limited to, occupational skills training at community colleges, regional occupational centers and regional occupational programs. Participants typically receive a certificate of completion. Participation in a vocational education and training program is intended to lead the Participant to gainful employment and career growth.

Vocational education and training can include Vocational English-as-a-Second Language (VESL) programs. VESL programs are vocational programs designed to develop language skills for non-English or limited English speaking Participants in the context of career planning and preparation in a determined field of employment.

Contractor shall follow referral criteria and education and training time limits as set forth in the REAS/GAIN policies and procedures.

5.9.1 Job Skills Training (JST)

Job Skills Training (JST) is an activity for CalWORKs REAS Participants who do not complete their vocational educational and training program within the twelve month time period.

Contractor shall ensure REAS Participants are transitioned from the Vocational (VOC) component to the JST component on the first of the following month the Participant completes the 12-month VOC component as a core activity. Contractor shall utilize existing policies and procedures to refer Participants to JST.

5.10 Post-Employment Services (PES)

5.10.1 The Goal of Post-Employment Services

The goal of Post-Employment Services (PES) is to provide Participants with the information, resources, and tools they need to retain unsubsidized employment, improve career potential, and achieve economic self-sufficiency at a living wage prior to exhausting their 48 month time limit. An array of services are offered to help Participants stay employed and get a better job with sufficient wages to reach self-sufficiency from CalWORKs dependency. PES provides supportive services and activities for working aided and former CalWORKs Participants.

Participation in concurrent WtW activities, in addition to employment, is **mandatory** for aided CalWORKs Participants working less than 20/30/35 hours per week.

Participation in REAS activities is **voluntary** for aided and former-CalWORKs Participants working at or above 20/30/35 hours per week.

5.10.2 Contractor shall refer to existing REAS/GAIN policy for eligibility criteria for PES participants and referral procedures.

5.10.3 Contractor shall contact employed Participants receiving PES on a monthly basis to identify potential employment barriers. This contact shall include a LRS or the current system case review to compare employment data, an assessment of the Participant's supportive service needs, and adequacy of provided services.

5.10.4 Contractor shall obtain periodic verification of employment (at least quarterly) from the participant to verify continued employment and actual weekly work hours.

5.11 Post Time-Limit Services

Through the GAIN Program, Los Angeles County offers Post Time-Limit (PTL), employment related services, to Participants who have transitioned off of CalWORKs benefits as a result of the 48 month CalWORKs time limit. PTL Services are subject to the availability of funds and are limited to 12 months from the Participant's date of termination from CalWORKs due to time limits. PTL services are available only to CalWORKs participants whose children continue to receive CalWORKs benefits. Contractor will determine participant eligibility to PTL services, and refer the Participant, as appropriate, to PTL services based on current policy.

5.12 Transitional Subsidized Employment (TSE)

Transitional Subsidized Employment (TSE) is a time-limited, subsidized, employment program comprised of the following activities: Paid Work Experience (PWE), Specialized Work Experience (SWE), On-the-Job Training (OJT), and Work Study (WS).

TSE activities are subject to availability of funding. TSE activities are generally available to CalWORKs-eligible Participants only.

As TSE activities become available, the County will provide instructions to the Contractor on the Participant referral process and program criteria

and/or eligibility. Contractor will refer participant to TSE activities based on current policy.

The goal of TSE is to assist REAS Participants to obtain hands-on training, employment experience, and the opportunity to learn/enhance employability skills to assist them in obtaining and retaining unsubsidized employment.

5.12.1 Paid/Specialized Work Experience (PWE/SWE)

Paid Work Experience (PWE) and Specialized Work Experience (SWE) are equivalent to a TSE activity.

PWE is a subsidized employment activity at a nonprofit public organization or a nonprofit private employer, in which the salary is funded by DPSS. PWE assignments that combine employment with employer-linked education/training programs are only available to CalWORKs-eligible Participants.

SWE is an employment activity offered to CalWORKs-eligible Participants receiving specialized supportive services, i.e. Domestic Violence (DV), Mental Health (MH), or Substance Use Disorder (SUD) services.

Contractor shall refer to current policy for participant referral to PWE/SWE.

5.12.2 On-The-Job Training (OJT)

On-The-Job Training (OJT) is an employment and training program that is partially funded through subsidized and unsubsidized funds. Participants enrolled in OJT receive job skills training from an employer. Upon completion of their training, it is expected Participants will be retained by the employer. Some service providers may offer OJT, but in no case is DPSS directly responsible for the wage subsidy.

OJT is funded by Workforce Investment Boards (WIB) who contracts with private sector companies. The specifics for each OJT are specific to the contract held between the WIB and the employer. Variances may exist between the type of training, training duration, wage, and tasks for each OJT activity. Typically, a portion of the Participant's wages are paid for by the WIB and the employer.

Contractor shall refer to current policy for participant referral to OJT.

Note: The services for OJT and PWE/SWE are arranged by the South Bay Workforce Investment Board (SBWIB) with One-Stop WorkSource Centers or other County designated contractor located throughout the County.

5.12.3 Work Study (WS)

Participation in a Work Study (WS) activity provides an opportunity for CalWORKs students to engage in a work study assignment that, in combination with their hours of education, will enable them to meet their work participation requirement. Contractor shall refer to existing policy for referral procedures. The availability of WS activities is subject to available funding.

Contractor shall provide available program marketing tools promoting the benefits of the WS program to REAS CalWORKs-eligible Participants who are enrolled in a Community College. If interested, Contractor will refer REAS students to the Community College CalWORKs office for consideration to a work study slot.

5.13 **Specialized Supportive Services (SSS)**

As part of the REAS Program, CalWORKs Welfare-to-Work (WtW) Participants may receive treatment and Specialized Supportive Services (SSS) to help overcome barriers to employment due to Domestic Violence (DV), Substance Use Disorder (SUD), and Mental Health (MH) issues through a DPSS direct referral or a reverse referral. The PA 1923, "CalWORKs Treatment/Services Verification," also known as the *Reverse Referral*, is used by CalWORKs contracted DV, MH, SUD, or directly operated treatment service providers whenever a Participant begins receiving treatment services without a direct referral from DPSS or Contractor's RCMs.

Participants that have been identified by their Eligibility Worker (EW) as having a need for SSS will be expedited into REAS.

Contractor's RCMs shall re-screen all Participants who self-declare or are identified by the EW to be in need of DV, MH, and/or SUD services. Contractor shall follow current SSS policy for screening and referral procedures.

5.13.1 Clinical Assessment (CLA)

CalWORKs Participants: Upon completion of the Mental Health (MH) and/or Substance Use Disorder (SUD) screening, Contractor shall make a MH and/or SUD Clinical Assessment (CLA) referral if it

is determined that a need exists. All Participants not referred to either a MH and/or SUD CLA shall be referred by the RCM for participation in a REAS activity per current REAS and SSS policy.

5.13.2 Domestic Violence (DV)

CalWORKs Participants: Upon completion of the PA 1913, self-disclosure of a DV situation, the Contractor shall inform CalWORKs Participants of available Domestic Violence (DV) services to assist them in overcoming barriers to employment and obtaining self-sufficiency. Additionally, Contractor shall review/and complete the CW 2199 (Appendix B, Technical Exhibits, Exhibit B-8) with the Participant to identify the need for DV services and waivers due to a DV barrier. DV services are based upon a professional (DV service provider) evaluation and whether DV services are included in or out of the Welfare-to-Work (WtW) Plan. Refer to existing DV policy for further details Appendix B, Technical Exhibits, Exhibit B-1 (Link 3).

State regulations allow for a past or present victim of DV, who is impaired from participating or progressing in employment or a WtW activity, to be eligible for a time limit clock stopper or extender, depending on when the situation occurred, and a certain waivers of the WtW Plan requirements, per existing DV policy Appendix B, Technical Exhibits, Exhibit B-1 (Link 3).

5.13.3 Mental Health (MH)

CalWORKs Participants: Mental Health (MH) services are available to CalWORKs Participants to assist them in overcoming barriers to employment and obtaining self-sufficiency.

The Contractor shall follow existing CalWORKs/GAIN/REAS policies and procedures for referring Participants as having a MH need to MH CLA, Appendix B, Technical Exhibits, Exhibit B-1 (Link 3).

5.13.4 Substance Use Disorder (SUD)

CalWORKs Participants: Substance Use Disorder (SUD) services are available to CalWORKs Participants to assist them in overcoming barriers to employment and obtaining self-sufficiency.

The Contractor shall follow existing CalWORKs/GAIN/REAS policies and procedures for referring and/or exempting Participants as having a SUD need to SUD CLA, See Appendix B, Technical Exhibits, Exhibit B-1 (Link 3).

5.13.5 Specialized Supportive Services For Non-CalWORKs Participants

RCA-Eligible Refugees Contractor shall identify specialized supportive services for RCA-eligible refugees. Contractor shall contact the Los Angeles County 211 Information Hotline to identify a County-funded hospital, clinic, or DV provider.

Contractor may also contact the Los Angeles County DV Hotline at (800) 978-3600.

5.13.6 Homeless Supportive Services

CalWORKs/GAIN/REAS Participants identified as homeless are to be expedited into the GAIN Program to receive intensive REAS services in conjunction with intensive homeless case management services provided by CalWORKs Homeless Case Managers (HCM).

5.13.6.1 Contractor shall ensure that all REAS Participants designated as “homeless” or “at risk” of being homeless and needing REAS services are immediately registered into the REAS Program and given a next day appointment or an appointment date and time that is convenient to the participant unless technical barriers exist to ensure participants receive expedited SSS.

5.13.6.2 The SSS RCM shall coordinate the expedited appointment into REAS, assess the Participant’s ability to participate in REAS, and expeditiously provide REAS case management services.

5.13.6.3 The SSS RCM shall work in conjunction with the CalWORKs HCM to assist Participant by providing intensive case management focusing on ensuring the participant meets the basic requirements for CalWORKs Homeless Families Programs and assisting the Participant with supportive services necessary to find secure and permanent housing until the Participant’s housing situation is stable.

5.13.6.4 The SSS RCM shall work with the Participant to meet all WtW requirements when required for the participant to qualify for homeless assistance through one of the CalWORKs homeless programs and/or when advised that the Participant is being assisted at a County Family Solution Center by the HCM.

- 5.13.6.5 The SSS RCM shall keep open communication with the HCM to advise them of the Participants current WtW status.
- 5.13.6.6 The SSS RCM shall open the Homeless component which consists of various types of seminars addressing housing barriers, i.e., housing search, life skills, money management, etc.
- 5.13.6.7 The SSS case manager shall monitor the Homeless indicator along with the LRS Living Arrangements page which reflects the current homeless status, and shall automatically terminate open non-compliances and close/deny any pending sanctions which occur within 90 days of the "Homeless service" date.
- 5.13.6.8 The SSS case manager shall ensure that good cause is granted for up to three consecutive months to Participants whose emergency housing situation is unstable. Once the good cause expires, the SSS RCM shall contact the Participant to arrange to meet and/or discuss with the SSS case manager his/her housing situation and his/her ability to participate in WtW activities, including FS, and evaluate for possible extension period of "good cause", and take any other action required under GAIN Homeless Policy.
- 5.13.6.9 The SSS case manager shall inform the participant about the Subsidized Employment Program and refer participants who are work-ready and do not have co-occurring disorders.

5.14 Life Skills/Acculturation Workshops (LSC)

Contractor shall develop and offer Life Skills/Acculturation workshops (LSC) to provide REAS Participants with practical tools for everyday life as well as coping strategies for difficult situations. Contractor should include a variety of classes which range from time management to adjusting to changes in the work environment. The classes may be assigned as a bridging activity or a concurrent post-assessment employment services activity. Participation in LSC is a non-core activity.

Additionally, LSC workshops should consist of survival skills and employment readiness activities for refugee Participants that address topics such as: landlord/tenant relations, basic legal education to assist with maneuvering through the system, i.e., labor law, acceptable work

environment, gender law and equal rights of employment, acceptable professional work ethics, etc.

Contractor shall ensure the availability of a minimum of one LSC workshop a week. Topics will be determined based on the appropriateness and need of the Participants. Contractor is required to submit an initial curriculum within 30 days of being awarded the Contract, after which Program may request ongoing curriculum of LSC workshops for monitoring and review.

Note: Contractor may invite someone from the community to make a presentation to the refugee Participants (i.e. workshop on women's rights, legal aid, etc.)

5.15 Job Development and Related Services

DPSS developed a Job Development Cluster Model designed to strengthen and enhance collaboration and coordination among DPSS Job Developers. Job Development regions/offices/agencies have been convened into seven (7) "Clusters", based on geographic locations. Contractor participation in the Cluster Model is mandatory.

The Job Development Cluster Model encourages cooperation and coordination among all workforce partners, which include DPSS, American Job Centers of California (AJCC)/WorkSource Centers, Employment Development Department, Los Angeles County Office of Education and Los Angeles County Community Colleges.

5.15.1 Business Service Model

In direct alignment with the Job Development Cluster Model and its collaboration, DPSS follows the Business Services Model which focuses on identifying the needs of businesses as the best opportunity to provide support for workforce and economic development. The dual role of the Business Services Specialist (BSS) is to help businesses reach their goals by providing qualified candidates who can do the job. In doing so, DPSS achieves its goal, which is to help Participants reach economic self-sufficiency through employment.

Contractor's role in the Business Services Model can include:

- (a) Ensure job development staff attend Job Development Cluster meetings with AJCC/WorkSource Center staff in order to facilitate networking and job sharing;
- (b) Provide participants with information on recruitment activities, including job fairs and special recruitments;

- (c) Collaborate with AJCC/WorkSource Centers to coordinate possible solutions using existing resources to meet business needs, (e.g., downsizing, expansion); and
- (d) Assist with Participants enrollment into the AJCC/WorkSource Center system.

5.15.2 Business Services Specialist (BSS)

The “Business Services Specialist” (BSS) is an extension of case management and is the equivalent position of a Job Developer. The BSS must regularly interact with the business community in order to cultivate and maintain the relationships that provide our Participants with job opportunities.

Contractor shall designate responsible staff to hold the assignment of BSS. The BSS is responsible for identifying and preparing potential candidates who can meet business staffing needs. This entails coordinating and/or providing services, which include: staffing and placement assistance, pre-screening and interviewing, workforce development and additional business resource assistance through our partners.

Contractor shall ensure the BSS staff follows the essential functions/duties and minimum expectations and protocols as outlined in current policy.

5.15.3 In-House Job Search

In-House Job Search is a bridging activity to assist with meeting the weekly hour requirement, in which the Participant’s principal activity is to seek employment.

5.15.3.1 Contractor’s designated Business Services Specialist (BSS) shall supervise In-House Job Search, and shall be conducted at the Contractor’s site.

5.15.3.2 The assigned BSS shall ensure the RCM indicates the date of Job Development referral on LRS or current system.

5.15.3.3 Contractor shall provide the Participant with training to learn basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance the Participant’s capacity to move

towards self-sufficiency.

5.15.3.4 Contractor shall ensure that In-House Job Search includes any activity that is determined to be necessary for the Participant to obtain or prepare for employment. The activities are directed, monitored, verified and documented by the assigned BSS. Activities vary on a case-by-case basis. However, the activities must fall within the classification of activities listed below to ensure the hours are countable towards the federal Work Participation Rate (WPR), See Appendix B, Technical Exhibits, Exhibit B-1 (Link 4).

The activities include:

- Creating a job search plan;
- Contacting potential employers,
- Looking for suitable job openings,
- Making contact with potential employers;
- Interviewing for jobs;
- Preparing a resume and/or cover letter;
- Completing job applications;
- Submitting resumes
- Providing instruction for workplace expectations;
- Life skills training;
- Soft skills training;
- Drug testing for a specific job classification;
- Taking tests to qualify for specialized certificates;
- Attending job fairs and recruitments;
- Tracking all participant-related activities as described in the Job Development Handbook, Section 311, See Appendix B, Technical Exhibits, Exhibit B-1 (Link 6), and;
- All activities that prepare a Participant to meet with a business as described in the Job Development Handbook, Section 312, See Appendix B, Technical Exhibits, Exhibit B-1 (Link 4).

Contractor shall monitor, verify, and document all time spent in an In-House Job Search activity by the Contractor's BSS according to County policy requirements.

Contractor shall verify and document all time spent in Job Search activities using the In-House Job Search Activity Log (GN6367), In-House Job Search Timesheet (GN 6367-1) and the Daily Employer's Contact Log Sheet (GN 6367-3), (See Appendix B, Technical Exhibits, Exhibit B-10, B-11, and B-12). Contractor shall document all contact, regardless of method, on the Job Search Activity Logs.

Contractor's BSS shall supervise all job search activities. Supervision may consist of:

- Face-to-face supervision
- Phone conference
- E-mail correspondence

Reasonable transportation time between interviews, but not to the first interview or from the last one of the day, will count towards Work Participation Rate (WPR). Online activities are countable towards WPR but must be monitored and documented.

Contractor must ensure BSS follows In-House Job Search guidelines, per current policy.

5.15.4 Job Fairs

Job Fairs are an extension of case management for Participants, providing opportunities to meet more than one employer/recruiter at one convenient location. In addition, job fairs allow BSS the opportunity to provide potential employers with a large pool of qualified candidates.

Contractor shall ensure job development staff works in partnership with other Job Development Cluster partners and agencies in organizing job fairs by sharing and maximizing resources to enhance job opportunities for Participants.

Contractor shall refer Participants to existing or upcoming Job Fairs within the community to meet with potential employers.

5.16 **Community Outreach, Resource And Referrals**

Contractor shall engage and report on outreach activities that benefit and introduce REAS Participants to available community resources and services geared to assist refugees/asylees in their resettlement and acculturation process on the Monthly Management Report.

Contractor shall design outreach activities to familiarize refugees with available community services and resources, to explain the purpose of such services and facilitate access to such services and resources.

Contractor shall, through community collaborations with partnering organizations provide refugee-specific services and resources seeking to develop internship programs that promote mentoring to REAS Participants.

5.16.1 Citizenship and Naturalization Services

Contractor, when applicable, shall refer Participants for Citizenship and Naturalization preparation services. Services may include English language training and civics instruction to prepare refugees for citizenship, application assistance for adjustment of status, assistance for disabled refugees in obtaining disability waivers from English and civics requirements for naturalization, and the provision of interpreter services for the citizenship interview. These classes prepare Participants for the American history and civic examination administered by the United States Citizenship and Immigration Services (USCIS), and the interview.

5.17 **Community Service (CS)**

Community Service (CS) is a temporary and transitional activity performed with private or public non-profit organizations. CS activities are intended to enhance or further develop Participants with necessary job skills that can lead to unsubsidized full-time employment and ultimately lead to self-sufficiency. It is considered a core activity and may be used concurrently with other allowable activities to meet the required hours of participation.

CS is approvable when it is consistent with the Participant's Welfare-to-Work Plan. Contractor shall track CS sites to ensure skills provided are in line with participant's employment plan. Contractor shall refer to Appendix A, Statement of Work, Section 9.0, Performance Requirement Summary, Subsection 9.3, Key Measure #11 for further details.

The CalWORKs/CalFresh Program formula is used to determine the maximum number of weekly hours individuals may participate in CS. Contractor will refer to existing policies and procedures for calculating the maximum number of allowable hours and the CS referral process.

6.0 **WELFARE-TO-WORK REQUIREMENTS –TASKS & DELIVERABLES**

Contractor shall be flexible in furnishing the necessary services to Participants as the program and Participant needs change within the bounds of applicable REAS policies and regulations.

In addition to any other requirements outlined in this Statement of Work the Contractor shall:

1. Provide services in accordance with the Contract including but not limited to this Statement of Work.
2. Ensure LRS or the current system, is updated to reflect the appropriate REAS activity. Updates must be completed within 24 hours from date

- of assignment. If not possible, the Contractor shall ensure assignments are manually recorded in the case record.
3. Be responsive to the Participants' specific situations when interacting with them through group or individual services or a combination thereof.
 4. Jointly develop an Employment Plan with the Participant following vocational assessment, utilizing the information gathered from the assessment.
 5. Adhere to the REAS CalWORKs and non-CalWORKs Program flow as shown in the Appendix B, Technical Exhibits, Exhibit B-25.
 6. Meet or exceed Performance Outcome Measures, as detailed in this Statement of Work, Section 9.0.
 7. Meet Performance Requirement Standards, as detailed in this Statement of Work, and summarized in Appendix B, Technical Exhibits, Exhibit B-20 and B-21.
 8. Offer appropriate supportive services to assist REAS Participants in overcoming barriers to employment and self-sufficiency.
 9. Meet administrative tasks as well as Contractor reporting responsibilities, as required.
 10. Maintain the integrity of the County's REAS by ensuring Contractor staff meets their responsibilities, as well as makes appropriate assessments in assessing Participant fraud, and making fraud referrals, as necessary.
 11. Protect the Civil Rights of all Participants.
 12. Provide, in writing, the necessary case managers, supervisory support, and administrative support, as proposed and agreed upon at Contract execution.
 13. Provide all facilities and supplies, unless otherwise specified as County provided items.
 14. Monitor Participant activities within each Welfare-to-Work component, document case activity, and track Participant's progress on LRS or the current system.
 15. Ensure that Participants are continually engaged in an appropriate activity.
 16. Register Participants from the unassigned pool to REAS within 2 business days.
 17. Assign a Participant to an appropriate component/activity within thirty (30) calendar days from date of cash approval.
 18. Schedule all REAS Participants for their first and subsequent work activities with no lapses between activities, according to County policy.
 19. Provide, document, track and report on the provisions of REAS.
 20. Encourage and motivate Participants (face-to-face, via phone, letter or via internet) to engage in REAS activities.
 21. Assign Participants to activities and provide information on resources that are not available through the REAS provider.

22. Coordinate the Participant's efforts in meeting his/her cash program work participation requirements through the REAS.
23. Answer any questions or address concerns pertaining to the need for additional services and document the case record with the needs discussed and action taken to address such needs.
24. Refer Participants to agencies identified/approved by County which provide Family Stabilization (FS), Mental Health (MH), Substance Use Disorder (SUD) or Domestic Violence (DV) treatment/services, at any time in the REAS flow based on the Participant's request, self-disclosure or observance of signs.
25. Inform Participants of available SSS treatment services (MH, SUD, and DV) and available waivers of the WtW program requirements.
26. Collaborate with CalWORKs-contracted DV/MH and SUD service providers in decision making.
27. Inform Participants who are victims of DV of the option to use an alternate mailing address to ensure safety. Refer to current DV policy and procedures.
28. Inform REAS Participants of the importance of securing employment with an income level at or above minimum wage to assist Participants in making a transition from public assistance to self-sufficiency.
29. Disseminate work study information to every unemployed CalWORKs REAS Participant who is enrolled in a community college. Document the referral, outcome of referral and employment verification in case record.
30. Inform RCA Participants in the month prior to reaching their eighth month of the RCA time-limit, the RCA Participant's ability to apply for GR as of the first business day after their RCA time limit has terminated. Contractor shall document the case record of an offer of GR assistance service.
31. Refer or assign REAS Participants to the appropriate work-related component or activity, as recommended by DPSS, as a result of the vocational assessment.
32. Generate and complete necessary documents required for the Participant to participate in his/her assigned REAS component or activity.
33. Document compliance issues, sanction resolution actions, outreach efforts and final outcomes.
34. Document at least quarterly employment information/verification (Verification of Employment), tracking employment retention, hourly participation adjustments and/or any other actions taken.
35. Document increases/decreases in earnings, verified through pay stubs or other available sources.
36. Document language needs of Participants and how they were resolved (Primary Language Form), as applicable. Document interpretive actions taken.

37. Document medical verifications (Verification of Exemption) and all other exemptions, as applicable. Once exemptions have been confirmed, Contractor shall close the case, with the exception of case exemptions that are for less than thirty (30) days, or the Participant requests to participate as an exempt volunteer. Exemption cases are not considered active cases, unless the Participant is participating in REAS as an exempt volunteer.
38. Disclose/discuss Participant's rights and responsibilities and document case record to validate such disclosure. See Welfare-to-Work Plan Rights and Responsibilities (WtW), Appendix B, Technical Exhibits, Exhibit B-18.
39. Ensure proper identification of cases includes Participant name, case number, cash program type, and language. Ensure all documents and Notices of Action are filed either physically or electronically according to current BOOST procedures and current Electronic Document Management System (EDMS) procedures (See Appendix B, Technical Exhibits, Exhibit B-1 (Link 5).)
40. Complete and file the REAS Family Self-Sufficiency Plan, assist Participant with establishing employment goals and document in case activity record.
41. File and scan of all pertinent documentation and supporting verification into the physical/electronic case folder following EDMS procedures.
42. File of vocational assessments.
43. Ensure all Self-Initiated Program Forms, Service Provider Referral Forms or program applicable forms are included in case records to verify component/activity start and expected end dates.
44. Ensure all Participant contacts, regardless of form of communication are documented in the case record, either physically or electronically and in compliance with EDMS procedures.
45. Document child care arrangements, referrals and assistance given to Participant. File a copy of the completed Child care referral form (PA 129). (See Appendix B, Technical Exhibits, Exhibit B-15).
46. Request and file completed quarterly progress reports (Progress Report of Education, Training, Post Employment Services, SSS treatment services, and Work Experience). Record satisfactory or unsatisfactory progress status and action taken in the case record.
47. Access/obtain required program forms via the DPSS Forms Library.
48. Order required forms not available through the DPSS Forms Library from DPSS CCA.
49. Ensure collaboration with staff representing the County, community colleges, and other refugee stakeholders. Ensure Contractor's participation in case coordination efforts with partnering departments including DCFS' Family Preservation or Family Reunification case plans.
50. Establish collaborative relationships/partnerships with community colleges to ensure REAS Participants are informed of available

training/services, such as college work-study (CWS), Limited-English Proficiency (LEP), Linkages, Family Reunification, and citizenship courses.

51. Collaborate with community colleges to engage Participants in vocational education, job skills training, education directly related to employment, and secondary school attendance to incorporate structured study time, which can be documented and counted.
52. Have (face-to-face, via phone, mail correspondence or e-mail) mandatory contact with each Participant at least once a month, especially if the Participant is employed part-time.
53. Implement the use of all communication tools, including any web-based applications, to share Participant documentation between Contractor and DPSS staff as needed. Contractor will receive instruction and training of web-based applications as implementation occurs.
54. Ensure that Contractor's Case Managers reconcile caseloads monthly in an effort to monitor/track all cases that have been inactive or between activities for thirty (30) days or more.
55. Ensure that Contractor's Case Managers maintain and update LRS or the current system daily and timely.
56. Authorize advance supportive services for each eligible REAS Participant in accordance with supportive service issuance processing benchmarks and timeframes.
57. Complete and mail manual Notices of Actions to Participants in their designated primary language within 10 days of case action.
58. Maintain a current and complete case record on LRS or current system for each Participant registered in REAS according to existing policy and procedures.
59. Ensure confidentiality and safety of the DV victim, and assure that every DV case is kept in a locked cabinet.
60. Accurately update required changes to LRS or the current system within one workday of receipt of documentation.
61. Contractor must ensure REAS staff integrates use of the REAS/GAIN Policy Handbooks.
62. Provide any tracking reports needed for the State performance measures and refugee populations as defined by the County, that will be maintained manually by the Contractor.

6.1 Language Line Accounts

Contractor shall provide linguistically and culturally sensitive services to all Participants. Contractor shall hire and have staff that speaks the language if the language spoken by a specific group of non-English speaking Participants is five percent (5%) or more of Contractor's caseload. Access to the language line upon DPSS approval is reserved for situations where the Contractor has Participants who are non-English speaking, but the language these Participants speak is shared by less than five percent of the

Contractor's caseload. The Contractor shall not use this resource in meeting the primary language needs. Any misuse of this resource shall not be tolerated and costs will be deducted from the Contractor's payment.

6.2 Customer Service

Contractor shall implement an active customer service program that is consistent with the County's vision, as detailed in this Contract's Preamble. The customer service program must be approved by DPSS and any changes required by County to the Program must be made within ten (10) business days.

Contractor shall ensure customer service standards are met. Contractor shall adhere to the following three performance measure at the Acceptable Quality Level (AQL) within this Exhibit A, SOW, Section 9.0, Subsection 9.3, Performance Requirement Summary Chart:

- Ninety five (95%) of these serviced are to report satisfaction with Contractor services;
- Ninety percent (90%) of all Participants should wait no more than twenty (20) minutes from their appointment time before being seen; and
- Contractor is expected to respond to advocate inquires within two (2) hours.

6.3 REAS Governing Policies

REAS is a State-mandated program subject to State and County rules, policies, procedures and regulations. Contractor must abide by all federal, State and County program policies, rules and regulations that govern the DPSS offered assistance programs. This Contract is not meant to supersede "Applicable Rules and Regulations" and is consistent with them. A REAS program flow has been developed to capture the complex array of services offered under the REAS. REAS Case Management flow charts may be identified in Appendix B, Technical Exhibits, Exhibit B-25.

Contractor is expected to follow the REAS Flow charts when providing services to REAS CalWORKs and non-CalWORKs Participants. The Subsections below provide additional information on various stages in the REAS program Flowchart. The provisions of REAS services to both mandatory and voluntary CalWORKs-eligible REAS Participants will comply with all CalWORKs WtW requirements, including the program flow, as specified in California Department of Social Services (CDSS) Manual of Policies and Procedures Section 42-700 and any other applicable CalWORKs WtW policy guidance issued by the federal ORR, See Appendix B, Technical Exhibits, Exhibit B-1 (Link 1).

6.4 Case Assignment

- 6.4.1 Contractor shall, within two (2) business days, register Participants appearing in the unassigned pool into the **REAS Program**. If a Participant erroneously appears in the unassigned pool, the Contractor shall expeditiously work with the County staff to reassign the Participant, as appropriate.
- 6.4.2 Contractor shall ensure the percentage of Participants in the unassigned pool for more than 30 days does not exceed 1% of the total number of Participants to be assigned to a contracted case manager.
- 6.4.3 Contractor shall assign Participants to a REAS activity/component within 30 days from cash approval.

6.5 Case Management Operations & Other Tasks

- 6.5.1 Contractor shall schedule all REAS Participants for their first and subsequent work activities with **no lapses** between activities. Contractor shall ensure that the percentage of registrants who are between activities for more than 30 days is no more than 5 percent of the total number of Participants registered in REAS. Contractor shall be responsible for providing tracking and reporting of REAS services through effective Case Management.
- 6.5.2 Contractor shall provide Case Management tasks which include, but are not limited to:
 - 6.5.2.1 Referring or assigning the **REAS** Participant to the appropriate work-related component or activity, as demonstrated in the **REAS** flow charts. Generate and complete necessary documents required for the Participant to participate in his/her assigned **REAS** component or activity.
 - 6.5.2.2 Providing human social services by providing detailed instructions and ensure the Participant understands of the purpose of the **REAS**. Motivate and guide Participants through the employment process, ensuring full disclosure of Participant's rights and responsibilities, answer any questions and/or or address any concerns that may have arisen as a result of further acculturation needs.
 - 6.5.2.3 Accessing the Participant's transportation and ancillary service needs. Contractor shall, via **LRS or the current**

system, issue transportation or work-related expense payments within the County's issuance approval guidelines in order for the Participant to engage in assigned activities or accept or retain work. In order to reduce employment barriers, Contractor will provide the level of required administrative services necessary to facilitate the transportation and other work-related expense needs for the Participants. Contractor shall issue all transportation and ancillary benefits are to be issued in advance of the Participant starting his/her **REAS** activity. However, if an automated system isn't available, the Contractor shall have the capability to issue benefits manually. Contractor shall offer alternative forms of transportation when conventional forms of transportation are not available.

- 6.5.2.4 Ensuring that all CalWORKs REAS Participants are screened for potential barriers to employment as stipulated by the Family Stabilization Program policy. (See Appendix B, Technical Exhibits, Exhibit B-1 (Link 11))
- 6.5.2.5 Providing intensive case management to all CalWORKs REAS Participants who have been identified with a barrier(s) through the Family Stabilization Program as specified by State and County Family Stabilization Program policy.
- 6.5.2.6 Offering and coordinating child care to each eligible **REAS** Participant prior to assigning Participant to his/her **REAS** activity.
- 6.5.2.7 Referring Participants, at any time in the WtW flow based on the Participant's request, self-disclosure or obvious signs of problems, to County identified agencies that are required to serve **REAS** Participants who need mental health, substance use disorder, or domestic violence treatment/services.
- 6.5.2.8 Ensuring monthly case maintenance and taking appropriate action within twenty-four (24) hours of case manager discovery, which includes automated and manual actions.
- 6.5.2.9 Making recommendations for County actions on cases, such as decisions affecting aid, determining exemptions, cause determination, and sanctions. Contractor's staff shall initiate compliance and inform the County of their recommendation within one workday in accordance to program policy.

- 6.5.2.10 Preparing case(s) for monitor review upon request from DPSS. The purpose of the monitor review is to review the application of program policy and procedures and the use of the **LRS or the current system** in an effort to maintain program integrity.
- 6.5.2.11 Utilizing LRS WtW and REP Caseload Activity Report to reconcile RCM's caseload.
- 6.5.2.12 Maintaining a physical/electronic case record. Contractor shall also ensure that a complete case record is maintained on **LRS or the current document imaging system**. County shall provide training to Contractor regarding the use and maintenance of case record on the current system. The Contractor shall ensure the content of a Participant's physical/electronic case record shall meet the Better Organizing of Operational and Systematic Tasks (BOOST) and EDMS requirements Documents to be included in the case record shall include, but are not limited to, the following:
- 6.5.2.12.1 All notices of actions.
 - 6.5.2.12.2 The Employment Plan.
 - 6.5.2.12.3 Completed **REAS** Family Self-Sufficiency Plan.
 - 6.5.2.12.4 Completed OCAT and Family Stabilization Program Agreement Plan, as appropriate.
 - 6.5.2.12.5 The vocational and/or career assessment.
 - 6.5.2.12.6 Case documentation/notes.
 - 6.5.2.12.7 Child care arrangements, referrals, and documentation.
 - 6.5.2.12.8 All applicable referral forms related to **REAS** activity assignments.
 - 6.5.2.12.9 Completed and current Welfare-to-Work Plan (WtW), Appendix B, Technical Exhibits, Exhibit B-19.
 - 6.5.2.12.10 Documentation/verification and justification for supportive services paid and or denied.
 - 6.5.2.12.11 Documentation/verification of weekly hours of participation (progress reports, etc).
 - 6.5.2.9.12 Documentation/verification of actual hours of participation in educational/training related activities.
 - 6.5.2.12.13 Documentation regarding any compliance issues, cause determinations, and sanctions recommended.

- 6.5.2.12.14 Documentation of subcontractors and service providers working with the Participant or members of the Participant's family.
- 6.5.2.12.15 Documentation of social services/acclulturation services provided.
- 6.5.2.12.16 Family composition.
- 6.5.2.12.17 Employment information and employment retention tracking.
- 6.5.2.12.18 Documentation of increases/decreases in earnings.
- 6.5.2.12.19 Standard release forms as needed for collateral contacts.
- 6.5.2.12.20 Documentation of language needs and how they were resolved, as applicable.
- 6.5.2.12.21 Documentation of the method of interpretation used for non-English speakers.
- 6.5.2.12.22 Copies of rights and responsibilities and other forms and documents required in program procedures.
- 6.5.2.12.23 Medical verifications, as applicable.
- 6.5.2.12.24 Other documents as may be required by the County.

6.5.2.13 Electronic Document Management System (EDMS)

The purpose of EDMS is to enable DPSS to transition from a paper case environment to an electronic and online process, thereby reducing inconsistencies and assisting in the creation, filing, retrieval, preservation and disposition of electronic documents. Documents placed in EDMS will be stored in a secure repository and can be easily accessed and retrieved by authorized staff.

Contractor shall be responsible to transition by imaging all physical paper cases into the LRS, utilizing the EDMS process within one year from the execution of this Contract. Contractor shall ensure to provide the following required functions:

- BOOST cases according to current procedures; and
- Scan, validate and correct documents – as prescribed by the County.

Note: For cases where a case folder is mandated (i.e. Domestic Violence cases), the Participant case record shall be kept in a folder, identifiable by REAS Participant's name and case number.

6.6 Exemptions

Contractor shall notify and request Participant exemption utilizing the designated County Issuance Approval (CIA) staff within time limits set forth in policy.

6.6.1 Contractor shall provide the CW 2186A, CalWORKs Exemption Request Form (Appendix B, Technical Exhibits, Exhibit B-26) form to Participants requesting an exemption.

6.6.2 Contractor shall obtain verification from Participants to substantiate an exemption, and submit recommendations for approval or denial of exemptions to the County designated staff to make final determinations. Contractor shall assist the Participant in obtaining verification, if needed. Contractor shall notify Participants in writing within 15 calendar days of their request indicating whether the exemption was approved or denied.

6.6.3 Contractor shall encourage Participants granted an exemption to volunteer in the REAS Program, and explain the benefits of participating as an exempt volunteer. This discussion shall be documented on LRS or current system. Exempt Participants can receive transportation, ancillary, and child care assistance for their approved activities. Exempt Participants can get help with finding a job, going to school/training, subsidized employment, etc. Exempt volunteers are not subject to the 20/30/32/35 hour per week or core activity requirement.

6.6.4 Exempt volunteers who do not meet satisfactory progress or attendance in accordance with their WtW plan, or stops participating in their agreed activity without good cause shall be subject to the compliance process and temporary exclusion from the REAS Program. Financial sanctions do not apply to exempt volunteers.

6.7 Appraisal & Family Self-Sufficiency Plan

Appraisal

6.7.1 Contractor shall conduct a one-on-one REAS appraisal interview for all REAS Participants (refer to current policy), which shall include, but not limited to:

6.7.1.1 An appraisal of work history, educational achievement and literacy.

- 6.7.1.2 An evaluation of the Participant's immediate supportive services needs, e.g., child care, transportation, ancillary/work-related benefits, etc.
- 6.7.1.3 An explanation of REAS Program requirements and responsibilities, (i.e. weekly hours of participation requirement, good cause, exemption, noncompliance, sanction, time limits, etc.).
- 6.7.1.4 An overview of the REAS services and work activities.
- 6.7.1.5 An explanation of the financial and social benefits of working.
- 6.7.1.6 A screening for Specialized Supportive Services (i.e. mental health, domestic violence, substance abuse) screening.
- 6.7.1.7 A screening for Learning Disability.
- 6.7.1.8 A screening for the Online CalWORKs Assessment Tool (OCAT) for CalWORKs Participants.
- 6.7.1.9 An explanation of REAS 60 month Time Limit, the CalWORKs 48 Month Time-Limit, the 24-Month WTW Time Clock and PTL services if eligible.
- 6.7.1.10 An explanation of expungement services.
- 6.7.1.11 An overview of Self-Initiated Programs (SIP) component for CalWORKs Participants.
- 6.7.2 Family Self-Sufficiency Plan (FSSP) seeks to evaluate the fiscal needs of each REAS family, assess the monetary amount needed for the family to become self-sufficient and document a plan for each employable family member. An employable family member is any member of the household who is able-bodied and legally able to secure gainful employment. A REAS family may consist of only the Participant, i.e., only one household member. The completion of the FSSP is mandatory for refugee households who participate in the REAS.
 - 6.7.2.1 The Contractor shall include the following in the FSSP:

- 6.7.2.1.1 Determine the income level a family would have to earn to no longer require its cash grant and move into self-sufficiency.
- 6.7.2.1.2 Complete an employability plan and timetable for each employable family member to obtain a level of family income, through job placement, that will lead the family to self-sufficiency and off aid.
- 6.7.2.1.3 Develop a plan to address the family's social service needs that may be barriers to self-sufficiency
- 6.7.2.1.4 Initiate completion of the FSSP during the REAS appraisal.
- 6.7.2.1.5 Complete the FSSP within ninety (90) calendar days from the refugee household's approval for aid as posted by the County.

6.7.2.2 Contractor shall complete the FSSP as follows:

6.7.2.2.1 General Case Information

- Date the FSSP is completed.
- Name of Participant and case number.
- Spouse's name, if applicable.
- Identify the type of cash benefit the individual/family is receiving.
- Effective date cash aid is approved.
- Date of arrival, per I-94 document.
- Date assigned to Case Manager
- Date registered to REAS.
- REAS Appraisal date.
- Case Manager's Name and
- Start date of first REAS component/activity.

6.7.2.2.2 Section A: Family Information/Budget

- Name(s) of each employable household member and their identifying information (i.e. alien number, relationship to Participant, age, and, if approved, cash benefit being received).

CalWORKs-eligible REAS Participants: Two-parent households shall have total grant amount reported once for either employability plan.

Non-CalWORKs eligible REAS Participants: Spouses shall have their individual grant amounts reported under their employability plan separate from the Participant's employability plan.

- CalFresh(food stamp) allotment amount is based on family income and expenses).
- Employment income, if applicable, is considered any wages earned via full time/part-time employment, self-employment, On-the-Job Training, Work-Study and paid work experience (subsidized employment).
- Other income, if applicable, refers to unemployment benefits, in-kind income, scholarship income and etc.
- Family's estimated total monthly expenses.
- Total household size (aided/non-aided).
- Non-Exempt Maximum Aid Payment, per existing Fiscal Year CalWORKs Payment Standards.
- Estimated income amount to attain self-sufficiency for CalWORKs/RCA-eligible REAS Participants.

To determine the estimated self-sufficiency income amount, the Contractor shall use the following formula for CalWORKs and Non-CalWORKs REAS Participants:

- Non-Exempt Maximum Aid Payment Amount + 1 x 2 + \$225 = Estimated Self-Sufficiency Income

Example:

A CalWORKs assistance unit consists of a mother and two children. The Non-Exempt Maximum Aid Payment (MAP) for an assistance unit (AU) of three is \$704 per month.

Computation: $\$704 + \$1 \times 2 + \$225 = \$1,635$

The \$705 ($\$704 + 1$) exceeds the MAP for three (\$704); therefore, \$1,636 is the approximate income amount that would make the AU self-sufficient and ineligible for cash benefits.

- o GR assistance unit consist of a single adult. The maximum aid payment amount for a single GR-eligible REAS Participants is \$221.

Computation: $\$220 + \$1 + \$400 = \621

The benefit amount for a single-adult eligible for GR is \$221 per month. The self-sufficiency amount for a single-adult to become ineligible for cash benefits is \$621.

6.7.2.2.3 Section B: Employment Information

Contractor shall document, for each employable family member:

- Name(s) of employable family member(s).
- Employment information and job title, if applicable.
- Employee(s) work experience, if applicable.
- Employment barrier(s) to meeting self-sufficiency goal(s).
- Education and Skills History (Years of study).
- Case Manager's employment plan for REAS Participant(s).
- Determination that employment plan/goal will lead the family to self-sufficiency

- Need for additional resources, referrals, and social services.
- Outcomes associated with all social and community need referrals.

6.7.2.2.4 Section C: Long Term Employment Goals/Employability Plan

Contractor shall document, for each employable family member:

- Assessment date, if applicable.
- The long term employment goal for the family, which consists of the following:
 - Employment goal and
 - Expected monthly income or the hourly wage.
- Duration for the family to reach self-sufficiency, as determined by the Case Manager and Vocational Assessor.
- Assessor's recommended employment plan and service needs.

Contractor shall refer to REP Memo, 09-01: Instructions for Using the Interim Self-Sufficiency Plan for additional details and procedures, (See Appendix B, Technical Exhibits, Exhibit B-1 (Link 6)).

6.8 **Participants in Self-Initiated Programs (SIP)**

CalWORKs: A SIP is an approvable education or training program for CalWORKs-eligible Participants when enrolled prior to the initial REAS appraisal.

6.8.1 The Contractor shall approve or deny SIPs according to existing GAIN/REAS policy. The Contractor shall:

- 6.8.1.1 At appraisal, assess CalWORKs-eligible Participants for SIP eligibility.
- 6.8.1.2. Provide the Participant with the forms required to evaluate and determine SIP eligibility.
- 6.8.1.3 Control and monitor for the receipt of all required SIP forms.

- 6.8.1.4 If Participant is deemed SIP eligible:
- Approve the SIP,
 - Update the corresponding component on LRS or the current system,
 - Document the case record, and
 - Issue advance supportive services, if applicable.

6.8.2 Contractors shall ensure the following criteria are met for approval of a SIP activity:

- 6.8.2.1 The Participant was enrolled, on or before the date of the REAS appraisal, or on the date the individual would have been appraised if s/he had not failed, with good cause, to attend the REAS appraisal;
- 6.8.2.2 The program leads to an undergraduate degree or certificate or a California regular teaching credential;
- 6.8.2.3 The educational program is determined to be a demand occupation which leads to employment;
- 6.8.2.4 The program is on the GN 6141, Los Angeles County Listing of Approved SIPs Which Lead to Employment on the LRS/current system Resource Database. If the program is not on either list, the Participant may provide alternative documentation to reflect that the educational program enrolled is considered a demand occupation and will lead to employment.
- 6.8.2.5 The Participant is to make satisfactory progress in their educational program.

Note: SIP assessments are to be made during the Participants 1st REAS appraisal. REAS Participants who undergo subsequent REAS appraisals, as a result of a break in aid, shall not be reassessed for SIP participation. The Participant shall be assessed and required to participate in REAS program activities, as outlined under the REAS program flow.

A Participant who possesses a baccalaureate degree will not be eligible to participate in a SIP unless s/he is pursuing a California teaching credential;

Refer to Appendix A, SOW, Section 5.0 Specific REAS Components and Activities, Sub-section 5.5, Self-Initiated Program regarding eligibility criteria.

6.9 Job Club/Job Search Referrals

6.9.1 Contractor shall refer Participants not meeting the program weekly hour requirement to job search activities provided by Los Angeles County Office of Education (LACOE).

6.9.2 Contractor shall ensure REAS Participants are provided with the necessary advance Supportive Services to meet their Job Club/Job Search activities.

6.9.3 Contractor shall, at the time of assignment:

- Schedule the Participant to attend Job Club/Job Search (JCL/JSR).
- Open JCL/JSR component on the LRS or the current system.
- Ensure required referral form(s) are completed.
- Issue advance supportive services as needed.
- Document all case action on the LRS or the current system.
- Control/monitor for on-going participation and progress per existing policy, Appendix B, Technical Exhibits, Exhibit B-1 (Link 3).

6.9.4 Contractor shall evaluate on a case-by-case basis special circumstances where the REAS CalWORKs Flow of Orientation to Job Club may not meet the Participant's unique needs. A determination to shorten or bypass JCL/JSR shall be made by the case manager, Participant, supervising case manager and must be approved by DPSS Program staff. Contractor shall review and follow applicable policy and procedures prior to making a determination.

6.10 Bypassing Job Club

REAS Participants may be allowed to bypass Job Club if one of the following is met:

- Employed full-time;
- In an approved SIP and the JCL schedule would interfere with the schedule of classes;
- Self-declared via the PA 1913; or identification through the GN 6140A (See GAIN/ REAS Online Policy, Appendix B, Technical Exhibits, Exhibit B-1) of a need for immediate counseling or treatment services for Domestic Violence, Mental Health or Substance Use Disorder; or identification through the PA 1923, reverse referral.

- Exempt from participation;
- Required to participate in Cal-Learn (See GAIN/ REAS Policy, Appendix B, Technical Exhibits, Exhibit B-1 Link 3);
- 19 years old and has not yet earned a high school diploma or equivalent certificate;
- Referred to a Learning Disability Evaluation; or
- In any instance in which the RCM identifies another reason not listed above for bypassing JCL, on a case-by-case basis and in conjunction with DPSS, will determine if it would be beneficial for the Participant not to attend JCL.

Whenever a Participant meets the criteria for bypassing JCL, and if approved by Program staff, the Contractor shall refer the Participant to Vocational Assessment, Clinical Assessment, and/or In-House Job Search (See Appendix B Technical Exhibits, Exhibit B-1 (Link 2).); refer to current policy on referral instructions.

6.11 In-House Job Search

6.11.1 When a Participant is referred to In-House Job Search, the Contractor' or RCM must generate "Service Provider Referral Form" on the LRS and add the activity.

6.11.2 In-House Job Search is an activity in which an RCM assigns a Participant to work with the agency's designated Business Services Specialist (BSS) for a total of 20 hours a week for General Relief Participants, up to 32 hours a week for a Refugee Cash Assistance Participant/single parent, or 35 hours per week for a two-parent household. The hours of participation will consist of hours working directly with the BSS and hours focused on submitting applications and participating in scheduled interviews. The Contractor's BSS shall maintain a tracking system of the Participants who were referred, received services and who secured gainful employment through their efforts.

6.11.3 The duration of In-House Job Search is based on the employment plan, services needed and the amount of time the Participant has attended a Job Search activity within the year. The activity can be assigned for up to four consecutive weeks if the Participant has not attended a Job Search activity within the last 12 months.

6.11.4 For CalWORKs REAS Participants, In-House Job Search can only be assigned for two weeks, if the Participant completed four weeks of JCO or other Job Search activity within the last 12 months. The only exception is when both parents in a two-parent household are concurrently enrolled in REAS. In such cases, the parent

participating in In-House Job Search must be engaged for a minimum of 20 hours per week. The Participant can opt to be engaged in more than 20 hours, and this must be recorded in the case records.

6.11.5 The Contractor's BSS shall complete the In-House Job Search Time Sheet (GN 6367-1), Employer Contact Daily Log (GN 6367-3) and In-House Job Search Activities Form (GN 6367) to record the participation and progress of the Participant. These forms are included in Appendix A, Technical Exhibits, Exhibits B-10, B-11, and B-12. The BSS must provide assigned RCMs with a copy of the completed In-House Job Search Forms for each of their Participants upon completion of the activity.

Refer to In-House Job Search GAIN Online Policy Chapter 700 and in the online Job Development Handbook, Appendix B, Technical Exhibits, Exhibit B-1 (Links 3 and 4).

6.12 Vocational Assessment (VOC ASM)

6.12.1 Contractor shall refer Participants who have not obtained full-time unsubsidized employment at the end of the JCL/JSR period to a County approved vocational assessment (VOC ASM) provider for a vocational assessment. Contractor shall utilize the assessment in developing the REAS Employment Plan for each REAS Participant.

6.12.1.1 Vocational Assessment Referral Eligibility Conditions

Contractor shall refer REAS Participants for a VOC ASM when one of the following conditions exists:

- No employment is found upon completion of Job Club/Orientation (JCO); or
- The Participant has been allowed to bypass JCO because it was determined that JCO would not be beneficial to the Participant; or
- The Participant is employed part-time, but needs to be assigned to a concurrent activity to meet their weekly hourly requirements.

6.12.2 Vocational Assessment Requested From JCO

6.12.2.1 During the third week of JCO, LACOE will contact the RCM via telephone, e-mail, or other means to request for a Participant to be assigned to VOC ASM and will be processed as follows:

6.12.2.1.1 RCM shall open a VOC ASM component on the same day, using existing procedures to

generate the Service Provider Referral (GN 6006) referral

6.12.2.1.2 RCM shall annotate in the top, right-hand corner of the GN 6006 if the Participant is “CalWORKs” or “Non-CalWORKs (RCA/GR/CalFresh/Non-Aided)” and;

6.12.2.1.3 RCM shall fax or electronically submit the GN 6006 referral to JCO within 24 hours of adding the component; and JCO must submit the GN 6006 referral to the assigned VOC ASM provider to request the assessment.

6.12.3 Completion of Vocational Assessment

The Assessment Service Provider shall record the assessment results on forms provided by the County. Copies of forms shall be filed and electronically imaged in the REAS Participant’s file and a copy shall be e-mailed to the appropriate REAS Case Manager with a copy to the Regional Assessment Liaison within five (5) business days of the Participant’s initial assessment interview.

The Assessment Service Provider is required to maintain a copy of the assessment file for a period of five (5) years, unless County Director’s written approval is given to dispose of such material prior to the end of such period.

The Assessment Service Provider shall be available to discuss and provide assessment results to Contractor staff. Contractor shall file copies of the forms and electronically image the form in the REAS Participant’s file.

6.12.4 Third Party Vocational Assessments

6.12.4.1 If the Assessment Provider and REAS Participant are unable to reach an agreement on the development of an employment goal and/or plan, the Assessor shall inform Contractor using GN 6013 and GN 6014 within five (5) business days. The notice shall state the nature of the dispute and describe the issues involved.

6.12.4.2 If the RCM and the Participant believe a component not listed in the employment plan is better suited for the Participant, the RCM shall contact the Assessor to discuss an amendment to the plan. Using professional judgment,

the Assessor may agree to the amendment, if it is in line with the Participant's employment goal.

6.12.4.3 Upon referral by the County, the Assessment Service Provider acting as the Third Party shall review the employment plan and make appropriate recommendations. The original Assessor must be available, upon request, to discuss and provide assessment records to Third Party Assessor.

6.12.4.4 Per State regulations, the results of the assessment conducted by the Third Party Assessor shall be binding upon the County and the Participant and shall be used by Contractor to develop the appropriate employment plan for the Participant unless the Participant files a request for a State Hearing.

6.12.5 Vocational Assessments Amendments

6.12.5.1 If the employment plan requires a minor change that seems to be in-line with the scores/educational background of the Participant and the Participant agrees, the RCM shall contact the Assessment Service Provider for approval and to make the change in-house.

6.12.5.2 If the change is complicated, such as when the Participant has enrolled in an educational program that does not fit with their scores/educational background, or if the RCM and the Participant believe a component not listed in the employment plan is better suited for the Participant, then the RCM shall contact the Assessment Service Provider to discuss an amendment to the plan. Using professional judgment, the Assessor may agree to the amendment, if it is in-line with the Participant's employment goal.

6.12.5.3 If the Assessment Service Provider does not agree with the amendment, the amendment request shall be denied and sent back to the Contractor. The Contractor must contact the County to address/resolve the issue.

6.12.5.4 Although most of the employment plans may be amended in the first thirty (30) business days, based on extenuating circumstances; nevertheless, amendments to the plan can be made any time during the twelve (12) month period after the plan is signed.

6.12.6 Reassessments

6.12.6.1 Contractor may refer a Participant for reassessment during the 12-month period after the initial assessment. The County contracted Assessment Service Provider shall conduct REAS vocational reassessments; Contractor shall make referrals for reassessment under the following conditions:

6.12.6.1.1 A Participant shall be referred for reassessment whenever s/he fails to obtain employment after completion of all activities included in the Participant's employment plan.

6.12.6.1.2 Referrals for reassessment shall also be made when it is deemed necessary by the RCM. Such additional reasons for reassessment may include, but are not limited to, the following:

- When REAS Participants experience difficulty completing the employment plan recommendations:
- When special circumstances were not identified during the original assessment process that would preclude the Participant from completing the employment plan activities (e.g., Participant allergic to materials in the training environment).
- Unavailability of the training facilities required for completing the employment plan and no other vocational training Contractor is available within reasonable proximity to provide the required training.
- When the Assessment Provider has insufficient information to approve an amendment or additional testing is needed.

6.12.6.1.3 The reasons provided for reassessment shall serve as guidelines for determining what actions the Assessment Provider shall take during the reassessment. After review of the

Participant's employment plan and any progress in achieving the employment goal, the plan shall be revised as required.

- 6.12.6.1.4 All timeliness and processing requirements applicable to processing initial assessments are applicable to processing reassessments.

6.13 Clinical Assessment

- 6.13.1 Contractor shall identify a Participant's need for Specialized Supportive Service (SSS) not only through self-disclosure, or via GN 6140 (Screening for Mental Health and Substance Abuse for Eligibility Worker Use Only; See Appendix B, Technical Exhibits, Exhibit B-7) GN 6140A (Screening for Mental Health and Substance Abuse Instructions for GAIN Staff Use Only; See Appendix B, Technical Exhibits, Exhibit B-8), but also through observation, including reverse referral through the PA 1923, CalWORKs Services/Treatment Verification.
- 6.13.2 **CalWORKs:** Once CalWORKs eligibility is established, Contractor shall expedite services into GAIN/REAS for a Participant with a need for Domestic Violence (DV), Mental Health (MH) or Substance Use Disorder (SUD) services so that s/he can be re-screened to determine, based on current policies and procedures, if MH/SUD/CLA referral will be made. A Participant identified with a need for DV services will bypass Clinical Assessment and shall be referred directly to a DV service provider.
- 6.13.3 Participants must be informed that disclosure of DV, MH and/or SUD services need will not impact his/her eligibility to CalWORKs or result in an automatic referral to the Department of Children and Family Services. It is essential that the Participant is informed at every opportunity of the numerous services available, despite any language barriers.
- 6.13.4 Whenever a Participant is identified as needing MH, DV or SUD services after entering GAIN, the RCM must complete form GN 6138 Identification of Participants with Supportive Service's Needs (GN 6138), Appendix B, Technical Exhibits, Exhibit B-6. The GN 6138 is to be forwarded to the appropriate CalWORKs District office. This will ensure that the CalWORKs case is transferred to an SSS Eligibility Worker. Case manager will refer to existing SSS policies for participant referrals.

6.13.4 Clinical Assessment for Non-CalWORKs Participants

- 6.13.4.1 RCA Participants will also be identified for SSS needs through self-disclosure or via GN 6140, Screening for Mental Health and Substance Abuse For Eligibility Worker Use Only and GN 6140A, Screening for Mental Health and Substance Abuse for GAIN Services Worker Use Only.
- 6.13.4.2 Unlike CalWORKs-eligible, Non-CalWORKs REAS Participants (RCA eligible) clinical assessments are limited to County-funded SUD or MH providers. As a result of the limited funds, non-CalWORKs RCA-eligible REAS Participants will be placed on a waiting list to receive ongoing SUD or MH services.
- 6.13.4.3 RCA-eligible REAS Participants with an emergent MH need should be referred to a County Hospital.
- 6.13.4.4 A Participant with a need for MH or SUD needs will require the RCM to initiate the following:
- RCM shall contact 211, LA County Info line, either via phone by dialing 211 or via the web at www.healthycity.org to assist the Participant to identify a non-CalWORKs, County-funded SUD or MH provider.
 - Upon identifying a non-CalWORKs, County-funded SUD or MH provider, the RCM shall contact the provider on behalf of the Participant to schedule an appointment.
 - If a Participant is identified as having a MH or SUD issue and s/he initially refuses services, s/he can choose to be referred for services anytime thereafter.
 - The RCM must have the Participant sign a GN 6135, Request for Services/Waiver of Services, Appendix B, Technical Exhibits, Exhibit B-5, each time s/he advises the Participant identified as needing MH or SUD services and that s/he has currently refused services.
 - A Participant shall not be deemed in noncompliance in the event the Participant is unable to secure

services from a non-CalWORKs, County-funded Specialized Supportive Service Provider.

6.14 Development of the REAS Employment (WtW) Plan

6.14.1 Contractor shall ensure that REAS Participants sign their initial Welfare-to-Work (WtW) plan within ninety (90) days of their approval for CalWORKs cash aid as required by the County.

6.14.2 The WtW plan shall include:

- Specific activity assignments and services that will move the Participant into sustained employment/self-sufficiency.
- Hours of participation required, and
- Other details as indicated on the WtW Agreement form that will be provided by the County.

6.14.3 Contractor shall ensure that each Participant is participating full-time in the WtW activities as outlined by the State, unless granted a waiver of the Welfare-to-Work Program requirements. Contractor will refer to current policy for WtW plan requirements.

6.14.4 Appropriate Employability Services and Employment

Contractor shall determine if employability services and employment are appropriate in accordance with the following:

6.13.4.1 All REAS activities must be within the scope of the WtW and Family Self Sufficiency Plans.

6.13.4.2 Any claim of adverse effect to physical and/or mental health as a result of participating or future participation in REAS activities must be based on adequate medical verification from a physician, licensed or certified psychologist. Verification must document the impairment or self-declaration of impairment to the Participant's physical or mental health. Participants with DV barriers are not required to provide verification.

6.14.4.3 Participants REAS activity or employment total daily commuting time to and from home must not exceed 2 hours, not including to and from child care facility.

- 6.14.4.4 The employment or REAS activity site must not be in violation of applicable federal, State, or local health and safety standards.
- 6.14.4.5 REAS activities must not be discriminatory in terms of age, gender, race, creed, color, sexual orientation, national origin or religious/political affiliation.
- 6.14.4.6 Employment may be part-time, full-time, or seasonal work, if the work meets the standards described in this subsection.
- 6.14.4.7 The wage shall meet or exceed State minimum wage laws. The wage shall not be substantially less favorable than the wage normally paid for similar work in the labor market.
- 6.14.4.8 The daily/weekly hours of work shall not exceed those customary to the occupation.
- 6.14.4.9 REAS Participants shall not be required to accept employment if:
- The position offered is vacant due to a strike, lock-out, or other bona fide labor dispute; or
 - The Participant would be required to work for an employer contrary to conditions of his existing membership in the union governing the occupation. Employment not governed by the rules of his/her union in which s/he has membership may be appropriate
- 6.14.4.10 Employment training must meet local employers' requirements to compete and lead to employment in the market.
- 6.14.4.11 A job offered, under the requirements of this Subsection, is required to be accepted by the Participant without regard to whether the job will interrupt a program of services planned or in progress, unless the Participant is currently participating in an on-the-job training or vocational training which is being carried out as part of their approved WtW plan.

6.15 Non-Compliance

6.15.1 The overall goal of Subsection 6.15, Non-Compliance, is to minimize the number of sanctioned Participants with the exception that a Participant understands the importance of compliance in the REAS program; he/she will comply with his/her WtW plan and remain in full compliance.

6.15.1.1 To prevent noncompliance and/or sanctions, Contractor shall outreach to Participants to determine the reason(s) for nonparticipation and to assist the Participant to resolve the issues

6.15.1.2 Prior to imposing an adverse action or a sanction, Contractor shall outreach to treatment service providers for Participants who are accessing DV, MH or SUD services.

6.15.1.3 Contractor shall complete all tasks and responsibilities pertaining to noncompliance contained in existing policy and any other procedural requirements issued by DPSS.

6.15.1.4 Contractor shall hold Participants accountable for meeting their WtW Plan and responsibilities. Contractor shall assist the Participant by any reasonable means to ensure the Participant remains in compliance with REAS Program expectations.

6.15.1.5 Contractor shall initiate a recommendation that a sanction be imposed on a Participant who fails or refuses to comply with mandatory appointments or other requirements.

6.15.1.6 Contractor shall promptly notify the Participant and the designated County Issuance Approval (CIA) staff within time limits prescribed by the County upon determining that the Participant has failed or refused to comply with program requirements, including hours of participation.

Note: Sanctions are a “Discretionary Action” that is used for purposes of enforcing the REAS program participation requirements and entails a deduction or termination of a Participant’s cash benefits. State law requires that only the CIA staff may take an action that may result in the imposition of a financial sanction on a

Participant's case. Therefore, County will review the case situation and make the final decision on the recommended sanction.

6.15.2 Good Cause Determination

6.15.2.1 The good cause determination is an important part of the non-compliance process. The Participant must be given an opportunity to establish good cause for failing to comply with program requirements prior to recommending a sanction. Contractor shall notify designated CIA staff within the time limits set-forth in policy should Participant fail to provide Good Cause.

6.15.2.2 Good cause may be granted in 30-day intervals. Contractor shall review Good Cause determinations at least every 30 days and may extend for a total of 90 days. Contractor shall explain the good cause process to Participants. Contractor shall ensure proper documentation (i.e., affidavit, written or verbal third party documentation) substantiates the good cause reasons.

6.15.2.3 Good Cause reasons include, but are not limited to:

- Homelessness;
- Temporary disability (less than 30 days);
- Temporary medical illness of a household member;
- Court appearances/legal difficulties;
- Death of a family member;
- Severe family crisis; and
- Breakdown of transportation and/or child care arrangements.

6.16 24-Month Time Clock Adjustment

Contractor will discuss the Welfare-to-Work 24-Month Time Clock (MTC) with the CalWORKs Participant. Contractor will notify designated CIA staff, through the established process, should Participant's 24 MTC require adjustment.

6.17 Addressing Barriers to Employment

The REAS Program includes a diversity of services that assists refugees in overcoming a wide range of barriers (i.e., Domestic Violence, Mental Health,

Substance Use Disorder, Family Stabilization for CalWORKs participants, and Homelessness) to employment.

Contractor shall make efforts to ensure that the Participants continue to participate full-time in approved work activities by emphasizing and building upon the strengths of the Participants, rather than focusing on limitations and barriers.

Contractor shall earnestly work with the Participants and treatment service providers, as appropriate, to identify the underlying cause of the barriers. In order to resolve personal and other barriers to employment; Contractor must develop a plan to prevent recurrence and set-back, emphasizing the Participant's personal responsibility to oneself; and to provide program options and waivers available to the Participants.

Contractor shall utilize training and education resources available to concurrently enroll the Participants to upgrade their skills after obtaining a job. The Contractor shall link employed Participants to these resources on a case-by-case basis to help them qualify for promotions or better-paying jobs, with the goal of permanent independence from public assistance.

Contractor shall ensure the following supportive services are provided and administered appropriately. The tasks in this Subsection, 6.17 Addressing Barriers to Employment, are subject to Performance Outcome and Key Measures.

6.17.1 Coordinating Supportive Service (SS) Issuances

Contractor shall ensure that REAS Participants receive the necessary SS benefits timely, which includes transportation, work-related expenses (ancillary), and child care (for eligible Refugee CalWORKs and Refugee Cash Assistance Participants), that are needed to engage in WtW activities and to accept and maintain employment. REAS and CalWORKs funds are used for the supportive service payments via LRS or the current system.

6.17.2 SS Payments for Transportation and Ancillaries

Contractor shall ensure all requests for transportation and education/work-related benefits are offered to REAS Participants using only County required forms.

Contractor shall assess the appropriateness of the request, including exploring options in meeting the Participant's needs. Contractor shall request necessary documentation to substantiate the request from

the Participant, and documenting and maintaining verification in the Participant's case file and LRS or the current system.

Contractor shall, upon receipt of a Participant's request, determine eligibility, calculate and approve public transportation authorization within two (2) business days, as stated in existing policy.

Note: For ancillary benefits, Contractor shall request follow-up documentation, and when not provided, the Contractor must follow existing policies and procedures to create an overpayment record.

6.17.3 Child Care Supportive Services for CalWORKs REAS Participants

Contractor shall ensure all requests for child care services are offered to CalWORKs-eligible REAS Participants using the County required forms and properly document the offer in LRS or the current system.

Contractor shall refer Participants with child care needs to the appropriate Resource and Referral/Alternative Payment Program (R&R/APP) agency designated by the County to establish child care arrangements, as needed.

Contractor shall assist the Participants to resolve any subsequent child care problems and work with the Participants and the R&R/APP agency to establish back-up plans for child care, when necessary.

6.17.4 Professional Attire for REAS Participants

Contractor shall provide information to the Participants about appropriate attire for job interviews, work sites, and require the Participants to attend REAS activities dressed in work attire.

Contractor may assist the Participants by requesting authorization of an ancillary clothing allowance.

6.17.5 Supportive Service (SS) Overpayment/Underpayment

An overpayment or an underpayment can occur when a *payment or non-payment error* arises with the Participant's request for REAS supportive services, such as child care, transportation and/or ancillary/work-related expenses.

Contractor shall comply with Overpayment/Underpayment policy and procedures, as described in GAIN policy, (Appendix B, Technical Exhibits, Exhibit B-1 (Link 9).)

6.18 Coordinating/Maintaining Network/Resources Provided by DPSS

Contractor shall, in administering REAS, work within the community in providing coordinated services and meeting the needs of the general community.

Contractor shall coordinate the provisions of WtW related services with community organizations/agencies that provide services deemed necessary to help REAS Participants (e.g. credit counseling).

6.18.1 Coordination within the Community

Contractor shall establish and maintain a good working relationship with the network of community partners and providers by meeting with community organizations on a regular basis Contractor shall attend community meetings/trainings when asked by DPSS.

Contractor shall cultivate active working relations, at a minimum, with the following:

- Local CalWORKs District and GAIN Regional Office(s);
- Local County Health and Human Service offices;
- Community welfare advocacy groups;
- Community partners that serve REAS/GAIN population;
- Education/training providers, including but not limited to, community colleges, adult education schools, and Regional Occupational Centers;
- Workforce Investment Boards (WIB);
- County/CalWORKs domestic violence, mental health and substance use disorder service providers; and
- Local Resettlement Agencies formerly known as VOLAGs

6.18.2 Responsiveness to Community Needs

Contractor shall be responsive to community needs as follows:

- Provide a Chain-of-Responsibility including a Community Liaison, for County review and approval.
- Respond to advocate concerns within (2) hours, as defined by DPSS policy.
- Involve the County Contract Administrator (CCA) and/or DPSS Program Staff in resolving disputes between the Contractor and community organizations, as necessary.
- Maintain a log of all community inquiries regarding REAS /GAIN Services and provide a copy of this log with the Contractor's Monthly Management Report.

6.18.3 Linkages Service Coordination for Mutual Cases with Department of Children and Family Services

Contractor shall coordinate services and develop coordinated case plans for CalWORKs cases mutual know to the Department of Children and Family Services (DCFS) who have a DCFS Family Reunification (FR), Family Preservation (FP), or Family Maintenance (FM) case plan in place. This requires the RCM to coordinate services through established Linkages protocols as outlined in GAIN policy.

Per GAIN policy, service coordination for mutual Participants with a DCFS FP case plan requires the RCM to attend the initial and any subsequent FP Multi-disciplinary Case Planning Committee (MCPC) meetings coordinated by the assigned DCFS FP Agency; MCPC meetings occur every 75 days.

The REAS Linkages Program Manager shall coordinate the notification to the RCM of any FR, FP or FM referrals which will require coordinated case planning and attendance to scheduled MCPC meetings on FP service coordinated cases.

6.19 Case Transfer Rules & Procedures

6.19.1 Timely Case Transfer

Contractor shall ensure that REAS staff acts timely to initiate inter-agency or inter-departmental case transfers, when appropriate, as described in the subsections below.

6.19.2 Inter-Agency Case Transfers

An Inter-REAS/GAIN Region case transfer is necessary when a Participant changes his/her residence, Alien Status (from Refugee to U.S. Citizen) correction in the Participant's zip code, a CalWORKs REAS Participant requests a transfer to GAIN and /or when a Participant reaches 60 months from their Date of Entry into the United States and is eligible for WtW services through GAIN.

Contractor shall ensure the RCM:

- Transfers the case electronically to the receiving agency via LRS or the current system, and physically within three (3) business days of the REAS Case Manager's knowledge that a transfer is needed.
- Documents the transfer reason on to LRS or the current system.
- Ensure case is properly boosted and imaged prior to transferring, per existing boosting and EDMS procedures.
- Completes the Inter-Region Transfer Transmittal form (GN 6042R1), (Appendix B, Technical Exhibits, Exhibit B-4), and staples it to the outside of the Participant record folder.
- Completes the Miscellaneous Transmittal form (PA 6-1), Appendix B, Technical Exhibits, Exhibit B-14.
- Makes three copies (3) of all forms, keeping one copy in the REAS Agency Office and attaching two copies to the outside of the Participant record folder.

Contractor shall refer and adhere to current case transfer policy and procedures when transferring cases.

6.20 Appeals And State Hearings

6.20.1 Contractor shall provide timely responses to DPSS' Appeals and State Hearings (ASH) Section as defined by DPSS policy. ASH serves as the liaison on State Hearing case decisions made on Participant appeals related to their cases.

6.20.2 Contractor shall be responsive to ASH's instructions, respond in a timely manner, and when decisions on the appeals are known, adhere to ASH's due date.

6.20.3 Contractor shall maintain a listing of ASH cases processed including all ASH decisions, their resolutions and conditional withdrawals. The listing shall be included in the Contractor's Monthly Management Report (MMR).

6.21 Welfare Fraud

6.21.1 Contractor shall preserve the integrity of the REAS Program and the County resources by having an active fraud prevention program.

6.21.2 Contractor, at minimum, shall adhere to County welfare fraud reporting responsibilities and make fraud referrals when case documentation is questionable and whenever fraud is suspected.

6.21.3 Contractor shall safeguard against Contractor employee fraud by including specific monitoring provisions in its Quality Control Plan.

6.21.4 Contractor shall also make all records related to this contract available to the County. County may review these records without advance notice, as deemed necessary by the County.

6.22 Reporting and Record Keeping

6.22.1 Contractor shall make reports as may be required by the County concerning its activities as they affect the Contract duties and purposes contained herein.

6.22.2 Contractor shall complete a MMR, Technical Exhibit B-27, in the manner to be described by the County. The MMR shall be submitted to the REAS Program Liaison, with a copy to the County Contract Administrator (CCA) along with the monthly invoice, by the 15th day of each succeeding month and shall contain:

- A narrative of any concerns and/or changes in staff, sites, session scheduling, Participant scheduling (backlogs), recommendations for systems improvements, and/or other processes as necessary.
- A minimum of two participant success stories.
- Staffing updates (new/terminated staff) including the date of hire/termination.
- Monthly roster with employee name, title, file number (if applicable), phone number, email address, etc.

- A report of any critical incidents occurring in the month.
- A discussion of the Contractor's degree of success in achieving desired outcomes as described in Statement of Work, Section 9.0, Performance Outcome Measures.
- A list of all trainings provided by the Contractor in the month.
- A list of all training provided by the County in the month and names of Contractor employees who attended said training.
- A list of all complaints received by the Contractor in the month, including the resolution of the complaint.
- A list of all Appeals and State Hearings (ASH) decisions, their resolutions and conditional withdrawals.
- Any other ad hoc statistical reports as requested by the County and by the due date established by the County.
- Additional information may be required at County discretion.

6.22.3 Contractor shall maintain a current and complete case record on LRS or the current system for each participant referred. According to existing County policy and procedures, all components must be entered into LRS (or current system) correctly. The County shall provide training to the Contractor regarding the use and maintenance of case records on LRS or current system.

6.22.4 Contractor shall maintain a physical or electronic case record for each Participant. Contractor shall ensure that the case records are organized in the manner prescribed by DPSS. The Content of the physical or electronic case records shall abide by applicable DPSS guidelines, including those outlined in herein the Statement of Work. When REAS Services end and the case record is no longer needed, contractor shall follow DPSS policies, any requirements outlined in the Contract including but not limited to the Statement of Work, regarding case storage. Contractor shall not dispose of the case records or any documents containing Participant information, in any manner outside of DPSS, or any requirements in the terms of the Contract, including but not limited to the Statement of Work, without prior DPSS Witten approval.

7.0 ELDERLY SERVICES SET-ASIDE (ESSA) TASKS AND DELIVERABLES

Contractors are required to provide Elderly Services Set-Aside (ESSA) services and submit proper documentation for claims after service delivery. Contingent upon continuous ESSA funds, services under this Contract shall conclude no later than the termination of this Contract. ESSA services should be offered in the language appropriate to the participant.

7.1 Overview

As part of the Refugee Social Services (RSS) set aside funding, Los Angeles County is subject to receive ESSA funds once the CDSS Refugee Programs Bureau (RPB) is awarded funding from the federal Office of Refugee Resettlement (ORR). ESSA funding to counties is based on the number of refugees who are age 60 years or older and receiving aid in each participating county. ESSA services are to focus on naturalization and citizenship and other senior services to refugees that are 60 years or older.

7.2 Required Services

7.2.1 Contractor not certified by the Board of Immigration Appeals (BIA), shall provide only one of the following two services to senior refugees who are eligible to be served under the ESSA:

- Senior Networking and/or ESL Civics classes, including linkages with local Area Agencies on Aging (AAA) to make mainstream senior programs more linguistically and culturally appropriate, and
- Corresponding transportation and ancillary resources.

If a REAS contractor does not hold BIA certification, the REAS agency shall refer seniors to a certified agency for such services but there shall be no expectation of compensation for referral/linkage (non-direct services) to adjustment of alien status services.

7.2.2 Contractor certified by the BIA to assist and represent refugees during the application process and provide Adjustment of Alien Status, shall provide Senior Networking and ESL Civics classes and/or services consisting of the following:

- Adjustment of alien status application assistance,
- Citizenship and naturalization application services, and
- Corresponding transportation, ancillary and postage resources.

Note: The payment of USCIS application filing fees is not allowable under this grant.

7.3 Enrollment

7.3.1 Contractor shall manually enroll the ESSA senior refugees in the Senior Networking ESL Civics classes, citizenship application and/or adjustment of alien status services for participants that are non-aided individuals and their records are not on the LRS or current systems.

- The Senior Networking and ESL Civics classes shall be provided by REAS contractor.
- Contractor that holds the appropriate certifications may provide adjustment of alien status services.

Note: Senior refugees enrolled in ESL Civics classes may be entitled to subject materials.

7.3.2 Contractor shall complete the ESSA Request for Services Form (Appendix B-28) for each participant requesting ESSA Senior Networking and ESL Civics- classes, and/or adjustment of alien status services. The Contractor shall complete the "For Office Use Only" portion and assist the applicant with completion of the form as needed. Once completed, the form shall be retained in the participant's case file. Also, each participant must sign the ESSA Senior Networking and ESL Civics Enrollment List (Exhibit B-35). For adjustment of alien status services, Contractor shall maintain a copy of the application confirmation receipt from USCIS in the participant's case file.

7.3.3 For all ESSA services, Contractor shall document, review, and make sure the following documents are available via EDMS/LRS or maintain manually in the Participant's case file. If the Participant is unknown to the system, then documents must be manually maintained in the Participant case file:

- Review original and obtain a copy of the I-94 (Arrival = Departure Record), I-551 (Permanent Resident Card/"Green Card") or, in the absence of the aforementioned, a court order/asylee approval letter from USCIS to determine eligibility based on current eligibility status.
- Contractor shall obtain proof of the refugee's date of birth.
- Contractor shall ensure refugee is 60 years of age or older.

7.3.4 Prior to the beginning of ESSA Senior Networking and ESL Civics classes, Contractor shall submit the ESSA Senior Networking and ESL Civics Enrollment List (Exhibit B-35) listing each eligible individual that is expected to start participation in the classes. The ESSA Senior Networking and ESL Civics Enrollment List is due at

least one week prior to the ESSA services start date.

7.4 Attendance Verification

- 7.4.1 Contractor shall make available the ESSA Senior Networking and ESL Civics Attendance Sign-In sheet (Appendix B, Technical Exhibits, Technical Exhibit B36) for completion by each senior attending the classes.
- 7.4.2 The ESSA Adjustment of Alien Status and Citizenship Application Services Participant Sign-In Sheet (Appendix B, Technical Exhibits, Technical Exhibit, Exhibit B-37) must reflect the names of all participants requesting such service along with their signature next to their printed name, last four (4) numbers of participants' USCIS/Alien Number and, upon services rendered, the date application is submitted to the U.S. Citizenship and Immigration Services (USCIS).
- 7.4.3 Contractor shall submit the participant sign-in sheet for each corresponding service on a monthly basis as an attachment to the Monthly Invoice by the 15th calendar day following the report month.

7.5 Senior Networking and ESL Civics

7.5.1 Purpose:

- 7.5.1.1 The purpose of Senior Networking is to educate and provide senior refugees with access to information on available services within their communities, foster their independence, and promote their civic and social engagement.
- 7.5.1.2 The purpose of ESL Civics is to provide senior refugees with information about US history, civics and government that will assist them with the Citizenship Interview Test and the naturalization process.

7.5.2 Description of Classes:

- 7.5.2.1 Contractor shall gear Senior Networking classes for beginning and/or intermediate English Learners to assist senior refugees with English-language skills; nevertheless, all senior refugees are welcome to attend. Contractor shall ensure that the class provides a forum in which information about available resources within their community will be shared and discussed.

Teaching methods can include, but are not limited to:

- Reading basic books out loud during class.
- Writing exercises which may consist of basic sentences (thoughts) and how to complete a basic application, such as applying for a grocery store club card.
- Watching videos and live television, such as the news and discussing actual events.
- Verbal exercises which can include interactive dialogue.
- Field trips on public transportation to local markets and recreation centers within their communities.
- Workshops and literature on safe driving followed by discussion.
- Speakers coming to the classroom to share available resources within the community (it is highly recommended to invite a speaker from a local Area Agency on Aging).

- 7.5.2.2. Contractors shall gear ESL Civic class for beginning and/or intermediate English learners for the naturalization exam and shall reinforce English-language skills. Contractor shall provide information about U.S. history, government, civic engagement, and the naturalization process. Contractor shall have adapted the U.S. history foundations from the U.S. History/Social Studies Standards published by the California State Board of Education.

Teaching methods can include, but are not limited to, reading, writing, role playing, watching videos, and verbal exercises.

Note: the citizenship questionnaire is posted on the USCIS web site.

- 7.5.2.3 Senior Networking and ESL Civics Class Timeline and Curriculum:

Senior Networking and ESL Civics classes shall be a minimum of (4) weeks and for at least four (4) weekly hours of individual or combined topic curricula. Monthly curricula, including class schedules, must be submitted for review and approval to the CalWORKs and GAIN Division, Section III at least one (1) week prior to the start of the ESSA class. Class size will vary based on the Contractor's capacity.

7.5.2.4 Senior Networking and ESL Civics Class Materials

Seniors enrolled in Senior Networking and ESL Civics classes may be subject to topic guides and materials. Contractor shall provide the needed materials. Receipts for items purchased are required to be on file for review and reporting purposes. Agencies shall maintain the ESSA Subject Materials Log (Exhibit B-38) with all materials provided to each senior participating in the Senior Networking and ESL Civics classes. The ESSA Subject Materials Log must be signed and dated by the participating senior and the Contractor for each subject material provided.

7.5.2.5 REAS Agencies Furnished Items:

Contractor shall provide all labor, materials, tools, equipment, supervision, delivery, and any other items or services necessary to complete the Senior Networking and ESL Civics classes including transportation resources. There should be no cost to the Participant.

7.6 **Adjustment of Alien Status and Citizenship Application Services (AASCAS)**

7.6.1 Purpose:

The purpose of the Adjustment of Alien Status and Citizenship Application Services (AASCAS) is to provide eligible senior refugees with adjustment of alien status and citizenship application services. Citizenship application services are especially important for senior refugees who have lost or are at risk of losing Supplemental Security Income (SSI) due to their immigration status.

7.6.2 Description:

Contractor shall be certified to provide AASCAS or refer seniors to a certified agency. Upon review of a senior refugee's eligibility for ESSA services and when applicable, Contractor shall be responsible for completing the AASCAS tasks and deliverables listed below:

- Review and complete the ESSA Request for Services Form Appendix B, Technical Exhibits, Exhibit B-28.
- Assist eligible Participants with the completion of the Adjustment of Status Application (I-485) and/or the Citizenship Application (N-400) to ensure accuracy and completeness.

- Maintain a case file for all persons interviewed by the Contractor and documentation of interview dates. Copies of all reviewed documents are to be kept in the case file for documentation and monitoring purposes.
- Submit the completed application to the USCIS regional office. Contractor shall submit applications to USCIS via U.S. mail with a request for a Return Receipt within two (2) work days of completion. The application shall be considered complete when all necessary documentation has been collected, and all required forms have been signed by the applicant; and
- Obtain confirmation of receipt from the USCIS and file a copy in the participant case file.

Note: The payment of USCIS application filing fees is not allowable under this grant.

7.6.3 Service Timeline:

Contractor shall set appointments with an eligible ESSA senior within a reasonable amount of time, but no later than 10 calendar days, from the date AASCAS was requested via the ESSA Request for Services Form (Exhibit B-28). If qualified, Contractor shall provide AASCAS and the RCM shall document in the participants case file the date of initial interview and subsequent dates when services are rendered. In addition, the RCM must initial his/her comments on the documentation sheet. If a Contractor is not qualified to provide AASCAS, the then the Contractor shall refer senior refugees to an agency qualified to provide AASCAS; the referral date must be documented on the Request for Services Form under "Services Requested".

Note: there shall be no expectation of additional compensation for referral-only/non-direct services for AASCAS.

7.6.4 Contractor Furnished Items:

Contractor shall provide all labor, materials, tools, equipment, supervision, delivery, and any other items or services necessary to provide AASCAS by Contractor. REAS contractor are to provide transportation resources to and/from AASCAS appointments. There should be no cost to the participant.

7.7 Transportation

ESSA services provided to senior Participants shall be inclusive of transportation resources; no additional payment will be made via the invoice

claim process. Transportation resources shall be sufficient to cover the duration of participation in Senior Networking and ESL Civics classes and/or AASCAS. Contractor shall evaluate the Participants' transportation needs and limitations based on an individual basis and on the duration of ESSA services, but may consider senior discounted daily, weekly, and/or monthly bus passes.

7.7.1 ESSA Senior Transportation Log

For purposes of program reporting, Contractor shall maintain the ESSA Senior Transportation Log (Appendix B, Technical Exhibits, Exhibit B-39) for each senior participating in Senior Networking and ESL Civics class and/or AASCAS and receiving transportation resources. The Transportation Log must be signed and dated by the participating senior and the REAS RCM for each transportation resource provided and shall be made available to CalWORKs and GAIN Division, Section III upon request.

7.8 **Population to be Served**

Refugees age 60 and over are eligible to receive these services under the ESSA funding criteria. Based on ESSA funding, Contractors are allocated a maximum monthly award to provide ESSA services to seniors until the end of the funding period, which is no later than the termination of this Contract if continuous ESSA funding becomes available, or until funds are exhausted, whichever comes first. Contractor must, at a minimum, provide ESSA services on a weekly basis and as mentioned in above sections 7.2 through 7.7. CalWORKs and GAIN Division Section III will determine if the maximum annual award will be decreased or increased based on monthly monitoring and available funding.

7.9 **Invoice**

Compensation for ESSA services shall be on a monthly firm-fixed rate for each participant provided ESSA services and shall be inclusive of transportation and class material resources; no additional payment will be made via the invoice claim process. Contractor shall report the number of senior provided with ESSA services on the ESSA Monthly Invoice and provide applicable verification forms. Contractor shall track and submit on Appendix B, Technical Exhibits, Exhibits B-35, B-36, and B-37 all names of seniors enrolled in and provided with Senior Networking and ESL Civics classes and/or AASCAS with the monthly invoice for payment of ESSA services.

7.10 Required Forms for ESSA Services

1. ESSA Request for Services Form Appendix B, Technical Exhibits, Exhibit B-28
2. ESSA Senior Networking and ESL Civics Enrollment List Appendix B, Technical Exhibits, Exhibit B-35
3. ESSA Senior Networking and ESL Civics Attendance Sheet Appendix B, Technical Exhibits, Exhibit B-36
4. ESSA Adjustment of Alien Status and Citizenship Application Services Participant Sign-In Sheet Appendix B, Technical Exhibits, Exhibit B-37
5. ESSA Senior Transportation Log Appendix B, Technical Exhibits, Exhibit B-39
6. ESSA Subject Materials Log Appendix B, Technical Exhibits, Exhibit B-38

8.0 TARGETED ASSISTANCE DISCRETIONARY (TAD) PROGRAM TASKS AND DELIVERABLES

8.1 Overview

The California Department of Social Services (CDSS) Refugee Programs Bureau (RPB) applied to the Federal Office of Refugee Resettlement (ORR) and is in receipt of a three-year competitive TAD Grant to provide employment directed services to refugees that have persistent barriers to employment.

Contractor shall provide Targeted Assistance Discretionary (TAD) Grant services and proper documentation of service delivery (refer to existing TAD services policy), subject to the availability of funds. Services under this REAS contract shall continue through the termination of this Contract or any term extension to this Contract.

8.2 Eligibility

Refugees that are currently in any of the following situations are eligible for TAD services:

- Unemployed
- Underemployed (working less than 30 hours per week)
- Seeking a better job
- Within all of the above criteria, priority should also be given to:
 - Illiterate refugees (including in their native language)
 - Low English skills (Vocational Assessment with English reading level below 7th grade)

- Refugees that have exhausted CalWORKs or RCA aid or have received cash aid for at least four (4) months.

8.3 Required Services

8.3.1 Purpose:

The purpose of TAD is to address the employment needs of hard to reach refugees with compelling situations who have been unable to make the transition to self-sufficiency.

The intent is to supplement employment services to help refugees progress towards employment goals and update family self-sufficiency plans to develop such goals. Eligible services under TAD include customized curriculum that focuses on the skills necessary for refugees to accomplish the following:

- A. Entrance into the workplace;
- B. Improved employment outcomes, to connect what is being taught in the workshops with what is required in the workplace; and
- C. Employment retention once a refugee participant obtains employment, or to obtain a better job if a participant is employed but is still on public assistance.

8.3.2 Framework:

Contractor shall review and base TAD services on any of the following employment skill-building areas or any combination thereof:

- 1) Enhance family self-sufficiency plans;
- 2) American workplace culture and necessary workplace English language competencies;
- 3) Relationships with co-workers and interaction with workplace superiors;
- 4) Conflict Resolution;
- 5) Essentials for job retention;
- 6) Academic guidance for career development; and

Contractor shall provide TAD participants with intensive case management services to immediately address barriers to employment. Intensive case management and referral follow-up services are to be provided along with any of the above and utilize all available local resources.

In addition, intensive case management is to include guidance for crisis intervention and resolution for workplace issues (including at work experience sites with documented approval by participant) that may arise due to participants' child care and/or transportation system failure. Intensive case management may be provided via telephone or in-office appointments, including accommodating walk-ins.

Participation in TAD service activities for the designated number of hours shall be separate from REAS case management, core, and non-core activities. Whenever possible, concurrent work experience is ideal to allow Participants to put into practice TAD developed employment readiness skills and increase prospects for employment.

Note: Refugees that are not registered to REAS or non-aided by the DPSS are allowed to participate in TAD without participation in other concurrent REAS employment-directed activity.

8.3.3 Curriculum:

Contractor shall review and provide TAD services, including topic area workshops that involve interactive group exercises (computer or paper-based), including onsite/offsite orientations provided by specialty area speakers. Special attention should always be given to Participant's language needs. Activities and instruction methods can include, but are not limited to:

- Instruction on fundamental soft skills for workplace success
- Writing exercises which may consist of workplace terminology, cover letter, resume building/updating, and job application completion
- Group verbal exercises which can build-up Participant confidence for interactive interview and workplace dialogue
- Video-taped mock interviews
- Field trips to job fairs and mass hiring events
- Occupational or industry specialty guest speakers

Refer to existing TAD services policy for TAD course curriculum requirements.

8.4 Enrollment

Contractor shall refer to existing TAD services policy for TAD services enrollment procedures for REAS participants, non-registered to REAS, and DPSS non-aided refugees.

Participant may continue in TAD services for a total of three courses (generally totaling 12 weeks), not necessarily consecutive courses, in order to increase prospects for job preparation and employment entrance results.

A Contractor shall request approval from CalWORKs and GAIN Division III prior to a participant's participation in any TAD course going beyond the third courses, update case documentation on LRS, current system or manually if Participant is unknown to the current system.

8.5 Reporting and Documentation

8.5.1 Reporting:

Contractor shall track and report to the County, as requested, verifiable information regarding services provided, including:

- 1) The number and types of workshops presented;
- 2) TAD participant attendance;
- 3) Transportation services, including to DPSS non-aided and non-registered to REAS refugees;
- 4) Number of TAD participants that achieved employment; and
- 5) Ninety (90) day employment retention.

Contractors shall:

- Report new TAD enrollees on Targeted Assistance Discretionary Request for Services and Enrollment Form, Appendix B, Technical Exhibits, Exhibit B-29,
- Track refugees' attendance in TAD workshops on Targeted Assistance Discretionary Attendance Sheet, Appendix B, Technical Exhibits, Exhibit B-32,
- Track provision of transportation supportive services for non-registered REAS participants on Targeted Assistance Discretionary Transportation Log, Appendix B, Technical Exhibits, Exhibit B-33

- Track participant employment placements and achievement of ninety (90) day unsubsidized employment retention on Targeted Assistance Discretionary Participants Entered Employment, Appendix B, Technical Exhibits, Exhibit B-34, and
- Submit with the monthly invoice for payment of TAD services.

8.5.2 Documentation:

Contractor shall document TAD participation status on a monthly basis and ensure that the family self-sufficiency plan is revisited at least once per month while updating any changes in the plan; documentation must be done via LRS or current system screens or manual for DPSS non-aided refugee participants. Any updates to the family self-sufficiency plan must be filed in a Participant's case file.

8.6 **Attendance Verification**

Contractor shall refer to existing TAD services policy for required verification of a TAD Participants attendance on the Targeted Assistance Discretionary Attendance Sheet, Appendix B, Technical Exhibits, Exhibit B-32.

8.7 **Expected Outcome Goals**

TAD project goals include improved participants' knowledge of entry-level workplace language skills, employer expectations and workplace culture to attain employment placement and increased opportunity for employment retention outcomes.

The CalWORKs and GAIN Program will track a Contractor's provision of TAD services and report progress to CDSS based on the following performance outcome measures:

1. Annual entered employment – Twenty-five percent (25%) of participants will obtain unsubsidized employment.
2. Cash assistance reductions due to employment – Thirty-four percent (34%) of participants who enter unsubsidized employment will have their cash reduced due to employment (applies only to cash aided participants).
3. Cash assistance terminations due to employment – Thirty-four percent (34%) of participants who enter unsubsidized employment will have their cash assistance terminated due to employment (applies only to cash aided participants).

4. 90-day employment retention - Eighty percent (80%) of participants who enter unsubsidized employment will achieve a 90-day retention rate.
5. Average hourly wage at placement – The average wage of unsubsidized employment during or following the completion of participants' Services assignment will be \$0.25 higher than the hourly California State minimum wage.
6. Entered employment with available health benefits – Five percent (5%) of participants who enter unsubsidized employment will have health benefits available to them.

8.8 Transportation and Ancillaries

Contractor shall follow existing TAD services policy for required offering and provision of transportation and ancillary services, if needed, for all TAD participants.

8.9 Invoice

Compensation for TAD services shall be on a monthly firm-fixed rate for each participant provided TAD services and shall be inclusive of transportation and class material resources; no additional payment will be made via the invoice claim process. Contractor shall report the number of refugees provided with TAD services on the TAD Monthly Invoice and provide applicable verification forms. Contractor shall track and submit on Appendix B, Technical Exhibits, Exhibits B-29, B-31, B-32, and B-34 names of all refugees enrolled in and provided with TAD services. Refer to existing TAD services policy for TAD course completion criteria.

8.10 Required Forms for TAD (TAD) Services

1. Targeted Assistance Discretionary – Request for Services and Enrollment Form (Appendix B, Technical Exhibits, Exhibit B-29)
2. Targeted Assistance Discretionary – Activity Record (Appendix B, Technical Exhibits, Exhibit B-30)
3. Targeted Assistance Discretionary – Job Search Tracking Log (Appendix B, Technical Exhibits, Exhibit B-31)
4. Targeted Assistance Discretionary – Attendance Sheet (Appendix B, Technical Exhibits, Exhibit B-32)
5. Targeted Assistance Discretionary – Transportation Log (Appendix B, Technical Exhibits, Exhibit B-33)
6. Targeted Assistance Discretionary – Participants Entered Employment (Appendix B, Technical Exhibits, Exhibit B-34)

9.0 **PERFORMANCE OUTCOME MEASURES**

The County's goal is to assist REAS Participants in overcoming barriers to employment and achieving self-sufficiency. This Contract includes three (3) Performance Outcome Measures, (See Appendix B, Technical Exhibits, Exhibit B-21.) These measures evaluate the Contractors ability to get Participants employed, as well as the ability to assist the Participants to overcome barriers to employment. Should there be a change in federal, State and/or County policies/regulations, the County may amend these Performance Outcome Measures via a Contract amendment, as detailed in the Contract, Recitals, Subsection 8.1, Change Notices and Amendments. These Performance Outcome Measures, as applied to REAS, are as follows:

- Participation Hours Rate (PHR) – The Contractor shall meet a performance outcome for participation in approved WtW activities. Every month, achieve a monthly PHR of 50% for all REAS cases as follows: 50% of all participants are actively participating in one or more REAS activities for the minimum required number of hours per month.
- Increased “Entered Employment” Rate – the Contractor shall meet the goal set annually by the Department based on ORR rules.
- Participate in REAS Within 30 Days From Date of Case Approval – the Contractor shall have Participants participate in REAS activity within 30 days from date of case approval.

These Performance Outcome Measures will be subject to review and verification, as deemed necessary by the County. County will have zero tolerance for any data manipulation committed by the Contractor.

Determinations are based on the following:

1. Participation Hours Rate – shall be determined as follows:

The PHR shall be calculated for all participants in Contractor's caseload by review of the LRS WtW, and REP Caseload Activity Report. For those participants not in the report, PHR shall be calculated manually from LRS Customer Activities List page.

2. Increased “Entered Employment” Rate – shall be determined by using data from the monthly Annual Outcome Goal Plan (AOGP) report.
3. Participate in REAS Within 30 Days From Date of Case Approval – shall be determined using the data from the unassigned pool report and the 30-day delinquent recap summary report, if available via LRS or the current system. If reports are not available, Contractor must track this manually.

9.1 Key Measures

The Key Measures Summary Chart, (Appendix B, Technical Exhibit B-20,) lists the Key Measures that will also be used to determine the Contractor's performance.

The following Key Measures demonstrate data required to be collected by the Contractor regarding Participant demographics, trimester and annual performance measures as dictated by the State. Contractor shall be responsible to provide and validate their records.

1. Appraisal Show Rate - requires an Appraisal Show rate of 50 percent or higher.
2. Reduced Percentage Of Individuals Between Activities – requires the percentage of registrants between activities for more than 30 days to be under five percent (5%). Contractor shall schedule all REAS Participants for their first and subsequent work activities with no lapses between activities.
3. Individuals Without A WtW Plan Signed Within 90 Days – Contractor shall have REAS Participants sign a WtW plan, also referred to as the REAS Employment Plan/Self-Sufficiency Plan, within ninety (90) days of their determination of eligibility or approval for aid as posted by the County. Contractor shall ensure that no more than five percent (5%) of REAS Participants who are required to sign a WtW Plan are without a WtW Plan for more than 90 days.
4. Unassigned Pool Rate – The Contractor shall ensure the percentage of Participants in the unassigned pool more than 30 days is at or below one percent (1%) of their total caseload.
5. Timeliness Of Supportive Services Authorization – The case manager shall request authorization of transportation and ancillary services within one (1) workday of request and receipt of necessary documents.
6. Employment At Higher Than Minimum Wage – Requires Contractor to meet the County's initial (entry level) wage rate.
7. CalWORKs Employment Rate – Contractor shall meet a performance outcome for employment. Achieve the target employment rate of 33% for CalWORKs participants.
8. "Employed On The 90th Day" Rate – Contractor shall meet or exceed employment retention on the 90th Day from the first day of

employment entry based on current County Annual Outcome Goal Plan (AOGP).

9. Cash Assistance Terminations Due To Employment –Contractor shall meet or exceed the rate based on current Federal Fiscal Year (FFY) AOGP.
10. Cash Assistance Reductions Rate – Contractor shall meet or exceed the reduction rate based on the current FFY AOGP.
11. Tracking of WEX and CS –Contractor shall provide a log detailing the sites participants are assigned to for WEX and CS, which must contain at minimum the names and addresses of such sites, as well as semi-annual employment rates achieved by the WEX and CS sites for assigned Participants.

These Key Measures are tools to gauge the Contractor's progress in meeting or exceeding set standards specified in the Performance Requirements Summary (PRS) Chart.

Determinations shall be made based on reports available through LRS, DPSSMART or shall be calculated manually by the Contractor:

Monitoring sources are subject to change according to need and at the County's discretion.

The Contractor's performance rate for all other contracted services will be subject to review and verification for contractual compliance and consistency with County DPSS goals by following the other Performance Requirement Standards listed in below Performance Requirements Summary Chart.

9.2 Performance Requirements Summary (PRS)

County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

9.2.1 Introduction

The Performance Requirement Summary (PRS) displays the major services that will be monitored during the term of a resultant contract. It indicates the required services, the standards for performance, maximum deviation from standard before service will be determined unsatisfactory, County's preferred method of monitoring, and the

unsatisfactory performance indicator that may be assessed if the service is not satisfactorily provided.

All listings of "required service" or "Standard" used in this PRS are intended to be completely consistent with this Contract, including the Statement of Work (SOW), and are not meant to create, extend, revise, or expand any obligation of the Contractor beyond that defined in the above sections. In any case of apparent inconsistency between required services or Standards as stated in the SOW and Sample Contract and this PRS, the meaning apparent in SOW and Sample Contract will normally prevail, as that is the intention of the County. If any required service or Standard seems to be created in this PRS which is not set forth in the Contract or SOW, that apparent required service or Standard will not be a requirement on Contractor and will not be the basis of the assignment of any points, unless it is clarified in the Contract.

However, it is the responsibility of the Contractor to point out any such inconsistencies at the time of finalization of the Contract. If any discrepancies are not resolved in the final Contract, then the CCA will determine the interpretation and clarification of the matter(s) as any arise in the course of the Contract. Because the provision of services to public assistance clients is critical to the mission of DPSS, the County expects a high Standard of Contractor performance. DPSS will work with the Contractor to resolve any areas of difficulty brought to the attention of the CCA by the Contractor before the allowable deviation for acceptable standards should occur. It is the Contractor's responsibility to provide the services set forth in this Contract and SOW, which are summarized in the PRS.

9.2.2 Description of Performance Requirements Summary Chart

The Performance Requirements Summary Chart is set forth in this Statement of Work, Subsection 9.3. The Performance Requirements Summary Chart does the following:

1. List the Sections Referenced in the Contract and the Statement of Work (Column 1 of the chart).
2. Denotes the Performance Indicators used to determine that the Standards have been met or exceeded (Column 2 of the chart).
3. Defines the Standard(s) of performance for the REAS (Column 3 of chart).
4. Shows the Targeted Acceptable Quality Level.

5. Shows the Monitoring Method or Quality Assurance Methods the County will use to evaluate the Contractor's performance in meeting the Contract requirements (Column 5 of the chart); and
6. Shows the fiscal deductions and other remedies for unsatisfactory performance for exceeding the AQL.

9.2.3 Quality Assurance

Contractor performance will be compared on a monthly basis to the Contract Standards and AQLs using the Quality Assurance Monitoring Plan (QAMP). County may use a variety of inspection methods to evaluate the Contractor's performance, including, but not limited to:

1. Random sampling.
2. 100 percent (100%) inspection of items, such as reports and invoices, on a periodic basis (daily, weekly, monthly, quarterly, semi-annually, or annually) as determined necessary to assure a sufficient evaluation of Contractor performance.
3. Review of reports and files.
4. Validated complaints from DPSS districts and/or administrative staff, Welfare Fraud Prevention & Investigation, community organizations, DPSS Participants, other agencies, and County departments with whom Contractor has a relationship.
5. Scheduled and unscheduled site visits; and
6. In addition to using the determining factors listed in this Subsection, County's Contract Monitors shall monitor by conducting case reviews on randomly selected cases to ensure the Contractor took appropriate and timely action, per applicable REAS program policies and regulations and by interviewing Participants.

9.2.4 Contract Discrepancy Report (CDR)

Performance of a listed service is considered acceptable when the number of discrepancies found during Contract monitoring procedures does not exceed the number of discrepancies allowed by the AQL. When the performance is unacceptable, the Contractor may be required to respond to a Contract Discrepancy Report (CDR) as follows:

1. Verbal notification of a Contract discrepancy will be made to the

Contract Manager or alternate as soon as possible whenever a Contract discrepancy is identified. When possible, the problem shall be immediately resolved by the Contract Manager. The CCA will determine whether a CDR will be issued.

2. If a CDR is issued, it will be mailed, e-mailed or hand carried, at the CCA's discretion, to the Contract Manager or alternate.
3. Upon receipt of a CDR, the Contractor is required to respond in writing to the CCA within five (5) business days acknowledging the reported discrepancies, presenting contrary evidence or providing explanation(s) for the questioned action(s), and presenting a plan for immediate corrective action of all failures of performance identified in the CDR within ten (10) business days. The CCA may extend the deadlines when there are extenuating circumstances and an extension is favorable to the County.
4. The CCA will evaluate the Contractor's explanation on the CDR and if the CCA determines that the unsatisfactory performance was caused by circumstances beyond the Contractor's control and without fault or negligence by the Contractor, then the CCA may decline to either count such point(s) as unsatisfactory performance for the month, or assess the monetary penalty.

9.2.5 Criteria For Acceptable or Unacceptable Performance

Determination of the number of defects that renders a service unsatisfactory:

A sample is selected at random so that it will be representative of the entire population. It is compared to the standard and conclusions are made about Contractor performance for the whole group. The random sampling plan includes the following information:

1. *Acceptable Quality Level (AQL)* - The maximum percent or number of defects that can be accepted and still meet the contract Standard for satisfactory performance;
2. *Lot Size* - the total number of unit or services to be provided;
3. *Sample Size* - the number of units to be checked in a given time period; and
4. *Acceptance/Rejection Numbers* - the numbers that indicate whether the lot is acceptable or unacceptable.

The AQL for each sampling is taken from the PRS. The lot size is determined by estimating how often Contractor will provide a

service during the sample period. To ensure each service has an equal chance of being selected, a random number table is used to determine the sample.

The *Unsatisfactory Performance Indicator (UPI)* points assessed from the sample size shall be applied to the lot size. For example, a sample size of 100 selected from a lot size of 1000, with an *AQL* of 10 percent, allows for 10 acceptable discrepancies. If 12 discrepancies are found, the entire lot is considered unsatisfactory. For example, if five points (5) per incident are to be assessed, the following formula is used:

- $12 \div 100$ (sample size) = 12%
- $12\% - 10\% = 2\%$ over the *AQL*
- $12\% \times 1000$ (lot size) = 120 (# of unacceptable discrepancies)
- 120×5 (*UPI* Points) = 600

When services are determined to be unsatisfactorily performed in the time stipulated, County may still desire the service properly performed prior to the next scheduled performance review. Not all performance measurements are based on a sample or the above calculations. Those measurements that are based on the total number in the population are identified thusly on the REAS Performance Requirements Summary Chart, set forth in Subsection 10.3 herein.

9.2.6 Remedy of Defects

Notwithstanding a finding of unsatisfactory service and assessment of UPI, Contractor must, within a period specified by County, remedy any and all defects in the provision of Contractor's services and, as deemed necessary by the CCA, perform such services at an acceptable level.

9.2.7 Unsatisfactory Performance Remedies

When the Contractor performance does not conform to the requirements of the Contract, County will have the option to apply the following non-performance remedies:

1. Require the Contractor to implement a formal corrective action plan, subject to approval by the County. In the plan, Contractor must include reasons for the unacceptable performance, specific steps to return performance to an acceptable level, and

monitoring methods to prevent recurrence.

2. Reduce payment to the Contractor by a computed amount based on the deduction(s) in this Statement of Work, Subsection 9.3, REAS Performance Requirements Summary Chart.
3. Reduce, suspend or terminate this Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.
4. Failure of the Contractor to comply with or satisfy the request(s) for improvement of performance or to perform the neglected work specified within ten (10) business days shall constitute authorization for the County to have the service(s) performed by others. The entire cost of such work performed by others because of Contractor's failure to perform said service(s), as determined by the County, shall be credited to County. This Section does not preclude County's sole right to terminate the Contract upon ten (10) days written notice with or without cause, as provided for in this Contract, Subsection 8.42, Termination for Convenience.

9.3 REAS Performance Requirements Summary Chart

Reference		Performance Indicator	Standard(s)	Acceptable Quality Level (AQL)	Monitoring Methods	Fiscal Deductions and Other Remedies for Unsatisfactory Performance
1.	SOW Section 6.0, Subsection 6.5	Contractor shall assess the REAS Participant's childcare needs, offer childcare services using required forms and properly document the offer in the case record.	Requires that Contractor documents child care arrangements, referrals and assistance given to Participant. File a copy of the completed Child care referral form (PA 129) or scan to EDMS. See Appendix B, Technical Appendix, B-15	95%	Case Review Participants' Complaints	\$50 per occurrence
2.	SOW Section 5.0, Subsection 5.4.2	Ensure REAS Participants are evaluated for Learning Disabilities appropriately and timely as specifically outlined in the Statement of Work.	Requires that Contractor may refer Participants for a Learning Disability Diagnosis Evaluation and Assessment with a County approved Vocational Assessor when a Learning Disability is disclosed by the Participant or if determined to benefit the Participant.	97%	Case Review Participants' Complaints	\$100 per occurrence
3.	SOW Section 6.0	LRS or current system Update	Requires accurate update required of all program changes to LRS or current system within one (1) workday.	95%	Case Review LRS or current operation system.	\$50 Per occurrence

Reference		Performance Indicator	Standard(s)	Acceptable Quality Level (AQL)	Monitoring Methods	Fiscal Deductions and Other Remedies for Unsatisfactory Performance
4.	SOW Section 6.0, Subsection 6.5	Organization of case file	Requires accurate and timely documentation of the REAS Participant's activities and the Participant's case folder (either physical or electronic) and files all necessary correctly completed and signed documents according to the current Better Organizing Of Operational and Systemic Tasks (BOOST) procedures and EDMS procedures.	100%	Case Review On-Site Inspection	\$50 Per occurrence
5.	SOW Section 5.0, Subsection 5.9 Appendix B, Technical Exhibit B-1, (Link 3), GAIN/ REAS Online Policy	Making appropriate referrals to Vocational and/or Educational training programs, as well as track the number of cases participating in VOC/ED.	Requires that Contractor be responsible for making appropriate referrals to Vocational and/or Educational training programs, as well as tracking the number of cases participating in VOC/ED. Based on the results of the VOC Assessment, the Contractor shall coordinate a Participant's needs for VOC/ED training, including, but not limited to ESL classes, and shall incorporate this training as part of the Participant's REAS Employment Plan.	95%	Case Review LRS or current system.	a. \$50 for each referral violation b. \$50 for each violation tracking the case record for VOC/ED . c. \$50 for each violation coordinating a Participant's needs for VOC/ED training.

Reference		Performance Indicator	Standard(s)	Acceptable Quality Level (AQL)	Monitoring Methods	Fiscal Deductions and Other Remedies for Unsatisfactory Performance
6.	SOW Section 5.0, Subsection 5.13 Appendix B, Technical Appendix, B-1, (Link 3), GAIN/REAS Online Policy	SSS screening, and/or at any time the Participant's life situation would reflect a need for these services.	Requires that Contractor makes an immediate (within twenty four hours of screening or Participant disclosure) referrals to agencies identified by the County to serve CalWORKs Participants who need CLA, MH, SUD, DV treatment/services based on the SSS screening, and/or at any time the Participant's life situation would reflect a need for these services.	95%	Case Review LRS or current system.	\$100 per each occurrence
7	SOW Section 5.0, Subsection 5.1.16	FS screening by utilizing the Online CalWORKs Appraisal Tool (OCAT), and/or at any time the Participant's life situation would reflect a need for these services.	Requires that Contractor makes referrals in a timely manner (as stipulated by the Family Stabilization Program Policy) to supportive services agencies identified by the County and/or FS Worker to serve CalWORKs Participants who need FS services based on FS screening and/or at any time the Participant's life situation would reflect a need for these services.	95%	Case Review LRS	\$100 per each occurrence.
8.	SOW Section 6.0	Participant Contacts	Contractor shall ensure that the Participant's contacts are made at least monthly (no longer than once every 30 days) to assess the Participant's needs and identify barriers prior to lapse in activities occur.	95%	Case Review LRS or current system.	\$100 per occurrence

Reference		Performance Indicator	Standard(s)	Acceptable Quality Level (AQL)	Monitoring Methods	Fiscal Deductions and Other Remedies for Unsatisfactory Performance
9.	SOW Section 5.0, Subsection 5.10	Offering Post Employment Services	Requires Contractor to timely offer PES to employed participants who meet eligibility criteria and document the offer appropriately .	97%	Case Review	\$50 per occurrence
10.	SOW Section 5.0, Subsection 5.11	Offering Post Time-Limited	Requires Contractor to offer available Post Time-Limited services appropriately and in a timely manner prior to the end of the Participants' 48-month CalWORKs participation period.	95%	Case Review	\$50 Per occurrence
11.	SOW Section 6.0	Employment Verification data	Requires Contractor's ability to accurately verify employment data both in the physical case record and in LRS or current system.	95%	Case Review and LRS or current system.	\$50 Per occurrence
12.	SOW Section 6.0, Subsection 6.17.2	Transportation and ancillary services	Requires Contractor to ensure transportation and ancillary services are authorized timely – referral, with all completed documents, shall be made to CIA within two work days.	97%	Case Review and LRS or current system.	\$50 Per occurrence

Reference		Performance Indicator	Standard(s)	Acceptable Quality Level (AQL)	Monitoring Methods	Fiscal Deductions and Other Remedies for Unsatisfactory Performance
13.	SOW Section 6.0, Subsection 6.22.2	Contractor shall submit the Monthly Management Report (MMR) by the fifteenth (15 th) of the month to the CCA.	Requires an accurate Monthly Management Report (MMR) submission and supporting documentation by the 15 th of the month to the CCA.	100%	Review of MMR Reports.	Withhold payment to Contractor up to the full amount of any invoice that would otherwise be due, which may include required submittal of revised MMR or additional supporting documents
		Accurate Monthly Invoice and MMR received by the 15th calendar day following the report month.	Requires a monthly invoice submission for REAS as per the Contract in an original and one copy, along with the MMR and supporting documentation, to the CCA within 15 calendar days after the end of the month in which services were provided or payment may be delayed.	100%	Monthly Invoices	
14.	Contract Section 5.0, Subsection 5.10.2	Expenditure Report on Contract Revenues	Requires an Expenditure Report submission on Contract revenue versus expenditures for each Fiscal Year must be submitted to DPSS CMD on July 31 st following the end of each Fiscal Year and no later than one month after the end of the Contract term.	100%	Receipt of Expenditure Reports	\$100 for each day after July 31 st of any fiscal year and after the one month of the end of the Contract term.

Reference		Performance Indicator	Standard(s)	Acceptable Quality Level (AQL)	Monitoring Methods	Fiscal Deductions and Other Remedies for Unsatisfactory Performance
15.	SOW Section 1.0, Subsection 1.2 Quality Control Plan	Ensures that the Contractor establishes and utilizes a comprehensive Quality Control Plan to assure the County of a consistently high level of service quality and job placements throughout the term of this Contract	<p>a. Requires that the QC Plan be effective on the Contract start date and will be updated and re-submitted to the CCA approval as changes occur.</p> <p>b. Contractor to submit to the CCA for review and approval within ten (10) business days of Contract execution.</p> <p>c. Requires Contractor's full compliance with the approved County QC Plan.</p>	95%	<p>On-Site Monitoring</p> <p>Desk Monitoring</p> <p>Participants' Complaints</p>	\$50 per each occurrence.
16.	Contract Section 7.0, Subsection 7.2	Approval of Contractor's Staff	<p>County has the absolute right to approve or disapprove all of Contractor's staff performing REAS work</p> <p>County shall be informed of any proposed changes in Contractor's staff, including, but not limited to, Contractor's Contract Manager.</p>	100%	On-Site Review	\$100 per each occurrence.
17.	Contract Section 7, Subsection 7.4	Background and Security Investigations	All Contractor staff performing REAS work shall undergo and pass, to the satisfaction of County, a background investigation as a condition of beginning and continuing to work under this Contract.	100%	<p>On-Site Review</p> <p>Desk Monitoring</p> <p>Record Inspection</p>	\$100 per each occurrence.

Reference		Performance Indicator	Standard(s)	Acceptable Quality Level (AQL)	Monitoring Methods	Fiscal Deductions and Other Remedies for Unsatisfactory Performance
18.	Contract Section 7.0, Subsection 7.8.1	Contractor Personnel	Identify, under sworn statement, all Contractor employees who are receiving public assistance and ensure that any employee receiving public assistance has met his/her reporting responsibility to the County and has no access to County and Contractor records of any friends, relatives, business relations, personal acquaintance, tenants, or any individual whose relationship could reasonably sway his/her conduct or performance on the job (Access includes, but not limited to, determining eligibility for public assistance, transmitting computer data, and physical possession of case documents).	100%	On-Site Review Record Inspection Participants' Complaints	\$100 Per occurrence
19.	Contract Section 7.0, Subsection 7.5	Confidentiality	The Contractor shall maintain the confidentiality of all records obtained from REAS Participants and/or the County under the Contract in accordance with all applicable federal, State or local laws, ordinances, regulations and directives relating to confidentiality.	100%	On-Site Review Record Inspection Participants' Complaints	\$100 Per occurrence

Reference		Performance Indicator	Standard(s)	Acceptable Quality Level (AQL)	Monitoring Methods	Fiscal Deductions and Other Remedies for Unsatisfactory Performance
20.	SOW Section 9.0, Subsection 9.2.4	Contract Discrepancy Report (CDR)	Ensures that the Contract Manager responds to a formal contract discrepancy report within 5 business days and submits a corrective action plan within 10 business days.	100%	An On Going Site Monitoring and Desk Review	\$100 per occurrence
21.	SOW Section 3.0, Subsection 3.8	Hours of Operation	At a minimum provide services eight hours per day, Monday through Friday, except County Holidays.	100%	User compliant On-Site review	\$100 per occurrence

Reference		Performance Indicator	Standard(s)	Acceptable Quality Level (AQL)	Monitoring Methods	Fiscal Deductions and Other Remedies for Unsatisfactory Performance
22.	SOW, Section 6.0, Subsection 6.2	Customer Service Programs are consistent with DPSS goals.	<p>Contractor shall comply with terms of Customer Services Program that are consistent with DPSS goals:</p> <ul style="list-style-type: none"> - 95% of Participants are seen within 20 minutes of their appointment time - response to community advocate inquiries is required within 2 hours - achieve a 95% satisfaction rate of those Participants surveyed 	100%	<p>On-Site Review</p> <p>User Complaint(s)</p> <p>Telephone Survey</p>	\$100 per occurrence
23.	SOW Section 6.0, Subsection 6.1	Utilize County-provided Language Line account to assist in serving Participants whose primary language is not within the Contractor's responsibility. Requires Contractor compliance with Language Line usage. County has zero tolerance of any misuse.	<p>Contractor has appropriate staff that speaks language(s) which constitute over 5 percent of Contractor's caseload.</p> <p>Completion of a monthly log showing Language Line usage.</p>	100%	<p>On-Site Review</p> <p>User Compliant(s)</p>	\$100 per occurrence

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WELFARE-TO-WORK POLICIES AND REGULATIONS

- Link 1. California-DSS-Manual-EAS Manual Letter No. EAS 99-01
<http://www.cdss.ca.gov/ord/entres/getinfo/pdf/eas0108.PDF>
- Link 2. CHAPTER 1700 – POST ASSESSMENT ACTIVITIES – Refugee Employment Program work Experience (REP WEX)
<http://intra.dpss.lacounty.gov/dpss/doclibrary/pdf/REPM/REPM%2009-014.pdf>
- Link 3. GAIN/REP/CalWORKs Online Policy
http://www.ladpss.org/dpss/gain/gain_policy.cfm
<http://dpss.lacounty.gov/dpss/calworks/default.cfm>
- Link 4. Job Development Website
http://dpss.lacounty.gov/dpss/job_development/default.cfm
- Link 5. Instructions for Implementing The Better Organizing of Operational and Systematic Tasks (BOOST) Within The Refugee Employment Program
<http://intra.dpss.lacounty.gov/dpss/doclibrary/pdf/REPM/REPM%2009-009.pdf>
- Link 6. Instructions for Using the Interim Self-Sufficiency Plan
<http://intra.dpss.lacounty.gov/dpss/doclibrary/pdf/REPM/REPM%2009-001.pdf>
- Link 7. Instructions on How to Conduct Inter-REP/GAIN Region Physical Case Transfer
<http://intra.dpss.lacounty.gov/dpss/doclibrary/pdf/REPM/REPM%2008-006.pdf>
- Link 8. CHAPTER 1600 PAYMENTS
<http://www.ladpss.org/dpss/gain/handbook/pdf/Chapter1600.pdf>
- Link 9. Procedures for REP Participants to Repay Overpayments
<http://intra.dpss.lacounty.gov/dpss/doclibrary/pdf/REPM/REPM%2011-001.pdf>
- Link 10. CAL-1 & CAL-3, SSS For Victims Of Domestic Violence and Problems with Mental Health and Substance Abuse
<http://intra.dpss.lacounty.gov/dpss/doclibrary/pdf/ML/FML%205050.pdf>
- Link 11. Family Stabilization Policy
<http://intra.dpss.lacounty.gov/dpss/doclibrary/pdf/AD/AD%206283.pdf>
and
<http://intra.dpss.lacounty.gov/dpss/doclibrary/pdf/AD/AD%205341.pdf>

GN 6005A - VERIFICATION OF WELFARE-TO-WORK PARTICIPATION HOURS

SECTION I - PARTICIPANT INFORMATION *(May be completed by participant and/or DPSS)*

DPSS OFFICE	ADDRESS	GSW NAME	FILE NUMBER
		TELEPHONE NO. ()	FAX NO. ()
PARTICIPANT NAME (last, first, middle)	DOB	CASE #	TELEPHONE NO. ()
STREET ADDRESS		CITY	ZIP CODE
CHECK WELFARE-TO-WORK ACTIVITY: <input type="checkbox"/> SCHOOL/TRAINING <input type="checkbox"/> MH/SA SERVICES <input type="checkbox"/> WORK EXPERIENCE <input type="checkbox"/> COMMUNITY SERVICES <input type="checkbox"/> OTHER: _____			

I, _____, authorize my school/institution/MH/SA provider, etc. to release the following information to _____ and _____
 (PARTICIPANT/STUDENT'S NAME) (DPSS OFFICE)
 declare under penalty of perjury that the information contained on this page is true and correct to the best of my knowledge.

PARTICIPANT/STUDENT SIGNATURE: _____ DATE: _____

SECTION II - WELFARE-TO-WORK ACTIVITY INFORMATION *(Must be completed by school/agency/organization)*

NAME OF SCHOOL/PROVIDER/ORGANIZATION WHERE EDUCATION/TRAINING /WTW ACTIVITY IS BEING COMPLETED		TELEPHONE NO. ()
STREET ADDRESS		CITY
		ZIP CODE
WTW ACTIVITY ATTENDING	DATE WTW ACTIVITY BEGAN	DATE WTW ACTIVITY ENDS

FOR SIP ELIGIBILITY DETERMINATION: (NOTE: SIP DETERMINATION BY GAIN ONLY)

DEGREE/CERTIFICATION PROGRAM (CURRENT INSTITUTION)	PROGRAM REGISTRATION DATE	PROGRAM/CLASS START DATE	EXPECTED COMPLETION/TRANSFER DATE
EXPECTED TO TRANSFER <input type="checkbox"/> Yes <input type="checkbox"/> No	EXPECTED COMPLETION DATE OF PROGRAM (AFTER TRANSFER)		ULTIMATE DEGREE MAJOR
A. Is the participant enrolled in a Degree, Certificate, or Training program <u>or</u> a post-baccalaureate California teaching credential major at this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No			
B. Is the participant making satisfactory progress in the program? (MH/SA providers DO NOT answer) <input type="checkbox"/> Yes <input type="checkbox"/> No			

☐ Check here if participant is on a variable schedule. Please note that for families on a variable schedule, additional information may be required on a monthly basis.

If participant has a set schedule, please indicate the exact in and out hours of their class/activity. Schools may attach a printout, if available. If no printout is available, please specify below.

	DAY	START TIME	END TIME	COMPLETE THESE SECTIONS ONLY FOR SCHOOL/TRAINING	
				COURSE NAME / LAB / WORK STUDY / INTERNSHIP	UNITS/HOURS
1.					
2.					
3.					
4.					
5.					
					TOTAL HOURS:

SIGNATURE OR STAMP OF AUTHORIZED REPRESENTATIVE OF SCHOOL/AGENCY/ORGANIZATION _____ DATE _____
 X

NAME _____ TITLE _____

PLEASE RETURN FORM TO THE DPSS OFFICE LISTED IN SECTION I EITHER BY MAIL, IN PERSON, OR VIA FAX

GN 6005A (WTW Verification)

Rev. (7/21/11)

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

**CalWORKs
CLINICAL ASSESSMENT PROVIDER REFERRAL**

[(Participant's Name and Address)] [(GAIN Regional/REP Office)]

[(GSW/CCM/RCM Name/File Number)] [(Participant Case Number)]

IMPORTANT CLINICAL ASSESSMENT APPOINTMENT NOTICE

Completed by GSW/CCM/RCM:

<p>The following appointment has been scheduled for you to attend a clinical assessment for:</p>	
<input type="checkbox"/> Mental Health <input type="checkbox"/> Substance Abuse	
<p>On: ____/____/____ at ____ Time</p>	<p>Address: _____</p> <p>Phone No.: _____</p> <p>Fax No.: _____</p> <p>Contact Person: _____</p>

It is important for you to keep this appointment and take this notice with you.

If for any reason you cannot keep this appointment or have a problem, please contact your GAIN Services Worker immediately.

GSW/CCM/RCM Making Referral:	File No.:	Phone No.: ()	Fax No.: ()
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<p>I understand that I am being referred to Clinical Assessment as indicated above. If I fail to attend this appointment, I understand I may be subject to additional contact by a service provider. If additional contact is unsuccessful, I may be put into non-compliance.</p>	
<p>_____ GAIN Participant's Signature</p>	<p>_____ Date</p>

GN 8006A (Rev. 04/10)

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

CalWORKs CLINICAL ASSESSMENT RESULTS

[To: (GAIN Regional/REP Office)] [From: (Name & Address of Facility)]

Attention: _____
GSW/CCM/RCM Name/File Number

[Fax No.: _____] [_____]

Section A - Completed by GSW/CCM/RCM

Participant Name:			CalWORKs Case Number:
Residence Address: (Do not use for domestic violence if confidential address is requested.)			Mailing Address:
Primary Language:	Birth Date:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Phone No.: (Confidential for DV) ()

Section B - Completed by Clinical Assessor (Complete and return to the GAIN Services Worker within 5 workdays.)

Results of the assessment appointment:		IMMEDIATE NEED <input type="checkbox"/>
<input type="checkbox"/> Participant did not appear/complete the assessment. <input type="checkbox"/> Participant completed the assessment, but does not need a referral for treatment. <input type="checkbox"/> Participant completed assessment & needs a referral, but does <u>not</u> agree to treatment for <input type="checkbox"/> MH <input type="checkbox"/> SA <input type="checkbox"/> Participant completed assessment and agrees to recommended treatment for <input type="checkbox"/> MH <input type="checkbox"/> SA <input type="checkbox"/> Participant completed assessment and does not agree; requests third party assessment. <input type="checkbox"/> MH <input type="checkbox"/> SA		
REFERRAL MADE FOR: <input type="checkbox"/> MH and/or <input type="checkbox"/> SA		
Referred to: Name of Provider: _____ On: ____/____/____ at ____ Time Address: _____ Phone No.: _____ Fax No.: _____ Contact Person: _____		
Name of Assessor:	Facility Name:	Phone No.: ()

Section C - Completed by GAIN Participant

I authorize the release of information to DPSS regarding the results of my assessment and possible need for treatment services and recommended service plan.	
GAIN Participant's Signature _____	Date _____

GN 6006A (Rev. 04/10)

Original Copy To Case File – Copy To Participant

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

INTER – REGION TRANSFER TRANSMITTAL

SECTION A – TO BE COMPLETED BY SENDING GAIN REGION – GAIN CASE MANAGER		
TO: Assignment/transfer Clerk Receiving GAIN Regional Office		FROM:
File:		
Participant's Name:	Case Number:	Primary Language:
HARDSHIP CASE: <input type="checkbox"/> Changes to provider and/or supportive services were negotiated per telephone agreement on _____ with receiving GAIN Regional DRA.		
ADDITIONAL INFORMATION:		
GAIN Case Manager:	Telephone Number:	Date:
GAIN Supervisor:		
Assignment/Transfer Clerk:		
SECTION B – TO BE COMPLETED BY RECEIVING GAIN CASE ASSIGNMENT TRANSFER CLERK		
Date Case Received:	Date GCM Assignment Made:	

GN 6042 (4/89)

File: None: Discard

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

**REQUEST FOR SPECIALIZED SUPPORTIVE SERVICES – PART I
OR
WAIVER OF SPECIALIZED SUPPORTIVE SERVICES – PART II**

This form is to be used for treatment services only and not as a request for or waiver of Clinical Assessment.

Part I

REQUEST FOR SERVICES

Case Number: _____

I, _____, declare or have been determined to be in need
(Participant's name)

of _____ treatment and/or services. This problem requires immediate
(domestic violence/mental health/substance abuse)
attention in order to prepare myself to seek employment.

(Participant's signature)

(Date)

Part II

WAIVER OF SERVICES

Case Number: _____

I, _____, have been informed that I can receive treatment and/or
(Participant's name)

services for _____ as part of my Welfare-to-Work Plan. Although I have or
(domestic violence/mental health/substance abuse)

have been determined to have a _____ issue, I choose not to be referred to
(domestic violence/mental health/substance abuse)

treatment services and receive specialized supportive services for that barrier as part of my
Welfare-to-Work Plan. I understand that I am still required to participate and comply with the
Welfare-to-Work Plan that I sign. If I do not comply and do not have good cause, I understand that
my grant may be lowered. However, this does not prevent me from declaring at a later date that
domestic violence, mental health and/or substance abuse issues may be interfering with my
Welfare-to-Work plan.

(Participant's signature)

(Date)

GSW/CCM/RCM Name: _____	File Number: _____	Date: _____
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GN 6135 (Rev.02/2010)

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

Identification of Participant with Specialized Supportive Services Needs

TO:
DISTRICT:

CalWORKs SPECIALIZED
SUPPORTIVE SERVICES UNIT

FROM:
GSW/CCM/RCM: _____
File No.: _____
Phone No.: _____
District/Region: _____
Date: _____

ACTION NEEDED:

- ☐ The following participant has been identified with a Specialized Supportive Services (SSS), Domestic Violence, Substance Abuse, and/or Mental Health, or is participating in the family preservation program and is receiving treatment services from the provider identified below. Please ensure that the case is transferred to an SSS file within two (2) workdays.
- ☐ The following participant was initially identified with a mental health need at the District Office. Upon re-screening the participant has scored into Priority Level 3 on the GN 6140A and declined Mental Health Clinical Assessment. Please ensure that the case record is transferred out of the SSS file within two (2) workdays.
- ☐ Effective ____/____/____ the following participant is no longer receiving SSS and the substance abuse, mental health and/or family preservation activity has been closed. Please ensure that the case record is transferred out of the SSS file within two (2) workdays.

I. CASE IDENTIFYING INFORMATION:

Participant Name:	CalWORKs Case No.:
Residence Address:	Mailing Address: (Confidential address for DV only)
Primary Language: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other (Specify) _____	Telephone No. (Confidential for DV) ()

II. SPECIALIZED SUPPORTIVE SERVICES: (Check all that apply)

The participant began receiving below treatment services on ____/____/____	
<input type="checkbox"/> Substance Abuse <input type="checkbox"/> Mental Health <input type="checkbox"/> Family Preservation <input type="checkbox"/> Family Reunification <input type="checkbox"/> Domestic Violence (DV) Case Management <input type="checkbox"/> DV Family Law <input type="checkbox"/> DV Immigration Law (Attach PA 1913)	
Service Provider Agency:	Contact Person:
Service Provider Address:	Telephone No.: ()
	Fax No.: ()

III. SPECIALIZED SUPPORTIVE SERVICES UNIT:

Date case record assigned to SSS file:	Eligibility Supervisor:	Date:
Date case received:	SSS EW File No.:	

NOTE: Confidential Processing Required for Domestic Violence Cases. Do Not fax this form. This form must be sent to the SSS Liaison or SSS Unit in the CalWORKs District Office, via County mail in a sealed envelope marked "Confidential" and "Rush".

GN 6138 (05/2010)

Distribution: 1 copy – GSW/CCM/RCM
1 copy – EW

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

**SCREENING FOR MENTAL HEALTH AND SUBSTANCE ABUSE
– FOR ELIGIBILITY WORKER (EW) USE ONLY–**

EW INSTRUCTIONS: Ask the following questions of the participant. A “Yes” response to any of the following questions warrants expedition into GAIN for further screening and possible referral for a clinical assessment.

Begin the questions with an **introductory statement** such as:

“As part of the CalWORKs services available to you, I will ask you some questions about mental health and substance abuse to find out if you could benefit from receiving services in these areas.

Before we start the questions, I just want you to know that we ask these questions of everybody because we all have fears, worries or troubles that may lead to unwanted drug use, alcohol abuse, medical or social problems. Since problems like these make it hard for people to get or keep a job, these questions will help us decide whether a counselor should talk with you.

You may request to speak with a counselor even if we don't find a referral necessary”

Mental Health Questions

YES NO

- | | | | |
|----|---|-------|-------|
| 1. | Do you have any feelings, fears or worries that interfere with your daily tasks and ability to work? | _____ | _____ |
| 2. | Do you have problems in getting along with others that make it hard for you to work? | _____ | _____ |
| 3. | Have you had thoughts of seriously hurting yourself or other people within the last 6 months? | _____ | _____ |
| 4. | Have you experienced any severe traumas such as the sudden death of a loved one, witnessed a violent crime, or been personally victimized within the last year that continues to bother or upset you? | _____ | _____ |

Substance Abuse Questions

YES NO

- | | | | |
|----|---|-------|-------|
| 5. | Have you ever felt you should cut down on your drinking or drug use? | _____ | _____ |
| 6. | Have people annoyed you by criticizing your drinking or drug use? | _____ | _____ |
| 7. | Have you felt bad or guilty about your drinking or drug use? | _____ | _____ |
| 8. | Have you ever had a drink or used drugs first thing in the morning to steady your nerves? | _____ | _____ |

Participant's Name: _____ Case Number: _____		
Did the participant answer yes to one or more questions? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, provide the date that the participant was expedited into GAIN: _____		
Service needed: <input type="checkbox"/> Mental Health <input type="checkbox"/> Substance Abuse		
Eligibility Worker Name: _____	File Number: _____	Date: _____

GN 6140 (11/2008)

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

**SCREENING FOR MENTAL HEALTH AND SUBSTANCE ABUSE INSTRUCTIONS
FOR GAIN STAFF USE ONLY**

STAFF INSTRUCTIONS:

1) Begin the screening process by reading the following three paragraphs to the participant:

"I am going to ask you some questions that will help us figure out if you might need help with your feelings or with alcohol or drug use. If you need such help, you may get it free of charge from CalWORKs. Some of the questions may sound odd or strange, but please answer them as best you can. If any of the questions make you uncomfortable, you do not have to answer. If you do not answer the questions, we may not be able to help you with your problems; but you will still be able to get a cash grant.

If you answer 'Yes' to a question, we may refer you to a professional to talk more about these problems. Even if we do not give you a referral, you can ask to talk to a professional if you want to, and we will refer you.

Because some of the questions are about private things, your answers will not be told to anyone outside of DPSS. By this, we mean that what you say will be confidential, **unless** you tell me you want to hurt yourself or someone else, or if we learn that a child or elderly person is being hurt or not being cared for. The law says we have to report things like that to the appropriate authorities. Needing help with feelings or with alcohol or drug use is not enough to show that your children are being hurt or not being cared for."

2) Emphasize the following points:

- We ask everybody these questions.
- If the participant answers "yes" to a question, he/she may be referred to a professional for a clinical assessment.
- Sometimes people have problems with their nerves or their feelings or with drugs and alcohol.
- The answers provided will not be told to anyone outside of DPSS, unless the participant tells you that he/she wants to hurt him/herself or someone else or if it is learned that a child or elderly person is being hurt or not being cared for.
- Needing help with feelings or alcohol or drug use is not enough to show that children are being hurt or not being cared for.
- If he/she needs help with his/her feelings or alcohol or drug use, CalWORKs will pay for the services.
- His/her CalWORKs money will not be cut, regardless of his/her decision to accept treatment services.

3) Ask the seven Mental Health (MH) questions on the following page.

4) Assign a score point based on the response by the participant to each question. Enter 'D' for each question the participant declined to answer.

5) Total the MH scores. If the score is 4 points or less, ask question 8.

6) Read the following paragraph before asking the Substance Abuse (SA) questions.

"Thank you for answering these questions. Now the next questions are about alcohol and drug use. We want to remind you we are talking about these things and asking these questions to figure out how and if CalWORKs can help you with problems that might make it hard for you to get or keep a job. I will be asking general questions that can help us help you. Again, please answer them as best as you can."

7) Assign a score point based on the SA response by the participant to each question.

8) Read the following paragraph after you finish the screening process as your closing statement.

"Again, thank you, for answering these questions. If you want to know more about how CalWORKs can help you or someone you know with feelings, alcohol or drugs, we do have some written information. If you need to talk to someone who can help, you may call the toll-free MH Access Center Hotline (1-800-854-7771)."

9) Review the ancillary checklist below with the participant to determine if the participant needs assistance in attending a clinical assessment (CLA) appointment.

If we ask you to talk to someone about these problems, will you need help with transportation or childcare to go to your appointment?

☐ No ☐ Yes If yes, what type(s) of help?

- ☐ Transportation ☐ Explanation on further treatment options ☐ Childcare ☐ Understand the program rules
- ☐ Gathering verification documents (Birth certificate, social security card, proof of California residency, resident alien card)
- ☐ Other (specify) _____

GN 6140A (11/2010)

Page 1 of 2

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

Participant's Name:		Case Number:
GSW/CCM/RCM Name	File Number	Date

Mental Health (MH) Questions

(Ensure that you have read the three paragraphs under Staff Instruction #1 on the prior page to the participant before asking the following questions)

- In the past 30 days, have you felt nervous, afraid or on edge to the point that you weren't able to take part in everyday, usual activities? 1 - YES 0 - NO ☐
- In the past three months, has anything happened to you that was so frightening or upsetting that you currently are unable to stop thinking about it? 1 - YES 0 - NO ☐
- In the last 30 days, have you frequently felt sad, blue, worthless, or "down in the dumps" to the point that you weren't able to take part in everyday, usual activities? 1 - YES 0 - NO ☐
- In the past 30 days, have you had trouble sleeping, eating, or experiencing less enjoyment in your everyday activities? 1 - YES 0 - NO ☐
- In the past 30 days, have you had trouble paying attention and focusing on tasks? 1 - YES 0 - NO ☐
- In the past 30 days, have you had any thoughts of hurting yourself or other people? 7 - YES 0 - NO ☐
- In the past 30 days, have you heard or seen things other people don't see or hear? 3 - YES 0 - NO ☐

Only ask if participant scores 4 points or less

8. Based on your answers, would you like to talk to a MH professional? ☐ YES ☐ NO

**TOTAL
SCORE**

<input type="checkbox"/> Priority Level 1	If participant scores 7 points or more, refer to a MH provider for a mandatory clinical assessment appointment within 2 working days.
<input type="checkbox"/> Priority Level 2	If participant scores 5 points, refer to a MH provider for a mandatory clinical assessment appointment within 5-10 working days.
<input type="checkbox"/> Priority Level 3	If participant scores 4 points or less and answered YES to question 8, refer to a MH provider for a voluntary clinical assessment appointment within 10-15 working days.
MH Provider:	Date Referred: <input type="checkbox"/> Participant refused to answer one or more questions

Substance Abuse (SA) Questions

(Please ensure that you have read the paragraph under Staff Instruction #8 on the prior page to the participant before asking the following questions)

1. How often did you have a drink containing alcohol in the past year? (MARK ONE)

- ☐ Never (0 points) ☐ 2 to 4 times a month (1 point) ☐ 4 to 5 times a week (4 points)
☐ Monthly or less (1 point) ☐ 2 to 3 times a week (3 points) ☐ 6 or more times a week (6 points)

2. How many drinks did you have on a typical day when you were drinking in the past year? (MARK ONE)

- ☐ 0 drinks (0 points) ☐ 3 to 4 drinks (1 point) ☐ 7 to 9 drinks (3 points)
☐ 1 to 2 drinks (1 point) ☐ 5 to 6 drinks (2 points) ☐ 10 or more drinks (4 points)

3. How often did you have 5 or more drinks on one occasion in the past year? (MARK ONE)

- ☐ Never (0 points) ☐ Monthly (2 points) ☐ Daily, or almost daily (4 points)
☐ Less than Monthly (1 point) ☐ Weekly (3 points)

4. Have you used any drug in the past year that was not prescribed by a doctor (for example, marijuana, hash, cocaine, heroin, speed, diet pills, ecstasy, valium, LSD, acid, mushrooms, codeine, or others)?

- ☐ Yes (5 points) ☐ No (0 points)

Questions 1-3

5. In your lifetime, have you ever injected a drug for non-medical purposes?

- ☐ Yes (5 points) ☐ No (0 points)

TOTAL SCORE:

Questions 4-5

Refer to CASC for a mandatory clinical assessment appointment within 5 working days if:

- A male participant scores 5 points or more, or a female participant scores 4 points or more on Questions 1-3, or
- Either a male or female participant answers "YES" to either Question 4 or Question 5.

CASC Provider:

Date Referred:

GN 6140A (11/2010)

How can you get this help?

There are two ways to get this kind of help.

You can call the following phone numbers:

SUBSTANCE ABUSE SERVICES

(help with problems with alcohol or drugs):

1-800-564-6600

**8:00 am – 5:00 pm,
Monday – Friday**

MENTAL HEALTH SERVICES

(help with problems with feelings or nerves):

1-800-854-7771

24 Hours a day, 7 days a week

You may ask for help for yourself at any time by calling your Eligibility or GAIN Services Worker. We work closely with the county Departments of Public Health and Mental Health, so you can get the best help available.

We are here to help you get on your feet by helping you with problems that make it hard to work.

***Nothing should stand between
you and success!***



Department of Public Social Services
12860 Crossroads Parkway South
City of Industry, CA 91746
www.dpss.lacounty.gov

County of Los Angeles
Board of Supervisors

GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

This brochure is available in Armenian, Cambodian, Chinese, Korean, Russian, Spanish, Tagalog, and Vietnamese. Please call 1-877-481-1044 for a copy.

CAL-1 Rev. 06/09



County of Los Angeles
Department of Public Social Services

CalWORKs Can Help You with Problems with Mental Health and Substance Abuse



**We Can Help You
Have The
Life You Want!**

We can help you!

If you find it difficult to keep a job or find a new job because of problems with your nerves or feelings, or alcohol or drugs, we can help you deal with them. We have programs called "Specialized Supportive Services" that can help you deal with these problems.

How do I know I need this help?

You may have a problem with **alcohol** or **drugs** if you have:

- Felt you should cut down on your drinking or drug use;
- Had people annoy you by criticizing your drinking or drug use;
- Felt bad or guilty about your drinking or drug use; and/or
- Been unable to control how much you drink and/or use drugs.

You may have a problem with **nerves** or **feelings** if you have:

- Felt very nervous or worried (anxiety and/or feelings of panic);
- Felt sad, blue, or unhappy for long periods;
- Had frequent high and low moods;
- Thought about badly hurting yourself or other people;
- Taken medications (pills or drugs from a doctor) to help with your worry or sadness.

These are only some of the signs that you might have a problem, there are others too. If you are not sure whether or not you have a problem, talk to your Eligibility or GAIN Services Worker.

What kind of help can I get?

You can get our help for problems with nerves or feelings or alcohol or drugs.

Help for problems with alcohol or drugs can include:

- ✓ Detoxification programs
- ✓ Residential or day treatment
- ✓ Individual, group, and family counseling
- ✓ Rehabilitation services
- ✓ Health care information and referrals

Help for problems with nerves or feelings can include:

- ✓ Help getting through a crisis
- ✓ On-the-job support services
- ✓ Medication support
- ✓ Individual, group, and family counseling

Who can get this help?

If you are already getting help with a problem with nerves or feelings, or alcohol or drugs, please tell your Eligibility or GAIN Services Worker. You can continue getting this help as part of your GAIN requirements while receiving cash aid. The time you spend getting help can count towards your GAIN requirements.

If a problem like this is making it hard for you to get a job or keep working, tell your Eligibility or GAIN Services Worker. We can help you.

What else should you know?

You can probably get extra money from GAIN to help you pay for child care, transportation, and some work expenses while you get help with these kinds of problems.

If you have used all of your 60 months on CalWORKs, but have problems like these that make it hard for you to work or keep a job, you can still get our help. If you ask for Post-Time Limited Services, you might be able to get more time on your CalWORKs time clock. For more information, talk to your Eligibility or GAIN Services Worker.

These services are also available to people who cannot get CalWORKs: non-citizen parents, non-needy caretakers, and people who qualify under the Violence Against Women Act (VAWA). For more information, you can call the 800 numbers listed on the back.

What will happen to my children?

The law says that your worker has to tell someone if they find out that a child or elderly person is being hurt or not being cared for, **but the fact that you need help with your feelings or with alcohol or drugs is not enough to show that your children are being hurt or not being cared for.** Workers must make a report **only** when they suspect that a child is being physically or sexually abused or is not getting proper housing, clothes, or health care or enough food.

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

CONFIDENTIAL DOMESTIC VIOLENCE (DV) INFORMATION

WHAT IS ABUSE?

"ABUSE" is physical injury, emotional, mental, or verbal abuse by a current/past spouse, boy/ex-boyfriend intimate partner. Below are some questions that will help you identify if you are/have been abused.

HAS YOUR PARTNER/SPOUSE:

a.	Ever harmed you physically or used force on you (hit, slap, pushed, hit you with things, held you down, choked you, or kicked you or your children)?.....						
b.	Ever threatened you with a weapon to hurt you, kill you or your family, friends, child(ren), pets?.....						
c.	Ever forced you into sex or take part in unwanted sexual activity?.....						
d.	Ever put you down, made you feel bad about yourself, embarrassed you, degraded you in front of others, or blamed you for his behavior?.....						
e.	Ever stalked you, followed you, made unwanted phone calls to you, or harassed you at work?.....						
f.	Ever prevented you from going to work, school, religious services/activities, seeing/visiting family, or attending scheduled appointments?.....						
g.	Controls(ed) most (or) all of your daily activities, tells you what to do, or whom you can see or talk to?....						
h.	Not give you money or give you enough money for needed items, and/or controls the checking and/or savings account, or keeps account information secret?.....						
i.	Ever threatened you with filing a report with immigration/Fraud and/or other government agency?.....						
<p>➤ If any of the above questions apply to you, you may qualify for special help such as:</p> <table border="0"> <tr> <td>✓ Counseling for you and your children</td> <td>✓ Information on how to be safe</td> </tr> <tr> <td>✓ Emergency help/emergency shelter</td> <td>✓ Transitional shelter</td> </tr> <tr> <td>✓ Free legal help (restraining orders, child custody, etc.)</td> <td>✓ Immigration issues</td> </tr> </table> <p>➤ If abuse keeps you from meeting certain CalWORKs and Welfare-to-Work program requirements, you may at any time notify us (DPSS staff) that you are/were abused and certain program requirements may be waived (excused).</p> <p>➤ Are you dealing with the effects of a past/present domestic violence? Would you like to talk confidentially with someone about your situation, options and services? If so, we can connect you with a professional, or refer you to a professional who can assist in keeping you and your child(ren) safe and help you become self-sufficient.</p>		✓ Counseling for you and your children	✓ Information on how to be safe	✓ Emergency help/emergency shelter	✓ Transitional shelter	✓ Free legal help (restraining orders, child custody, etc.)	✓ Immigration issues
✓ Counseling for you and your children	✓ Information on how to be safe						
✓ Emergency help/emergency shelter	✓ Transitional shelter						
✓ Free legal help (restraining orders, child custody, etc.)	✓ Immigration issues						

A I declare that I have reviewed the information on this form with DPSS staff, and have been provided information about domestic violence: CAL-3 ☐ PA 1914 ☐ Initials: _____ Date: _____

B. I declare under penalty of perjury that I am abused, have been abused, or fear being abused and I:

☐ Do not want domestic violence services at this time; but, I understand that I can request services at anytime;

☐ Would like to be referred for domestic violence services; OR

☐ Am currently receiving domestic violence services.

Participant Signature: _____ Date: _____

<p>COUNTY USE ONLY</p> <p><i>(Staff should complete this box only if the applicant/participant discloses abuse)</i></p>		
Does the applicant/participant need immediate services? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, referral date: _____		
Is the applicant/participant requesting for services? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, referral date: _____		
Name of Person Reviewing This Form:	Title:	Date:

PA 1913 (Rev. 10/31/11)

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

DEFINITIONS

Physical Abuse: Spits, slaps, shakes, shoves, pushes, throws, hits, restrains, beats, clubs, fights; or beats with an instrument, kicks, burns you or your children.

Sexual Abuse: Pressures you into sex, physically forces you into sex, sexually attacks you, follows these acts by violence, has affairs and shares the information about them with you and/or others.

Threats of Violence: Threatens to hurt or kill you, your family, friends, children, co-workers, suspected lovers, and/or pets; threatens you or others with guns, knives, or other weapons; forces you to do something illegal or to drop criminal charges.

Attacks on Property, Pets or Acts of Intimidation: Smashes, destroys belongings; tells you things such as: "you can be next"; performs acts that threaten to harm your reputation with co-workers, family, etc., (e.g., lying about you). Hurts pets. Soils, rips, tears, shreds or destroys your personal property (especially clothes or sentimental objects); makes you afraid by using looks or gestures, or by displaying a weapon.

Emotional or Mental Abuse: Makes you feel (or tells you) that you are stupid, fat, clumsy, ugly or worthless. Tries to make you feel guilty or 'crazy'. Embarrasses you; shares personal information about you with others. Makes fun of you or degrades you in front of others. *This is not just arguing, or domestic disagreements/fights, but a pattern of behavior meant to frighten and/or isolate you.*

Use of Children: Threatens to take the children and keep them from you; intimidates or abuses the children (which is reportable); forces the children to choose between you; puts the children in the middle of an argument.

Denies/Neglect: Denies you access to medical care: cancels doctors' appointments, refuses to purchase medication, withholds medication and will not let you see a doctor or dentist when you are sick or hurt. Neglects basic needs of family: food, housing, work, etc.

Isolation: Keeps you from seeing/visiting family and friends; won't let you talk privately with friends or family. Won't let you keep in touch with, write or call family or friends. Tells you who you can see or talk to; limits the amount of time you spend with or talk to family or friends. Does not allow you to participate in activities outside the home; controls what you read or watch on television.

Economic Abuse: Controls money; controls checking and savings accounts. Does not give you money or give you enough money for needed items; keeps earnings and bank account information secret. Refuses to work to support family; causes problems for you at work. Does not let you work.

Tactics of Power and Control: Tries to make the hitting or abuse seem unimportant to make it appear as if it is your fault. Denies or blames the abuse on you and/or others, coerces and/or threatens you and/or family members. Checks up on you, who you see and who you talk to. Checks your odometer. Makes you report everywhere you go and everyone you see. Withholds affection or threatens suicide.

Reporting to Government Fraud and/or Immigration Agencies: Threatens to report your behavior or immigration status to a government agency.

Stalking: Harasses, terrorizes, repeatedly follows you, makes unsolicited phone calls, sends you unwanted gifts or letters, destroys property.

Abuse of Immigrant Women: Threatens deportation; instills fear of U.S. justice system; threatens family in country of origin; invokes religious/cultural beliefs; prevents you from learning new language; denies you access to information about your rights; lies on legal documents; hides important papers (ID cards, passport); fails to file papers to legalize your status; threatens to take children from this country.

PA 1913 (Rev. 10/31/011)

Please Review Both Sides of this Form

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

District Office:

Case Name:
Case Number:
Worker:
Date:

CalWORKs/WELFARE-TO-WORK DOMESTIC VIOLENCE WAIVER REQUEST

CalWORKs can assist people who are or have been victims of domestic violence. You may request that the County "waive" (not apply) some CalWORKs and Welfare-to-Work rules. The County must give you a decision on whether to give you a waiver due to domestic abuse in writing.

I am currently or have been a victim of domestic violence and need a waiver of the program rules because they:

- (Check all that apply) ☐ Make it harder for me or my family to escape abuse.
☐ Put me or my family at further risk of abuse.
☐ Would be unfair to me or my family because of how domestic abuse affects me and my family.

I am in a domestic violence situation since: _____, or
MONTH/YEAR

I was in a domestic violence situation from: _____ to _____.
MONTH/YEAR MONTH/YEAR

☐ I want the County to waive the Maximum Family Grant (MFG) rule for my child:

CHILD'S NAME DATE OF BIRTH

- ☐ I have received child support or income from a government program based on an absent parent's disability or retirement for the child above from: _____ to _____.
MONTH/YEAR MONTH/YEAR

I am currently or have been a victim of domestic violence and I am unable to be regularly employed or participate or progress without difficulty in GAIN/Welfare-to-Work activities.

☐ I want the County to waive the CalWORKs 60-Month Time Limit

☐ I want the County to waive the Welfare-to-Work program rules:

(check all that apply):

- ☐ I would like to be referred to CalWORKs domestic violence services.
☐ I understand domestic violence services are available, but I do not want to access these services at this time. However, I would like to participate in other Welfare-to-Work activities and receive a domestic violence waiver to help me participate. I understand that I can request domestic violence services anytime to help me overcome this barrier.
☐ I do not want to access domestic violence services or other Welfare-to-Work activities at this time. I am unable to be regularly employed or to participate in GAIN/Welfare-to-Work activities or access domestic violence services without difficulty due to my past or present domestic abuse. I understand that I'm opting not to receive domestic violence services, child care, transportation or other work-related payments (tools/uniforms). I understand that I can request domestic violence services or Welfare-to-Work activities at anytime to help me overcome this barrier toward employment and self-sufficiency.
☐ I am no longer a victim of domestic violence, but my past domestic violence situation impacted my ability to participate in Welfare-to-Work activities and/or obtain/maintain employment.

- ✓ I understand that I must remain in ongoing communication with my DPSS Eligibility Worker, GAIN Services Worker or Case Manager and respond in person, by phone, or in writing to any written notices/appointments I receive.
✓ I understand that I may be asked to give proof of my reason for requesting a domestic violence waiver.
✓ I understand that if the MFG rule is waived for my child, income received for him/her that was previously not counted may now count towards my CalWORKs aid payment.
✓ If the County says no to any request, I have the right to ask for a state hearing.

DATE SIGNATURE

SSS EW/GSW/CASE MGR

FILE

TEL NO.:

DATE:

These rules apply: You may review them at your welfare office, MPP 42-715 and MPP 44-314

CW 2199

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

District Office

Case Name:
Case Number:
Worker:
Date:

CalWORKs/WELFARE-TO-WORK DOMESTIC VIOLENCE WAIVER DETERMINATION

The County has made the determination below on the waiver requested due to domestic abuse:

☐ **CalWORKs Maximum Family Grant (MFG) rule waiver**

☐ **Approved** - Your child _____ will be exempt from the MFG rule effective: _____

☐ You will receive the following retroactive supplemental benefits: _____

☐ **Denied** - Your child _____ is not exempt from the MFG rule. Reason for denial: _____

☐ **CalWORKs 60-Month Time Limit Waiver**

☐ **Approved** - Each month of aid for the period that your condition or circumstances lasts will not count toward the CalWORKs 60-month time limit.

☐ **Denied** - Each month of aid will continue to count toward the CalWORKs 60-month time limit. Your request for a waiver of the CalWORKs 60-Month Time Limit Waiver was denied. Reason for denial: _____

☐ **Welfare-to-Work Participant Waivers**

☐ **Approved** - You will not be required to participate in _____.

☐ **Denied** - You are required to participate in Welfare-to-Work. You will get a notice telling you when to attend welfare-to-work activities and/or services. Reason for denial: _____

SSSEW/GSW/CASE MGR

FILE

TEL. NO.

DATE

YOU MAY ASK FOR A STATE HEARING IF YOU THINK THIS IS WRONG. "YOUR HEARING RIGHTS" FORM ON THE BACK SIDE OF THIS PAGE TELLS YOU HOW TO ASK FOR A STATE HEARING.

These rules apply: You may review them at your welfare office. MPP 42-715 and MPP 44-314

CW 2198 (7/07)

YOUR HEARING RIGHTS

You have the right to ask for a hearing if you disagree with any county action. You have only 90 days to ask for a hearing. The 90 days started the day after the county gave or mailed you this notice.

If you ask for a hearing before an action on Cash Aid, Medi-Cal, Food Stamps, or Child Care takes place:

- Your Cash Aid or Medi-Cal will stay the same while you wait for a hearing.
- Your Child Care Services may stay the same while you wait for a hearing.
- Your Food Stamps will stay the same until the hearing or the end of your certification period, whichever is earlier.

If the hearing decision says we are right, you will owe us for any extra Cash Aid, Food Stamps or Child Care Services you got. To let us lower or stop your benefits before the hearing, check below:

Yes, lower or stop: ☐ Cash Aid ☐ Food Stamps ☐ Child Care

While You Wait for a Hearing Decision for:

Welfare to Work:

You do not have to take part in the activities.

You may receive child care payments for employment and for activities approved by the county before this notice.

If we told you your other supportive services payments will stop, you will not get any more payments, even if you go to your activity.

If we told you we will pay your other supportive services, they will be paid in the amount and in the way we told you in this notice.

- To get those supportive services, you must go to the activity the county told you to attend.
- If the amount of supportive services the county pays while you wait for a hearing decision is not enough to allow you to participate, you can stop going to the activity.

Cal-Learn:

- You cannot participate in the Cal-Learn Program if we told you we cannot serve you.
- We will only pay for Cal-Learn supportive services for an approved activity.

OTHER INFORMATION

Medi-Cal Managed Care Plan Members: The action on this notice may stop you from getting services from your managed care health plan. You may wish to contact your health plan membership services if you have questions.

Child and/or Medical Support: The local child support agency will help collect support at no cost even if you are not on cash aid. If they now collect support for you, they will keep doing so unless you tell them in writing to stop. They will send you current support money collected but will keep past due money collected that is owed to the county.

Family Planning: Your welfare office will give you information when you ask for it.

Hearing File: If you ask for a hearing, the State Hearing Division will set up a file. You have the right to see this file before your hearing and to get a copy of the county's written position on your case at least two days before the hearing. The state may give your hearing file to the Welfare Department and the U.S. Departments of Health and Human Services and Agriculture. (W&I Code Sections 10850 and 10950.)

TO ASK FOR A HEARING:

- Fill out this page.
- Make a copy of the front and back of this page for your records. If you ask, your worker will get you a copy of this page.
- Send or take this page to:

Appeals & State Hearings
P.O. Box 18890
Los Angeles, CA 90018

OR

- Call toll free: 1-800-952-5253 or for hearing or speech impaired who use TDD, 1-800-952-8349.

To Get Help: You can ask about your hearing rights or for a legal aid referral at the toll-free state phone numbers listed above. You may get free legal help at your local legal aid or welfare rights office.

If you do not want to go to the hearing alone, you can bring a friend or someone with you.

HEARING REQUEST

I want a hearing due to an action by the Welfare Department of Los Angeles County about my:

☐ Cash Aid ☐ Food Stamps ☐ Medi-Cal

☐ Other (list) _____

Here's Why: _____

☐ If you need more space, check here and add a page.

☐ I need the state to provide me with an interpreter at no cost to me. (A relative or friend cannot interpret for you at the hearing.)

My language or dialect is: _____

NAME OF PERSON WHOSE BENEFITS WERE DENIED, CHANGED OR STOPPED _____

BIRTH DATE _____

PHONE NUMBER _____

STREET ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

SIGNATURE _____

DATE _____

NAME OF PERSON COMPLETING THIS FORM _____

PHONE NUMBER _____

☐ I want the person named below to represent me at this hearing. I give my permission for this person to see my records or go to the hearing for me. (This person can be a friend or relative but cannot interpret for you.)

NAME _____

PHONE NUMBER _____

STREET ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

What if I need help right away?

If someone is hurting you, or if you are afraid and need help right away, call:

Domestic Violence Hotline

1-800-978-3600

*If you are in immediate danger, please call **911***

How do I get CalWORKs domestic violence help?

When you apply for cash aid, a worker will review the available domestic violence services with you.

You may ask for help at any time while you are on or applying for cash aid; tell your Eligibility or GAIN Services Worker right away. We work with many agencies that can help you, even when you are no longer receiving cash aid because you used up your 60 months of CalWORKs.

We are here to help you get on your feet and keep your family safe.

Nothing
should stand between you and success!



Department of Public Social Services
12860 Crossroads Parkway South
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www.dpss.lacounty.gov

County of Los Angeles
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GLORIA MOLINA
First District

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MICHAEL D. ANTONOVICH
Fifth District

This brochure is available in Armenian, Cambodian, Chinese, Korean, Russian, Spanish, Tagalog, and Vietnamese. Please call 1-877-481-1044 for a copy.

CAL-3 Rev. 06/09



County of Los Angeles
Department of Public Social Services

CalWORKs Specialized Supportive Services for Victims of Domestic Violence



**We Can Help You
Have The
Life You Want!**

What is domestic violence?

Domestic abuse is any action or threat against you by a spouse or ex-spouse, boyfriend or ex-boyfriend, intimate partner.

How do I know if I've been abused?

If you can identify any of these actions in your life, you may be a victim of domestic violence.

- **Physical Abuse:** hitting, punching, shoving, throwing things, or using weapons.
- **Sexual Abuse:** forcing you to have sex against your will, or any sexual activity involving a child.
- **Emotional or Mental Abuse:** putting you down, name calling, controlling what you do, playing mind games, or threatening to take away your children.
- **Isolation:** not letting you see your family or friends; keeping you locked in the house.
- **Economic Abuse:** controlling all the money; keeping you from having or keeping a job; not giving you money to buy things you need.
- **Stalking:** harassing, terrorizing, and following you wherever you go; calling you all the time.

How do I show abuse to get DPSS' help?

Your sworn statement is enough proof to show abuse. You do not have to have any police reports or other documents. Everything you tell us will be kept secret to the extent of the applicable law.

We can help you!

We know that it can be hard enough to work without having to worry about the abuse in your home or family. You may be worried that you will not be able to support yourself, if you leave your abuser. **You are not alone. It is not your fault. DPSS can help.**

What kind of help is available?

We have lots of help available to help you end the abuse in your life and the lives of your family. Some of these services include:

- **Emergency housing and safety planning:** help with leaving an abusive household, safety planning, free emergency shelter, clothing, food, and health referrals.
- **Getting settled:** help with transitional housing, children's activities, budgeting, transportation, financial planning, and setting and keeping schedules.
- **Counseling:** individual and group counseling for adults and children, and battered women's support groups.
- **Parenting classes:** child development education, discipline, and developing healthy parent-child relationships.
- **Legal services:** restraining orders, child and spousal support, custody, visitation, dependency court, property division, and immigration issues.

What else should I know?

If you are working or are in GAIN or REP, you may get extra money to help you pay for **childcare, transportation, tools, uniforms, school books, and other supplies.**

The County can waive some CalWORKs program requirements for victims of domestic violence, such as:

- **Stop the 60-month clock on cash aid:** The 60-month time limit on cash aid can be stopped or turned back.
- **Waive out of GAIN:** You can request to waive the GAIN program requirements and still get domestic violence help.
- **Stop child support collections:** You can stop the County from going after the father of your child for child support, if it is dangerous for you or your child.
- **Waive the Maximum Family Grant rule:** If you are not getting cash for a child who was born after you started receiving cash aid, you can probably get your child's cash aid back.

What if I am not a U.S. citizen or Legal Permanent Resident?

If you are not a U.S. citizen or legal permanent resident and you or your child is or was a victim of domestic violence, you may be eligible to apply at the immigration office to improve your immigration status so that you can legally work or live in the United States.

For more information, ask your Eligibility or GAIN Services Worker for a referral, or call any of the legal services offices for help and advice.

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

Monthly Attendance Report Form

Report for the Month of 20

Participant Address

GAIN/REP Office Address

Participant Name:

Case Number:

Date:

In order to make sure that we provide you with transportation and other services, we need you to record your monthly attendance in each of your Welfare-to-Work Activities. In the boxes below, tell us about your Welfare-to-Work Activities listed below for the month of _____ Year _____. Please give this form to your service provider listed so they can verify your hours. Return this form to your GAIN Services Worker/REP Case Manager (GSW/RCM) on or before _____. Failure to provide this form by the due date may affect your eligibility to receive transportation and other services. If you have any questions, please contact your GSW/RCM.

GSW/RCM Name:				File Number:				GSW/RCM Phone:				Fax:				
Please record hours of attendance and excused absences. If absent please write reason for absence and attach verification.																
Activity: _____ Scheduled Hours: _____																
Provider #1:																
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Hours																
Day	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Hours																
* Colleges verify enrollment only Contact Name: _____ Title: _____ Phone: _____ Signature: _____ Date: _____ <input type="checkbox"/> I still need <input type="checkbox"/> transportation <input type="checkbox"/> child care and/or <input type="checkbox"/> other services <input type="checkbox"/> I am requesting to begin receiving <input type="checkbox"/> transportation <input type="checkbox"/> child care and/or <input type="checkbox"/> other services																
Provider #1 Stamp: <div style="border: 1px dashed black; padding: 5px; transform: rotate(-15deg); display: inline-block;">One Stamp per Provider</div>																
Absence Reporting																
Date(s)	Hours absent		Reason(s) you did not Attend				County use only: Number of hours GSW validates and lists source									
Activity: _____ Scheduled Hours: _____																
Provider #2:																
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Hours																
Day	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Hours																
* Colleges verify enrollment only Contact Name: _____ Title: _____ Phone: _____ Signature: _____ Date: _____ <input type="checkbox"/> I still need <input type="checkbox"/> transportation <input type="checkbox"/> child care and/or <input type="checkbox"/> other services <input type="checkbox"/> I am requesting to begin receiving <input type="checkbox"/> transportation <input type="checkbox"/> child care and/or <input type="checkbox"/> other services																
Provider #2 Stamp: <div style="border: 1px dashed black; padding: 5px; transform: rotate(-15deg); display: inline-block;">One Stamp per Provider</div>																
Absence Reporting																
Date(s)	Hours absent		Reason(s) you did not Attend				County use only: Number of hours GSW validates and lists source									

I hereby certify the information listed above is true and correct. In addition, I authorize the release of information to DPSS/State/Federal agencies for purposes of auditing, monitoring and verifying information.

Participant Signature: _____ Date: _____

GN6365(07/14)Revised

THIS FORM IS REQUIRED EACH MONTH TO VERIFY YOUR PARTICIPATION
Example and Instructions

Activity: Vocational Training (Clerical Program)														Scheduled Hours: 30			
Provider: Valley College																	
A	Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Hours	H	6			6	6		6	6			6	6	6	6	8
	Day	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
	Hours			H	6	6	6	8			8	6	6	6	6		122

* Colleges verify enrollment only

B	Contact Name: <u>Jane Doe</u>	Title: <u>CalWORKs Coordinator</u>	E
	Phone: <u>(888) 891-8923</u> Signature: <u>Jane Doe</u> Date: <u>1/31/09</u>	Provider Stamp:	

One Stamp per Provider

C ☐ I still need ☐ transportation ☐ child care and/or ☐ other services
☐ I am requesting to begin receiving ☐ transportation ☐ child care and/or ☐ other services

D **Absence Reporting**

Date(s)	Hour(s) absent	Reason(s) you did not Attend
1/7/09	6	Child was sick
1/1/09 & 1/19/09	12	School Holiday

INSTRUCTIONS - PARTICIPANT

Section A	Reporting Hours	Write the actual hours you attended your education/training activity each day in an hour and minute format . For example: Write 1:30 to indicate 1 hour and 30 minutes. <i>Do not write 1.5 to indicate 1 hour and 30 minutes.</i>
	Study Time	<ul style="list-style-type: none"> Separate your study time from your class time. If the study time is supervised, then attach verification of the supervised study time. Makes copies of this form if you need additional space.
Section C	Transportation/Child Care	Request any services you need.
Section D	Reporting Absence(s)	<ul style="list-style-type: none"> Write down the date(s) and reason(s) you did not attend on a schedule date. Attach written <u>verification of absences</u>. <p>Note: Verification can include a doctor statement, a provider statement or a personal note signed by you explaining the reason for the absence.</p> <p><u>Types of excused absences:</u> absences approved by your activity provider; Holidays observed by the school administrators/provider; Medical appointments for you or your children; Appointment with Eligibility or GAIN Services Workers; No child care or transportation problems; School appointments; Job interviews; Illness for you or your children; Family issues such as death in family, domestic violence, etc.</p>
Verification of Information		Once you have completely filled in your hours of participation: 1. Sign and date the form. 2. Submit form to the CalWORKs Office in your school or training provider for signature.
What's next?		Once the provider completes Section B and E, if they did not fax the form to your GAIN Services Worker (GSW), return the completed form to your GSW by the due date indicated on the front of the form.

INSTRUCTIONS - PROVIDER

Section B and E	Please review form with participant and complete sections B and E. Once completed, the form may be faxed or returned to the participant. Only one stamp per provider is needed.
------------------------	--

GN 6365 Back (7/14)

In-House Job Search Activities

Case Name	File	Case Number	Business Services Specialist Name

Comments	Date:	Services Provided

Comments	Date:	Services Provided

Comments	Date:	Services Provided

Comments	Date:	Services Provided

Comments	Date:	Services Provided

Activities Verified by: _____

Date: _____

Title: _____

Phone: _____

GN 6367

In-House Job Search Timesheet

	Case Name	File	Case Number
Component Start Date:	Component Scheduled End Date:		

Week 1				
Week Start Date:		Week End Date:		
	Date	Start Time	Finish Time	Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Weekly Hour Requirement:		Total Hours:		0

Week 2				
Week Start Date:		Week End Date:		
	Date	Start Time	Finish Time	Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Weekly Hour Requirement:		Total Hours:		0

Week 3				
Week Start Date:		Week End Date:		
	Date	Start Time	Finish Time	Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Weekly Hour Requirement:		Total Hours:		0

Week 4				
Week Start Date:		Week End Date:		
		Start Time	Finish Time	Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Weekly Hour Requirement:		Total Hours:		0

Week 5				
Week Start Date:		Week End Date:		
		Start Time	Finish Time	Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Weekly Hour Requirement:		Total Hours:		0

Hours Verified by: _____ Date: _____

Title: _____ Phone: _____

GN 6367-1

EMPLOYER CONTACT DAILY LOG		Participant's Name: _____ Case/PID#: _____		Date: _____ Due Date: _____		
JSR Month and Year: _____		Required JSR Hrs./Day: _____		<i>*Travel time is not allowed from your home to the first job search location, nor from the last job search location to your home at the end of the day.</i>		
JSR DATE:	JSR TIME: - Travel time - Arrival time - Departure time	COMPANY NAME & ADDRESS: If search and/or application is submitted online, attach verification from website.	CONTACT PERSON, TITLE, and PHONE NUMBER:	ACTIONS TAKEN/JSR RESULTS:	PARTICIPANT'S FOLLOW UP PLAN:	COUNTY USE ONLY Total = JSR process time plus travel time.
	* No travel time allowed		Name: _____	Did you submit a Resume? Yes No Did you submit an Application? Yes No Interviewer offered you a job? Yes No Job test arranged? Yes No Was the interview a success? Yes No Hiring in the future? Yes No Did you speak to manager? Yes No	Call back employer <input type="checkbox"/> Send thank you note <input type="checkbox"/> Check job status <input type="checkbox"/> Check e-mail <input type="checkbox"/> Other _____ <input type="checkbox"/>	Process time: * No Travel time allowed = Total:
	JSR start: _____	Specific Position/s Applied for: _____	Title: _____			
	JSR end: _____		Phone: _____			
	Travel time used: _____		Name: _____	Did you submit a Resume? Yes No Did you submit an Application? Yes No Interviewer offered you a job? Yes No Job test arranged? Yes No Was the interview a success? Yes No Hiring in the future? Yes No Did you speak to manager? Yes No	Call back employer <input type="checkbox"/> Send thank you note <input type="checkbox"/> Check job status <input type="checkbox"/> Check e-mail <input type="checkbox"/> Other _____ <input type="checkbox"/>	Process time: + Travel Time: = Total:
	JSR start: _____	Specific Position/s Applied for: _____	Title: _____			
	JSR end: _____		Phone: _____			
	Travel time used: _____		Name: _____	Did you submit a Resume? Yes No Did you submit an Application? Yes No Interviewer offered you a job? Yes No Job test arranged? Yes No Was the interview a success? Yes No Hiring in the future? Yes No Did you speak to manager? Yes No	Call back employer <input type="checkbox"/> Send thank you note <input type="checkbox"/> Check job status <input type="checkbox"/> Check e-mail <input type="checkbox"/> Other _____ <input type="checkbox"/>	Process time: + Travel Time: = Total:
	JSR start: _____	Specific Position/s Applied for: _____	Title: _____			
	JSR end: _____		Phone: _____			
	Travel time used: _____		Name: _____	Did you submit a Resume? Yes No Did you submit an Application? Yes No Interviewer offered you a job? Yes No Job test arranged? Yes No Was the interview a success? Yes No Hiring in the future? Yes No Did you speak to manager? Yes No	Call back employer <input type="checkbox"/> Send thank you note <input type="checkbox"/> Check job status <input type="checkbox"/> Check e-mail <input type="checkbox"/> Other _____ <input type="checkbox"/>	Process time: + Travel Time: = Total:
	JSR start: _____	Specific Position/s Applied for: _____	Title: _____			
	JSR end: _____		Phone: _____			
	Travel time used: _____		Name: _____	Did you submit a Resume? Yes No Did you submit an Application? Yes No Interviewer offered you a job? Yes No Job test arranged? Yes No Was the interview a success? Yes No Hiring in the future? Yes No Did you speak to manager? Yes No	Call back employer <input type="checkbox"/> Send thank you note <input type="checkbox"/> Check job status <input type="checkbox"/> Check e-mail <input type="checkbox"/> Other _____ <input type="checkbox"/>	Process time: + Travel Time: = Total:
	JSR start: _____	Specific Position/s Applied for: _____	Title: _____			
	JSR end: _____		Phone: _____			

Participant's Signature: _____ Completed JSR hours per day: _____

County Use only
 Verified by: _____ Signature: _____ Position: _____ Date: _____ Phone Number: _____
 Rev. 03/01/12 (Print Name) GNS267-3

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

**REQUEST FOR MENTAL HEALTH CLINICAL ASSESSMENT – PART I
OR
WAIVER OF MENTAL HEALTH CLINICAL ASSESSMENT – PART II**

This form is only to be used for participants who have scored into Priority Level 3 on the GN 6140A.

Part I

REQUEST FOR CLINICAL ASSESSMENT

Case Number: _____

Although my screening for mental health barriers did not result in a mandatory clinical assessment,

I, _____, would like to attend a mental health clinical assessment
(Participant's name)

in order to talk to a mental health professional.

(Participant's signature)

(Date)

Part II

WAIVER OF CLINICAL ASSESSMENT

Case Number: _____

I, _____, have been informed that I can receive mental health
(Participant's name)

clinical assessment services. Although I have been determined to have a non-urgent need to talk to a mental health professional, I choose not to be referred to mental health clinical assessment.

I understand that I am still required to participate and comply with the Welfare-to-Work Plan that I sign. If I do not comply and do not have good cause, I understand that my grant may be lowered.

However, this does not prevent me from declaring at a later date that domestic violence, mental health and/or substance abuse issues may be interfering with my Welfare-to-Work Plan.

(Participant's signature)

(Date)

GSW/CCM/RCM Name:	File Number:	Date:

GN 6372 (02/2010)

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

MISCELLANEOUS TRANSMITTAL

WRITE IN TITLE OF DOCUMENT TRANSMITTED			
TO:		FROM DISTRICT	DATE
CASE NUMBER	CLASS OF AID	CASE SURNAME	REMARKS
RECEIVED BY		DATE RECEIVED	

7675898 PA 6-1 (Rev. 5/73)



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

CHILD CARE — GENERAL INFORMATION

If you are a CalWORKs participant and you are employed or attending an approved Welfare-to-Work activity, you may be eligible for Stage 1 child care under the following CalWORKs programs:

- GAIN (Greater Avenues for Independence)
- Cal-Learn
- Employed Individuals
- Refugee Employment Program

CHOOSING CHILD CARE - You can choose a different kind of care for each child in your family:

• **Licensed Center Care:**

When child care is provided in a center setting, a license is required. Staff are required to have completed education in early childhood education.

• **Licensed Family Child Care Home:**

Small family child care homes are licensed for a capacity of up to 6, or if when certain criteria are met, up to 8. Large family child care homes are licensed for a capacity of up to 12, or if when certain criteria are met, up to 14.

• **License-Exempt Care:**

A license is not required for:

- ❖ Any person providing care for the children of one family in addition to the provider's own children;
- ❖ Any care and supervision of children by a relative or guardian;
- ❖ Certain public and private schools that operate a program before and/or after school for school-age children;
- ❖ Certain public and private youth organizations who provide development/enrichment programs;
- ❖ Certain public and private recreation programs;
- ❖ Cooperative arrangements between parents that involve no payments; or
- ❖ Child care provided on federal lands.

• **Before and After-School Programs for 11 and 12-year old children:**

The preferred placement for children of CalWORKs participants who are 11 to 12 years of age is with before and after-school programs which provide educational, literacy, tutoring and homework assistance. For more information and site locations, telephone your local Resource & Referral (R&R) agency listed on the next page.

QUALITY CHILD CARE - Guidelines to seeking the best care for your child:

- If the child care provider is not licensed and is not the child's aunt, uncle, or grandparent, is he or she willing to be registered with *Trustline*? (Those who choose to register with *Trustline* are able to provide proof of California Criminal History, Child Abuse Index and the FBI's National Crime Information Center background clearance.)
- Is the provider's home/building safe, clean, and well-kept? Are toys, books, puzzles, and games provided?
- Does the provider make you feel comfortable and welcome?
- Is there a verbal or written agreement that explains both your and the child care provider's responsibilities?
- If the provider is ill, can he or she refer you to another provider? Do you have a back-up child care provider?

QUALITY CHILD CARE - Guidelines to seeking the best care for your child: (Continued)

- Do you agree with the way the child care provider disciplines children? Are you comfortable with diaper change and/or toilet procedures?
- Are healthy meals/snacks provided? If your child needs a special diet, will the provider prepare those meals?
- What does the provider do in emergencies like earthquakes, fire, and illness?
- Are the locations, hours and cost over what CalWORKs will pay?

RESOURCE AND REFERRAL/ALTERNATIVE PAYMENT PROGRAM (R&R/APP) AGENCIES

If you need help locating a licensed child care provider, you may contact the local Resource and Referral agency in your area, shown below with an asterisk (*) in front of the agency's name.

*Center for Community and Family Services 649 East Albertoni Street, Ste. 200 Carson, CA 90746 (310) 217-2800	City of Norwalk 12035 Firestone Blvd Norwalk, CA 90651 (562) 462-1713	*Mexican-American Opportunity Foundation 401 North Garfield Avenue Montebello, CA 90640 (323) 890-9600
*Child Care Information Services- Pasadena 2465 East Walnut Street Pasadena, CA 91107 (626) 449-8221	*Connections for Children 2701 Ocean Park Boulevard, Ste. 253 Santa Monica, CA 90405 (310) 452-3202	*Options 13100 Brooks Drive #100 Baldwin Park, CA 91706 (626) 856-5900
*Child Care Resource Center <u>San Fernando Valley</u> 20001 Prairie Street Chatsworth, CA 91311 (818) 717-1000	*Crystal Stairs 5110 W. Goldleaf Circle, Ste. 150 Los Angeles, CA 90056 (323) 299-8998 Information (323) 421-1028 Applications	*Pathways 3550 West 6 th Street #500 Los Angeles, CA 90020 (213) 427-2700
<u>Antelope Valley</u> 42281 10 th Street West Lancaster, CA 93534 (661) 949-0615	Drew Child Development Corporation 3737 Martin Luther King Jr. Blvd, Ste. 525 Lynwood, CA 90262 (310) 609-3885	*Pomona Unified School District 1460 E. Holt Avenue, Ste. 130A Pomona, CA 91767 (909) 397-4740
*Children's Home Society of California 330 Golden Shore, Ste. 20 Long Beach, CA 90802 (562) 256-7400	International Institute of Los Angeles 3845 Selig Place Los Angeles, CA 90031 (323) 224-3800	

YOUR RIGHTS AND RESPONSIBILITIES

YOUR RIGHTS

- To be informed of child care services at Intake (application), Redetermination (annual review) or when Welfare-to-Work plan activities begin or are changed.
- To be evaluated for eligibility to paid child care as a CalWORKs participant if you are employed or attending an approved Welfare-to-Work activity.
- **To choose the child care provider that is best for you and your children, and to be assisted.**
- To be served without regard to race, color, national origin, religion, political affiliation, marital status, sex, disability, or age. You may file a complaint if you have been discriminated against.
- To have the right to file a fair hearing request when a negative action is taken and you believe it is incorrect.

YOUR RESPONSIBILITIES

- To have your child care provider submit a completed *Trustline* application TLR 1 and complete the Health and Safety Self-Certification CCP 4 form within 7 calendar days of the first day child care services begin, if he or she is not required to have a license (license-exempt), and he or she is not exempt from *Trustline* requirements. (Please see *Trustline and Health and Safety Self-Certification/Facility Checklist* section below.)
- To inform the County or local child care agency as soon as you have a need for paid child care. CalWORKs will help you pay for child care only after you request paid child care.
- To request paid child care within 30 calendar days from the first day you receive child care services from your provider, so that the provider can be paid for the services provided to you.
- To inform the agency of your child care needs on the ST1-05, Parent-Provider Child Care Services Agreement.
- To pay for any child care services received if your child care provider does not meet certain requirements.
- To give your worker the facts required, show proof of them as needed, and promptly report all income or other household changes within 5 days of the changes, or repayment may be required by your child care provider and you.
- To submit child care changes prior to making the change to ensure payment for the new arrangement (this includes child no longer receiving care, provider change, hours of care change, transferring to before or after-school program for 11 or 12-year olds, etc.).
- To agree to sign this form as an acknowledgment that information was provided to you and understood.

DUE PROCESS

Your child care Due Process rights and responsibilities are subject to changes through different CalWORKs child care stages as you move through your Welfare-to-Work plan. You will be notified of any changes which may affect you. Read all your notices closely and carefully.

TRUSTLINE AND HEALTH AND SAFETY SELF-CERTIFICATION/FACILITY CHECKLIST

Some license-exempt providers need to be fingerprinted and have a criminal background check. License-exempt providers who pass the criminal background check are registered with *Trustline*, a statewide database of child care providers that have no disqualifying criminal convictions. If you select a license-exempt provider who will provide child care in your home or at another location instead of a licensed center or family child care home, the following procedures must be followed:

- As of February 1, 2008, new license-exempt child care providers, except aunts, uncles, grandparents by blood, marriage, or court decree, and public schools or recreational programs, must be *Trustline*-registered before any payments for subsidized child care services can be made.
- When you ask for child care or request a change in child care providers, and the provider is not licensed, you will need that provider to show proof that he or she is *Trustline*-registered or has applied for *Trustline* registry. In addition, your child care provider must also fill out a Health and Safety Self-Certification CCP 4 form within 7 calendar days. Related providers need to complete a Declaration of Exemption CCP 1 form attesting to their relationship to the child for whom they are providing care.

TRUSTLINE AND HEALTH AND SAFETY SELF-CERTIFICATION/FACILITY CHECKLIST (Continued)

- The *Trustline* application TLR 1 and TLR 508 forms should be requested as soon as you request child care or within 7 calendar days from the date child care services begin.
- Your child care provider may contact the local Resource and Referral (R&R) office (see listing on page 2) to get a *Trustline* application TLR 1 and TLR 508 form, complete the *Trustline* application TLR 1 and TLR 508 form, and have his/her fingerprints taken at a LiveScan Integrated Biometric Technology site within 7 calendar days.
- The R&R agency will give you or your provider the name and address of the place where the LiveScan fingerprints are taken.
- The Health and Safety Self-Certification CCP 4 form is to be completed by you and your child care provider, and sent to your worker at the R&R/APP agency (see listing on page 2) within 7 calendar days. For more *Trustline* information, you may call 1-(800)-822-8490.

RETROACTIVE PAYMENT POLICY

- I understand that child care payments cannot go back more than 30 calendar days from the date I request paid child care from my worker. In order to receive paid child care, I must be determined eligible and my provider must meet certain requirements.
- I further understand that as of February 1, 2008, if I select a license-exempt provider who is required to be *Trustline*-registered, the provider must be registered before payment can be made. License-exempt providers who are *Trustline*-registered may be eligible for retroactive payment for up to 120 calendar days from the date the provider is *Trustline*-registered. If the *Trustline* registration is not completed or *Trustline* is denied, no child care payment can be made for this provider.

CHILD CARE PROVIDER SITE VISITS

I understand that County staff may be visiting the site where my child care is provided and that my provider is requested to cooperate in answering questions to certify hours of approved child care and verify the children's presence at the child care site when the County staff visits my provider's facility/home or my home where child care is provided during the hours when child care is approved. I understand my provider's lack of cooperation will not in and of itself result in interruption or termination of my child care.

CURRENT CHILD CARE NEEDS

- ☐ I **need** paid child care assistance at this time so that I can work or attend my approved Welfare-to-Work activity.
- ☐ I **do not need** child care at this time. I understand that I must request child care from the County or local R&R/APP agency, if I need it in the future.
- ☐ I certify that I will consider and evaluate if a before or after-school program will meet all, part, or none of my child care needs for my 11 or 12-year old child.

Signing this statement means I have read all of the above, am aware of the child care provider choices available to me, and have discussed the child care provider choice that is most applicable to my child care needs. I declare under penalty of perjury under the laws of the United States and the State of California that the information I provided on this page regarding my child care needs is true and correct to the best of my knowledge.

Signature of Applicant/Participant	Date	Case Name: _____
Signature of Eligibility Worker/GAIN Services Worker/CCM	Date	Case Number: _____
		File Number: _____

Filing Instructions: (Retain Permanently)
Original (White): Left side Activity Folder
First Copy (Yellow): Applicant/Participant
Second Copy (Pink): R&R/APP

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

**REFUGEE EMPLOYMENT PROGRAM (REP)
WORK EXPERIENCE (WEX) WORKSITE AGREEMENT**

This WEX Worksite Agreement, hereinafter referred to as "Agreement" is made and entered into this ____ day of _____, 2009, by and between _____, hereinafter referred to as a REP Service Provider and _____, hereinafter referred to as Employer or WEX Provider for the provision of non-salaried Work Experience training to participants in the Refugee Employment Program. Both parties agree that they will adhere to the terms and responsibilities set forth in this Agreement as outlined below. This Agreement is to be used for Work Experience sites solely developed by the REP Service Providers.

WORK EXPERIENCE

Work Experience is a job component in which a participant receives a non-salaried position in a public/private for profit or non-profit organization. WEX provides on-the-job training, behavior skills, attainment of new skills and improvement of existing skills. It also provides the participant with an employment reference when seeking employment. The length of the WEX assignment is limited to six (6) months.

RESPONSIBILITIES

- A. REP Service Provider shall:
 - 1. Provide the employer with an employee to perform duties equivalent to a salaried employee.
 - 2. Inform the participant of the nature of the WEX site he or she is being assigned to and the type of work to be performed.
 - 3. Obtain monthly, from the Employer/WEX Provider any and all necessary records and information related to the employer's provision of services to the participant and complete the REP-2 form, "Refugee Employment Program (REP) – Work Experience (WEX) Monthly Performance Evaluation and Attendance Verification" for each participant assigned to WEX. This form is to remain permanently on file in the participant's case record.
 - 4. Contact the participant once a month, either in person or by phone.
 - 5. Review participant's job search progress and determine if any new or additional skills have been acquired to match with job leads.
 - 6. Inform the participant that he or she must:
 - 6.1 Be on time, dress appropriately, and be prepared to work.
 - 6.2 Look for paid employment while assigned to WEX.
 - 6.3 Report to the Employer/WEX Provider any absence prior to work start time.
- B. Employer/WEX Provider shall:
 - 1. Provide the REP participant with a non-salaried position and on the job training activity.
 - 2. Inform the REP participant of worksite policies, procedures and safety regulations.
 - 3. Determine the hours the REP participant will be working in WEX assignment.
 - 4. Maintain the REP-2 form, "Refugee Employment Program (REP) – Work Experience (WEX) Monthly Performance Evaluation and Attendance Verification" to record the participant's work schedule, and all records and information related to the Employer's provision of services. The information from the form will be provided to the REP Service Provider for completion of the REP-2. The REP-2, and any related records will be maintained until the duration of the participant's WEX activity.
 - 4. Discuss time keeping record of participant with REP Service Provider and/or DPSS or their authorized representatives upon request.
 - 5. Instruct, supervise, and evaluate the REP participant's performance.
 - 6. Assist the REP participant in making a transition into the workplace and to be placed in unsubsidized employment.
 - 7. Notify REP Service Provider of any problems or changes in the WEX assignment within 24 hours of occurrence.
 - 8. Allow access to the REP Service Provider and/or the County of Los Angeles or their authorized representatives, to any and all records related to the participant and/or to the Employer's provision of services to the participant for the term of this Agreement.

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

**REFUGEE EMPLOYMENT PROGRAM (REP)
WORK EXPERIENCE (WEX) WORKSITE AGREEMENT**

Please check the appropriate selection:	
<input type="checkbox"/> New Training Activity	<input type="checkbox"/> Ongoing Training Activity

Participant Name:	
Case Number:	
Work Experience Start Date:	End Date:
Weekly Hours:	
Work Experience Title:	

Employer/WEX Provider Name:	
Address:	
Phone:	
Work Experience Site Supervisor:	

REP Service Provider
Signature and Title: _____

Employer/WEX Provider
Signature and Title: _____

The above parties agree to indemnify and hold harmless the County of Los Angeles against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses arising from or connected with acts and/or commission arising from and/or related to this Agreement and to all services provided pursuant to the Agreement.

The person(s) signing on behalf of the REP Service Provider and on behalf of the Employer/WEX Provider warrant under penalty of perjury that they have authority to sign and bind this Agreement and that they hold the title stated above.

TERMINATION

DPSS may terminate this Agreement if the REP Service Provider or Employer/WEX provider violates any law, rule, or regulation, or fails to meet the performance criteria specified in this Agreement, or otherwise deemed inappropriate activities.

REFUGEE EMPLOYMENT PROGRAM (REP)
Work Experience (WEX)
Monthly Performance Evaluation and Attendance Verification

Participant's Name: _____ Case #: _____

Employer/WEX Provider Agency: _____

Supervisor Name: _____ Phone Number: _____

Period Being Evaluated: From: _____ To: _____

List the hours for each day Participant has worked:

DAYS	WEEK 1	WEEK 2	WEEK 3	WEEK 4	IF NEEDED WEEK 5
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours					

Evaluate Participant's Performance

Please ✓ in the box	Poor	Fair	Good	Excellent
Punctuality				
Cooperation				
Following Instructions				
Knowledge/Skills				
Initiative				

Comments:

Information provided by: _____ Date: _____
 (Employer/WEX Provider Name & Title)

REP Case Manager Signature: _____ Date Signed: _____

File Number: _____ Phone Number: _____

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

WELFARE-TO-WORK PLAN RIGHTS AND RESPONSIBILITIES

This is an overview of the rights and responsibilities of participants in Welfare-to-Work activities under the California Work Opportunity and Responsibility to Kids (CalWORKs) Program. Your Welfare-to-Work Plan tells how you and the county will work together so that you can get and keep a job. Your plan includes this form, the Activity Assignment, and the Welfare-to-Work Handbook. The Welfare-to-Work Handbook tells you about Welfare-to-Work activities, services, and rules. The Activity Assignment tells you the Welfare-to-Work activity that you will be participating in. The county must do certain things to help you while you are in Welfare-to-Work. The county must explain Welfare-to-Work to you and answer any questions.

PARTICIPANT NAME

CASE NAME

CASE NUMBER

I.D. NUMBER

The county must help you arrange and pay for child care, transportation, and work and training costs. If necessary, the county can make advance payments to you for these supportive services.

This plan and any changes to it will apply to you and the county as long as you participate in Welfare-to-Work. But, the county may have to change or stop all or part of this plan if: 1) there are changes in law or regulations; 2) the county cannot get or pay for services from the provider; or 3) you stop receiving cash aid under the CalWORKs program. The county will inform you of any changes in writing.

YOUR RIGHTS

As a Welfare-to-Work participant, you have the following rights which will help you take part in Welfare-to-Work.

You have the right to the following:

Employment Services

- Receive direction and support from the county to help you improve your ability to get a job. This can possibly include on-the-job training and job skills training or education.
- Receive a referral to places that offer personal counseling, mental health, substance abuse, or domestic abuse services, at no cost to you, if you need them to help you participate.

Supportive Services

- Receive payment for child care, transportation, and work and training-related expenses if you need them to participate in or attend any Welfare-to-Work appointment or activity. These are called supportive services. If you need them, but do not get them, you may have good cause for not participating.
- Receive details of your supportive service arrangements in writing.
- Receive advance payment, if you need it to avoid using your own money, for approved supportive services.

Welfare-to-Work Plan

- Ask for a change or reassignment to another activity within 30 days from the beginning of your first training or education assignment under your initial Welfare-to-Work plan.
- Change your mind about the activities assigned in your Welfare-to-Work plan. If you change your mind, you must tell your Welfare-to-Work worker within three (3) working days after signing your Welfare-to-Work plan Activity Assignment form (WTW 2).
- Automatically get a neutral third party to assess your employment and or training needs if you disagree with the assessment or you and the county cannot agree on a plan to meet your assessed employment needs.
- Ask for a different provider if you object to the religious character of any provider to which you have been assigned.
- Not to participate in any religious activity offered by a service provider. Participation in such an activity is voluntary.

Resolve Problems with your Welfare-to-Work Plan

- Not participate if the services you and the county agree you need are not provided.
- Not participate if the county decides you have any other good reason.
- Explain the reason if you fail to do what Welfare-to-Work requires.
- Have a second chance to cooperate and participate in Welfare-to-Work through the compliance process.
- Ask for legal advice at anytime regarding your participation in Welfare-to-Work from your local legal aid or welfare rights office by calling () PHONE NUMBER.

Employment Problems

- Leave a job or not accept a job if the county decides you have a good reason.

Complaints

- Protest any county action you do not agree with by filing a formal grievance with the county or asking for a State hearing by calling 1-800-952-5253, or for the hearing or speech impaired who use TDD, call 1-800-952-8349.

WTW 1 (12/06) REQUIRED FORM - SUBSTITUTE PERMITTED

YOUR RESPONSIBILITIES

As a Welfare-to-Work participant, you also have the following responsibilities to make sure Welfare-to-Work works for you.

You must:

- Accept a job if you get an offer, unless you have a good reason not to.
- If working, keep the job and not lower your earnings.
- Sign activity assignments which tell how you and the county will work together while you participate.
- Participate as described in your Welfare-to-Work plan unless you have a good reason.
- Choose and arrange for supportive services. The county will help you.
- Sign up for subsidized child care if you will need it. The county will tell you how.
- Ask your Welfare-to-Work worker if you have any questions about Welfare-to-Work.
- Tell your Welfare-to-Work worker of changes that may affect your participation.
- Tell your Welfare-to-Work worker right away of changes in your need for supportive services. This includes changes in child care providers. If you do not tell the county in advance, the county may not be able to pay for the services that change.
- Pay Welfare-to-Work back for any supportive services payments you got, but you did not need or you were not eligible to get.
- Call or go to the county when they ask you to.
- Give proof of satisfactory progress in your assigned activity, if required by your county.
- Read (or have read or explained to you) the Welfare-to-Work Handbook and ask questions about any part of the handbook you do not understand.

QUESTIONS?

The Welfare-to-Work Handbook gives you more information on your rights and responsibilities. If you have any questions, be sure to check the Welfare-to-Work Handbook or call your Welfare-to-Work worker at the number shown below.

CERTIFICATION

I understand that the purpose of Welfare-to-Work is to help me prepare for work and find a job.

I have read (or had read or explained to me) and understand this Rights and Responsibilities form. I have received a Welfare-to-Work Handbook. I know that I have certain rights and responsibilities as a participant in Welfare-to-Work. I know that I must meet all my responsibilities as a Welfare-to-Work participant. If I fail to meet my responsibilities without good reason, I know that there are certain penalties and that my cash aid may be affected.

PARTICIPANT'S SIGNATURE:		DATE:
WELFARE-TO-WORK WORKER'S SIGNATURE:	PHONE:	DATE:

WTW 1 (12/05) REQUIRED FORM - SUBSTITUTE PERMITTED

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

WELFARE-TO-WORK PLAN ACTIVITY ASSIGNMENT

PARTICIPANT NAME:		<input type="checkbox"/> Initial Activity Assignment
CASE NAME:		<input type="checkbox"/> Amendment # _____
CASE NUMBER:	I.D. NUMBER:	
WELFARE-TO-WORK WORKER'S NAME:		

- ☐ **Mandatory participant:** I must do the activities listed below. I understand that if I do not participate as required in these activities, my cash aid will be lowered, unless the county decides I had a good reason to not do them. I understand that if I am in a two-parent family, we can share the 35-hour participation requirement, and only my assigned hours are listed below.
- ☐ **Volunteer:** I understand that I do not have to participate, but I agree to do and finish the activities listed below. I understand that as a volunteer, my cash aid cannot be lowered for failing to do these activities. I understand if I stop doing these activities, I may have to wait to participate in Welfare-to-Work, unless the county decides that I had a good reason not to do them. I understand that the 20-, 30- or 35-hour per week rules do not apply to me. The time I am volunteering will not count towards my Welfare-to-Work 24-Month Time Clock.
- ☐ **Self-Initiated Program (SIP):** My primary activity is an education or training program I was enrolled in before my appraisal. If I am a mandatory participant, the number of hours I am required to participate in each week is: ☐ 20 ☐ 30.

ACTIVITIES: Fill out ONE side only. Fill out the left side for plans meeting CalWORKs Welfare-to-Work 24-Month Time Clock activities. Fill out the right side for plans meeting federal work activities.

CalWORKs Welfare-to-Work 24-Month Time Clock (No core activity requirements)	Federal Work Activities Core Activities
<input type="checkbox"/> Unsubsidized employment for ____ hours	<input type="checkbox"/> Unsubsidized employment for ____ hours
<input type="checkbox"/> Self-employment for ____ hours	<input type="checkbox"/> Self-employment for ____ hours
<input type="checkbox"/> Subsidized private or public sector employment for ____ hours	<input type="checkbox"/> Subsidized private or public sector employment for ____ hours
<input type="checkbox"/> Grant-based on-the-job training for ____ hours	<input type="checkbox"/> Grant-based on-the-job training for ____ hours
<input type="checkbox"/> Work study for ____ hours	<input type="checkbox"/> Work Study for ____ hours
<input type="checkbox"/> Work experience for ____ hours	<input type="checkbox"/> Work experience for ____ hours
<input type="checkbox"/> Community service for ____ hours	<input type="checkbox"/> Community service for ____ hours
<input type="checkbox"/> Vocational education for ____ hours	<input type="checkbox"/> Vocational education (12-month lifetime limit) for ____ hours
<input type="checkbox"/> On-the-job training for ____ hours	<input type="checkbox"/> On-the-job training for ____ hours
<input type="checkbox"/> Job search and job readiness for ____ hours	<input type="checkbox"/> Job search and job readiness (Per established time limits) for ____ hours
<input type="checkbox"/> Mental health services for ____ hours	<input type="checkbox"/> Mental health services for ____ hours
<input type="checkbox"/> Substance abuse services for ____ hours	<input type="checkbox"/> Substance abuse services for ____ hours
<input type="checkbox"/> Domestic abuse services for ____ hours	<input type="checkbox"/> Domestic abuse services for ____ hours
<input type="checkbox"/> Supported work and transitional employment for ____ hours	<input type="checkbox"/> Providing child care to a community service program participant for ____ hours
<input type="checkbox"/> Job skills training directly related to employment for ____ hours	Non-Core Activities
<input type="checkbox"/> Satisfactory attendance in a secondary school or in a course leading to certificate of general educational development for ____ hours	<input type="checkbox"/> Job skills training directly related to employment for ____ hours
<input type="checkbox"/> Education directly related to employment for ____ hours	<input type="checkbox"/> Satisfactory attendance in a secondary school or in a general educational development course for ____ hours
<input type="checkbox"/> Adult basic education for ____ hours	<input type="checkbox"/> Education directly related to employment for ____ hours
<input type="checkbox"/> Participation required by school to ensure child's attendance for ____ hours	Activities Not Meeting Federal
<input type="checkbox"/> Other activities necessary to assist in obtaining employment for ____ hours	<input type="checkbox"/> Other activities necessary to assist in obtaining employment for ____ hours
Total Hourly Requirements	Total Hourly Requirements
I understand that this plan will count toward my Welfare-to-Work 24-Month Time Clock unless it is later determined that I met federal participation requirements. Each week I must complete:	<input type="checkbox"/> I understand that in order for this plan to meet federal participation requirements, and not count towards my Welfare-to-Work 24-Month Time Clock, each week I must complete:
<input type="checkbox"/> At least 20 hours.	<input type="checkbox"/> At least 20 hours of which 20 must be core hours.
<input type="checkbox"/> At least 30 hours.	<input type="checkbox"/> At least 30 hours of which 20 must be core hours.
<input type="checkbox"/> At least ____ hours of my family's 35-hour requirement.	<input type="checkbox"/> At least ____ hours of my family's 35-hour requirement of which ____ core hours meet my family's 30-core hour requirement. _____ (Initial and date)
_____ (Initial and date)	OR
	<input type="checkbox"/> I do not have any months left on my Welfare-to-Work 24-Month Time Clock. Each week I must complete the hours below or my aid will be lowered.
	<input type="checkbox"/> At least 20 hours of which 20 must be core hours.
	<input type="checkbox"/> At least 30 hours of which 20 must be core hours.
	<input type="checkbox"/> At least ____ hours of my family's 35-hour requirement of which ____ core hours meet my family's 30-core hour requirement. _____ (Initial and date)

WTW 2 (12/12) REQUIRED FORM - SUBSTITUTES PERMITTED

PAGE 1 OF 4

ACTIVITY, LOCATION, SCHEDULE, AND HOURS

1 ACTIVITY:

BEGINS:	EXPECTED TO END:	SCHEDULE:
HOURS PER WEEK:	LOCATION:	

2 **ACTIVITY:**

BEGINS:	EXPECTED TO END:	SCHEDULE:
HOURS PER WEEK:	LOCATION:	

3. ACTIVITY:

BEGINS:	EXPECTED TO END:	SCHEDULE:
HOURS PER WEEK:	LOCATION:	

4 **ACTIVITY:**

BEGINS:	EXPECTED TO END:	SCHEDULE:
HOURS PER WEEK:	LOCATION:	

- ☐ The county will send me the location and schedule for my _____ activity by _____.
ACTIVITY DATE
- ☐ I will go to _____ on/by _____ to get my _____ location
LOCATION DATE ACTIVITY and/or schedule.
- ☐ I will give my Welfare-to-Work worker a copy of my _____
ACTIVITY schedule by _____. I will tell my Welfare-to-Work worker if any changes are made and give my Welfare-to-
DATE Work worker a copy of the changes if required.
- ☐ I understand that if I do not go to _____ / _____
ACTIVITY ACTIVITY as required by the county or make satisfactory progress in these activities, the county will decide why, and I may have to go to different activities. I understand that I must give proof of satisfactory progress in these activities to my Welfare-to-Work worker by the date(s) listed below.

Activity: _____ Date Proof is Due: _____

Activity: _____ Date Proof is Due: _____

Activity: _____ Date Proof is Due: _____

Activity: _____ Date Proof is Due: _____

- ☐ Additional Comments:

SUPPORTIVE SERVICES

The county must give me supportive services (child care; transportation; and work, education and training related expenses) if I need them to participate in my mandatory or voluntary Welfare-to-Work assignments and Welfare-to-Work rules allow for them.

- ☐ My county worker has reviewed my need for Welfare-to-Work supportive services for each activity listed in my plan. I understand that I do not have to do my assignment until the supportive services I need have been arranged.
- ☐ I understand that I must tell my Welfare-to-Work worker right away if my need for Welfare-to-Work supportive services changes, or if I no longer need them. **If I do not report the changes in advance, the county may not be able to pay for them.**
- ☐ I understand that if the county pays for supportive services that are more than what I needed to participate in Welfare-to-Work, I will have to pay the county back.

I need the following supportive services:

- ☐ Child Care
 - ☐ I do not need the county to pay for child care at this time, but I have the right to request child care later.
_____ (initial and date)
- ☐ Transportation:
 - ☐ Bus Pass ☐ Mileage ☐ Parking
 - ☐ Other (toll fees, taxis, etc.): _____
 - ☐ I need advanced payment for transportation.
 - ☐ I do not need the county to pay for transportation at this time, but I have the right to request transportation later.
_____ (initial and date)
- ☐ Ancillary (other, such as books, tools, uniforms, etc.) costs for:
 1. _____
 2. _____
 3. _____
 4. _____
 - ☐ I need advanced payment for ancillary costs.
 - ☐ I do not need the county to pay for ancillary costs at this time, but I have the right to request ancillary costs later.
_____ (initial and date)
- ☐ In order to successfully participate in the assigned activities I need the following accommodations (help): Please specify - for example: special services because of a disability (reading me notices, large print, special supplies, etc.).
 1. _____
 2. _____
 3. _____
 4. _____

PARTICIPANT'S CERTIFICATION

- ☐ I understand that my Welfare-to-Work Plan includes this form, the Welfare-to-Work Plan - Rights and Responsibilities, and the Welfare-to-Work Handbook. I understand that Welfare-to-Work activities and services, and my rights and responsibilities as a Welfare-to-Work participant, are explained to me on these forms.
- ☐ I have received a Welfare-to-Work Handbook.
- ☐ I know I can ask my Welfare-to-Work worker if I have any questions.
- ☐ I understand that if I tell my county worker that I do not agree with my assessment or the county and I cannot agree on a plan, the worker must refer me to a neutral third party for a new assessment of my employment or Welfare-to-Work activity needs.
- ☐ I understand that I can ask the county at any time for domestic abuse services, including a waiver of certain program requirements.
- ☐ I understand that I can ask the county at any time for mental health, substance abuse, or learning disability services.
- ☐ If this is my first assignment under a Welfare-to-Work plan, I understand that I have 30 calendar days from the date of my initial Welfare-to-Work Plan to ask for a change or reassignment to another activity. This 30-day grace period is available only once during my time getting CalWORKs cash aid. If the county agrees to the change, I know I will have to sign a new Activity Assignment.
- ☐ I have three (3) working days to think about the terms of this Activity Assignment after I sign it. I understand if I want to change the terms of this Welfare-to-Work Plan, I must tell my Welfare-to-Work worker by _____. If I do not tell my Welfare-to-Work worker by then, this Activity Assignment is final.
- ☐ I have read (or had read to me) and understand this Activity Assignment, and have received a copy. If I do not meet my responsibilities without a good reason, I know that there are penalties that can include having my cash aid lowered and supportive services may be stopped.
- ☐ I understand that I can ask for a different service provider if I object to the religious character of any provider to which I have been assigned.
- ☐ I understand that I can say no to any religious activity offered by a service provider, and that any participation in any religious activity offered by a service provider is voluntary.
- ☐ I understand if I do not agree with any county action regarding my Welfare-to-Work participation, I can file a formal grievance with the county or I can ask for a State hearing by calling, toll-free, 1-800-952-5253. If the county is proposing to lower or stop my aid, my aid will be lowered or stopped if I file a formal grievance.
- ☐ I understand that I can get **free legal help** with Welfare-to-Work problems from the local legal or welfare rights office, by calling

(____) _____ - _____.

PARTICIPANT'S SIGNATURE		DATE
WELFARE-TO-WORK WORKER'S SIGNATURE	PHONE	DATE

KEY MEASURES SUMMARY CHART

REQUIRED SERVICES	STANDARDS	FISCAL ADJUSTMENT	DEGREE OF DEVIATION ALLOWED	MONITORING SOURCE*
Key Measure #1 Appraisal Show Rate	Appraisal Show Rate at 50%	None	3%	GAIN Activity Show Rates DPSSMART Report/LRS/ current case management system, or, manual tracking
Key Measure #2 Percentage of Individuals between Activities	Percent of registrants between activities for more than 30 days not to exceed 5%	None	None	30 Day Delinquent Recap Summary Report and Case Review/LRS/ current case management system, or, manual tracking
Key Measure #3 Individuals without a WtW Plan signed within 90 days	Participants without a WtW plan signed more than 90 days from CalWORKs/RCA approval not to exceed 5%	None	1%	Recap Report of Reg. Aided Participants and Status of WtW Plan Signed Report and Case Review/LRS/ current case management system, or, manual tracking
Key Measure #4 Unassigned Pool Rate	Percent of Participants in the unassigned pool more than 30 days not to exceed 1%.	None	1%	Participant W/Appt. Type Unassigned Pool Report/LRS/ current case management system, or, manual tracking
Key Measure #5 Timeliness of Supportive Services Authorization	Ensure transportation and ancillary services requests to authorize are completed within 2 workdays of request.	None	5%	Case review/LRS/ current case management system, or, manual tracking
Key Measure #6 Employment at Higher than Minimum Wage	Meet County's initial (entry level) wage rate	None	3%	GAIN Employment Placement Rates and Ave. Wage Reports/LRS/ current case management system, or, manual tracking

KEY MEASURES SUMMARY CHART

REQUIRED SERVICES	STANDARDS	FISCAL ADJUSTMENT	DEGREE OF DEVIATION ALLOWED	MONITORING SOURCE*
Key Measure #7 CalWORKs Employment Rate	Achieve the target employment rate of 33% for CalWORKs participants.	None	None	LRS or current case management system reports, or, manual tracking
Key Measure #8 "Employed on the 90 th Day" Rate	Employment retention on the 90 th Day shall meet or exceed the rate set annually by the Department according to ORR rule.	None	None	Annual Outcome Goal Plan (AOGP) Report
Key Measure #9 Cash Assistance Terminations due to Employment	The termination rate shall meet or exceed the rate as set annually by the Department according to ORR rule.	None	None	Annual Outcome Goal Plan (AOGP) Report
Key Measure #10 Cash Assistance Reductions Rate	The reductions rate shall meet or exceed the rate as set annually by the Department by according to the ORR rule.	None	None	Annual Outcome Goal Plan (AOGP) Report
Key Measure # 11 Tracking of WEX and Community Service Participants	Contractor is responsible to maintain and provide to the Department a log with employment rates of all WEX and CS sites their participants are assigned to.	None	None	Manually tracked by Contractor

*Note: Monitoring source(s) are subject to change according to need and at County discretion.

PERFORMANCE OUTCOME(S) SUMMARY CHART

REQUIRED SERVICES	STANDARDS	FISCAL ADJUSTMENT	MONITORING SOURCE*
Performance Outcome Area 1 Participation Hours Rate (PHR)	Every month, achieve a PHR of 50% for REP Caseload.	Reduction of 2% of the total payment amount for last quarter of the fiscal year.	Review of LRS, WtW, and REP Caseload Activity , Contractor shallPHR the LRS Customer Activities List Page /case management report, ,
Performance Outcome Area 2 Increased "Entered Employment" Rate	Achieve the "Entered Employment" rate as set annually by the Department according to ORR rule.	Reduction of 2% of the total payment amount for last quarter of the fiscal year.	Annual Outcome Goal Plan (AOGP) report.
Performance Outcome Area 3 Participation in REP Within 30 Days From Date of Case Approval	Every month, achieve 100% rate.	Reduction of 2% of the total payment amount for last quarter of the fiscal year.	Unassigned pool report and 30-day delinquent recap summary report/LRS, current case management system, or, manual tracking .

*Note: Should the Contractor's average cumulative performance for the fiscal year fall below the performance standards for **one of the three** Outcome Measures, **reduction is 2%** of the total payment amount for the last quarter of the fiscal year. Should the Contractor's average cumulative performance for the fiscal year fall below the performance standards for **two of the three** Outcome Measures, **reduction is 4%** of the total payment amount for the last quarter of the fiscal year. Should the Contractor's average cumulative performance for the fiscal year fall below the performance standards for **three out of three** Outcome Measures, **reduction is 6%** of the total payment amount for the last quarter of the fiscal year

Monitoring source(s) are subject to change according to need and at County discretion.

REFUGEE ELIGIBLE POPULATION BY COUNTRY OF ORIGIN

Country	Persons	Percentage
Afghanistan	48	2.18%
Algeria	1	0.05%
Angola	2	0.09%
Armenia	188	8.56%
Aruba	1	0.05%
Azerbaijan	10	0.46%
Bangladesh	7	0.32%
Belarus	2	0.09%
Benin	1	0.05%
Bulgaria	1	0.05%
Burma	17	0.77%
Cambodia	3	0.14%
Cameroon	9	0.41%
Central African Rep.	1	0.05%
China	96	4.37%
Colombia	3	0.14%
Congo	3	0.14%
Cuba	124	5.64%
Egypt	233	10.61%
El Salvador	13	0.59%
Eritrea	4	0.18%
Ethiopia	6	0.27%
Georgia Country	5	0.23%
Ghana	1	0.05%
Guatemala	6	0.27%
Honduras	6	0.27%
Hungary	2	0.09%
Indonesia	4	0.18%
Iran	1,000	45.52%
Iraq	195	8.88%
Ivory Coast	6	0.27%
Jordan	1	0.05%
Kazakhstan	6	0.27%
Kenya	2	0.09%
Kuwait	4	0.18%
Kyrgyzstan	3	0.14%
Laos	1	0.05%
Lebanon	3	0.14%
Libya	2	0.09%
Mexico	16	0.73%
Moldova	3	0.14%

Mongolia	1	0.05%
Nepal	1	0.05%
Nigeria	1	0.05%
Pakistan	3	0.14%
Peru	2	0.09%
Philippines	1	0.05%
Russia	44	2.00%
Somalia	1	0.05%
Sri Lanka	4	0.18%
Sudan	3	0.14%
Syria	53	2.41%
Tajikistan	1	0.05%
Turkey	1	0.05%
Turkmenistan	4	0.18%
Uganda	8	0.36%
Ukraine	8	0.36%
United Arab Emirates	2	0.09%
Uzbekistan	13	0.59%
Vietnam	5	0.23%
Yugoslavia	1	0.05%
Zaire	1	0.05%
Total	2,197	100.00%

Source: DPSSMART Refugee Employment Analysis Cube – All Program Eligible Refugees in Los Angeles County, September 2015

INTENTIONALLY OMITTED

CASELOAD DEMOGRAMICS

The following technical exhibit shows the registered, Refugee Employment and Acculturation Services Program eligible participants by zip code. Contractor is responsible to provide services and establish offices to provide adequate services as presented in Exhibit A, Statement of Work. At minimum, one office must be establish in/around the Glendale/Burbank area, another office in the San Gabriel Valley area, another office in the Torrance/Hawthorne/South Bay area, another office in the West Los Angeles area, and an office in the Tarzana/Van Nuys/Reseda/West Valley area.

Zip Code	Case count	City
91205	188	Glendale
91201	128	Glendale
91202	79	Glendale
91206	78	Glendale
91203	53	Glendale
91335	52	Reseda
91501	47	Burbank
91042	37	Tujunga
91204	35	Glendale
91356	32	Tarzana
91316	31	Encino
91502	27	Burbank
91325	27	Northridge
91303	20	Canoga Park
91755	20	Monterey Park
91776	20	San Gabriel
91207	19	Glendale
91311	19	Chatsworth
91344	19	Granda Hills
91304	17	Canoga Park
91606	17	North Hollywood
91306	16	Winnetka
91405	16	Van Nuys
91007	15	Arcadia
91605	14	Valley Glen
90046	14	West Hollywood
90250	14	Hawthorne
91020	13	Montrose
91504	13	Burbank
91740	13	Glendora
90503	13	Torrance
91214	12	La Crescenta
91401	12	Van Nuys
90201	12	Bell Gardens
90706	12	Bellflower
91364	11	Woodland Hills
91343	11	North Hills
91724	11	Covina
91367	10	Woodland Hills
90035	10	West Los Angeles
90806	9	Long Beach
91208	8	Glendale
91601	8	North Hollywood

91750	8	La Verne
91741	8	Glendora
91723	8	Covina
90034	8	Culver City
90301	8	Inglewood
91040	7	Sunland
91406	7	Van Nuys
91801	7	Alhambra
90027	7	Los Feliz
90028	7	Hollywood
90031	7	Lincoln Heights
90241	7	Downey
90024	7	Westwood
90064	7	West Los Angeles
90302	7	Inglewood
90504	7	Torrance
91307	6	West Hills
91770	6	Rosemead
91803	6	Alhambra
91789	6	Walnut
90057	6	Downtown LA
90065	6	Highland Park
90242	6	Downey
90650	6	Norwalk
90025	6	West Los Angeles
90505	6	Torrance
91324	5	Northridge
91754	5	Monterey Park
91765	5	Diamond Bar
91731	5	El Monte
90029	5	East Hollywood
90049	5	Brentwood
90501	5	Torrance
90813	5	Long Beach
91302	4	Calabasas
91351	4	Canyon Country
91354	4	Valencia
91381	4	Stevenson Ranch
91387	4	Canyon Country
91352	4	Sun Valley
91607	4	Valley Village
91016	4	Monrovia
91745	4	Hacienda Heights
91766	4	Pomona
91773	4	San Dimas
91733	4	South El Monte
91775	4	San Gabriel
91792	4	Walnut
90020	4	Downtown LA
90039	4	Atwater Village
90036	4	Mid-Wilshire
90066	4	Santa Monica
90262	4	Lynwood
90715	4	Lakewood
91402	3	Panorama City
91101	3	Pasadena
91104	3	Pasadena
91006	3	Arcadia
91010	3	Duarte

91744	3	La Puente
91767	3	Pomona
91706	3	Baldwin Park
91780	3	Temple City
90005	3	Mid-City
90006	3	Mid-City
90211	3	Beverly Hills
90221	3	Compton
90245	3	El Segundo
90272	3	Pacific Palisades
90277	3	Redondo Beach
90278	3	Redondo Beach
90404	3	Santa Monica
90802	3	Long Beach
91350	2	Santa Clarita
91355	2	Valencia
91423	2	Sherman Oaks
91436	2	Encino
91342	2	Sylmar
91702	2	Azusa
91722	2	Covina
91790	2	West Covina
91791	2	West Covina
90004	2	Mid-Wilshire
90007	2	South LA
90018	2	South LA
90041	2	Eagle Rock
90240	2	Downey
90640	2	Montebello
90703	2	Cerritos
90003	2	Huntington Park
90048	2	West Los Angeles
90210	2	Beverly Hills
90260	2	Lawndale
90275	2	Rancho Palos Verdes
90280	2	South Gate
90292	2	Marina Del Rey
90293	2	Playa Del Rey
90401	2	Santa Monica
90803	2	Long Beach
90805	2	Long Beach
91506	1	Burbank
91301	1	Agoura Hills
91321	1	Newhall
91326	1	Porter Ranch
91403	1	Sherman Oaks
93552	1	Palmdale
91106	1	Pasadena
91103	1	Pasadena
91011	1	La Cañada- Flintridge
91107	1	Pasadena
91748	1	Rowland Heights
91732	1	El Monte
90011	1	Downtown LA
90013	1	Downtown LA
90016	1	Mid-City
90017	1	Downtown LA

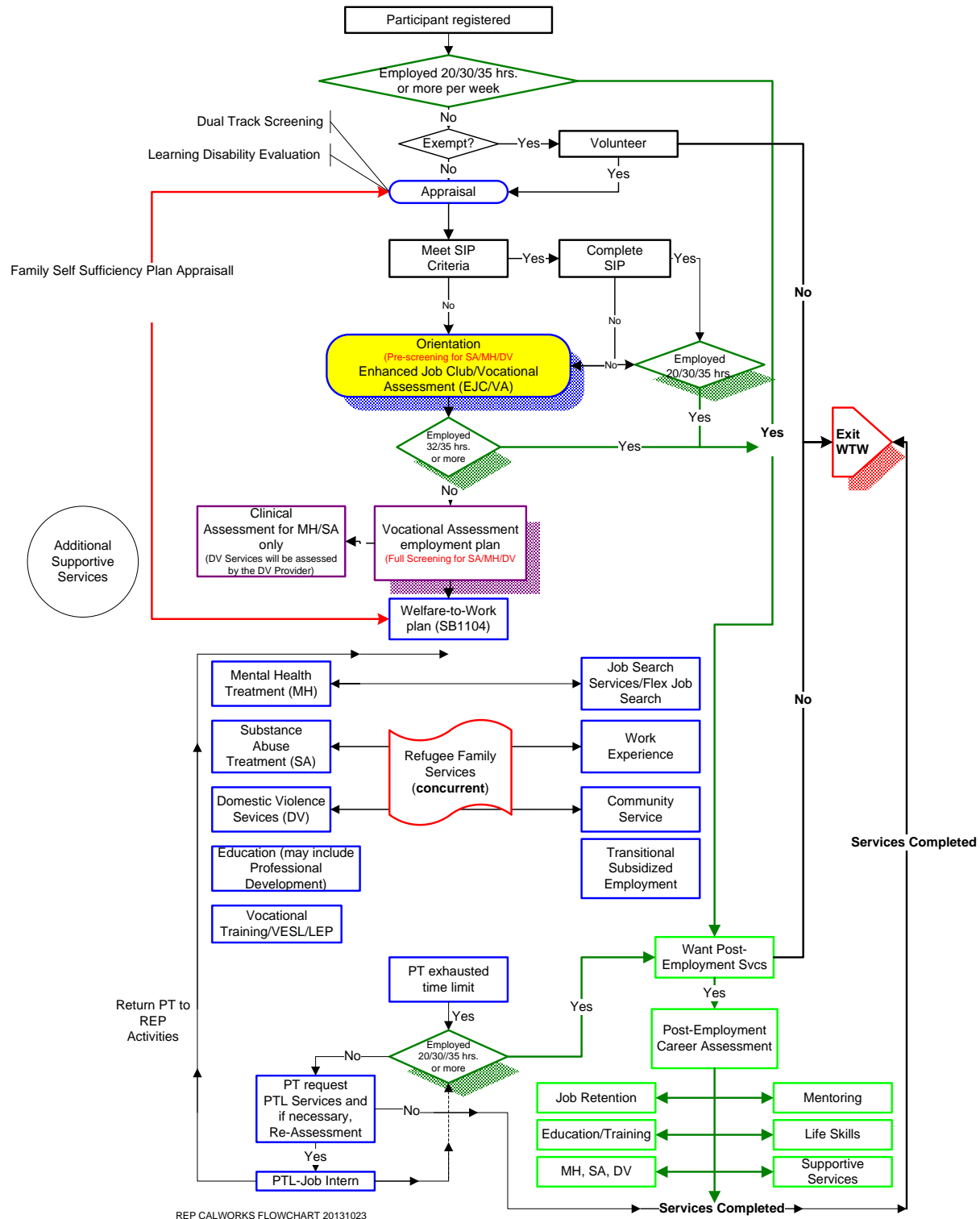
90019	1	Mid-City
90026	1	Echo Park
90033	1	Boyle Heights
90037	1	South LA
90038	1	Hollywood
90063	1	East LA
90255	1	Huntington Park
90602	1	Whittier
90638	1	La Mirada
90701	1	Artesia
90001	1	Huntington Park
90002	1	South LA
90045	1	Westchester
90047	1	South LA
90230	1	Culver City
90232	1	Culver City
90405	1	Santa Monica
90731	1	San Pedro
90815	1	Long Beach
90631	1	La Habra
91362	1	Thousand Oaks

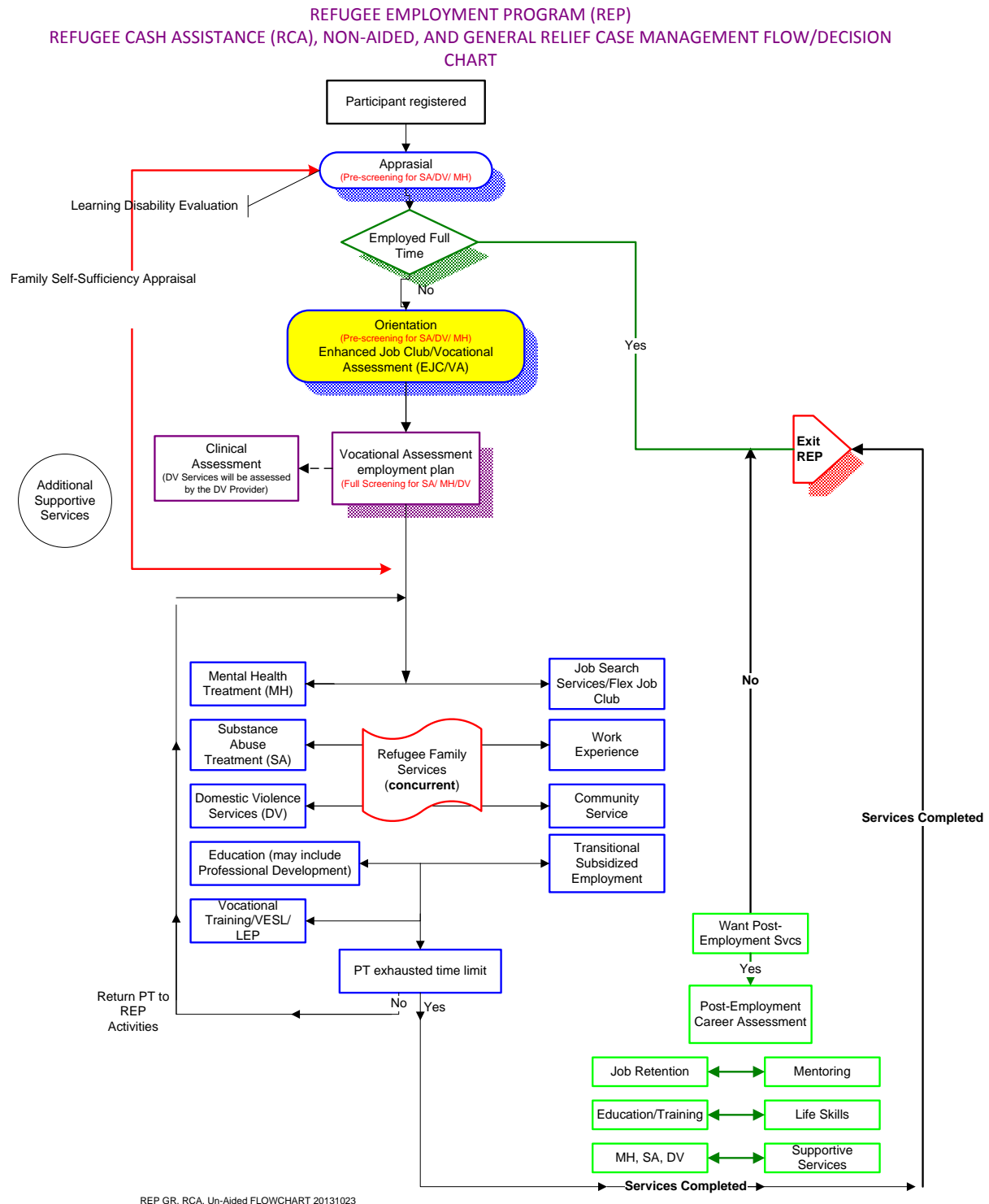
Total 1677

Datasource: DPSSMART caseload on August 2015

Total caseload 1677 = 100%
 REP caseload 1466 = 87%
 CalWORKs SB1041 202 (average) = 12%
 Family Stabilization 9 (average) = 1%

REFUGEE EMPLOYMENT PROGRAM (REP)
CALWORKS CASE MANAGEMENT FLOW/DECISION CHART





CalWORKs EXEMPTION REQUEST FORM**PLEASE PRINT**

YOUR NAME		COUNTY USE ONLY	
ADDRESS STREET		CASE NAME	
CITY	ZIP	CASE NO.	
PHONE ()		COUNTY	OTHER ID NO.
QUESTIONS? ASK YOUR WORKER.		WORKER NAME	WORKER PHONE NO. ()

Most adults can only get 48 months (4 years) of cash aid from the CalWORKs program. Unless exempt, an individual is required to participate in CalWORKs Welfare-to-Work activities as a condition for receiving aid.

INSTRUCTIONS TO THE CLIENT:

If you answer "Yes" to any of these questions, you may be exempt for a month or longer from the CalWORKs 48-month time limit, Welfare-to-Work 24-Month Time Clock and/or participation requirements. You may need to give information to help the county decide if you should be exempt. Please answer all of the questions. **The county cannot answer these questions for you. Please be sure to sign and date the back of this form.**

YES NO Welfare-to-Work 24-Month Time Clock and Participation Exemptions

- ☐ ☐ 1. Are you pregnant and does a doctor state that you cannot work or participate in Welfare-to-Work activities for:
- 20 hours per week if you are a single-adult assistance unit with a child under 6 years old.
 - 30 hours per week if you are a single-adult assistance unit with no child(ren) under 6 years old.
 - 35 hours per week if you are a two-parent assistance unit.
- ☐ ☐ 2. Are you the parent or caretaker of a child age _____ or under? (Depending on the County, you may be exempt if your child is 12 weeks old or under, 6 months old or under, or 12 months old or under.) This exemption is available only once in a lifetime.
- ☐ ☐ 3. If you have used exemption #2, have you recently become the parent or caretaker of another infant? (Depending on the County, you may be exempt for 12 weeks to 6 months.)
- ☐ ☐ 4. Are you a full time volunteer in the Volunteers in Service to America (VISTA) Program?

YES NO CalWORKs 48-Month Time Limit, Welfare-to-Work 24-Month Time Clock and Participation Exemptions

- ☐ ☐ 5. Are you a 16-or 17-year old who has a high school diploma or its equivalent and is enrolled or planning to enroll in an educational, vocational or technical school training program?
- ☐ ☐ 6. Are you physically or mentally unable to work or participate in a Welfare-to-Work activity on a regular basis for at least 30 calendar days for at least:
- 20 hours per week if you are a single-adult assistance unit with a child under 6 years old.
 - 30 hours per week if you are a single-adult assistance unit with no child(ren) under 6 years old.
 - 35 hours per week if you are a two-parent assistance unit.
- ☐ ☐ 7. Are you the nonparent caretaker of a child who is a dependent or ward of the court, or at risk of being placed in foster care?
- ☐ ☐ 8. Do you need to stay home to take care of someone in the household who cannot take care of him/herself, (the person is ill, disabled, etc.) and this makes it hard for you to work or participate in a Welfare-to-Work activity?
- ☐ ☐ 9. Are you eligible for, participating in, or exempt from Cal-Learn? You are not eligible for this exemption if you are 19 years old and are not participating in Cal-Learn as a volunteer.
- ☐ ☐ 10. Are you living in Indian Country, as defined by federal law, in which 50 percent of the adults are unemployed? (This exemption applies only to the 48-month time limit, but not to the Welfare-to-Work 24-Month Time Clock or participation.)
- ☐ ☐ 11. Are you the parent or caretaker of a child age 0 - 23 months? This exemption is available only once in a lifetime starting 1/1/2013. You can take it now if it applies or save it in case you have another child.

PLEASE READ THE BACK OF THIS FORM TO FIND OUT ABOUT MORE EXEMPTIONS.

CW 2186A (12/12) REQUIRED FORM - NO SUBSTITUTE PERMITTED

SAMPLE MONTHLY MANAGEMENT REPORT (REAS)

 Contractor's Name

 Report Month/Year

- A narrative of any concerns and/or changes in staff, sites, session scheduling, Participant scheduling (backlogs), recommendations for systems improvements, and/or other processes as necessary.
- A minimum of two Participant success stories.
- Staffing updates (new/terminated staff) including the date of hire/termination.
- Monthly roster with employee name, title, file number (if applicable), phone number, email addresses, etc.
- A report of any critical incidents occurring in the month.
- A discussion of the Contractor's degree of success in achieving desired Program Outcomes, and Performance Requirement Standards.
- A list of all trainings provided by the Contractor in the month.
- A list of all trainings provided by the County in the month and names of employees who attended said training.
- A list of all complaints received by the Contractor in the month, including the resolution on the complaint.
- A list of all Appeal Hearing decision received and their resolution.
- Any other ad hoc statistical reports as requested by the County and by the due date established by the County.
- A monthly log of Language Line usage which should include, at minimum, Participant Name, Participant Case Number, the date of call to Language Line, Participant's requested language, and any comments.
- Additional information may be required at County discretion.

Completed by:

Name:	Title:	Phone No:	Date:

SAMPLE MONTHLY MANAGEMENT REPORT (ESSA)

 Contractor's Name

 Report Month/Year

- Provide, if any, Senior Refugee Participant success stories. Attach any articles and/or newsletters highlighting Senior Refugee Participant(s).
- A list of major program activities and/or events and the number of participants involved.
- A list of speakers, activity or event coordinating partners, such as, the local Area Agency on Aging (AAA) or other mainstream provider of services to the elderly along with a contact person and telephone number; if none, provide efforts taken.
- A list of information dissemination activities carried out during the report month. Attach copies of any newspapers, newsletters, or articles considered relevant to program activities or used for program information or public relations purposes.
- A narrative of any problems experienced during the report month, if any. Include actual and/or anticipated slippage in task completion/ program implementation dates and any deviations from original program plan due to changes in staff, sites, session scheduling, Senior Refugee Participant scheduling (backlogs), or other contributing factor(s).
- A list of steps undertaken to address problems or recommendations for improvements as necessary.
- A list of Senior Refugee Participant complaints received by the Contractor in the month, including the resolution on the complaint.
- As requested by the County, a cumulative and unduplicated list of Senior Refugee Participants by service types, including Senior Networking, ESL and Civics instruction, assistance with citizenship applications, and/or adjustment of alien status.
- A monthly log of Language Line usage which should include, at minimum, Participant Name, Participant Case Number, the date of call to Language Line, Participant's requested language, and any comments.
- Additional information may be required at County discretion.

Completed by:

Name:	Title:	Phone No:	Date:

**SAMPLE MONTHLY MANAGEMENT REPORT TARGETED ASSISTANCE
DISCRETIONARY (TAD) GRANT**

Contractor's Name

Report Month/Year

- Provide, if any, TAD Participant success stories. Attach any articles and/or newsletters highlighting TAD Participant(s).
- A list of major program activities and/or events and the number of participants involved.
- A list of speakers, activity or event coordinating partners, along with a contact person and telephone number; if none, provide efforts taken.
- A list of information dissemination activities carried out during the report month. Attach copies of any newspapers, newsletters, or articles considered relevant to program activities or used for program information or public relations purposes.
- A narrative of any problems experienced during the report month, if any. Include actual and/or anticipated slippage in task completion/program implementation dates and any deviations from original program plan due to changes in staff, sites, session scheduling, TAD Participant scheduling (backlogs), or other contributing factor(s).
- A list of steps undertaken to address problems or recommendations for improvements as necessary.
- A list of TAD Participant complaints received by the Contractor in the month, including the resolution on the complaint.
- A monthly log of Language Line usage which should include, at minimum, Participant Name, Participant Case Number, the date of call to Language Line, Participant's requested language, and any comments.
- Additional information may be required at County discretion.

Completed by:

Name:	Title:	Phone No:	Date:

LOS ANGELES COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES

REFUGEE SOCIAL SERVICES

Elderly Services Set-Aside (ESSA) Funding**Request for Services and Enrollment Form****Refugee Information**

Date Requested: / /

Name (Last, First): _____

Status: ☐ Refugee

Primary Language: _____

☐ Asylee ☐ Other _____

Address: _____

Date of Entry: / /

Phone Number: (_____) _____

___I-94/___A#/Other: _____

Date of Birth: / /

SS # (last 4 digits): xxx-xx-_____

DPSS Case #: _____ (Circle one: current/former Case #)

Signature: _____

Services Requested (office use only)

Enrollment/Referral Date:

Start Date:

End Date:

☐ TAD☐ Child Care☐ Ancillary☐ Transportation

REAS Provider: _____

Address: _____

Contact Person/Telephone #: _____

Email Address: _____

☐ To the best of this Agency/RCM's knowledge, participant is not enrolled in other TAD program.**Email or Fax Request**

Email To:

MargaritaJimenez@dpss.lacounty.gov

CC:

XavierGutierrez@dpss.lacounty.gov

Fax:

(562) 699-5385

Targeted Assistance Discretionary ACTIVITY RECORD

Refugee Participant Name: «Name»I-94/A#/Other: «#»Agency: «Name»

- PLEASE PRINT. USE AS MANY BLOCKS AS NEEDED FOR EACH CONTACT. -	
Date: ____ / ____ / ____	
Person Making Entry:	
Position/Title:	
Date: ____ / ____ / ____	
Person Making Entry:	
Position/Title:	
Date: ____ / ____ / ____	
Person Making Entry:	
Position/Title:	
Date: ____ / ____ / ____	
Person Making Entry:	
Position/Title:	

**Targeted Assistance Discretionary (TAD)
Job Search Log**

EXHIBIT KK

	TAD Participant Name (First Last)		Case Number/Other #	

TAD Week #: _____					
Week Day (example: Monday, Tuesday, etc.)	Date	Start Time	Finish Time	# of Hours *	Job Search/Employer Site/Phone (Name, Address, Contact and Ph#)
Weekly Hours Assigned :			Total Hours:	0:00:00	

TAD Week#: _____					
Week Day (example: Monday, Tuesday, etc.)	Date	Start Time	Finish Time	# of Hours *	Job Search/Employer Site/Phone (Name, Address, Contact and Ph#)
Weekly Hours Assigned:			Total Hours:	0:00:00	

Hours Verified by: _____	Title: _____
(REP Worker Name)	
	Date: _____
Signature: _____	Phone: _____

* These hours cannot be duplicate of other REP In-House Job Search Activity hours. Use additional logs as needed.

TAD Job Search (06/2014)

Targeted Assistance Discretionary Attendance Sheet

Agency Name: _____

Week# / Date: _____/_____

	Case Number/ Other*	Participant Name (First Last)	Participant Signature	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

* Provide DPSS-assigned aid Case # if refugee participant has a current or former case #. If refugee is non-aided by DPSS, provide I-94/A# or other document used to verify federal recognized refugee status.

TAD Attendance (06/2014)

Targeted Assistance Discretionary
Transportation Log

Agency: _____

#	Date of Issuance	Amount of Issuance	Method of Payment	Transportation Type	Participant Name	Participant Signature	A # / Other*	Agency Representative Signature
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

* If refugee is non-aided by DPSS, provide I-94/A# or other document used to verify federal recognized refugee status.

TAD Transportation Log (06/2014)

**Targeted Assistance Discretionary
Participants Entered Employment**

Agency Name: _____

Date: _____

#	Case or Other *	Participant Name (First Last)	Aid Program (CalWORKs, RCA, Other)	Employment on GEARS (Y/N)	Employment Weekly Hours	Verification on File (Y/N)	Employment Retained at 90 days (Y/N)	Verification on File (Y/N)	Comments
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

* Provide DPSS-assigned aid Case # if refugee participant has a current or former case #. If refugee is non-aided by DPSS, provide I-94/A# or other document used to verify federal recognized refugee status.

TAD Entered Employment (06/2014)

Elderly Services Set-Aside (ESSA) Funding Senior Networking and ESL Civics Enrollment List				
Agency Name: _____		Date Form Submitted to DPSS: ____/____/____		
	Participant Name (Last, First)	Signature	Case Number/ Other*	Expected Start Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
* The Form is Due One Week Prior to the ESSA Services Start Week (Please ensure that written information, specifically name and Case/Other #, is legible; type if possible)				

* Provide DPSS-assigned aid Case # if refugee participant has a current or former case #. If refugee is non-aided by DPSS, provide I-94/A# or other document used to verify federal recognized refugee status.

ESSA Enrollment List (Rev. 12/2015)

Elderly Services Set-Aside (ESSA) Funding Senior Networking and ESL Civics Attendance Sheet

Date: _____

Agency Name: _____

No.	Case Number/ Other*	Participant Name	Participant Signature	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

* Provide DPSS-assigned aid Case # if refugee participant has a current or former case #. If refugee is non-aided by DPSS, provide I-94/A# or other document used to verify federal recognized refugee status.

ESSA Attendance (Rev. 12/2015)

**Elderly Services Set-Aside (ESSA) Funding
Adjustment of Alien Status and Citizenship Application Services
Participant Sign-In Sheet**

Agency Name: _____ **Report Month/Year:** _____

Contact Person: _____ **Phone Number:** _____

	Participant Name	Case Number / Other #	Appointment Date	Type of Application (√)		Date Application Submitted to USCIS
				I-94	I-551	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

*Provide DPSS-assigned aid Case # if refugee participant has a current or former case #. If refugee is non-aided by DPSS, provide I-94/A# or other document used to verify federal recognized refugee status.

ESSA Adjustment Alien Status – Citizenship (Rev. 12/2015)

**Elderly Services Set-Aside (ESSA) Funding
Subject Materials Log**

Agency: _____

Month/Year: _____

Date of Issuance	Subject Material Provided	Participant Name	Participant Signature	Case Number/ Other*	Contractor Representative Signature

* Provide DPSS-assigned aid Case # if refugee participant has a current or former case #. If refugee is non-aided by DPSS, provide I-94/A# or other document used to verify federal recognized refugee status.

**Elderly Services Set-Aside (ESSA) Funding
Transportation Log**

Agency: _____



#	Date of Issuance	Amount of Issuance	Method of Payment	Transportation Type	Participant Name	Participant Signature	A # / Other*	Agency Representative Signature
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

* If refugee is non-aided by DPSS, provide I-94/A# or other document used to verify federal recognized refugee status.

ESSA Transportation Log (06/2014)

APPENDIX C

SAMPLE RFP CONTRACT



CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

(CONTRACTOR)

FOR

REFUGEE EMPLOYMENT AND ACCULTURATION_SERVICES

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**CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND**

**_____
FOR
REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES**

This Contract ("Contract") made and entered into this ____ day of _____, 20__ by and between the County of Los Angeles, hereinafter referred to as County and _____, hereinafter referred to as "Contractor". _____ is located at _____.

RECITALS

WHEREAS, the County may contract with private businesses for Refugee Employment and Acculturation Services (REAS) when certain requirements are met; and

WHEREAS, the Contractor is a private firm desiring to participate in said program and is qualified by reason of experience, preparation, organization staffing and facilities to provide REAS Services to refugees who are aided under California Work Opportunities and Responsibility to Kids (CalWORKs), Refugee Cash Assistance (RCA), and General Relief (GR); non-citizens who are victims of human trafficking, domestic violence and other serious crimes in accordance with the Trafficking and Crime Victims Assistance Program and refugees who are not aided through a public assistance program as set forth hereunder, and

Whereas, the County has a need for REAS in the County of Los Angeles, has determined that it is legal to contract with Contractor for REAS services; and

WHEREAS, this Contract is therefore authorized by California Government Code Sections 26227 and 31000.; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, BB, CC, DD, EE, and FF, 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 Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the terms and conditions of the Contract and then to the Exhibits according to the following priority.

Standard Exhibits:

- 1.1 EXHIBIT A - Statement of Work
- 1.2 EXHIBIT B - Statement of Work Technical Exhibits
- 1.3 EXHIBIT C - Contractor's Budget
- 1.4 EXHIBIT D - Contractor's EEO Certification
- 1.5 EXHIBIT E - County's Administration
- 1.6 EXHIBIT F - Contractor's Administration
- 1.7 EXHIBIT G - Contractors Acknowledgement and Confidentiality Agreement
 - G-1 Contractor Acknowledgement And Confidentiality Agreement
 - G-2 Contractor Employee Acknowledgement And Confidentiality
 - G-3 Contractor Non-Employee Acknowledgement And Confidentiality
- 1.8 EXHIBIT H - Jury Service Ordinance
- 1.9 EXHIBIT I - Safely Surrendered Baby Law
- 1.10 EXHIBIT J-M Intentionally Omitted
- 1.11 EXHIBIT N - Intentionally Omitted

- 1.12 EXHIBIT O - Charitable Contributions Certification
- 1.13 EXHIBIT P - Defaulted Tax Program Ordinance
- 1.14 EXHIBIT Q - Certification of Compliance with the County's Defaulted Property Tax Reduction Program
- 1.15 EXHIBIT R - IRS Notice 1015
- 1.16 EXHIBIT S - Certification Of No Conflict Of Interest
- 1.17 EXHIBIT T - Familiarity With The County Lobbyist Ordinance Certification
- 1.18 EXHIBIT U - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tiered Covered Transactions (45 C.F.R. PART 76)
- 1.19 EXHIBIT V - Non-Discrimination in Services Certification
- 1.20 EXHIBIT W - Contractor Assurance Of Compliance Of Civil Rights Resolution Agreement With The Los Angeles County Department Of Public Social Services
- 1.21 EXHIBIT X - Background And Resources: California Charities Regulations
- 1.22 EXHIBIT Y- Attestation Of Willingness To Consider GAIN/GROW/REAS Participants
- 1.23 EXHIBIT Z- County Of Los Angeles Contractor Employee Jury Service Program Application For Exception And Certification Form
- 1.24 EXHIBIT AA- Contractor's Certification Of Office Location
- 1.25 EXHIBIT BB- Nepotism
- 1.26 EXHIBIT CC- Contractor Case Managers And Job Developers Minimum Requirements And College Degree Acceptance
- 1.27 EXHIBIT DD- Sample Monthly Invoices
- 1.28 EXHIBIT EE- Civil Rights Complaint – Contractor Form And Flowchart
- 1.29 EXHIBIT FF- Criminal Conviction Information Notice and Certification

This Contract constitutes 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 subparagraph 8.1 - Amendments and signed by both parties.

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 **Active Case/Active Participant** – Participant in a register status for at least one day in the report month.
- 2.2 **Actual Costs** – Amounts determined on the basis of costs incurred, as distinguished from forecasted costs. Actual costs include standard costs properly adjusted for applicable variances.
- 2.3 **Advance Issuance** – Supportive services issuances that Participants are entitled to receive prior to the start of their assigned REAS component. It must be issued in advance to prevent the Participants from using personal funds to finance transportation, child care, and/or ancillary expenses.
- 2.4 **Amerasians** – Persons of American and Asian descent, especially one whose mother is Asian and whose father is American. Amerasian traditionally, refers to children from Vietnam.
- 2.5 **Ancillary/Work-Related Expense** – The cost of items and services necessary for participation in a REAS activity or to accept/retain employment.
- 2.6 **Appeals and State Hearing (ASH)** – A third party serves as the liaison on the State Hearing case decisions made on Participants appeals related to their cases.
- 2.7 **Asylees** – Individuals, who, on their own, travel to the United States, apply for and receive a grant of asylum. These individuals do not enter the United States as refugees. They may enter as students, tourists, businessmen or without documentation. Once they are in the United States, or at a land border or port of entry, they apply to the USCIS for asylum, a status that will acknowledge that they meet the definition of a refugee and that will allow them to

remain in the United States. Individuals granted asylums are eligible for ORR assistance and services.

- 2.8 **Asylum** – The protection granted by a nation to a person who cannot return to their home country for fear of persecution.
- 2.9 **Auditor-Controller (A-C)** – The County of Los Angeles Department designated to receive payment authorization(s) and issue checks. The A-C also performs County audit functions.
- 2.10 **Barriers** – Personal or other problems/issues that interfere with participation, employment, job search and/or retention.
- 2.11 **Baseline** – A standard of comparison, in which a specific program measure is compared to an annual program measure. The Baseline for the initial start date of a program is the month prior to contract execution and has a County fiscal year end date. Every subsequent Baseline period will include a start date (the month following the previous fiscal year Baseline end date) and will have an end date of June 30th every County fiscal year after.
- 2.12 **Board of Supervisors** – The governing body of the County of Los Angeles.
- 2.13 **Budget** – The document that details the Contractor's costs for providing services and is included in the Contract. Included in the Budget are the following:
- **Direct Costs** - Payroll, Employee Benefits (Medical, Dental, Life Insurance), Payroll Taxes, Insurance (Real, Personal, etc., as required by the Contract), Supplies, Applicable Taxes and other (specified).
 - **Indirect Costs** - General Accounting/Bookkeeping, Management Overhead and other (specified).
 - **Total Cost to Contract Services** - The total cost to Direct and Indirect Costs.
- 2.14 **Business Days** – Monday through Friday, excluding County holidays.
- 2.15 **Business Services Specialist** – Contracted and County GSW/RCMs (previously referred to as Job Developers) who assist GAIN/REAS participants in finding employment by networking with local businesses to locate employment and refer GAIN/REAS participant to employers with job openings that match their qualifications as well as disseminating job opening information to County/Contracted GAIN/REAS case management staff.

- 2.16 **CalFresh Only Refugees** – Refugees that are receiving food stamps only. CalFresh is the new term of Food Stamp program in California. CalFresh is a program established to improve the nutrition of people in low-income households. It does that by increasing their food-buying power, so they are able to purchase the amount of food their household needs. Refugees are eligible for CalFresh benefits once they meet certain income qualifications.
- 2.17 **California Work Opportunity and Responsibility to Kids (CalWORKs)** – The program funded by the State to provide temporary financial assistance and employment focused services to families with minor children who have income and property below State maximum limits for their family size.
- 2.18 **Caseload** – The number of cases assigned to a Contractor.
- 2.19 **Case Management Services** – The coordination of services and activities in a linguistic and culturally appropriate manner, including but not limited to assessing the participant's employability and need for specialized supportive services; tracking and evaluating the participant's attendance and progress in work activities; identifying and authorizing transportation and education/work-related payments; making child care referrals; making a recommendation of cause for failure to participate; referring the participant to community resources for work activities; counseling/resolving problems; assisting in accessing community resources; documenting in the physical and electronic case file, and completing other required documents.
- 2.20 **Cause Determination** – An investigation of good cause when a Participant fails or refuses to meet program requirements.
- 2.21 **Civil Rights Section** – The section within DPSS assigned the responsibility for investigating alleged complaints of discriminatory treatment. This section will investigate all complaints against the Contractor's Case Management and Training staff.
- 2.22 **Compliance Plan** – A written plan developed during the Cause Determination interview to correct the instance of non-compliance.
- 2.23 **Contract** – The agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of all tasks, deliverables, services and other work including in Exhibit A, Statement of Work.

- 2.24 **Contract Close-out Report** – The last income statement report (final fiscal close-out report), to be submitted in the form and manner designated by the County Contract Administrator, with a deadline to be announced for the REAS Program, including the reporting of expenses and accruals through the end of the contract term.
- 2.25 **Contract Discrepancy Report (CDR)** – The report that is issued when the performance of the Contractor is unacceptable, Contractor failed to adhere to the Contract Terms and Conditions, and/or when the number of discrepancies found during contract monitoring exceeds the number of discrepancies allowed by the Acceptable Quality Level.
- 2.26 **Contract Management Division (CMD)** – The Division within the Department of Public Social Services' division responsible for the Contract.
- 2.27 **Contractor** – The sole proprietor, partnership, corporation or other person or entity that has entered into this Contract with the County.
- 2.28 **Contractor Contract Manager** – The individual designated by the Contractor to administer the Contract operations after the Contract award.
- 2.29 **County** – The County of Los Angeles, a body corporate and politic, and political subdivision of the State of California, and where appropriate herein, "County" refer to Board of Supervisors, the governing body of the County, or any duly authorized management representative as herein defined.
- 2.30 **County Contract Administrator (CCA)**: Persons with responsibility to oversee the day to day activities of this Contract. Responsibility for inspections of any and all tasks, deliverables, goods, services, invoices, and other work provided by the Contractor.
- 2.31 **County's Contract Program Manager (CCPM)** – Person with the responsibility to provide direction to the Contractor in areas of County Policy and program requirements, and the responsibility of inspection any and all tasks, deliverables, goods, services, invoices or other work provided by or on behalf of the Contractor.
- 2.32 **County Contract Program Monitor (CPM)** – Person with the responsibility to oversee the day to day activities of this Contract. Responsibility for inspection of any and all tasks, deliverables, good, services and other work provide by or on behalf of the Contractor.
- 2.33 **County Refugee Coordinator** – Person responsible for planning, coordinating and overseeing the delivery of public social services in

the county to assist refugees in becoming economically self-sufficient. The County Refugee Coordinator manages Refugee Social Services, Targeted Assistance, and Office of Refugee Resettlement Discretionary grant funds allocated to counties by the Refugee Program Bureau.

2.34 **Cuban-Haitian Entrants** – As defined by the Office of Refugee Resettlement (ORR) are:

- a) Any individual granted parole status as a Cuban/Haitian Entrant (Status Pending) or granted any other special status subsequently established under the immigration laws for nationals of Cuba or Haiti, regardless of the status of the individual at the time assistance or services are provided; and
- b) Any other national of Cuba or Haiti
 - (1) Who:
 - (i) Was paroled into the United States and has not acquired any other status under the Immigration and Nationality Act;
 - (ii) Is the subject of exclusion or deportation proceedings under the Immigration and Nationality Act; or
 - (iii) Has an application for asylum pending with the Immigration and Naturalization Service; and
 - 2) With respect to whom a final, non-appealable, and legally enforceable order of deportation or exclusion has not been entered.

2.35 **Date of Entry** – The date (as posted on the I-94 arrival record) in which refugees are eligible to begin receiving ORR Services. In regards to asylees, it represents the date in which asylum was granted and the month in which they can receive ORR services.

2.36 **Day(s):** – Calendar day(s) unless otherwise specified.

2.37 **Department of Public Social Services (DPSS)** – The County of Los Angeles department that's responsible for providing social and financial services to eligible persons in the County of Los Angeles.

2.38 **Deregistration** – The closure of a case on LRS or current system. It may occur manually or automatically.

2.39 **Director** – The Director of DPSS, County of Los Angeles, or his/her Authorized Representative(s).

- 2.40 **Educational Services** – Academic or vocational training components and/or activities that enhance the existing marketable skills of the REAS Participant. These program component/activities will lead to gainful employment.
- 2.41 **Elderly Services Set-Aside** – A grant from ORR to provide refugees 60 years of age and older with Senior Networking and English as a Second Language Civic classes, naturalization and citizenship services, and access to mainstream senior services in the community to support independent living.
- 2.42 **Electronic Document Management System (EDMS)** – System that will enable to transition from a paper case environment to an electronic process. EDMS will reduce inconsistencies, and assist in the creation, filing, retrieval, preservation and disposition of electronic documents. Documents placed in EDMS will be stored in a secure repository and can be easily accessed and retrieved by authorized staff.
- 2.43 **Employment Authorization Documents** – Documents that establish identity and employment eligibility. The I-94 document with a refugee or asylee stamp is considered an unexpired employment authorization document.
- 2.44 **Employment Placement Rate** – The ratio of the job placement count to the REAS caseload in any defined period.
- 2.45 **Employment Placement Count** – The sum of all REAS registered Participants who are placed in employment in a given month. Placement occurs when either of the following two things happens:
- a) A REAS registered Participant enters full-time or part-time employment with a new employer during the month and is entered into REAS Computer System. For federal reporting purposes, a participant is counted only once during the report period.
 - b) A newly REAS referred Participant who is employed due to the attainment of unsubsidized employment is entered into REAS Computer System. Neither subsidized employment nor a grant-diversion community service assignment will be counted as a placement.
- 2.46 **Employment Services** – Job-related components and/or activities that promote and enhance job seeking/interview skills designed to aid REAS Participants in attaining gainful employment, as well as job retention.

- 2.47 **Exemption** – A condition or circumstance, which temporarily excludes a Participant from participating in a welfare-to-work activity for as long as the condition or circumstance continues to exist. The exemption is subject to periodic review.
- 2.48 **Family Appraisal & Family Self-Sufficiency Plan** – A strength-based conversation between a Contractor Refugee Case Manager and a REAS Participant to discuss the strengths and human services needs of the Participant's family.
- 2.49 **Family Appraisal Tool** – A tool designed to support a strength-based, family-focused, Participant-guided, and open-ended conversation with all REAS Participants/families.
- 2.50 **Family-focused** – An approach that allows the human services professional to provide services to all family members.
- 2.51 **Family Stabilization (FS) Program** – A CalWORKs Welfare-to-Work (WtW) activity established by the State under Assembly Bill 74 to assist CalWORKs participants who are experiencing an identified barrier that is destabilizing their family and interfering with their participant in WtW activities. Up to six (6) months of FS Program Services may be granted which will stop the 24-Month Time Clock (MTC).
- 2.52 **Fiscal Year** – The twelve (12) month period beginning July 1st and ending the following June 30th.
- 2.53 **Full-Time Employment** – Employment of at least thirty-two (32) hours per week for a single head of household and thirty-five (35) hours a week for a two parent household, in a job for a salary which would at least equate to the Federal minimum wage, or to the State minimum wage, whichever is higher.
- 2.54 CalWORKs and **Greater Avenues for Independence (GAIN) Program Division (CGPD)** – The Division within DPSS assigned the responsibility for administration of the GAIN Program and the Refugee Employment and Acculturation Services (REAS). This Division may also provide technical assistance to Contractors, when necessary, to ensure that GAIN/CalWORKs program requirements are met.
- 2.55 **GAIN Program Handbook** – A document which details the policies and procedures for delivering case management services to County of Los Angeles CalWORKs Participants. The content reflects State and Federal laws and regulations, and subsequent updates.

- 2.56 **GAIN Services Worker (GSW)** – The employee of DPSS GAIN Line Operations who directly provides case management to GAIN program Participants.
- 2.57 **GEARS** – The acronym for “GAIN Employment Activity and Reporting System” which is the automated data management system used to support the GAIN and REAS program in the County of Los Angeles by tracking Participants, authorizing payments, generating reports, maintaining inventories of available resources, and providing program monitoring data.
- 2.58 **General Relief (GR)** – The County-funded program that provides temporary cash aid to indigent adults and certain sponsored legal immigrant families who are ineligible for Federal or State programs.
- 2.59 **Good Cause** – An approved good reason, as defined by the County, for a Participant who has failed or refused to participate or was non-responsive in a REAS activity. A number of good cause reasons can excuse an individual from participating in REAS for a defined period of time.
- 2.60 **Greater Avenue for Independence (GAIN)** – The DPSS Welfare-to-Work program which focus on education and training for welfare families to prepare them for job readiness.
- 2.61 **Issuance Review Team/County Issuance Approval Team (CIA Team)** – County staff that approves transportation and ancillary requests for contracted offices.
- 2.62 **Job Club/Job Search** – Activities performed by the REAS Participants, utilizing resource areas, to develop job leads and schedule interviews, network with potential employers, work with job developers to obtain referrals and expand Job Search activities.
- 2.63 **Joint Venture/Collaborative** – A business agreement in which different parties come together for mutual benefit and pool their resources to accomplish a specific task or set of tasks, usually for a predefined amount of time. For the REAS contracts, the mutual benefit would be the expanded access to service providers or trained staff, office locations, and program expertise.
- 2.64 **Job Services** – job skills workshops that focus on job seeking interview skills, activities designed to promote motivation, self-esteem and job search.

- 2.65 **Los Angeles Eligibility, Automated Determination, Evaluation and Reporting System (LEADER) Replacement System** – The fully integrated system for the online administration and management of welfare programs in LA County. LRS replaced LEADER and GEARS and will track the GAIN participant's WTW activities, authorize payments, generate certain reports, maintain inventories of available resources and provide program monitoring data.
- 2.66 **Matching Grant Program** – A program administered by the Office of Refugee Resettlement (ORR) and is an alternative program to public assistance designed to assist refugees attain self-sufficiency within four (4) months from the date of entry into the US. The program is funded on a calendar year basis. Eligible grantees are Resettlement Agencies able to coordinate comprehensive multilingual, multicultural services for refugees at local sites among other requirements. Clients eligible to be served under this program are refugees, certain Amerasians, Cuban and Haitians entrants, asylees and victims of a severe form of trafficking. Enrollment must be completed within thirty-one (31) days of eligibility for the program.
- 2.67 **Monitoring Discrepancies** – Results of Contract monitoring substantiating the Contractor failed to meet the minimum standard for one or more Performance Requirements listed on the PRS.
- 2.68 **Monthly Management Report (MMR)** – The report that the Contractor will provide to the County on a monthly basis to apprise the County of implementation progress, program accomplishments, and statistical data, consistent with the Specific Task requirements detailed in the SOW, Subsection 6.22.
- 2.69 **Mutual Assistance Associations (MAAs)** – Community based organizations, comprised of refugees, for the specific purpose of providing assistance to other refugees. The MAAs provide services such as English language training, youth development, employment counseling, social adjustment services, cultural preservation and information, referral services, and address unique cultural needs of that community. These organizations provide a vital link to avenues of assistance for refugees.
- 2.70 **Nepotism** – Favoritism shown to close relatives and closely related employees. Close relatives and closely related employees include their father, mother, stepfather, stepmother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, husband, wife, child, stepchild, grandfather, grandmother, grandchild, uncle, aunt, cousin, niece, nephew, half-brother, half-sister, stepbrother, stepsister, adoptive child, adoptive parents, foster parents, foster

child(ren), registered domestic partners, unregistered domestic partners (e.g., boyfriend/girlfriend, boyfriend/boyfriend, girlfriend/girlfriend living together but not registered), guardianship (e.g., preserver, custodian, ward and/or trustee of any Contractor employee.

2.71 **Non-Aided Refugees** – Refugees who are not receiving any County cash, medical and/or nutrition assistance.

2.72 **Non-Citizens victims of a serious crime** – Aliens who:

- a) have suffered substantial physical or mental abuse as a result of having been victims of criminal activity involving, or similar to, the following violations: rape; torture; trafficking; incest; domestic violence; sexual assault ; abusive sexual contact; prostitution; sexual exploitation; female genital mutilation; being held hostage; peonage; involuntary servitude; slave trade; kidnapping; abduction; unlawful criminal restraint; false imprisonment; blackmail; extortion; manslaughter; murder; felonious assault; witness tampering; obstruction of justice; perjury or attempt; conspiracy or solicitation to commit any of the above mentioned crimes; and,
- b) possess information concerning criminal activity (or in the case of an alien child under the age of 16, the parent, guardian, or adult representing the child); and
- c) have been helpful, are being helpful, or are likely to be helpful to a federal, State, or local law enforcement official, prosecutor, or judge or the other federal, State, or local authorities investigating or prosecuting criminal activities described above (or in the case of an alien child under the age of 16, the parent, guardian, or adult representative of the alien is helpful).

2.73 **Notice of Action** – A written notice sent to Participants when there is an approval, change or denial of request for services.

2.74 **Office of Refugee Resettlement (ORR)** – Advises the Secretary of U.S. Department of Health and Human Services (HHS) through the Assistant Secretary for Children and Families on matters relating to refugee resettlement, immigration, and repatriation. ORR plans, develops and directs implementation of a comprehensive program for domestic refugee and entrant resettlement assistance. It develops, recommends, and issues program policies, procedures and interpretations to provide program direction. ORR monitors and evaluates the performance of states and other public and private agencies in administering these programs and supports actions to improve them. It provides leadership and direction in the

development and coordination of national public and private programs that provide assistance to refugees, entrants, unaccompanied alien minors, and other immigrants.

- 2.75 **Participant** – A person who receives REAS benefits and services, (i.e., a client).
- 2.76 **Part-Time Employment** – Employment of less than thirty-two (32) hours per week for a single head of household and under thirty-five (35) hours a week for a two parent household, in a job for wages which would at least equate to the Federal minimum wage, or to the State minimum wage, whichever is higher.
- 2.77 **Participant-Guided** – A holistic approach that allows the Participant and/or family member the opportunity to express their feelings, ideas, and concerns in a positive or negative manner, regarding their experience since arriving in this country, their expectations, to striving for self-sufficiency to the Refugee Case Manager (RCM) without judgment.
- 2.78 **Performance Outcome Measures** – The outcomes that are used to measure Contract performance. Performance Outcome Measures are the intended result that will occur from carrying out the program/activity that is being contracted (e.g. Participants placed in sustained employment).
- 2.79 **Performance Requirements Summary (PRS)** – A document furnished by the County that identifies and summarizes elements of this Contract that the County will be evaluating to ensure that Contractor performance Standards are met by the Contractor.
- 2.80 **Post Employment Services (PES) – Job Retention Services** – Services designed to help Participants stay employed and attain a better job with wages which enable self-sufficiency from CalWORKs/public assistance dependency. The goal is to provide Participants with the information, resources, and tools to retain unsubsidized employment; improve career potential; and to achieve economic self-sufficiency at a living wage prior to exhausting their 48-month lifetime limit.
- 2.81 **Post Time-Limited Services (PTL)** – Employment related services received during the twelve (12) months following the CalWORKs Participant reaching his/her 48-month lifetime-limit.
- 2.82 **Public Contact Staff** – Any staff whose position requires him/her to communicate with the public (such as refugees, asylees, and program Participants) during the course of their assigned function.

- 2.83 **Quality Control Program** – All necessary measures taken by Contractor to assure that the quality of services will meet Contract requirements regarding timeliness, accuracy, appearance, completeness, consistency, and conformity.
- 2.84 **Random Sample** – A standardized method devised by the County for monitoring product (output) quality wherein all products within a lot (batch) stand a statistically equal chance of being selected for inspection. This is one of the methods by which DPSS may monitor Contractor's performance in providing the required services.
- 2.85 **Refugee** – Primarily defined as any person who is outside any country of such person's nationality or, in the case of a person having no nationality, is outside any country in which such person last habitually resided, and who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion.
- 2.86 **Refugee Case Manager (RCM)** – Contractor staff responsible for case management of refugee Participants facilitating their move toward employment and self-sufficiency via Refugee Employment Services and Acculturation Services (REAS) program.
- 2.87 **Refugee Cash Assistance (RCA)** – Provides cash assistance benefits to needy refugees, without financial resources, for a maximum of eight (8) months following arrival in the U.S. This refugee assistance, if needed, is paid entirely from federal funds through ORR.
- 2.88 **Refugee Employment and Acculturation Services (REAS)** – Provides outreach, case management, employment, training and placement services to refugees in the United States less than five years (excluding any Federal waivers), and asylees, to adjust and adapt to the American workplace, learn English, find employment, and ultimately achieve self-sufficiency to end their dependence on welfare. In addition, REAS program provides acculturation services to help participants within the initial adjustment period after arriving in the United States, and supportive services to help them overcome barriers to attaining gainful employment.
- 2.89 **Refugee Social Services (RSS)** – Services that help refugees become self-sufficient as quickly as possible. ORR provides RSS funding to State governments and private, non-profit agencies

which are responsible for providing services, such as English language and employment training. Refugees receiving cash and medical assistance are required to be enrolled in employment services and to accept offers of employment. Social services are also provided through a variety of ORR grant initiatives that focus on special needs of refugees. RSS funds (formula grants) varies according to each state's proportion of refugee arrivals during the previous three fiscal years. In addition to refugees and asylees, Cuban/Haitian entrants, Amerasians from Vietnam, victims of a severe form of human trafficking who have received certification or eligibility letters from ORR and specified family members of trafficking victims are eligible for RSS services.

- 2.90 **Refugee Program Bureau (RPB)** – is under the direction of the Child Care and Refugee Programs Branch, Welfare to Work Division of the California Department of Social Services. The RPB has responsibility for managing and coordinating the delivery of benefits and services to the refugee and entrant populations in California. The RPB administers the Refugee Resettlement Program (RRP) and the Cuban/Haitian Entrant Program within the pertinent Federal Guidelines and funding constraints and the State Plan.
- 2.91 **Resettlement Agencies (RAs)** – Agencies that provide resettlement assistance and are initially the sponsor of a refugee entering the United States. There are nine (9) major RAs which contract with the Department of State to provide services such as reception, basic orientation, counseling, food, shelter and health services to refugees. The RAs act as referral sources to the appropriate local agencies for employment and English language training.
- 2.92 **Resource and Referral Agency (R&R)** – An Agency that a Contractor uses to refer participants to licensed child care providers.
- 2.93 **Sample Size** – The number of units or services to be checked in a given time period.
- 2.94 **Sanction** – A penalty consisting of a reduction in the family's grant by removing a non-complying Participant from the assistance unit (AU) for a period of time. The term "sanction" applies when a Participant fails or refuses, without good cause, to participate in a mandated activity associated with CalWORKs and RCA requirements.

- 2.95 **Statement of Work** – References Attachment A, Statement of Work to this Contract and Technical Exhibits included under this Contract.
- 2.96 **Self-sufficiency** - The level at which a Participant has the skills and ability to be economically independent and has obtained a steady source of income that removes the need for public assistance.
- 2.97 **Served Participant** - The Participant that meets the County's established criteria for billing purposes.
- 2.98 **Service Office** - A site where the Contractor will provide services to Participants as described in this Contract.
- 2.99 **Special Immigrant Visa Holder (SIV)** – Are as follows:
- a) Religious Worker;
 - b) Panama Canal Company Employee, Canal Zone Government Employee, U.S. Government in the Canal Zone Employee;
 - c) Physician;
 - d) International Organization Employee or Family Member;
 - e) Juvenile Court Dependent;
 - f) Armed Forces Member;
 - g) Afghanistan or Iraq national who supported the U.S. Armed Forces as a translator; and
 - h) Iraq national who worked for or on behalf of the U.S. Government in Afghanistan.
- 2.100 **Specialized Supportive Services (Welfare-to-Work Activities)** – Domestic Violence, Substance Use Disorder, and Mental Health Services which are provided to CalWORKs Participants in an effort to help them overcome employment barriers. The following services are available:
- a) Domestic Violence services include, but are not limited to, help with leaving an abusive household, emergency shelter, individual and group counseling, case management, developing healthy parent-children relationships, legal services (i.e. preparation of restraining orders, child custody, visitation, divorce, and child and spousal support, and immigration issues).
 - b) Substance Use Disorder services include, but not limited to, detoxification program, residential treatment, crisis intervention, individual or group and family counseling and case management.

- c) Mental Health services include, but are not limited to, help getting through a crisis, individual or group therapy, rehabilitation services, medication support and counseling, and case management.

2.101 **Standard** – A minimum requirement set by the County for the Contractor to perform a service or activity.

2.102 **Strength-based** – An approach to working with families, in which RCM will place the primary focus on the positive family assets disclosed in the family assessment and affirm those favorable resources that may address the barriers within the family household.

2.103 **Subcontractor** – An individual or business firm contracted with Contractor to perform all or part of the work defined in Statement of Work, Appendix A, to this Contract. Use of Subcontractor is subject to the provision set forth in Contract Section 8.2 and 8.40.

2.104 **Subsidized Employment** – Employment in which the Welfare-to-Work Participant's employer is partially or wholly reimbursed for wages and/or training costs.

2.105 **Supportive Services** – Include transportation, child care and work/training related costs, e.g., tools, books, school fees, uniforms, and work clothing. Participants must be participating in GAIN to qualify.

2.106 **Targeted Assistance (TA)** – Formula funding for a program that targets additional resources to communities facing extraordinary resettlement problems because of a high concentration of refugees and a high use of public assistance by the resident refugee population. Special efforts are directed to those refugees who depend upon public assistance.

2.107 **Targeted Assistance Discretionary (TAD) Grant** – A competitive grant from the ORR to assist refugees who have persistent barriers to employment and who have been unable to make the transition to economic self-sufficiency due to compelling situations. Eligible direct services include activities leading to employment, increasing income, and/or employment retention.

2.108 **Temporary Assistance for Needy Families (TANF)** – The name of the Federal welfare reform program to provide time limited assistance to needy families and assist them to transition from Welfare-to-Work.

- 2.109 **Transition Period** – The period between Contract start date and direct services start date. The transition period will be used to transfer current REAS cases to the new Contractor and to provide training to Contractor's staff.
- 2.110 **Unspent Funds** – Any funds received by a Contractor in excess of actual costs each Fiscal Year.
- 2.111 **Unsubsidized Employment** – Employment in which the Welfare-to-Work Participant's employer is not partially or wholly reimbursed for wages and/or training costs.
- 2.112 **Victim of a Severe Form of Trafficking** – are as follows:
- a) sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained eighteen (18) years of age; or
 - b) the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
- 2.113 **Vocational Assessor** – Evaluates participant's vocational aptitudes, skills, educational level, employment interests, goals and Vocational Assessment test results and local labor market information to develop the individualized employment plan.
- 2.114 **Wage Rate** – The average initial (entry level) hourly wage paid for all Participants who enter employment.
- 2.115 **Welfare-to-Work (WtW)** – The employment services and training aspect of CalWORKs. Under REAS, refugees receive work-related services as part of Welfare-to-Work.
- 2.116 **Welfare-to-Work (WtW) Plan** – A plan developed with the Participant based assessment in mind. The plan includes specific activity assignments, the hours of participation and services required that will move the Participant into unsubsidized employment. Approved work activities include: unsubsidized employment, on-the-job training, job search, and job readiness assistance, work experience, vocational training, community service, mental health, substance use disorder and domestic violence treatment service, and educational and job skills training directly related to employment.
- 2.117 **Welfare-to-Work 24-Month Time Clock (WtW 24-MTC)** – Was established by Senate Bill (SB) 1041 and is a new time clock, within

the CalWORKs 48-month time limit clock, that gives participants more options on activities without core requirements to help them remove barriers to employment and become self-sufficient. The required number of hours of participation within the WtW 24-MTC are aligned to the federal work participation rate's overall hourly work requirements. These changes were made with the primary goal of providing participants with the full-range of WtW activities necessary to reach self-sufficiency during the WtW 24-MTC period.

3.0 WORK

- 3.1 Pursuant to the provisions of this Contract, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth herein.
- 3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.

4.0 TERM OF CONTRACT

- 4.1 The term of this Contract shall be three years, commencing from December 1, 2016 or after approval by the Board of Supervisors and upon execution by the parties whichever is later, unless sooner terminated or extended, in whole or in part, as provided in this Contract.
- 4.2 The County shall have the sole option to extend this Contract term for (6) month to month extensions, for a maximum total Contract term of 3 years and six (6) months. Each such extension option may be exercised at the sole discretion of the Department Head or his/her designee as designated by the Board of Supervisors.
- 4.3 The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.
- 4.4 The Contract is subject to the County's right to terminate earlier for convenience, which includes, non-appropriation of funds, default of the Contractor, substandard performance of the Contractor, improper consideration given/offered to the County with respect to the award of this Contract, breach of warranty to maintain compliance with the County's Child Support Compliance Program, changes in legal requirements regarding the REAS, and changes that eliminate or substantially reduce the County's legal requirements for the REAS.

- 4.5 The Contractor shall notify DPSS when this Contract is within six (6) months of the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to DPSS at the address herein provided in Exhibit E - County's Administration.

5.0 CONTRACT SUM

5.1 Basic Compensation

The Contractor will be compensated for providing all aspects of the requirements of this Contract, including, but not limited to Appendix A, Statement of Work, and Technical Exhibits, and Appendix B, Contractor's Budget.

5.1.1 Case Management

The monthly flat fee for REAS case management services is \$_____ for the term of the contract.

5.1.2 Family Stabilization

The monthly flat fee for FS Program services to CalWORKs participants is \$_____ for the term of the Contract.

5.1.3 CalWORKs SB 1041 Participants

The monthly flat fee for services to CalWORKs participants that opt for activities without core requirements due to SB 1041 is \$_____ for the term of the Contract.

5.1.4 ESSA

The monthly firm-fixed rate per Participant for ESSA services is \$_____ for the period the term of the Contract.

REAS Contractors shall report the number of ESSA participants on the ESSA Monthly Invoice and provide a list of the participants who received ESSA services during the month. Additional supporting documentation may be requested by the County.

5.1.5 TAD

5.1.5.1 The Contractor will be compensated a monthly firm-fixed rate per Participant provided with TAD

services. Payment to the contractor will be at the rate of \$_____ per participant, per month for the term of the Contract.

5.1.5.2 The Contractor will also be compensated \$XXX per participant who retains unsubsidized employment for at least 90 days.

5.1.5.3 REAS Contractors shall report the number of TAD refugee participants on the Targeted Assistance Discretionary Grant Monthly Invoice and provide a list of the participants who received TAD services during the month. Additional supporting documentation may be requested by the County.

5.1.6 Except where noted, payment to the Contractor will be made in arrears on a monthly basis. The Contractor invoice amount could be subject to performance fiscal deductions as specified in this Contract. The County reserves the right to request any additional supporting documents from the Contractor to approve payments on an as needed basis.

5.2 Maximum Contract Amount

5.2.1 The maximum amount of this Contract is \$_____,_____,_____ for the term of the Contract. The total maximum amount is conditioned on the continuing availability of Refugee Social Services/Targeted Assistance/Trafficking and Crime Victims Assistance Program (TCVAP)/Single Allocation (SA)/Family Stabilization (FS) funds as well as Elderly Services Set-Aside, and Targeted Assistance Discretionary Grant.

5.2.1.1 The second and third year funding will be contingent upon the availability of funds subsequent to the release of the State allocation and may be subsequently adjusted based on that allocation.

5.2.1.2 Contractor shall not be paid for any Contract expenditures that exceed the maximum contract amount and Contractor agrees that County has no obligation, whatsoever, to pay for any expenditures that exceed the maximum contract amount. Any expenditure that exceeds the maximum contract amount shall become the fiscal responsibility of Contractor.

5.2.1.3 Contractor shall not exceed each Fiscal Year's (FY) maximum annual contract amount and shall not roll-over allocation money to the following FY.

5.2.1.4 Any expenditure that exceeds the maximum annual contract amount shall become the fiscal responsibility of the Contractor.

5.2.2 The maximum annual contract amount for each FY shall be as follows:

Refugee Employment and Acculturation (REAS) Services:

FY 2016-17 \$_____ (December 2016 – June 2017)

FY 2017-18 \$_____

FY 2018-19 \$_____

FY 2019-20 \$_____ (July 2019 – December 2019)

Family Stabilization (FS) Program Services:

FY 2016-17 \$_____ (December 2016 – June 2017)

FY 2017-18 \$_____

FY 2018-19 \$_____

FY 2019-20 \$_____ (July 2019 – December 2019)

CalWORKs SB 1041 Participants:

FY 2016-17 \$_____ (December 2016 – June 2017)

FY 2017-18 \$_____

FY 2018-19 \$_____

FY 2019-20 \$_____ (July 2019 – December 2019)

Elderly Services Set Aside (ESSA):

FY 2016-17 \$_____ (December 2016 – June 2017)

FY 2017-18 \$_____

FY 2018-19 \$_____

FY 2019-20 \$_____ (July 2019 – December 2019)

Targeted Assistance Discretionary (TAD) Grant Services:

FY 2016-17 \$_____ (December 2016 – June 2017)

FY 2017-18 \$_____

FY 2018-19 \$_____

FY 2019-20 \$_____ (July 2019 – December 2019)

These fiscal year amounts are contingent upon the availability of funds.

- 5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any person or entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall not occur except with the County's express prior written approval.
- 5.3 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total contract sum under this Contract. Upon occurrence of this event, the Contractor shall send written notification to DPSS at the address herein provided in Exhibit E - County's Administration.

5.4 No Payment for Services Provided Following Expiration-Termination of Contract

The Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration-termination of this Contract shall not constitute a waiver of County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract

5.5 Invoices and Payments

- 5.5.1 The Contractor shall invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A - Statement of Work and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Contract. The Contractor's payments shall be as provided in Paragraph 5.2.2 above, and the Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.

- 5.5.2 Contractor shall prepare and submit a monthly invoice for REAS Services using Sample Contractor Monthly Invoice Format, Attachment DD. Each invoice shall be submitted in an original and one copy, along with the Monthly Management Report (MMR) and supporting documentation, to the County Contract Administrator (CCA) within 15 calendar days after the end of the month in which services were provided or payment may be delayed. Invoice shall be sent to County Contract Administrator (CCA) listed on Exhibit E.
- 5.5.3 The Contractor's invoices shall contain the information set forth in Exhibit A – Statement of Work describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.
- 5.5.4 The Contractor shall submit the monthly invoices to the County by the 15th calendar day of the month following the month of service.
- 5.5.5 All invoices under this Contract shall be submitted in two (2) copies to the Invoicing CCA listed on Exhibit E.
- 5.5.6 Contractor shall submit separate monthly invoices for ESSA, TAD and FS/SB 1041 services due to different funding sources.
- 5.5.7 The County may delay the last payment due hereunder until six months after the termination of the Contract. The Contractor shall be liable for payment on 30 days written notice of any offset authorized by the Contract not deducted from any payment made by the County to the Contractor.
- 5.5.5 Prior to receiving final payment hereunder, Contractor shall submit a signed, written release discharging the County, its officers and employees, from all liabilities, obligations, and claims arising out of or under the Contract, except for any claims specifically described in detail in such release.
- 5.5.8 The County shall not be liable for billings submitted one year or more after any services rendered under this Contract.

5.6 County Approval of Invoices

All invoices submitted by the Contractor for payment must have the written approval of the County's Contract Administrator prior to any payment thereof. In no event shall the County be liable or

responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

5.7 Fund Reallocation

5.7.1 Contractor shall advise County in writing of any substantive deviations or reallocation of line item costs from Contractor's Budget. Contractor may, with County's written approval, reallocate funds among each of the major cost categories listed in Contract, Appendix C, Contractor's Budget, Standard Exhibit C to a maximum of 15% of each part, not to exceed the Contract annual cost that was originally established at the start of this Contract.

5.7.2 A request for the reallocation of funds shall be limited to once per fiscal Year throughout the Term of this Contract.

5.7.3 Reallocation of funds by Contractor by more than 15% between the major cost categories requires an amendment to this Contract. In any event, such reallocations shall not result in any increase in the Maximum Contract Amount.

5.8 Performance Deductions

The Contract will be monitored for compliance of the three performance outcome measures as described in Contract, Attachment C, Technical Exhibits, B-23. The financial deductions will only apply to noncompliance of the three performance outcome measures. Deductions will be assessed based on the Contractor's cumulative performance for the entire fiscal year and applied to the invoice that follows the end of the fiscal year or any invoice thereafter.

The Contractor shall be assessed financial deductions under the following provisions:

5.8.1 Should the Contractor's cumulative performance for the fiscal year fall below the performance standards for one of the three Outcome Measures listed in Appendix B, Technical Exhibits, Technical Exhibit B-21, the Contractor shall receive a payment deduction equal to two percent (2%) of the total payment amount for the last quarter of the fiscal year.

5.8.2 Should the Contractor's cumulative performance for the fiscal year fall below the performance standards for two of the three Outcome Measures listed in Appendix B, Technical Exhibits, Technical Exhibit B-21, the Contractor shall receive

a payment deduction equal to four percent (4%) of the total payment amount for the last quarter of the fiscal year.

5.8.3 Should the Contractor's cumulative performance for the fiscal year fall below the performance standards for three of the three Outcome Measures listed in Appendix B, Technical Exhibits, Technical Exhibit B-21, the Contractor shall receive a payment deduction equal to six percent (6%) of the total payment amount for the last quarter of the fiscal year.

5.8.4 The County, at its sole discretion, reserves the right to waive these deductions.

5.9 Revenue Disclosure

5.9.1 By execution of this Contract and unless waived in writing by the County Contract Administrator, Contractor certifies that it (1) has previously filed with DPSS a written statement listing all revenue received, or expected to be received by Contractor from all federal, State, City, or County sources, or other governmental agencies, and (2) applies, or will apply said revenue, to offset in whole or in part of any of the costs incurred by the Contractor in conducting current or prospective projects or business activities including, but not limited to, the project or business activity which is the subject of the Contract. Such statement shall reflect the name and a description of funding provided by each and every governmental agency to each such project or business activity, and the full name and address of each such agency.

5.9.2 During the term of this Contract, the Contractor shall prepare and file a statement with DPSS each time it receives funding from any governmental agency that is additional to revenue already disclosed in the Contractor's original revenue disclosure statement. The Contractor shall file such additional statement within fifteen (15) days following receipt of such additional funding with a revised cost allocation plan. The County shall not pay the Contractor for any services provided by the Contractor that are for purposes other than the Refugee Program or for services which are funded by other sources.

5.9.3 Failure of the Contractor to comply with the requirements of this section shall constitute a material breach of contract, upon which the County may cancel, terminate, or suspend this Contract.

5.10 Unspent Funds

- 5.10.1 To ensure that Contractor fully utilizes County funds for contracted services, Contractor shall submit to DPSS Contract Management Division an Expenditure Report by the 31st of July following the end of each FY, as stipulated in Section 5.10.2, regardless of whether Contractor has any unspent funds. At the end of each FY, all funds paid to Contractor in excess of actual costs, for the provision of REAS services that have been properly earned, including interest, are to be treated as unspent funds.
- 5.10.2 The unspent funds shall be returned to County within twenty (20) business days of notification by County of the amount due. Contractor agrees to be bound by applicable County disallowed cost procedures, rules and regulations, and to repay to County any amount which is found to violate the terms of this Contract or applicable provisions. Contractor shall be responsible for tracking all Contract payments and expenditures for the REAS program, including submission of the following:
- An Expenditure Report reflecting Contract revenues versus expenditures which follows standard accounting practices per Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and related OMB Guidance, shall be submitted to CMD by September 1st following the end of each FY and at the end of the contract term.
 - Upon request by County, Contractor shall provide verification of expenditures within two (2) business days of request, unless a different timeframe is agreed upon by both parties. The purpose of the Expenditure Report is to identify the amount of unspent funds.
- 5.10.3 All uses of funds paid to and expended by Contractor, including the Expenditure Report, and other financial transactions related to Contractor's provision of services under this Contract are subject to review and/or audit by DPSS, County's Auditor-Controller or its designee.
- 5.10.4 Notwithstanding any other provision of this Contract, in addition to all other rights of County to monitor Contractor, Contractor and County agree that it is the intent of the parties that County shall have the right to audit any and all

use of funds paid to and expended by Contractor, in order to ensure that all funds are accounted for.

- 5.10.5 In the event that the Contract terminates early for any reason (including, but not limited to, assignment, delegation, acquisition, or merger), unspent funds shall be repaid to the County within ten (10) business days of the effective date of termination.

5.11 Withholding of Payment

If Contractor fails to submit an accurate, complete and timely Monthly Management Report (MMR), and supporting documentation, the County may withhold payment to Contractor up to the full amount of any invoice that would otherwise be due, until Contractor has satisfied the concerns of the County, which may include required submittal of revised MMR or additional supporting documentation.

5.12 Local Small Business Enterprises – Prompt Payment Program

Certified Local Small Business Enterprises (LSBEs) will receive prompt payment for services they provide to County departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice.

5.13 CONTRACT INVOICING SYSTEM

Should County implement a Contract Invoicing System for services under this contract, Contractor shall create and submit electronic invoices as instructed

6.0 ADMINISTRATION OF CONTRACT - COUNTY

COUNTY ADMINISTRATION

A listing of all County Administration referenced in the following subparagraphs are designated in Exhibit E - County's Administration. The County will notify the Contractor in writing of any change in the names or addresses shown.

6.1 County Contract Director (CCD)

County shall designate one person who will have the authority to act as the CCD on all matters pertaining to this Contract. Responsibilities of the CCD or alternate include:

- 6.1.1 Ensuring that the objectives of this Contract are met;

6.1.2 Providing direction to Contractor on contractual or administrative matters relating to this Contract that cannot be resolved by the Supervising County Contract Administrator, who is described in Subsection 6.2 below; and

6.1.3 Negotiating with Contractor changes in service requirements pursuant to Section 8.0, Standard Terms and Conditions, Subsection 8.1, Amendment.

The CCD is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate County in any respect whatsoever.

6.2 Supervising County Contract Administrator (SCCA)

County shall designate persons who will have the authority to act as the SCCA on all matters pertaining to this Contract. Responsibilities of the SCCA or alternate include:

6.2.1 Overseeing the overall management and coordination of the operations of this Contract; and

6.2.2 Providing direction to Contractor on contractual or administrative matters relating to this Contract that cannot be resolved by the County Contract Administrator, who is described in Subsection 6.3 below.

6.2.3 SCCA in the Invoicing Sections oversees the invoicing review and approval process.

The SCCA is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate County in any respect whatsoever.

6.3 County Contract Administrator (CCA)

County shall designate one person who will have the authority to act as the CCA on matters pertaining to this Contract. County shall notify the Contractor in writing within five (5) business days of any change in the name or address of the CCA. Responsibilities of the CCA or alternate include:

6.3.1 Overseeing the day-to-day administration of this Contract;

6.3.2 Ensuring that the objectives of this Contract are met;

6.3.3 Providing direction to the Contractor in the areas relating to contract, information, invoicing, and procedural requirements;

- 6.3.4 Meeting with the Contractor's Contract Manager on an as needed basis; and
- 6.3.5 Preparing amendments in accordance with the Contract, Section 8.0, Standard Terms and conditions, Subsection 8.1, Changes and Amendment of Terms.

The CCA is not authorized to make any changes in any of the standards terms and conditions of this Contract and is not authorized to further obligate County in any respect of whatsoever.

6.4 County's Contract Program Manager (CCPM)

The responsibilities of the County's Contract Program Manager include:

- 6.4.1 Providing direction to Contractor in the areas of County policy and program requirements;
- 6.4.2 Meeting with the Contractor's Contract Manager on a regular basis; and
- 6.4.3 Inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor.

The County's Contract Program Manager is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate County in any respect whatsoever.

6.5 Contract Program Monitor (CPM)

The responsibilities of the Contract Program Monitor include:

- 6.5.1 Providing assistance to the CCA in overseeing the day-to-day administration of this Contract;
- 6.5.2 Monitoring and evaluating Contractor's performance in providing appropriate benefits and services as specified in the Contract;
- 6.5.3 Inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of Contractor.
- 6.5.4 Monitoring Contractor for contractual compliance and prepares monitoring reports for the Contract; and
- 6.5.5 Reviewing and processing of payments for the Contractors.

The CPM reports to the CCA. The CPM is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate the County in any respect whatsoever.

6.6 Compliance Review Staff

County shall provide GAIN Services Worker (GSW) for the purpose of conducting the compliance review for REAS. State regulations mandate that County personnel evaluate the Contractor's recommendation and verify documentation in an effort to maintain program integrity.

7.0 ADMINISTRATION OF CONTRACT – CONTRACTOR

A listing of all of Contractor's Administration referenced in the following subparagraphs are designated in Exhibit F - Contractor's Administration. The Contractor will notify the County in writing of any change in the names or addresses shown.

7.1 Contractor's Contract Manager

7.1.1 Contractor's Contract Manager and alternate/backup who will act as the primary liaison with DPSS and be responsible for overall management and coordination of this Contract must have either: **Option I:** a bachelor's degree in social work or closely related field (e.g., public administration, psychology, etc.) with two (2) years' experience in the performance of case management services, or services substantially similar to the services required in this Contract, **OR Option II:** have a minimum three (3) years of case management experience, or experience substantially similar to the services required in this Contract. Contractor shall notify the County in writing of any change in the name or address of the Contractor's Contract Manager.

7.1.2 Contractor's Contract Manager or alternate/backup shall be responsible for Contractor's day-to-day activities as related to this Contract and shall coordinate with CCA on a regular basis.

7.1.3 The Contractor's Contract Manager and alternate/backup shall be identified in writing prior to this Contract award and at any time thereafter as change of Contractor's Contract Manager or alternate/backup is made. Specifically, the Contractor's Contract Manager, or his/her alternate/backup, shall:

- Have full authority to act for the Contractor on all matters relating to the daily operation of this contract.
- Be available between 8:00 a.m. and 5:00 p.m., Monday through Friday, except on County holidays.
- Be able to read, write, speak and understand English fluently.

7.2 Approval of Contractor's Staff

County has the absolute right to approve or disapprove all of Contractor's staff performing work hereunder and any proposed changes in Contractor's staff, including, but not limited to, Contractor's Contract Manager.

7.3 Contractor's Staff Identification

Contractor shall provide, at Contractor's expense, all staff providing services under this Contract with a photo identification badge.

7.4 Background and Security Investigations

7.4.1 All Contractor staff performing work under this Contract shall undergo and pass, to the satisfaction of County, a background investigation as a condition of beginning and continuing to work under this Contract. Contractor shall use its discretion in determining the method of background clearance to be used, which may include but is not limited to fingerprinting. The background check shall, at a minimum, meet the requirements of Subsections 7.4.2, 7.4.3 and 7.4.4. The fees associated with obtaining the background information shall be at the expense of the Contractor, regardless if the Contractor's staff passes or fails the background clearance investigation.

7.4.2 Contractor shall be responsible for ensuring that Contractor staff working on this Contract have no convictions for the following offenses:

- Blackmail;
- Bribery;
- Burglary;
- Crimes Against Children and Elders;
- Embezzlement, including theft of public funds;
- Extortion;
- Falsification of Financial Statements and/or Public Records;
- Forgery;

- Grand Theft;
- Mass Murder;
- Rape, including Sexual Battery;
- Robbery;
- Sale of Narcotics and/or Dangerous Drugs (includes intent to sell); and
- Welfare fraud

7.4.3 Contractor shall verify the above by conducting background checks via Live Scan or another method which includes at a minimum the following searches:

- U.S. Criminal Records Search;
- County and/or Statewide Criminal Record Search;
- Federal Criminal Record Search;
- Driving Record Search; and
- Sex Offender Database Search

If a method other than Live Scan is used, the background check shall be conducted prior to working on this Contract, upon promotion and no less frequently than every three (3) years.

7.4.4 Contractor staff working on this Contract shall complete and sign Exhibit FF, Criminal Conviction Information Notice and Certification prior to working on this Contract, upon promotion and no less frequently than every three (3) years.

7.4.5 If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be removed immediately from performing services under the Contract. Contractor shall comply with County's request at any time during the term of the Contract. Contractor shall notify County immediately of convictions of Contractor staff working on this Contract for any of the offences listed in Subsection 7.4.2. County may request that the Contractor's staff who is subsequently convicted of the crimes listed in Subsection 7.4.2 be immediately removed from working on the County Contract at any time during the term of this Contract.

7.4.6 County may immediately, at the sole discretion of the County, deny or terminate facility access to the Contractor's staff that does not pass such investigation(s) to the satisfaction of the County whose background or conduct is incompatible with County facility access.

7.4.7 Disqualification, if any, of the Contractor's staff, pursuant to this Section 7.4, shall not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.5 Confidentiality

7.5.1 The Contractor shall maintain the confidentiality of all records and information in accordance with all applicable Federal, State or local laws, rules, regulations, ordinances, directives, guidelines, policies, and procedures relating to confidentiality including, without limitation, County policies concerning information technology security and the protection of confidential records and information.

7.5.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or Sub-Contractors, to comply with this Subsection 7.5, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Subsection 7.5 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

7.5.3 The Contractor shall inform all of its officers, employees, agents and Subcontractors providing services hereunder of the confidentiality provisions of the Contract.

- 7.5.4 Contractor shall sign and adhere to the provisions of the “Contractor Acknowledgement and Confidentiality Agreement”, Exhibit G1.
- 7.5.5 Contractor shall cause each employee performing services covered by this Contract to sign and adhere to the provisions of the “Contractor Employee Acknowledgement and Confidentiality Agreement”, Exhibit G2.
- 7.5.6 Contractor shall cause each non-employee performing services covered by this Contract to sign and adhere to the provisions of the “Contractor Non-Employee Acknowledgement and Confidentiality Agreement”, Exhibit G3.

By State law, including without limitation (W & I Code, Section 10850 et seq. and 17006), all of the case records and information pertaining to individuals receiving aid are confidential and no information related to any individual case or cases is to be in any way relayed to anyone except those employees of the County of Los Angeles Department of Public Social Services (DPSS) so designated without written authorization from DPSS.

7.6 Cooperation with County Monitoring/County Oversight

- 7.6.1 The Contractor shall fully cooperate in assisting the County in its monitoring and oversight responsibilities. The County shall make every effort possible in minimizing any adverse impacts this may have on service delivery, and to the extent possible, shall give advance notice of pending reviews. However, advance notice is not required for the County to conduct its reviews.
- 7.6.2 The Contractor shall provide all case files (physical case records) requested by County monitors and shall ensure all appropriate casework is filed in the case. Failure to provide the case file may, at minimum, be deemed an “error” and will adversely affect the Contractor’s performance rates as measured in Exhibit A, Statement of Work, Subsection 9.3, REAS Performance Requirement Summary Chart and described throughout in Exhibit A, Statement of Work. Furthermore, failure to provide a requested case may be deemed a serious lack of administrative oversight in safeguarding a Participant’s confidentiality.

- 7.6.3 The Contractor shall safeguard the integrity of all County systems by ensuring that all Contractor employees abide by the County's User policies. The Contractor shall follow County policies by sharing the user policy with its employees, obtained signed User Agreements, and monitoring compliance. Contractor must ensure that all Contractor staff no longer working under this Contract shall have their computer accounts deleted.
- 7.6.4 To the extent that negotiables are provided to the Contractor by the County, the Contractor shall maintain these negotiables in a secure area and keep accurate records on their issuance. The Contractor shall be responsible for all negotiables that are not accounted for. At minimum, the face value of all unaccounted negotiables will be directly deducted from the Contractor's monthly payment(s) for the next month(s).

7.7 Nepotism

- 7.7.1 Contractor shall prevent Nepotism by ensuring that employees who are close relatives are not assigned within the same organization unit having the same immediate supervisor, nor shall they be assigned to positions of interlocking trust in the handling of negotiable documents or control of security systems. Also, employees shall not supervise, nor be supervised by, a closely related immediate supervisor or higher level supervisor or manager. Any employee who is in the same organizational unit having the same immediate supervisor with a close relative, or who is supervised by, or supervises a close relative, shall fill out Contract, Attachment T, and report, in writing, that situation to CCA listed in Contract Attachment E within 15 days from start date of this Contract.
- 7.7.2 For new hires, the Nepotism policy Statement of Understanding, Contract, Exhibit BB, will be completed during the hiring process. The original copy of this form shall be kept in the employee's Office Personnel File. All Contractor employees are required to adhere to this policy.

7.8 Other Contractor Personnel

- 7.8.1 Identify, under sworn statement, all Contractor employees who are receiving public assistance and ensure that any employee receiving public assistance has met his/her

reporting responsibility to the County and has no access to County and Contractor records of any friends, relatives, business relations, personal acquaintance, tenants, or any individual whose relationship could reasonably sway his/her conduct or performance on the job. Access includes, but not limited to, determining eligibility for public assistance, transmitting computer data, and physical possession of case documents.

- 7.8.2 Be responsible for removing and replacing, within twenty-four hours, any Contractor employee performing services under this Contract and insuring that such individual's duties are satisfactorily performed until a replacement can be arranged, when reasonably requested to do so by the CCA.
- 7.8.3 Furnish supervisory, administrative, and direct services personnel to accomplish all work required by this Contract.
- 7.8.4 Provide bilingual, culturally sensitive staff for all public contract positions.
- 7.8.5 Have an active recruitment program that will ensure staff turnover is promptly.
- 7.8.6 Required Positions

Contractor shall be required to provide the following positions:

- Case Managers (equivalent to the County's GAIN Services Workers). Note: case managers are to meet the minimum requirements listed in Exhibit CC.
- Job Developers (equivalent to the County's GAIN Services Workers). Job Developers are to focus on proactively finding job leads appropriate to the REAS population. The Job Developer shall also coordinate with community colleges and CalWORKS offices in identifying job openings or opportunities for Participants. Note: Job Developer(s) are to meet the minimum requirements listed in Exhibit CC.
- One Specialized Supportive Services (SSS) worker to serve as the Contractor's primary contact on issues related to SSS.
- Appropriate clerical support to assist unit operations and other administrative duties.
- One Family Stabilization (FS) worker to serve as the Contractor's primary contact on issues related to the FS.

8.0 STANDARD TERMS AND CONDITIONS

8.1 Amendments

- 8.1.1 The County reserves the right to initiate Change Notices for any change which does not materially affect the scope of work or any other term or condition included under this Contract. For all such changes, a *Change Notice* shall be prepared and signed by the County Contract Management Director and the Contractor's Contract Manager.
- 8.1.2 For any change which materially affects the scope of work, term, contract sum, payments, or any term or condition included under this Contract, an amendment to the Contract shall be prepared and executed by the Contractor and the Department of Public Social Services (DPSS) Director or his/her designee .
- 8.1.3 The DPSS Director may prepare and sign amendments to the Contract to update terms to reflect County, State or Federal regulations or policies, to reallocate Budget line item and/or for a decrease in the Contract costs or an increase of no more than ten percent (10%) of the Maximum Contract Amount, and is necessitated by additional and necessary services, without further action by the Board of Supervisors if all of the following conditions are met:
 - 8.1.3.1 Amendments shall be in compliance with applicable federal, State and County regulations.
 - 8.1.3.2 The Board of Supervisors has appropriated sufficient funds in the DPSS budget.
 - 8.1.3.3 DPSS shall obtain the approval of County Counsel and the Chief Executive Office (CEO) for an amendment to this Contract.
- 8.1.4 The County Board of Supervisors or CEO or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or CEO. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by DPSS.

8.2 Assignment and Delegation

- 8.2.1 The Contractor shall not assign its rights or delegate its duties under this Contract, 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 subparagraph, County consent shall require a written Amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegatee or assignee on any claim under this Contract shall be deductible, at County's sole discretion, against the claims, which the Contractor may have against the County.
- 8.2.2 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 Contract, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Contract.
- 8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any person or 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 Contract which may result in the termination of this Contract. 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.

8.3 Authorization Warranty

The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.4 Budget Reductions

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract.

8.5 Complaints

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

- 8.5.1 Within fifteen (15) business days after the Contract effective date, the Contractor shall provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.
- 8.5.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.
- 8.5.3 If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within five (5) business days for County approval.
- 8.5.4 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the County for approval before implementation.
- 8.5.5 The Contractor shall preliminarily investigate all complaints and notify the CCA of the status of the investigation within five (5) business days of receiving the complaint.
- 8.5.6 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.

- 8.5.7 Copies of all written responses shall be sent to the CCA within three (3) business days of mailing to the complainant.

8.6 Compliance with Applicable Law

- 8.6.1 In the performance of this Contract, Contractor shall comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.
- 8.6.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or Sub-Contractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Subsection 8.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

8.7 Compliance with Civil Rights Law

- 8.7.1 In the performance of this Contract, Contractor shall comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.
- 8.7.2 In addition, Contractor shall abide by all provisions contained in the Civil Rights Training Handbook. The Civil Rights

Handbook, which was developed in compliance with the Resolution Agreement between the County of Los Angeles and the federal Office for Civil Rights of the Department of Health and Human Services, incorporates the Civil Rights requirements of the Agreement along with all other mandated federal and State requirements that must be adhered to by DPSS, its Contractors and Subcontractors. They include, but are not limited to the following:

- Ensuring that public contact staff attend the mandatory DPSS-provided Civil Rights training;
- Effectively identifying the Participant's designated/preferred language. This can be accomplished by using the DPSS Language Designation form (PA 481) or similar form the Contractor already has in place. (Note: Similar forms that the Contractor uses shall have DPSS approval prior to its use.
- Ensuring that notices sent to Participants are in their respective designated/preferred language;
- Providing interpreters so that DPSS can ensure meaningful access to services for all Participants;
- Maintaining records that include any Civil Rights related correspondence pertaining to Participants, and documenting in the records whether language services and American Disability Act (ADA) accommodations were provided;
- Ensuring that all complaints of discriminatory treatment, including alleged ADA violations, are listed on an internal complaint log; and
- Collecting data necessary to monitor compliance with Civil Rights requirements.

8.7.3 A copy of the Civil Rights Training Handbook may be obtained by contacting the CCA.

8.8 Compliance with the County's Jury Service Program

8.8.1 Jury Service Program:

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H and incorporated by reference into and made a part of this Contract.

8.8.2 Written Employee Jury Service Policy.

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this subparagraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of fifty thousand dollars (\$50,000) or more in any twelve (12) month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any Sub-Contractor to perform services for the County under the Contract, the Sub-Contractor shall also be subject to the provisions of this subparagraph. The provisions of this subparagraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.
3. If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of

“Contractor” or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate, to the County’s satisfaction that the Contractor either continues to remain outside of the Jury Service Program’s definition of “Contractor” and/or that the Contractor continues to qualify for an exception to the Program.

4. Contractor’s violation of this subparagraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.9 Conflict of Interest

- 8.9.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County’s approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County’s approval or ongoing evaluation of such work.
- 8.9.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph shall be a material breach of this Contract.

8.10 Consideration of Hiring County Employees Targeted for Layoff or Re-Employment List

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

8.11 Consideration of Hiring Gain-Grow Participants

8.11.1 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 to obtain a list of qualified GAIN-GROW job candidates.

8.11.2 In the event that both laid-off County employees and GAIN-GROW participants are available for hiring, County employees shall be given first priority.

8.12 Contractor Responsibility and Debarment

8.12.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.12.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition

to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

8.12.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County, 2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, 3) committed an act or offense which indicates a lack of business integrity or business honesty, or 4) made or submitted a false claim against the County or any other public entity.

8.12.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management; 3) material evidence discovered after debarment was imposed; or 4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where 1) the Contractor has been debarred for a period longer than five (5) years; 2) the debarment has been in effect for at least five (5) years; and 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to

the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.12.5 Sub-Contractors of Contractor

These terms shall also apply to Sub-Contractors of County Contractors.

8.13 Contractor's Acknowledgement of County's Commitment to 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 a prominent position at the Contractor's place of business. The Contractor will also encourage its Sub-Contractors, if any, to post this poster in a prominent position in the Sub-Contractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

8.14 Contractor's Warranty of Adherence to County's Child Support Compliance Program

8.14.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contracts are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.14.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family

or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.15 County's Quality Assurance Plan

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

The report 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.

8.16 Intentionally Omitted

8.17 Employment Eligibility Verification

8.17.1 The Contractor warrants that it fully complies with all federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

8.17.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

8.18 Facsimile Representations

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to subsection 8.1, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Contract, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

8.19 Fair Labor Standards

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.20 Force Majeure

8.20.1 Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's Sub-Contractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this paragraph as "force majeure events").

8.20.2 Notwithstanding the foregoing, a default by a Sub-Contractor of Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such Sub-Contractor, and without any fault or negligence of either of them. In such case, Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the Sub-Contractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this

subparagraph, the term “Sub-Contractor” and “Sub-Contractors” mean Sub-Contractors at any tier.

- 8.20.3 In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

8.21 Governing Law, Jurisdiction, and Venue

This Contract shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.22 Independent Contractor Status

- 8.22.1 This Contract is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 8.22.1 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.
- 8.22.3 The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the

Contractor pursuant to this Contract.

8.22.4 The Contractor shall adhere to the provisions stated in subsection 7.5 - Confidentiality.

8.23 Indemnification

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

8.24 General Provisions for all Insurance Coverage

Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Subsections 8.24 and 8.25 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

8.24.1 Evidence of Coverage and Notice to County

8.24.1.1 Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.

8.24.1.2 Renewal Certificates shall be provided to County not less than ten (10) days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor

and/or Sub-Contractor insurance policies at any time.

- 8.24.1.3 Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand dollars (\$50,000), and list any County required endorsement forms.
- 8.24.1.4 Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.
- 8.24.1.5 Certificates and copies of any required endorsements shall be sent to the County Contract Administrator listed in Exhibit E.
- 8.24.1.6 Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.24.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.24.3 Cancellation of or Changes in Insurance

Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

8.24.4 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from

sums due to Contractor or pursue Contractor reimbursement.

8.24.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.24.6 Contractor's Insurance Shall Be Primary

Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.24.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.24.8 Sub-Contractor Insurance Coverage Requirements

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

8.24.9 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the

County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.24.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

8.24.11 Application of Excess Liability Coverage

Contractors may use a combination of primary and excess insurance policies which provide coverage as broad as the underlying primary policies, to satisfy the Required Insurance provisions.

8.24.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.24.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.24.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

8.25 Insurance Coverage

- 8.25.1 **Commercial General Liability** insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate: \$5 million

Products/Completed Operations Aggregate: \$2 million

Personal and Advertising Injury: \$2 million

Each Occurrence: \$2 million

- 8.25.2 **Automobile Liability** insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$2 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

- 8.25.3 **Workers Compensation and Employers' Liability** insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than one million (\$1,000,000) per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.25.4 Property Coverage

Contractors given exclusive use of County owned or leased property shall carry property coverage at least as broad as that provided by the ISO special causes of loss (ISO policy form CP 10 30) form. The County and its Agents shall be named as an Additional Insured and Loss

Payee on Contractor's insurance as its interests may appear. Automobiles and mobile equipment shall be insured for their actual cash value. Real property and all other personal property shall be insured for their full replacement value.

8.25.4 Crime Coverage

A Fidelity Bond or Crime Insurance policy with limits of not less than \$ [2 million] per occurrence. Such coverage shall protect against all loss of money, securities, or other valuable property entrusted by County to Contractor, and apply to all of Contractor's directors, officers, agents and employees who regularly handle or have responsibility for such money, securities or property. The County and its Agents shall be named as an Additional Insured and Loss Payee as its interests may appear. This insurance shall include third party fidelity coverage, include coverage for loss due to theft, mysterious disappearance, and computer fraud/theft, and shall not contain a requirement for an arrest and/or conviction.

8.26 Liquidated Damages

8.26.1 If, in the judgment of the Department Head, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Department Head, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Department Head, or his/her designee, in a written notice describing the reasons for said action.

8.26.2 If the Department Head, or his/her designee, determines that there are deficiencies in the performance of this Contract that the Department Head, or his/her designee, deems are correctable by the Contractor over a certain time span, the Department Head, or his/her designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Department Head, or his/her designee, may:

- (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or

(b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is one hundred dollars (\$100) per day per infraction, or as specified in the Performance Requirements Summary (PRS) Chart, as defined in Appendix A, Statement of Work, Section 10.0, hereunder, and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or (c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.26.3 The action noted in subparagraph 8.26.2 shall not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.

8.26.4 This subparagraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the PRS or subparagraph 8.26.2, and shall not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

8.27 Most Favored Public Entity

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

8.28 Nondiscrimination and Affirmative Action

8.28.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard

to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

8.28.2 The Contractor shall certify to, and comply with, the provisions of Exhibit D - Contractor's EEO Certification.

8.28.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

8.28.4 The Contractor certifies and agrees that it will deal with its Sub-Contractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.

8.28.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, 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.

8.28.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this subsection 8.28 when so requested by the County.

8.28.7 If the County finds that any provisions of this subsection 8.28 have been violated, such violation shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been

violated, in addition, a determination by the California Fair Employment and Housing Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.

8.28.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County shall, at its sole option, be entitled to the sum of five hundred dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

8.29 Non Exclusivity

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Contract shall not restrict County from acquiring similar, equal or like goods and/or services from other entities or sources.

8.30 Notice of Delays

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.31 Notice of Disputes

The Contractor shall bring to the attention of the Supervising County's Contract Administrator and/or County's Contract Administrator any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the Supervising County's Contract Administrator or County's Contract Administrator is not able to resolve the dispute, the (Department Head, or designee shall resolve it.

8.32 Notice to Employees Regarding the Federal Earned Income Credit

The Contractor shall notify its employees, and shall require each Sub-Contractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.33 Notice to Employees Regarding the Safely Surrendered Baby Law

The Contractor shall notify and provide to its employees, and shall require each Sub-Contractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in the County of Los Angeles, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

8.34 Notices

All notices or demands required or permitted to be given or made under this Contract shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits E - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days prior written notice thereof to the other party. The Director, or his/her designee shall have the authority to issue all notices or demands required or permitted by the County under this Contract.

8.35 Prohibition Against Inducement or Persuasion

Notwithstanding the above, the Contractor and the County agree that, during the term of this Contract and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.36 Public Records Act

8.36.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to subparagraph 8.38 - Record Retention and Inspection-Audit Settlement of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or

“proprietary”. The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

- 8.36.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked “trade secret”, “confidential”, or “proprietary”, the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney’s fees, in action or liability arising under the Public Records Act.

8.37 Publicity

- 8.37.1 The Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor’s need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Contract within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; and
- During the term of this Contract, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the CCPM. The County shall not unreasonably withhold written consent.

- 8.37.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this subparagraph 8.37 shall apply.

8.38 Record Retention and Inspection-Audit Settlement

The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment

and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in the County of Los Angeles, provided that if any such material is located outside the County of Los Angeles, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

- 8.38.1 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor shall file a copy of such audit report with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- 8.38.2 Failure on the part of the Contractor to comply with any of the provisions of this subparagraph 8.38 shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.
- 8.38.3 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's

dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

8.39 Recycled Bond Paper

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

8.40 Subcontracting

8.40.1 The requirements of this Contract may not be subcontracted by the Contractor **without the advance approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

8.40.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:

- A description of the work to be performed by the Sub-Contractor;
- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County.

8.40.3 The Contractor shall indemnify, defend, and hold the County harmless with respect to the activities of each and every Sub-Contractor in the same manner and to the same degree as if such Sub-Contractor(s) were the Contractor employees.

8.40.4 The Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.

8.40.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all

personnel, including Sub-Contractor employees, providing services under this Contract. The Contractor is responsible to notify its Sub-Contractors of this County right.

8.40.6 The County's Contract Administrator is authorized to act for and on behalf of the County with respect to approval of any subcontract and Sub-Contractor employees. After approval of the subcontract by the County, Contractor shall forward a fully executed subcontract to the County for their files.

8.40.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all Sub-Contractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.

8.40.8 The Contractor shall obtain certificates of insurance, which establish that the Sub-Contractor maintains all the programs of insurance required by the County from each approved Sub-Contractor. The Contractor shall ensure delivery of all such documents to the CCA listed in Exhibit E, County's Administration, before any Sub-Contractor employee may perform any work hereunder.

8.40.9 In the event that the County consents to subcontracting, Contractor shall include in all subcontracts, the following provision: "This contract is a subcontract under the terms of a prime contract with the County of Los Angeles. All representations and warranties shall inure to the benefit of the County of Los Angeles."

8.41 Termination for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program

Failure of the Contractor to maintain compliance with the requirements set forth in subsection 8.14 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Contract pursuant to subsection 8.43 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.42 Termination for Convenience

- 8.42.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.
- 8.42.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:
- Stop work under this Contract on the date and to the extent specified in such notice, and
 - Complete performance of such part of the work as shall not have been terminated by such notice.
- 8.42.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract shall be maintained by the Contractor in accordance with subsection 8.38, Record Retention and Inspection-Audit Settlement.

8.43 Termination for Default

- 8.43.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, if, in the judgment of County's Project Director:
- Contractor has materially breached this Contract; or
 - Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or
 - Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

- 8.43.2 In the event that the County terminates this Contract in whole or in part as provided in subparagraph 8.43.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this subparagraph.
- 8.43.3 Except with respect to defaults of any Sub-Contractor, the Contractor shall not be liable for any such excess costs of the type identified in subparagraph 8.43.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a Sub-Contractor, and if such default arises out of causes beyond the control of both the Contractor and Sub-Contractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the Sub-Contractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this subparagraph, the term "Sub-Contractor(s)" means Sub-Contractor(s) at any tier.
- 8.43.4 If, after the County has given notice of termination under the provisions of this paragraph 8.43, it is determined by the County that the Contractor was not in default under the provisions of this paragraph 8.43, or that the default was excusable under the provisions of paragraph 8.43.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to subparagraph 8.42 - Termination for Convenience.
- 8.43.5 The rights and remedies of the County provided in this paragraph 8.43 shall not be exclusive and are in addition to

any other rights and remedies provided by law or under this Contract.

8.44 Termination for Improper Consideration

- 8.44.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.
- 8.44.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.
- 8.44.3 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

8.45 Termination for Insolvency

- 8.45.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:
- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
 - The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
 - The appointment of a Receiver or Trustee for the Contractor; or

- The execution by the Contractor of a general assignment for the benefit of creditors.

8.45.2 The rights and remedies of the County provided in this subsection 8.45 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.46 Termination for Non-Adherence of County Lobbyist Ordinance

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

8.47 Termination for Non-Appropriation of Funds

Notwithstanding any other provision of this Contract, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.48 Validity

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

8.49 Waiver

No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this subparagraph 8.49 shall not be exclusive and are in addition to any

other rights and remedies provided by law or under this Contract.

8.50 Warranty Against Contingent Fees

8.50.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.50.2 For breach of this warranty, the County shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

8.51 Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

8.52 Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program

Failure of Contractor to maintain compliance with the requirements set forth in Subsection 8.51 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within ten (10) days of notice shall be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

8.53 Time Off for Voting

The Contractor shall notify its employees, and shall require each Sub-Contractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than ten (10) days before every statewide election, every Contractor and Sub-Contractors 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 Section 14000.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 Child/Elder Abuse/Fraud Reporting

Contractor staff working on this Contract shall comply with *California Penal Code* (hereinafter "*PC*") *Section 11164 et seq.* and shall report all known and suspected instances of child abuse to an appropriate child protective agency, as mandated by these code sections. Child abuse reports shall be made by telephone to the Department of Children and Family Services hotline at (800) 540-4000 within twenty-four (24) hours and shall submit all required information, in accordance with the PC Sections 11166 and 11167.

Contractor staff working on this Contract shall comply with *California Welfare and Institutions Code (WIC)*, *Section 15600 et seq.* and shall report all known or suspected instances of physical abuse of elders and dependent adults either to an appropriate County adult protective services agency or to a local law enforcement agency, as mandated by these code sections. The Contractor staff working on this Contract shall make the report on such abuse, and shall submit all required information, in accordance with the WIC Sections 15630, 15633 and 15633.5.

Contractor staff working on this Contract shall also immediately report all suspected or actual welfare fraud situations to the County.

9.2 Collective Bargaining Contract

To comply with California Department of Social Services Regulations (CDSS), Operations Manual Section 23-610 (c) (22), the Contractor agrees to provide to the County, upon request, a copy of any collective bargaining Contract covering employees providing services under the Contract.

9.3 Completion of Contract

Prior to the expiration of this Contract, the Contractor shall allow County or the newly selected Contractor, a minimum of sixty (60) calendar days transition period, to ensure the orderly transition of the Contractor's services to the County or the newly selected Contractor without additional costs to County. Contractor shall continue to process work timely/accurately so that the operation is current at expiration of Contract. If Contractor fails to adhere to the above work and standards, the County shall have the right to withhold up to one hundred percent (100%) of the last two (2) months' payments owed Contractor.

9.4 Compliance with Auditor Controller Contract Accounting and Administration Handbook

The Los Angeles County Auditor-Controller Contract Accounting and Administration Handbook is incorporated herein by reference and available at www.ladpss.org/dpss/contracts. Contractor shall comply at a minimum with the requirements set forth in the Contract Accounting and Administration Handbook.

9.5 Contractor's Charitable Activities Compliance

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the Charitable Contributions Certification, Exhibit O, the County seeks to ensure that all County contractors which receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

9.6 Data Destruction

Contractor(s) and Vendor(s) that have maintained, processed, or stored the County of Los Angeles' ("County") data and/or information, implied or expressed, have the sole responsibility to certify that the data and information have been appropriately destroyed consistent with the National Institute of Standards and

Technology (NIST) Special Publication SP 800-88 titled *Guidelines for Media Sanitization*. Available at:

<http://csrc.nist.gov/publications/PubsDrafts.html#SP-800-88 Rev.%201>

The data and/or information may be stored on purchased, leased, or rented electronic storage equipment (e.g., printers, hard drives) and electronic devices (e.g., servers, workstations) that are geographically located within the County, or external to the County's boundaries. The County must receive within ten (10) business days, a signed document from Contractor(s) and Vendor(s) that certifies and validates the data and information were placed in one or more of the following stored states: unusable, unreadable, and indecipherable.

Vendor shall certify that any County data stored on purchased, leased, or rented electronic storage equipment and electronic devices, including, but not limited to printers, hard drives, servers, and/or workstations are destroyed consistent with the current National Institute of Standard and Technology (NIST) Special Publication SP-800-88, *Guidelines for Media Sanitization*. Vendor shall provide County with written certification, within ten (10) business days of removal of any electronic storage equipment and devices, that validates that any and all County data was destroyed and is unusable, unreadable, and/or undecipherable.

9.7 Disabled Veteran Business Enterprise Preference Program

9.7.1 This Contract is subject to the provisions of the County's ordinance entitled Disabled Veteran Business Enterprise Preference Program, as codified in Chapter 2.211 of the Los Angeles County Code.

9.7.2 Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Disabled Veteran Business Enterprise.

9.7.3 Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Disabled Veteran Business Enterprise.

9.7.4 If Contractor has obtained certification as a Disabled Veteran Business Enterprise by reason of having furnished incorrect supporting information or by reason of having

withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of the contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the state and ISD of this information prior to responding to a solicitation or accepting a contract award.

9.8 Employee Safety

The Contractor will assure that the Contractor's employees:

- Are covered by an effective Injury and Illness Prevention Program; and
- Receive all required general and specific training on employee safety.

9.9 Government Observations

Contractor shall permit all authorized Federal, State, County and/or research personnel, in addition to departmental contracting staff, may observe performance, activities, or review documents required under this Contract at any time during normal working hours. However, these personnel may not unreasonably interfere with Contractor performance.

9.10 Health Insurance Portability and Accountability Act of 1996 (“HIPAA”)

- 9.10.1 Contractor expressly acknowledges and agrees that the provision of services under this Agreement does not require or permit access by Contractor or any of its officers, employees, or agents, to any patient medical records/patient information. Accordingly, Contractor shall instruct its officers, employees, and agents that they are not to pursue, or gain access to, patient medical records/patient information for any reason whatsoever.
- 9.10.2 Notwithstanding the forgoing, the parties acknowledge that in the course of the provision of services hereunder, Contractor or its officers, employees, and agents, may have inadvertent access to patient medical records/patient information. Contractor understands and agrees that neither it nor its officers, employees, or agents, are to take advantage of such access for any purpose whatsoever.
- 9.10.3 Additionally, in the event of such inadvertent access, Contractor and its officers, employees, and agents, shall maintain the confidentiality of any information obtained and shall notify Director that such access has been gained immediately, or upon the first reasonable opportunity to do so. In the event of any access, whether inadvertent or intentional, Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all liability, including but not limited to, actions, claims, costs, demands, expenses, and fees (including attorney and expert witness fees) arising from or connected with Contractor's or its officers', employees', or agents', access to patient medical records/patient information. Contractor agrees to provide appropriate training to its employees regarding their obligations as described hereinabove.

9.11 Injury & Illness Prevention Program (IIPP)

Contractor shall be required to comply with the State of California's Cal OSHA's regulations. Section 3203 of Title 8 in the California Code of Regulations requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

9.12 Local Small Business Enterprise(SBE) Preference Program

- 9.12.1 This Contract is subject to the provisions of the County's ordinance entitled Local Small Business Enterprise

Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

- 9.12.2 The Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.
- 9.12.3 The Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.
- 9.12.4 If the Contractor has obtained certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:
1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
 2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than ten (10) percent of the amount of the contract; and
 3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State, the Department of Consumer and Business Affairs and Internal Services Department (ISD) of this information prior to responding to a solicitation or accepting a contract award.

9.13 Ownership of Data/Materials/Equipment/Software and Copyright

- 9.13.1 County shall be the sole owner of all right, title and interest, including copyright, in and to all software, plans, diagrams, facilities, and tools (hereafter "materials") which are originated or created through the Contractor's work pursuant to this Contract. The Contractor, for valuable consideration herein provided, shall execute all documents necessary to assign and transfer to, and vest in the County all of the Contractor's right, title and interest in and to such original materials, including any copyright, patent and trade secret rights which arise pursuant to the Contractor's work under this Contract.
- 9.13.2 During the term of this Contract and for five (5) years thereafter, the Contractor shall maintain and provide security for all of the Contractor's working papers prepared under this Contract. County shall have the right to inspect, copy and use at any time during and subsequent to the term of this Contract, any and all such working papers and all information contained therein.
- 9.13.3 Any and all materials, software and tools which are developed or were originally acquired by the Contractor outside the scope of this Contract, which the Contractor desires to use hereunder, and which the Contractor considers to be proprietary or confidential, must be specifically identified by the Contractor to the County's Project Manager as proprietary or confidential, and shall be plainly and prominently marked by the Contractor as "Proprietary" or "Confidential" on each appropriate page of any document containing such material.
- 9.13.4 The County will use reasonable means to ensure that the Contractor's proprietary and/or confidential items are safeguarded and held in confidence. The County agrees not to reproduce, distribute or disclose to non-County entities any such proprietary and/or confidential items without the prior written consent of the Contractor.
- 9.13.5 Notwithstanding any other provision of this Contract, the County will not be obligated to the Contractor in any way under subparagraph 9.4.4 for any of the Contractor's proprietary and/or confidential items which are not plainly and prominently marked with restrictive legends as required by subparagraph 9.4.3 or for any disclosure which

the County is required to make under any state or federal law or order of court.

- 9.13.6 All the rights and obligations of this subparagraph 9.4 shall survive the expiration or termination of this Contract.

9.14 PATENT, COPYRIGHT AND TRADE SECRET INDEMNIFICATION

- 9.14.1 The Contractor shall indemnify, hold harmless and defend County from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, for or by reason of any actual or alleged infringement of any third party's patent or copyright, or any actual or alleged unauthorized trade secret disclosure, arising from or related to the operation and utilization of the Contractor's work under this Contract. County shall inform the Contractor as soon as practicable of any claim or action alleging such infringement or unauthorized disclosure, and shall support the Contractor's defense and settlement thereof.

- 9.14.2 In the event any equipment, part thereof, or software product becomes the subject of any complaint, claim, or proceeding alleging infringement or unauthorized disclosure, such that County's continued use of such item is formally restrained, enjoined, or subjected to a risk of damages, the Contractor, at its sole expense, and providing that County's continued use of the system is not materially impeded, shall either:

- Procure for County all rights to continued use of the questioned equipment, part, or software product; or
- Replace the questioned equipment, part, or software product with a non-questioned item; or
- Modify the questioned equipment, part, or software so that it is free of claims.

- 9.14.3 The Contractor shall have no liability if the alleged infringement or unauthorized disclosure is based upon a use of the questioned product, either alone or in combination with other items not supplied by the Contractor, in a manner for which the questioned product was not designed nor intended.

9.15 Rules and Regulations

During the time that Contractor's employees or agents are at County facilities, such persons shall be subject to the rules and regulations of County facilities. It is the responsibility of Contractor to acquaint such persons, who are to provide services, with such rules and regulations. In the event that the County determines that an employee of Contractor has violated any applicable rule or regulation, the Director or designee shall notify Contractor and Contractor shall undertake such remedial or disciplinary measures as Contractor determines appropriate. If the problem is not thereby corrected, then Contractor shall permanently withdraw any of its employees from the provision of services upon receipt of written notice from Director or designee that: (1) such employee has violated such rules or regulations; or (2) such employee's actions, while on County premises, indicate that the employee may adversely affect the delivery of County services. Upon removal of any employee, Contractor shall immediately replace the employee and continue services hereunder.

9.16 Shred Documents

Contractor shall ensure that all confidential documents/papers, as defined under State law (including but not limited to Welfare & Institution Code sections 10850 and 17006) relating to this Contract must be shredded and not put in trash containers when Contractor disposes of these documents/papers. All documents/papers to be shredded are to be placed in a locked or secured container/bin/box and labeled "shred" until they are destroyed. No confidential documents/papers are to be recycled.

Documents for record and retention purposes in accordance with Section 8.38 of this Contract are to be maintained for a period of five (5) years or longer if required by law.

9.17 Transitional Job Opportunities Preference Program

9.17.1 This Contract is subject to the provisions of the County's ordinance entitles Transitional Job Opportunities Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.

9.17.2 Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Transitional Job Opportunity vendor.

9.17.3 Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Transitional Job Opportunity vendor.

9.17.4 If Contractor has obtained County certification as a Transitional Job Opportunity vendor by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:

1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than ten percent (10%) of the amount of the contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the certifying department of this information prior to responding to a solicitation or accepting a contract award.

IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Director of the Department of Public Social Services thereof, on the dates indicated below.

COUNTY OF LOS ANGELES

By _____
Sheryl L. Spiller, Director
Department of Public Social Services

Date

CONTRACTOR's NAME:

By _____
Authorized Official's Name (Typed)
Authorized Official's Title (Typed)

Date

By _____
Authorized Official's Name (Typed)
Authorized Official's Title (Typed)

Date

APPROVED AS TO FORM:

Mary Wickham

COUNTY COUNSEL

By _____
Melinda White-Svec
Deputy County Counsel

Date

STATEMENT OF WORK

(REFER TO RFP APPENDIX A)

STATEMENT OF WORK TECHNICAL EXHIBITS

(REFER TO RPF APPENDIX B)

CONTRACTOR'S BUDGET

***TO BE SUBMITTED BY CONTRACTOR
(REFER TO APPENDIX D, REQUIRED FORM D-13)***

EEO CERTIFICATION

(REFER TO APPENDIX D, REQUIRED FORM D-8)

COUNTY'S ADMINISTRATION

CONTRACT NO. _____

COUNTY CONTRACT DIRECTOR:

Name: _____

Title: _____

Address: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____

SUPERVISING COUNTY CONTRACT ADMINISTRATOR:

Name: _____

Title: _____

Address: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____

COUNTY CONTRACT ADMINISTRATOR (MONITORING):

Name: _____

Title: _____

Address: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____

COUNTY CONTRACT ADMINISTRATOR (INVOICING):

Name: _____
Title: _____
Address: _____

Telephone: _____ Facsimile: _____
E-Mail Address: _____

COUNTY CONTRACT PROGRAM MANAGER:

Name: _____
Title: _____
Address: _____

Telephone: _____ Facsimile: _____
E-Mail Address: _____

CONTRACT PROGRAM MONITOR:

Name: _____
Title: _____
Address: _____

Telephone: _____ Facsimile: _____
E-Mail Address: _____

CONTRACTOR'S ADMINISTRATION**CONTRACTOR'S NAME:** _____**CONTRACT NO:** _____**CONTRACTOR'S PROJECT MANAGER:**

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Notices to Contractor shall be sent to the following:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**FORMS REQUIRED AT THE TIME OF CONTRACT EXECUTION**

Applicability of the forms below is based on the type of contract. A contract involving Information Technology (IT) services includes Copyright Assignment language whereas a non-IT Contract omits the Copyright Assignment language.

Additionally, a determination must be made whether the Contactor will complete a Confidentiality Agreement on behalf of its employees or whether the Contractor's employees and non-employees will complete the Confidentiality Agreements individually.

NON-IT CONTRACTS

G1 CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

OR

G2 CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

G3 CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

IT CONTRACTS

G1-IT CONTRACTOR ACKNOWLEDGEMENT, CONFIDENTIALITY, & COPYRIGHT ASSIGNMENT AGREEMENT

OR

G2-IT CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT, CONFIDENTIALITY, & COPYRIGHT ASSIGNMENT AGREEMENT

G3-IT CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT, CONFIDENTIALITY, & COPYRIGHT ASSIGNMENT AGREEMENT

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME _____ Contract No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____ DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and placed in Contractor's Employee's Personnel Profile prior to executing Contract. Work cannot begin on the Contract until document is executed).

Contractor Name _____ Contract No. _____

Employee Name _____

GENERAL INFORMATION:

Your employer referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement and Confidentiality Agreement.

EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this contract or termination of my employment with my employer, whichever occurs first.

SIGNATURE: _____

DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and placed in Contractor's non-Employee's Personnel Profile prior to executing Contract. Work cannot begin on the Contract until document is executed).

Contractor Name _____ Contract No. _____

Non-Employee Name _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

NON-EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this contract or termination of my services hereunder, whichever occurs first.

SIGNATURE: _____

DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

JURY SERVICE ORDINANCE

(REFER TO RPF APPENDIX G)

SAFELY SURRENDERED BABY LAW

(REFER TO RPF APPENDIX J)

CHARITABLE CONTRIBUTIONS CERTIFICATION

(REFER TO APPENDIX D, REQUIRED FORM D-15)

Title 2 ADMINISTRATION
Chapter 2.206
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

2.206.010 Findings and declarations.

2.206.020 Definitions.

2.206.030 Applicability.

2.206.040 Required solicitation and contract language.

2.206.050 Administration and compliance certification.

2.206.060 Exclusions/Exemptions.

2.206.070 Enforcement and remedies.

2.206.080 Severability.

2.206.010 Findings and declarations.

The Board of Supervisors finds that significant revenues are lost each year as a result of taxpayers who fail to pay their tax obligations on time. The delinquencies impose an economic burden upon the County and its taxpayers. Therefore, the Board of Supervisors establishes the goal of ensuring that individuals and businesses that benefit financially from contracts with the County fulfill their property tax obligation. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a contract or agreement with the County.
- B. "County" shall mean the county of Los Angeles or any public entities for which the Board of Supervisors is the governing body.
- C. "County Property Taxes" shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.
- D. "Department" shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the contract.
- E. "Default" shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax obligation dispute pending before the Assessment Appeals Board.
- F. "Solicitation" shall mean the County's process to obtain bids or proposals for goods and services.
- G. "Treasurer-Tax Collector" shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

Title 2 ADMINISTRATION
Chapter 2.206
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

2.206.030 Applicability.

This chapter shall apply to all solicitations issued 60 days after the effective date of the ordinance codified in this chapter. This chapter shall also apply to all new, renewed, extended, and/or amended contracts entered into 60 days after the effective date of the ordinance codified in this chapter. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.040 Required solicitation and contract language.

All solicitations and all new, renewed, extended, and/or amended contracts shall contain language which:

- A. Requires any Contractor to keep County Property Taxes out of Default status at all times during the term of an awarded contract;
- B. Provides that the failure of the Contractor to comply with the provisions in this chapter may prevent the Contractor from being awarded a new contract; and
- C. Provides that the failure of the Contractor to comply with the provisions in this chapter may constitute a material breach of an existing contract, and failure to cure the breach within 10 days of notice by the County by paying the outstanding County Property Tax or making payments in a manner agreed to and approved by the Treasurer-Tax Collector, may subject the contract to suspension and/or termination. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.050 Administration and compliance certification.

- A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel, issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.
- B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new contract, or renewal, extension or amendment of an existing contract with the County, that it is in compliance with this chapter is not in Default on any County Property Taxes or is current in payments due under any approved payment arrangement. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.060 Exclusions/Exemptions.

- A. This chapter shall not apply to the following contracts:
 - 1. Chief Executive Office delegated authority agreements under \$50,000;

Title 2 ADMINISTRATION
Chapter 2.206

DEFAULTED PROPERTY TAX REDUCTION PROGRAM

2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor;
 3. A purchase made through a state or federal contract;
 4. A contract where state or federal monies are used to fund service related programs, including but not limited to voucher programs, foster care, or other social programs that provide immediate direct assistance;
 5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement.
 6. Purchase orders issued by Internal Services Department under \$100,000 that is not the result of a competitive bidding process.
 7. Program agreements that utilize Board of Supervisors' discretionary funds;
 8. National contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;
 9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles Purchasing Policy and Procedures Manual, section P-3700 or a successor provision;
 10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.6.0 or a successor provision;
 11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision;
 12. A non-agreement purchase worth a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision; or
 13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual section P-0900 or a successor provision;
 14. Other contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.
- B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

Title 2 ADMINISTRATION
Chapter 2.206
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

2.206.070 Enforcement and remedies.

- A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.
- B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County contract.
- C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the contract may do one or more of the following:
 - 1. Recommend to the Board of Supervisors the termination of the contract; and/or,
 - 2. Pursuant to chapter 2.202, seek the debarment of the contractor; and/or,
 - 3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.080 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. No. 2009-0026 § 1 (part), 2009.)

***CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S
DEFAULTED PROPERTY TAX REDUCTION PROGRAM***

(REFER TO APPENDIX D, REQUIRED FORM D-17)

IRS NOTICE 1015

(REFER TO RPF APPENDIX I)

CERTIFICATION OF NO CONFLICT OF INTEREST

(REFER TO APPENDIX D, REQUIRED FORM D-5)

***FAMILIARITY WITH THE COUNTY LOBBYIST ORDINANCE
CERTIFICATION***

(REFER TO APPENDIX D, REQUIRED FORM D-6)

**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 Tier 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.

CONTRACTOR'S NONDISCRIMINATION IN SERVICES CERTIFICATION

 Contractor's Name

 Address

 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 *Americans with Disabilities Act of 1990*, the Contractor, supplier, or vendor certifies and agrees that all persons serviced 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, color, religion, ancestry, national origin, age, condition of disability, marital status, political affiliation or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S CERTIFICATION

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

 Name and Title of Signer

 Signature

 Date

**CONTRACTOR/VENDOR ASSURANCE OF COMPLIANCE
OF CIVIL RIGHTS RESOLUTION AGREEMENT
WITH THE LOS ANGELES COUNTY
DEPARTMENT OF PUBLIC SOCIAL SERVICES**

We, "Company" agree to comply with the Civil Rights Resolution Agreement the County of Los Angeles, Department of Public Social Services (DPSS), has entered into with the Office for Civil Rights, Department of Health and Human Services Region IX. We, "Company", also agree to comply with the following Civil Rights provisions: Title VI and Title VII of the Federal Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended; Age Discrimination Act of 1975; Food Stamp Act of 1977; American with Disabilities Act of 1990; Government Code Section 11135; California Code of Regulations, Title 22, Section 98000-98413; California Department of Social Services Manual of Policies and Procedures, Division 21; and other applicable Federal and State laws, rules, and regulations to ensure that employment practices and the delivery of social service programs are non discriminatory.

As a Contractor with DPSS, "Company", agrees to comply with the provisions set forth in the Resolution Agreement aforementioned. Further, "Company", agrees to comply with the requirements of the Resolution Agreement and "Company" understands that it is necessary to ensure their respective public contact staff receive the DPSS provided Civil Rights training, ensure participants receive notices in their primary language, provide interpreters as needed, and comply with all other requirements of the Resolution Agreement.

By signing this form we, "Company", agree to the aforementioned.

Director's Signature (Contractor)

Date

Contractor's Address

***BACKGROUND AND RESOURCES: CALIFORNIA CHARITIES
REGULATION***

(REFER TO RPF APPENDIX N)

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

(REFER TO APPENDIX D, REQUIRED FORM D-9)

***COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY
SERVICE PROGRAM CERTIFICATION FORM AND
APPLICATION FOR EXCEPTION***

(REFER TO APPENDIX D, REQUIRED FORM D-10)

CONTRACTOR'S CERTIFICATION OF OFFICE LOCATION**CONTRACTOR NAME:**

The service office(s) is/are located at:

Address 1:

Address 2:

Address 3:

By signing this certification form, this Contractor certifies that the office(s) listed above, are accessible within a travel time of one-hour (one way) via public transportation, to all Participants served within the County. Contractor further certifies that the one-hour travel time was verified through the Metropolitan Transportation Authority.

Name of Firm: _____

Name and Title of Signer: _____

Signature: _____

NEPOTISM POLICY STATEMENT OF UNDERSTANDING

Nepotism means favoritism shown to close relatives and closely related employees. Close relatives and closely related to employees include their father, mother, stepfather, stepmother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, husband, wife, child, stepchild, grandfather, grandmother, grandchild, uncle, aunt, cousin, niece, nephew, half-brother, half sister, stepbrother, stepsister, adoptive child, adoptive parents, foster parents, foster child(ren), registered domestic partners, unregistered domestic partners (e.g., boyfriend/girlfriend, boyfriend/boyfriend, girlfriend/girlfriend living together but not registered), guardianship (e.g., preserver, custodian, ward and/or trustee of any Contractor employee).

ACKNOWLEDGEMENT

I have read the Nepotism Policy as stated herein. I understand that it is my responsibility to be aware of possible conflicts of interest, and to immediately notify my supervisor (Manager/Director) of the facts in writing so that a determination can be made as to whether or not nepotism or the appearance of nepotism exists.

I understand that failure to comply with this Nepotism Policy may result in discharge.

With my signature affixed to this form, I acknowledge that I have been informed of Nepotism Policy herein specified, and the consequences of failure to comply.

Employee Name: _____ Witness Signature: _____
(Immediate Supervisor) _____ Date _____

Employee Signature: _____ Witness Job Title: _____
_____ Date _____

Check

- Original to employee's Office Personnel Folder ()
- Copy to employee ()

**CONTRACTOR CASE MANAGERS AND JOB DEVELOPERS
MINIMUM REQUIREMENTS AND COLLEGE DEGREES ACCEPTANCE**

Case Manager's minimum requirements are equivalent to the County's GAIN Services Workers.

REQUIRED TRAINING AND EXPERIENCE:

Case Managers and Job Developers must meet one of the following requirements, at the time of filing their job application with the Contractor as follows: 1) A four-year college degree*; 2) An AA degree and two years of case management experience; 3) An AA** degree and two years of employment counseling experience; **OR** 4) Two years of employment counseling experience in a GAIN environment.

Case Managers Supervisors must meet one of the following requirements, at the time of filing their job application with the Contractor: 1) Two years employment counseling experience in the Los Angeles County GAIN Program, one year of which must have been as a GAIN Services Worker; **OR** an Associate's Degree** and two years of experience as a GAIN Services Coordinator.

COLLEGE DEGREE ACCEPTANCE:

* All College Degree required for Contract Managers, Case Managers and Job Developers must be obtained from an accredited college/institution. Accredited colleges/institutions are those listed in the publications or regional, national or international accrediting agencies which are accepted by the Los Angeles, Department of Human Resources, Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by the National Association of Credential Evaluation Services or Association of International Credential Evaluations, Inc. No substitution of any College Degree or Required Verification. In order for the County to honor submitted college degree or completion of a certificate program, a legible copy of the of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization, or official certificates must be included with the job application at the time of its filing.

**Achievement of Junior class standing in an accredited four year college may be substituted for an AA degree provided other training or experience requirements are met.

**SAMPLE MONTHLY INVOICE
REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES PROGRAM (REAS)
CASE MANAGEMENT ONGOING SERVICES
INVOICE**

I. Current Billing Month and Year:		Invoice Date:	
Contractor's Social Security or Taxpayer No.:		Contract No.:	
Contractor's Name:		Telephone No.:	
Contractor's Address:		Flat Monthly Fee:	
II. Payment requested for Service Month of:			
III. REP participants served during the Service Month			
A. Number of active REP participants at the end of the service month reflected in GCAR.		=	
B. Number of active REP participants newly enrolled during the service month NOT reflected in the GCAR.		+	
C. Other: Number of active REP participants NOT reflected in the GCAR that belong to your Service Area, have been served in accordance with the contract, are assigned to an RCM, and are NOT listed in any other category in the invoice (Items A and B).		+	
D. Total number of REP participants served this month. (A+B+C)		=	
E. Invoice amount (Flat Monthly Fee)		=	
IV. Invoiced Amount Requested (E)			
A. Performance Penalty Deduction (if applicable)		-	
B. Amount Requested for Payment:		=	
		AMOUNT RSS	%
		AMOUNT TA	%
Percentage (apply only to III. J)		%	# of RSS participant:
A. Employment Services (ES)			
B. English Language Training (ELT)			
C. On-the-Job Training (OJT)			
D. Skills Training			
E. Case Management			
F. Other (Please list)			
TCVAP Participants		%	COST
		AMT. TCVAP	
CONTRACTOR'S AUTHORIZING SIGNATURE		DATE	
COUNTY CONTRACT ADMINISTRATOR'S APPROVAL		DATE	

The County reserves the right to request any additional supporting documents from the Contractor to approve payments on as needed basis.

SAMPLE MONTHLY INVOICE
REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES (REAS)
ELDERLY SERVICES SET-ASIDE FUNDING (ESSA)
INVOICE SERVICE AREA _____

I. Current Billing Month and Year:		Invoice Date:	
Contractor's Social Security or Taxpayer No.:		Contract No.:	
Contractor's Name:		Telephone No.:	
Contractor's Address:		Firm-Fixed Per Participant Fee: \$121.00	
II. Service Month/Year:			
III. ESSA participants served during the Service Month			
A. Number of senior refugees provided with Senior Networking and/or ESL Civics services.		=	
B. Number of senior refugees provided with Citizenship application preparation and/or adjustment of alien status services.		+	
C. Total number of ESSA participants served this month. (A+B)		=	
D. Invoice amount : Per Participant Fee * C			\$0.00
IV. Invoiced Amount Requested (D)			
A. Performance Penalty Deduction (if applicable)		-	
B. Amount Requested for Payment:		=	
CONTRACTOR'S AUTHORIZING SIGNATURE		DATE	
COUNTY CONTRACT ADMINISTRATOR'S APPROVAL		DATE	

MONTHLY INVOICE
REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES (REAS)
TARGETED ASSISTANCE DISCRETIONARY (TAD) GRANT
INVOICE SERVICE AREA _____

I.	Current Billing Month and Year:		Invoice Date:	
	Contractor's Social Security or Taxpayer No.:		Contract No.:	
	Contractor's Name:		Telephone No.:	
	Contractor's Address		Firm-Fixed Per Participant Fee:	\$185.00
II.	Payment requested for Service Month of:			
III.	TAD participants served during the Service Month			
	A. Number of TAD participants served that are registered in REP.	=		
	B. Number of TAD participants served that are not registered in REP.	+		
	C. Number of TAD participants that achieved 90-day unsubsidized employment retention.	+		
	D. Total number of TAD participants served this month. (A+B+C)	=		
	E. Invoice amount : Per Participant Fee * D		\$0.00	
IV.	Invoiced Amount Requested (D)			
	A. Performance Penalty Deduction (if applicable)	-		
	B. Amount Requested for Payment:	=		
CONTRACTOR'S AUTHORIZING SIGNATURE			DATE	
COUNTY CONTRACT ADMINISTRATOR'S APPROVAL			DATE	

MONTHLY INVOICE
REFUGEE EMPLOYMENT PROGRAM (REP)
FAMILY STABILIZATION (FS) PROGRAM AND SB 1041 SERVICES
INVOICE

I. Current Billing Month and Year:		Invoice Date:	
Contractor's Social Security or Taxpayer No.:		Contract No.:	
Contractor's Name:		Telephone No.:	
Contractor's Address:		Flat Monthly Fee:	FS
			SB 1041
II. Payment requested for Service Month of:			
		FS	SB 1041
III. Participants served during the Service Month			
A. Number of active participants at the end of the service month.		=	
B. Number of active participants newly enrolled during the service month.		+	
C. Total number of participants served this month. (A+B)		=	
D. Invoice amount (Flat Monthly Fee)			
IV. Invoiced Amount Requested (D)			
A. Performance Penalty Deduction (if applicable)		-	
B. Amount Requested for Payment:		=	
CONTRACTOR'S AUTHORIZING SIGNATURE		DATE	
COUNTY CONTRACT ADMINISTRATOR'S APPROVAL		DATE	

County of Los Angeles

Department of Public Social Services

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:

- | | | |
|--|---|--|
| <input type="checkbox"/> RACE | <input type="checkbox"/> DISABILITY | <input type="checkbox"/> ETHNIC GROUP IDENTIFICATION |
| <input type="checkbox"/> NATIONAL ORIGIN | <input type="checkbox"/> RELIGION | <input type="checkbox"/> SEX |
| <input type="checkbox"/> MARITAL STATUS | <input type="checkbox"/> AGE | <input type="checkbox"/> COLOR |
| <input type="checkbox"/> POLITICAL AFFILIATION | <input type="checkbox"/> SEXUAL ORIENTATION | <input type="checkbox"/> DOMESTIC PARTNERSHIP |

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:

Initial on the line
above if you give
consent.

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.

Initial on the line
above if you do
not give consent.

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: _____

PA – 607 (REVISED 06/11)

CRIMINAL CONVICTION INFORMATION NOTICE AND CERTIFICATION

All staff working under the GAIN/GROW/REP Vocational Assessment Services Contract with the Department of Public Social Services (DPSS) must read and sign this notice/certification prior to beginning work on this Contract, upon promotion and no less frequently than every three years.

The suitability of Staff who have been convicted of criminal acts and/or who have successfully completed probation or parole must be evaluated. Staff is required to truthfully and fully disclose criminal conviction(s). If you fail to disclose a criminal conviction, the Contract requires that you be removed from working on this Contract regardless of your work performance.

Due to the fact that legal terms by which criminal acts may be described differ among jurisdictions, the following is NOT a complete list of criminal convictions that may be considered in evaluating suitability to work on this Contract.

I. ACCEPTABLE TO WORK ON CONTRACT

- Disturbing the Peace
- Drunk Driving (Acceptable with a valid driver license)
- Gambling
- Petty Theft as a Juvenile
- Possession of Marijuana
- Reckless Driving (Acceptable with a valid driver license)
- Trespassing

II. ACCEPTABLE TO WORK ON CONTRACT AFTER STIPULATED TIME (INCLUDING SIMILAR CONVICTIONS AND "ATTEMPT", ACCESSORY", AND "CONSPIRACY" TO COMMIT ANY OF THE CRIMES LISTED BELOW)

- | | |
|--|------------|
| • Assault and Battery | One year |
| • Malicious Mischief | One year |
| • Prostitution | One year |
| • Petty Theft | Five years |
| • Receiving Stolen Property | Five years |
| • Shoplifting | Five years |
| • Manslaughter | Five years |
| • Possession of Narcotics and/or Dangerous Drugs | Five Years |

III. DETERMINATION AFTER INVESTIGATION

- Bad Checks
- Indecent Exposure
- Lewd Conduct
- Murder
- Possession and/or Sales of Dangerous Weapons
- Threats of Violence

IV. NOT ACCEPTABLE TO WORK ON CONTRACT (INCLUDING SIMILAR CONVICTIONS AND "ATTEMPT", "ACCESSORY", AND "CONSPIRACY" TO COMMIT ANY OF THE CRIMES LISTED BELOW.)

- Blackmail
- Bribery
- Burglary
- Crimes Against Children and Elders
- Embezzlement, Including Theft of Public Funds
- Extortion
- Falsification of Financial Statements and/or Public Records
- Forgery
- Grand Theft
- Mass Murder
- Rape, including Sexual Battery
- Robbery
- Sale of narcotics and/or Dangerous Drugs (Includes Intent to Sell)
- Welfare Fraud

I have read and reviewed this Criminal Conviction Information Notice and Certification. I understand that if I have any convictions, I am to report the conviction(s) on this sheet. This includes, but is not limited to, those offenses listed above.

[In addition, I understand that I am to report all convictions that occur after the date I sign this Certification.](#)

I understand that any omission or misstatement of material fact used to secure a position working on this Contract shall be grounds for my removal from working on this Contract regardless of the time elapsed before discovery and work performance.

I understand that the processing of a criminal background check is part of the selection process and that my continued work under this Contract is contingent upon the results of my background check.

☐ I HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE OFFENSES.

☐ I HAVE BEEN CONVICTED OF THE FOLLOWING OFFENSE(S):

Conviction Date: _____

☐ I am currently on probation/parole. End date: _____

☐ I am no longer on probation/parole. My probation/parole terminated on: _____

Signature

Date

Witnessed by: _____
Signature & Title

Date

APPENDIX D

REQUIRED FORMS

FOR

REQUEST FOR PROPOSALS (RFP)

PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

Please complete, date and sign this form and place it as the first page of your proposal. The person signing the form must be authorized to sign on behalf of the Proposer and to bind the applicant in a Contract.

1. If your firm is a corporation, state its legal name (as found in your Articles of Incorporation) and State of incorporation:

Name State Year Inc.

2. If your firm is a partnership or a sole proprietorship, state the name of the proprietor or managing partner:

3. If your firm is doing business under one or more DBA's, please list all DBA's and the County(s) of registration:

Name County of Registration Year became DBA

4. Is your firm wholly or majority owned by, or a subsidiary of, another firm? _____ If yes,

Name of parent firm: _____

State of incorporation or registration of parent firm: _____

5. Please list any other names your firm has done business as within the last five (5) years.

Name Year of Name Change

6. Indicate if your firm is involved in any pending acquisition/merger, including the associated company name. If not applicable, so indicate below. Proposer is reminded that it must comply with the requirements of Section 5.19 of the Request for Proposal.

PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT - continued

Proposer acknowledges and certifies that it meets and will comply with all of the County policies and programs as listed in Sections 4.0; County's Rights and Responsibilities; Section 5.0, Proposer's Requirements and Certifications; and 6.0, County's Preference Program of the Request for Proposals.

Proposer acknowledges and certifies that it meets and will comply with all of the Minimum Mandatory Requirements listed in Section 3.0, Proposers Minimum Mandatory Requirements, of this Request for Proposal, as listed below.

- ☐ Yes ☐ No Have (or will have by contract award) a **minimum experience of three years out of the last 10 years** providing case management services, or services substantially similar to the services described in the Statement of Work.
- ☐ Yes ☐ No Have (or will have by contract award) a Contract Manager with a bachelor's degree in a related field (e.g., social work, public administration, psychology, etc.) with two years experience in the performance of case management services, or services substantially similar to the services required in this RFP, OR a minimum of three years experience in the performance of case management services, or services substantially similar to the services required in this RFP. (If the Contract Manager is not yet hired, the Contractor must include with its proposal the complete job specifications for this position.).
- ☐ Yes ☐ No Have (or will have by contract award) a business office located within the County of Los Angeles, with a responsible person(s) to maintain all administrative records related to the Proposed Contract and financial reports that are required herein.
- ☐ Yes ☐ No Have (or will have by contract award) a service office, and satellite offices as needed, to serve Participants located within a travel time of one-hour (one way) or two hour (round trip) from each participant via public transportation to all participants served within the County. This information must be documented in the Proposal Section 2.1.4 (see RFP Section 3.0). The County must pre-approve the location of the satellite office(s). Satellite offices may be the equivalent of one cubicle or one private office with enough desk space to keep a computer and to interview a participant, if sufficient to serve the number of participants residing in the satellite office area. The satellite office location must be strategically located in order to minimize participant travel time and optimize accessibility. Upon contract award, Contractor will be required to open one or more satellite offices within the specified service area to provide comprehensive and adequate service to any and all refugees residing in the County. These offices will be in addition to the Contractor's main office(s).
- ☐ Yes ☐ No Have knowledge of, a good relationship with, and support from the community that is to be served as set forth in the Proposal Submission Requirements, Subsection 7.13 of this RFP.
- ☐ Yes ☐ No Comply with the RFP format and requirements set forth in the Proposal Submission Requirements, Section 7.0, Subsections 7.11 and 7.12 of the RFP.

Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

Proposer's Name: _____

Proposer's Address: _____

E-mail address: _____ Telephone Number: _____

Fax number: _____

On behalf of _____ (Proposer's name), I, _____
(Name of Proposer's authorized Representative), certify that the information contained in this Proposer's Organization
Questionnaire/Affidavit is true and correct to the best of my knowledge and belief.

Signature IRS Employer Identification Number

Title CA Business License Number

Date County WebVen Number

PROSPECTIVE CONTRACTOR REFERENCES**Contractor's Name:** _____

List **four (4)** references where the required or substantially similar scope of services was provided within the last 5 years in order to meet the Minimum Requirements stated in this solicitation. Use additional sheets if necessary.

1. Name of Firm	Address of Firm	Contact Person	Telephone # ()	E-mail Address
Name or Contract No.	# of Years / Term of Contract (MM/YY – MM/YY)	Type of Service	Dollar Amt.	
2. Name of Firm	Address of Firm	Contact Person	Telephone # ()	E-mail Address
Name or Contract No.	# of Years / Term of Contract (MM/YY – MM/YY)	Type of Service	Dollar Amt.	
3. Name of Firm	Address of Firm	Contact Person	Telephone # ()	E-mail Address
Name or Contract No.	# of Years / Term of Contract (MM/YY – MM/YY)	Type of Service	Dollar Amt.	
4. Name of Firm	Address of Firm	Contact Person	Telephone # ()	E-mail Address
Name or Contract No.	# of Years / Term of Contract (MM/YY – MM/YY)	Type of Service	Dollar Amt.	

PROSPECTIVE CONTRACTOR LIST OF CONTRACTS

Contractor's Name: _____

List all **Los Angeles County's entities** for which the Contractor has provided the required or substantially similar scope of services within the **last three (3) years**. Use additional sheets if necessary.

1. Name of Firm	Address of Firm	Contact Person	Telephone # ()	E-mail Address
Name or Contract No.	# of Years / Term of Contract (MM/YY – MM/YY)	Type of Service	Dollar Amt.	
2. Name of Firm	Address of Firm	Contact Person	Telephone # ()	E-mail Address
Name or Contract No.	# of Years / Term of Contract (MM/YY – MM/YY)	Type of Service	Dollar Amt.	
3. Name of Firm	Address of Firm	Contact Person	Telephone # ()	E-mail Address
Name or Contract No.	# of Years / Term of Contract (MM/YY – MM/YY)	Type of Service	Dollar Amt.	
4. Name of Firm	Address of Firm	Contact Person	Telephone # ()	E-mail Address
Name or Contract No.	# of Years / Term of Contract (MM/YY – MM/YY)	Type of Service	Dollar Amt.	
5. Name of Firm	Address of Firm	Contact Person	Telephone # ()	E-mail Address
Name or Contract No.	# of Years / Term of Contract (MM/YY – MM/YY)	Type of Service	Dollar Amt.	

PROSPECTIVE CONTRACTOR LIST OF TERMINATED CONTRACTS FORMAT

Contractor's Name: _____

List all contracts that have been terminated within the **past three (3) years**. Use additional sheets if necessary.

1. Name of Firm	Address of Firm	Contact Person	Telephone # ()	E-mail Address
Name or Contract No.		Reason for contract termination:		
<hr/>				
2. Name of Firm	Address of Firm	Contact Person	Telephone # ()	E-mail Address
Name or Contract No.		Reason for contract termination:		
<hr/>				
3. Name of Firm	Address of Firm	Contact Person	Telephone # ()	E-mail Address
Name or Contract No.		Reason for contract termination:		
<hr/>				
4. Name of Firm	Address of Firm	Contact Person	Telephone # ()	E-mail Address
Name or Contract No.		Reason for contract termination:		
<hr/>				

CERTIFICATION OF NO CONFLICT OF INTEREST

The Los Angeles County Code, Section 2.180.010, provides as follows:

CONTRACTS PROHIBITED

Notwithstanding any other section of this Code, the County shall not contract with, and shall reject any proposals submitted by, the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or of public agencies for which the Board of Supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in number 1 serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principals, partners, or major shareholders.

Contracts submitted to the Board of Supervisors for approval or ratification shall be accompanied by an assurance by the submitting department, district or agency that the provisions of this section have not been violated.

Proposer Name

Proposer Official Title

Official's Signature

**FAMILIARITY WITH THE COUNTY
LOBBYIST ORDINANCE CERTIFICATION**

The Proposer certifies that:

- 1) it is familiar with the terms of the County of Los Angeles Lobbyist Ordinance, Los Angeles Code Chapter 2.160;
- 2) that all persons acting on behalf of the Proposer organization have and will comply with it during the proposal process; and
- 3) it is not on the County's Executive Office's List of Terminated Registered Lobbyists.

Signature:_____ Date:_____

**Request for Local SBE Preference Program Consideration and
CBE Firm/Organization Information Form**

INSTRUCTIONS: All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

FIRM NAME: _____
CAGE CODE: _____ **NAICS CODE:** _____

- ☐ As a business registered as 'Small' on the federal Central Contractor Registration (CCR) data base, I request this proposal/bid be considered for the Local SBE Preference.
- ☐ The NAICS Code shown corresponds to the services in this solicitation.
- ☐ Attached is my CCR certification page.

II. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Franchise <input type="checkbox"/> Other (Please Specify) _____						
Total Number of Employees (including owners): _____						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino						
Asian or Pacific Islander						
American Indian						
Filipino						
White						

III. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	%

IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES: If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Dis-advantaged	Disabled Veteran	Expiration Date

IV. DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

Print Authorized Name	Authorized Signature	Title	Date

PROPOSER'S EEO CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

GENERAL

In accordance with provisions of the County Code of the County of Los Angeles, the Proposer 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, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CERTIFICATION	YES	NO
1. Proposer has written policy statement prohibiting discrimination in all phases of employment.	()	()
2. Proposer periodically conducts a self-analysis or utilization analysis of its work force.	()	()
3. Proposer has a system for determining if its employment practices are discriminatory against protected groups.	()	()
4. When problem areas are identified in employment practices, Proposer has a system for taking reasonable corrective action to include establishment of goal and/or timetables.	()	()

Signature

Date

Name and Title of Signer (please print)

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.

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: _____

Print Name: _____

Title: _____ Date: _____

Telephone No: _____ Fax No: _____

**COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM
CERTIFICATION FORM AND APPLICATION FOR EXCEPTION**

The County's solicitation for this Request for Proposals is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program), Los Angeles County Code, Chapter 2.203. All proposers, whether a contractor or subcontractor, must complete this form to either certify compliance or request an exception from the Program requirements. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the proposer is given an exemption from the Program.

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:		
Solicitation For _____ Services:		

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (attach documentation to support your claim); or, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, please sign and date this form below.

Part I: Jury Service Program is Not Applicable to My Business

- ☐ My business does not meet the definition of "contractor," as defined in the Program, as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.
- ☐ My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exception will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

"Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

- ☐ My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

OR

Part II: Certification of Compliance

- ☐ My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name:	Title:
Signature:	Date:

**REQUIRED BID/PRICING SHEET
FORM OF BID TO BE SUBMITTED BY PROPOSER**

The undersigned offers to furnish all personnel and materials for the provision of REAS . Said work shall be done for the period prescribed and in the manner set forth in RFP, Appendix A, Statement of Work and based on projected caseloads provided in Appendix B, Technical Exhibit B 24. The projected caseloads are subject to change and do not constitute a guarantee of any number of participants to be served throughout the County.

I agree to provide comprehensive REAS case management services for refugees in Los Angeles County. The following prices being bid are firm and fixed for the term of the Contract:

REAS Component	Monthly Firm Fixed-Fee
REAS Case Management	\$
Family Stabilization	\$
CalWORKs SB1041	\$
Monthly Total	\$

The County will provide the monthly firm fixed rate per participant for ESSA and TAD.

THIS BID SHALL REMAIN A FIRM OFFER FOR 365 DAYS FOLLOWING THE LAST DAY TO SUBMIT PROPOSALS.

Signature of Authorized Agent Date _____

Typed Name of Authorized Agent

Firm Name

Firm Address

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION AND ACKNOWLEDGEMENT OF RFP RESTRICTIONS

- A. By submission of this Proposal, Proposer certifies that the prices quoted herein have been arrived at independently without consultation, communication, or agreement with any other Proposer or competitor for the purpose of restricting competition.
- B. List all names and telephone number of person legally authorized to commit the Proposer.

NAME

PHONE NUMBER

NOTE: Persons signing on behalf of the Contractor will be required to warrant that they are authorized to bind the Contractor.

- C. List names of all joint ventures, partners, subcontractors, or others having any right or interest in this contract or the proceeds thereof. If not applicable, state "NONE".

- D. Proposer acknowledges that it has not participated as a consultant in the development, preparation, or selection process associated with this RFP. Proposer understands that if it is determined by the County that the Proposer did participate as a consultant in this RFP process, the County shall reject this proposal.

 Name of Firm

 Print Name of Signer

 Title

 Signature

 Date

BUDGET SHEET FOR _____ SERVICES**DIRECT COST (List each staff classification)**

Payroll:	FTE*	Hourly Rate	Monthly Salary
Employee Classification	_____	\$ _____	\$ _____
Employee Classification	_____	\$ _____	\$ _____
Employee Classification	_____	\$ _____	\$ _____
Others (Please continue to list)			

Total Salaries and Wages \$ _____

***FTE = Full Time Equivalent Positions**

Employee Benefits	No. of Employees	Monthly Cost per FTE
Medical Insurance	_____	\$ _____
Dental Insurance	_____	\$ _____
Life Insurance	_____	\$ _____
Other (list)	_____	\$ _____

Total Benefits \$ _____

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Workers' Compensation, etc.)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Payroll Taxes \$ _____

Insurance (List Type/Coverage. See Sample Contract, Sub-paragraph 8.25, Insurance Coverage Requirements)

_____	\$ _____
_____	\$ _____
_____	\$ _____
Vehicles	\$ _____
Supplies	\$ _____
Services	\$ _____
Office Equipment	\$ _____
Telephone/Utilities	\$ _____
Other (please continue to list)	\$ _____

Total Insurance/Misc. S & S \$ _____

TOTAL DIRECT COSTS \$ _____

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	\$ _____
Management Overhead (Specify)	\$ _____
Other (Specify)	\$ _____

TOTAL INDIRECT COSTS \$ _____

TOTAL DIRECT AND INDIRECT COST \$ _____

PROFIT (Please enter percentage: _____%) \$ _____

TOTAL MONTHLY COSTS \$ _____

(ENTER REAS COMPONENT)
BUDGET SHEET

TOTAL ANNUAL COST..... \$ _____

PERCENTAGE

Employment Services (ES) \$ _____ %

English Language Training (ELT) \$ _____ %

On-the-Job Training (OJT) \$ _____ %

Skills Training \$ _____ %

Case Management \$ _____ %

Other (Please list) \$ _____ %

.....
Employment Services (ES)

- Employment services, including the development of a family self-sufficiency plan and an individual employability plan, world-of-work and job orientation, job clubs, job workshops, job development, referral to job opportunities, job search, and job placement and follow-up.
- Vocational and employability assessment services, including aptitude and skills testing.
- Translation and interpreter services, when necessary in connection with employment or participation in an employability service.
- Child care for children, when necessary for participation in an employability service or for the acceptance or retention of employment.
- Transportation, when necessary for participation in an employability service or for the acceptance or retention of employment.
- Regular and Flex Job Services

English Language Training (ELT)

English language instruction, with an emphasis on English as it relates to obtaining and retaining a job.

- Vocational English-as-a-Second Language (VESL)
- Limited English Proficiency (LEP)

On-the-Job Training (OJT)

On-the job training, when such training is provided at the employment site and is expected to result in full-time, permanent, unsubsidized employment with the employer who is providing the training.

- Work Experience (WEX)
- Transitional Subsidized Employment

Skills Training

Skills recertification, when such training meets the criteria for appropriate training in Sec. 400.81(b) of this part.

- Self-Initiated Program
- Vocational/Educational Training
- Remediation
- Professional Development

Case Management

...as defined in case management services means the determination of which service(s) to refer a refugee to, referral to such service(s), and tracking of the refugee's participation in such services(s).] of this part, for

refugees who are considered employable under and for recipients of CalWORKs and GR who are considered employable, provided that such services are directed toward a refugee's attainment of employment as soon as possible after arrival in the United States.

- Appraisal
- Family Appraisal
- Coordinate and authorize supportive services
- Post-Employment Career Assessment
- Employment Retention Services
- Home Visit
- Sanction Action Plan

Other

- Information and referral services
- Orientation
- Learning Disabilities Diagnosis Screening/Evaluation (LD)
- Post-Employment Services (PES)
- Post-Time Limited Services (PTL)
- Life Skills Workshops
- Clinical Assessment
- Refugee Family Support Services
- Evaluation of Records
- Mentoring (Family)
- Compliance
- Outreach services, including activities designed to familiarize refugees with available services, to explain the purpose of these services, and facilitate access to these services.
- Social adjustment services, including: (Specialized Supportive Services)
 - (1) Emergency services, as follows: Assessment and short-term counseling to persons or families in a perceived crisis; referral to appropriate resources; and the making of arrangements for necessary services.
 - (2) Health-related services, as follows: Information; referral to appropriate resources; assistance in scheduling appointments and obtaining services; and counseling to individuals or families to help them understand and identify their physical and mental health needs and maintain or improve their physical and mental health.
 - (3) Home management services (Life Skills Workshops), as follows: Formal or informal instruction to individuals or families in management of household budgets, home maintenance, nutrition, housing standards, tenants' rights, and other consumer education services.
- Child care for children, when necessary for participation in a service other than an employability service.
- Transportation, when necessary for participation in a service other than an employability service.
- Translation and interpreter services, when necessary for a purpose other than in connection with employment or participation in an employability service.
- Any additional service, upon County/State submission of a request to ORR and approval of the request by the Director of ORR, aimed at strengthening and supporting the ability of a refugee individual, family, or refugee community to achieve and maintain economic self-sufficiency, family stability, or community integration which has been demonstrated as effective and is not available from any other funding source.
- Citizenship and naturalization preparation services, including English language training and civics instruction to prepare refugees for citizenship, application assistance for adjustment to legal permanent resident status and citizenship status, assistance to disabled refugees in obtaining disability waivers from English and civics requirements for naturalization, and the provision of interpreter services for the citizenship interview.
- Assistance in obtaining Employment Authorization Documents (EADs)

Note: Page 3 and 4 are not included in the budgeting for bidding process.

(ENTER REAS COMPONENT)
REQUIRED LINE ITEM BUDGET NARRATIVE

Proposers are required to complete a budget narrative for each separate line item in their Annual Budget Sheet for each REAS service area bid on. All figures and compilations must be clearly explained.

EMPLOYEE BENEFITS

Medical Insurance/Health Plan:

Employer Pays \$_____ Employee Pays \$_____ Total Mo. Premium \$_____

 Annual Deductible
 Employee \$_____ Family \$_____

Coverage (✓)

_____ Hospital Care (In Patient _____ Out Patient _____)
 _____ X-Ray and Laboratory
 _____ Surgery
 _____ Office Visits
 _____ Pharmacy
 _____ Maternity
 _____ Mental Health/Chemical Dependency, In Patient
 _____ Mental Health/Chemical Dependency, Out Patient

Dental Insurance:

Employer Pays \$_____ Employee Pays \$_____ Total Mo. Premium \$_____

Life Insurance:

Employer Pays \$_____ Employee Pays \$_____ Total Mo. Premium \$_____

Vacation:

Number of Days _____ and

Any increase after _____ years of employment, number of days or hours _____

Sick Leave:

Number of Days _____ and

Any increase after _____ years of employment, number of days or hours _____

Holidays:

Number of Days _____ per year

Retirement:

Employer Pays \$_____ Employee Pays \$_____ Total Premium \$_____

CHARITABLE CONTRIBUTIONS CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

- ☐ Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

OR

- ☐ Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

Signature

Date

Name and Title of Signer (please print)

TRANSITIONAL JOB OPPORTUNITIES PREFERENCE APPLICATION

COMPANY NAME:		
COMPANY ADDRESS:		
CITY:	STATE:	ZIP CODE:

I hereby certify that I meet all the requirements for this program:

- ☐ My business is a non-profit corporation qualified under Internal Revenue Services Code - Section 501(c)(3) and has been such for 3 years (*attach IRS Determination Letter*);
- ☐ I have submitted my three most recent annual tax returns with my application;
- ☐ I have been in operation for at least one year providing transitional job and related supportive services to program participants; and
- ☐ I have submitted a profile of our program; including a description of its components designed to help the program participants, number of past program participants and any other information requested by the contracting department.

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.

PRINT NAME:	TITLE:
SIGNATURE:	DATE:

REVIEWED BY COUNTY:

SIGNATURE OF REVIEWER	APPROVED	DISAPPROVED	DATE

**CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S
DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation/Contract For _____ Services:		

The Proposer/Bidder/Contractor certifies that:

- ☐ It is familiar with the terms of the County of Los Angeles Defaulted Property Tax Reduction Program, Los Angeles County Code Chapter 2.206; **AND**

To the best of its knowledge, after a reasonable inquiry, the Proposer/Bidder/Contractor is not in default, as that term is defined in Los Angeles County Code Section 2.206.020.E, on any Los Angeles County property tax obligation; **AND**

The Proposer/Bidder/Contractor agrees to comply with the County's Defaulted Property Tax Reduction Program during the term of any awarded contract.

- OR -

- ☐ I am exempt from the County of Los Angeles Defaulted Property Tax Reduction Program, pursuant to Los Angeles County Code Section 2.206.060, for the following reason:

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name:	Title:
Signature:	Date:

REQUEST FOR DISABLED VETERANS BUSINESS ENTERPRISE PREFERENCE PROGRAM CONSIDERATION

INSTRUCTIONS: All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

In evaluating bids/proposals, the County will give preference to businesses that are certified by the State of California as a Disabled Veteran Business Enterprise (DVBE) or by the Department of Veterans as a Service Disabled Veteran Owned Small Business (SDVOSB) consistent with Chapter 2.211 of the Los Angeles County Code.

Vendor understands that in no instance shall the disabled veteran business enterprise preference program price or scoring preference be combined with any other County preference program to exceed eight percent (8%) in response to any County solicitation.

Information about the State's Disabled Veteran Business Enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.pd.dgs.ca.gov/>

Information on the Veteran Affairs Disabled Business Enterprise certification regulations may be found in the Code of Federal Regulations, 38CFR 74 and is also available on the Veterans Affairs Website at: <http://www.vetbiz.gov/>

- ☐ **I AM NOT** a Disabled Veteran Business Enterprise certified by the State of California or a Service Disabled Veteran Owned Small Business with the Department of Veteran Affairs.
- ☐ **I AM** certified as a Disabled Veteran Enterprise with the State of California or a Service Disabled Veteran Owned Small Business with the Department of Veteran Affairs as of the date of this proposal/bid submission and I request this proposal be considered for the DVBE Preference.

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

Name of Firm	County Webven No.
Print Name:	Title:
Signature:	Date:

<i>SIGNATURE OF REVIEWER</i>	<i>APPROVED</i>	<i>DISAPPROVED</i>	<i>DATE</i>

REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES PROGRAM

Five Year Revenue Disclosure Summary

Agency Name and Address: _____

1. SUMMARY OF FUNDING SOURCES						
Program/Project Title	Services Provided	Funding Source	Amount of Award	Contract Period	Supervisorial Districts or Areas Served	Target Population

REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES PROGRAM

Five Year Revenue Disclosure Summary

Agency Name and Address: _____

2.SUMMARY OF PROPOSALS SUBMITTED/PENDING						
Program/Project Title	Services Provided	Funding Source	Amount of Award	Contract Period	Supervisory Districts or Areas Served	Target Population

CONTRACTOR'S CERTIFICATION OF OFFICE LOCATION

CONTRACTOR NAME:

The service office(s) is/are located at:

Address 1:

Address 2:

Address 3:

By signing this certification form, this Contractor certifies that the office(s) listed above, are accessible within a travel time of one-hour (one way) via public transportation, to all Participants served within Service Area_____. Contractor further certifies that the one-hour travel time was verified through the Metropolitan Transportation Authority.

Name of Firm: _____

Name and Title of Signer: _____

Signature: _____ Date: _____

TRANSMITTAL FORM TO REQUEST A RFP SOLICITATION REQUIREMENTS REVIEW

A Solicitation Requirements Review must be received by the County
within 10 business days of issuance of the solicitation document*

Proposer Name:	Date of Request:
Project Title:	Project No.

A **Solicitation Requirements Review** is being requested because the Proposer asserts that they are being unfairly disadvantaged for the following reason(s):
(check all that apply)

- ☐ Application of **Minimum Requirements**
- ☐ Application of **Evaluation Criteria**
- ☐ Application of **Business Requirements**
- ☐ Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **10 business days** of issuance of the solicitation document.

For each area contested, Proposer must explain in detail the factual reasons for the requested review.

(Attach additional pages and supporting documentation as necessary.)

Request submitted by:

(Name)

(Title)

FOR COUNTY USE ONLY

Date Transmittal Received by County: _____ Date Solicitation Released: _____

Reviewed by: _____

Results of Review - Comments: _____

Date Response sent to Proposer: _____

* It is the sole responsibility of the Proposer to ensure this Form is received by DPSS as instructed in the RFP.

COUNTY OF LOS ANGELES POLICY ON DOING BUSINESS WITH SMALL BUSINESS

Forty-two percent of businesses in Los Angeles County have five or fewer employees. Only about four percent of business in the area exceed 100 employees. According to the Los Angeles Times and local economists, it is not large corporations, but these small companies that are generating new jobs and helping move Los Angeles County out of its worst recession in decades.

WE RECOGNIZE. . . .

The importance of small business to the County. . .

- in fueling local economic growth
- providing new jobs
- creating new local tax revenues
- offering new entrepreneurial opportunity to those historically under-represented in business

The County can play a positive role in helping small business grow. . .

- as a multi-billion dollar purchaser of goods and services
- as a broker of intergovernmental cooperation among numerous local jurisdictions
- by greater outreach in providing information and training
- by simplifying the bid/proposal process
- by maintaining selection criteria which are fair to all
- by streamlining the payment process

WE THEREFORE SHALL:

1. Constantly seek to streamline and simplify our processes for selecting our vendors and for conducting business with them.
2. Maintain a strong outreach program, fully-coordinated among our departments and districts, as well as other participating governments to: a) inform and assist the local business community in competing to provide goods and services; b) provide for ongoing dialogue with and involvement by the business community in implementing this policy.
3. Continually review and revise how we package and advertise solicitations, evaluate and select prospective vendors, address subcontracting and conduct business with our vendors, in order to: a) expand opportunity for small business to compete for our business; and b) to further opportunities for all businesses to compete regardless of size.
4. Insure that staff who manage and carry out the business of purchasing goods and services are well trained, capable and highly motivated to carry out the letter and spirit of this policy.

Jury Service Ordinance

2.203.010 Findings.

The board of supervisors makes the following findings. The County of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the County of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the County of Los Angeles has determined that it is appropriate to require that the businesses with which the County contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. “Contractor” means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. “Employee” means any California resident who is a full-time employee of a contractor under the laws of California.
- C. “Contract” means any agreement to provide goods to, or perform services for or on behalf of, the County but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the County pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

LIST OF DEBARRED CONTRACTORS IN LOS ANGELES COUNTY MAY BE OBTAINED BY
GOING TO THE FOLLOWING WEBSITE:

[HTTP://LACOUNTY.INFO/DOING BUSINESS/DEBARMENTLIST.HTM](http://lacounty.info/doing_business/debarmentlist.htm)



Department of the Treasury
Internal Revenue Service

Notice 1015

(Rev. December 2010)

Have You Told Your Employees About the Earned Income Credit (EIC)?

What Is the EIC?

The EIC is a refundable tax credit for certain workers.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

Note. You are encouraged to notify each employee whose wages for 2010 are less than \$48,362 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2011.

You must hand the notice directly to the employee or send it by first-class mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice from IRS.gov or by calling 1-800-829-3676.

How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see Pub. 596, Earned Income Credit (EIC), or the instructions for Form 1040, 1040A, or 1040EZ.

How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2010 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2010 and owes no tax but is eligible for a credit of \$829, he or she must file a 2010 tax return to get the \$829 refund.

Can My Employees Get Advance EIC Payments?

After 2010, your employees can no longer get advance payments of the credit in their pay during the year as they could in 2010 and earlier years, because the law changed. However, if they are eligible, they will still be able to claim the credit on their 2011 return.

Form W-5, Earned Income Credit Advance Payment Certificate, is no longer in use.

Notice **1015** (Rev. 12-2010)
Cat. No. 205991

Safely Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



In Los Angeles County: 1 877 BABY SAFE 1 877 222 9723

www.babysafela.org

Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalet y el padre/madre o el adulto que lo entregue recibirá un brazalet igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazalet con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



Determination of Contractor Non-Responsibility and Contractor Debarment

[2.202.010 Findings and declarations.](#)

[2.202.020 Definitions.](#)

[2.202.030 Determination of contractor non-responsibility.](#)

[2.202.040 Debarment of contractors.](#)

[2.202.050 Pre-emption.](#)

[2.202.060 Severability.](#)

2.202.010 Findings and declarations.

- A. The board of supervisors finds that, in order to promote integrity in the County's contracting processes and to protect the public interest, the County's policy shall be to conduct business only with responsible contractors. The board of supervisors further finds that debarment is to be imposed only in the public interest for the County's protection and not for the purpose of punishment.
- B. Determinations of contractor non-responsibility and contractor debarment shall be made in accordance with the procedures set forth in the ordinance codified in this chapter and implementation instructions issued by the auditor-controller. (Ord. 2005-0066 § 1, 2005: Ord. 2000-0011 § 1 (part), 2000.)

2.202.020 Definitions.

For purposes of this chapter, the following definitions apply:

- A. "Contractor" means a person, partnership, corporation, or other entity who has contracted with, or is seeking to contract with, the County or a nonprofit corporation created by the County to provide goods to, or perform services for or on behalf of, the County or a nonprofit corporation created by the County. A contractor includes a contractor, Subcontractor, vendor, or any person or entity who or which owns an interest of 10 percent or more in a contractor, Subcontractor, or vendor.
- B. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the County or a nonprofit corporation created by the County.
- C. "Debarment" means an action taken by the County which results in a contractor being prohibited from bidding or proposing on, being awarded and/or performing work on a contract with the County. A contractor who has been determined by the County to be subject to such a prohibition is "debarred."
- D. "Department head" means either the head of a department responsible for administering a particular contract for the County or the designee of same.
- E. "County" means the County of Los Angeles, any public entities for which the board of supervisors is the governing body, and any joint powers authorities of which the County is a member that have adopted County contracting procedures.
- F. "Contractor hearing board" means the persons designated to preside over contractor debarment hearings and make recommendations on debarment to the board of supervisors.
- G. Determination of "non-responsibility" means an action taken by the County which results in a contractor who submitted a bid or proposal on a particular contract being prohibited from being awarded and/or performing work on that contract. A contractor who has been determined by the County to be subject to such a prohibition is "non-responsible" for purposes of that particular contract.
- H. "Bid or proposal" means a bid, proposal, or any other response to a solicitation submitted by or on behalf of a contractor seeking an award of a contract. (Ord. 2005-0066 § 2, 2005: Ord. 2004-0009 § 1, 2004: Ord. 2000-0011 § 1 (part), 2000.)

2.202.030 Determination of contractor non-responsibility.

- A. Prior to a contract being awarded by the County, the County may determine that a contractor submitting a bid or proposal is non-responsible for purposes of that contract. In the event that the County determines that a contractor is non-responsible for a particular contract, said contractor shall be prohibited from being awarded and/or performing work on that contract.
- B. The County may declare a contractor to be non-responsible for purposes of a particular contract if the County, in its discretion, finds that the contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the contractor's quality, fitness, or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.
- C. The decision by the County to find a contractor non-responsible for a particular contract is within the discretion of the County. The seriousness and extent of the contractor's acts, omissions, patterns, or practices as well as any relevant mitigating or aggravating factors, including those described in Subsection 2.202.040 (E) below, may be considered by the County in determining whether a contractor should be deemed non-responsible.
- D. Before making a determination of non-responsibility pursuant to this chapter, the department head shall give written notice to the contractor of the basis for the proposed non-responsibility determination, and shall advise the contractor that a non-responsibility hearing will be scheduled on a date certain. Thereafter, the department head shall conduct a hearing where evidence on the proposed non-responsibility determination is presented. The contractor and/or attorney or other authorized REASrepresentative of the contractor shall be afforded an opportunity to appear at the non-responsibility hearing and to submit documentary evidence, present witnesses, and offer rebuttal evidence. After such hearing, the department head shall pREASare a proposed decision, which shall contain a recommendation regarding whether the contractor should be found non-responsible with respect to the contract(s) at issue. A record of the hearing, the proposed decision, and any recommendation shall be presented to the board of supervisors. The board of supervisors may, in its discretion, limit any further hearing to the presentation of evidence not previously presented. The board of supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the department head. A non-responsibility finding shall become final upon approval by the board of supervisors. (Ord. 2005-0066 § 3, 2005: Ord. 2004-0009 § 2, 2004: Ord. 2000-0011 § 1 (part), 2000.)

2.202.040 Debarment of contractors.

- A. The County may debar a contractor who has had a contract with the County in the preceding three years and/or a contractor who has submitted a bid or proposal for a new contract with the County.
- B. The County may debar a contractor if the County finds, in its discretion, that the contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the contractor's quality, fitness, or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the county, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a

lack of business integrity or business honesty; or (4) made or submitted a false claim against the county or any other public entity.

- C. The decision by the County to debar a contractor is within the discretion of the County. The seriousness and extent of the contractor's acts, omissions, patterns, or practices as well as any relevant mitigating or aggravating factors, including those described in Subsection (E) below, may be considered by the County in determining whether to debar a contractor and the period of debarment. Generally, the period of debarment should not exceed five years. However, if circumstances warrant, the County may impose a longer period of debarment up to and including permanent debarment.
- D. To impose a debarment period of longer than five years, and up to and including permanent debarment, in addition to the grounds described in Subsection (B) above, the County shall further find that the contractor's acts or omissions are of such an extremely serious nature that removal of the contractor from future County contracting opportunities for the specified period is necessary to protect the County's interests.
- E. Mitigating and aggravating factors that the County may consider in determining whether to debar a contractor and the period of debarment include but are not limited to:
- (1) The actual or potential harm or impact that results or may result from the wrongdoing.
 - (2) The frequency and/or number of incidents and/or duration of the wrongdoing.
 - (3) Whether there is a pattern or prior history of wrongdoing.
 - (4) A contractor's overall performance record. For example, the County may evaluate the contractor's activity cited as the basis for the debarment in the broader context of the contractor's overall performance history.
 - (5) Whether a contractor is or has been debarred, found non-responsible, or disqualified by another public entity on a basis of conduct similar to one or more of the grounds for debarment specified in this Section.
 - (6) Whether a contractor's wrongdoing was intentional or inadvertent. For example, the County may consider whether and to what extent a contractor planned, initiated, or carried out the wrongdoing.
 - (7) Whether a contractor has accepted responsibility for the wrongdoing and recognizes the seriousness of the misconduct that led to the grounds for debarment and/or has taken corrective action to cure the wrongdoing, such as establishing ethics training and implementing programs to prevent recurrence.
 - (8) Whether and to what extent a contractor has paid or agreed to pay criminal, civil, and administrative liabilities for the improper activity, and to what extent, if any, has the contractor made or agreed to make restitution.
 - (9) Whether a contractor has cooperated fully with the County during the investigation, and any court or administrative action. In determining the extent of cooperation, the County may consider when the cooperation began and whether the contractor disclosed all pertinent information known to the contractor.
 - (10) Whether the wrongdoing was pervasive within a contractor's organization.
 - (11) The positions held by the individuals involved in the wrongdoing.
 - (12) Whether a contractor's principals participated in, knew of, or tolerated the offense.
 - (13) Whether a contractor brought the activity cited as a basis for the debarment to the attention of the County in a timely manner.

- (14) Whether a contractor has fully investigated the circumstances surrounding the cause for debarment and, if so, made the result of the investigation available to the County.
 - (15) Whether a contractor had effective standards of conduct and internal control systems in place at the time the questioned conduct occurred.
 - (16) Whether a contractor has taken appropriate disciplinary action against the individuals responsible for the activity which constitutes the cause for debarment.
 - (17) Other factors that are appropriate to the circumstances of a particular case.
- F. Before making a debarment determination pursuant to this chapter, the department head shall give written notice to the contractor of the basis for the proposed debarment, and shall advise the contractor that a debarment hearing will be scheduled on a date certain. The contractor hearing board shall conduct a hearing where evidence on the proposed debarment is presented. The contractor and/or attorney or other authorized REAS representative must be given an opportunity to appear at the debarment hearing and to submit documentary evidence, present witnesses, and offer rebuttal evidence at that hearing. After such hearing, the contractor hearing board shall prepare a proposed decision, which shall contain a recommendation regarding whether the contractor should be debarred and, if so, the appropriate length of time for the debarment. A record of the hearing, the proposed decision, and any recommendation shall be presented to the board of supervisors. The board of supervisors may, in its discretion, limit any further hearing to the presentation of evidence not previously presented. The board of supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the contractor hearing board. A debarment finding shall become final upon the approval of the board of supervisors.
- G. In making a debarment determination, the board of supervisors may also, in its discretion and consistent with the terms of any existing contracts that the contractor may have with the County, terminate any or all such existing contracts. In the event that any existing contract is terminated by the board of supervisors, the County shall maintain the right to pursue all other rights and remedies provided by the contract and/or applicable law.
- H. With respect to a contractor who has been debarred for a period longer than five years, the contractor may, after the debarment has been in effect for at least five years, request that the County review the debarment determination to reduce the period of debarment or terminate the debarment. The County may consider a contractor's request to review a debarment determination based upon the following circumstances: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County. A request for review shall be in writing, supported by documentary evidence, and submitted to the chair of the contractor hearing board. The chair of the contractor hearing board may either: 1) determine that the written request is insufficient on its face and deny the contractor's request for review; or (2) schedule the matter for consideration by the contractor hearing board which shall hold a hearing to consider the contractor's request for review, and, after the hearing, prepare a proposed decision and a recommendation to be presented to the board of supervisors. The board of supervisors may, in its discretion, limit any further hearing to the presentation of evidence not previously presented. The board of supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the contractor hearing board. A reduction of the period of the debarment or termination of the debarment shall become final upon the approval of the board of supervisors. (Ord. 2005-0066 § 4, 2005: Ord. 2004-0009 § 3, 2004: Ord. 2000-0011 § 1 (part), 2000.)

2.202.050 Pre-emption.

In the event any contract is subject to federal and/or state laws that are inconsistent with the terms of the ordinance codified in this chapter, such laws shall control. (Ord. 2000-0011 § 1 (part), 2000.)

2.202.060 Severability

If any section, subsection, subpart or provision of this chapter, or the application thereof to any person or circumstances, is held invalid, the remainder of the provisions of this chapter and the application of such to other persons or circumstances shall not be affected thereby. (Ord. 2000-0011 § 1 (part), 2000.)

BACKGROUND AND RESOURCES: CALIFORNIA CHARITIES REGULATION

BACKGROUND

There is keen public interest in preventing misuse of charitable contributions. California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates those raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) tightened Charitable Purposes Act requirements for charitable organization administration and fundraising.

The Charitable Purpose Act rules cover California public benefit corporations, unincorporated associations, and trustee entities. They may include similar foreign corporations doing business or holding property in California. Generally an organization is subject to the registration and REASortng requirements of the Charitable Purposes Act if it is a California nonprofit public benefit corporation or is tax exempt under Internal Revenue Code § 12583. Most educational institutions, hospitals, cemeteries, and religious organizations are exempt from Supervision of Trustees Act requirements.

Key new Charitable Purposes Act requirements affect executive compensation, fundraising practices and documentation. Charities with over \$2 million of revenues (excluding grants and service-contract funds a governmental entity requires to be accounted for) have new audit requirements. Charities required to have audits must also establish an audit committee whose members have no material financial interest in any entity doing business with the charity.

Organizations or persons that receive or raise charitable contributions are likely to be subject to the Charitable Purposes Act. A Proposer on Los Angeles County contracts must determine if it is subject to the Charitable Purposes Act and certify either that:

- It is not presently subject to the Act, but will comply if later activities make it subject,
- OR,**
- If subject, it is currently in compliance

RESOURCES

The following references to resources are offered to assist Proposers who engage in charitable contributions activities. Each Proposer, however, is ultimately responsible to research and determine its own legal obligations and properly complete its compliance certification (Exhibit D-16).

In California, supervision of charities is the responsibility of the Attorney General whose website, <http://caag.stte.ca.us/>, contains much information helpful to regulated charitable organizations.

LAWS AFFECTING NONPROFITS

The "Supervision of Trustees and Fundraisers for Charitable Purposes Act" is found at California Government Code §§ 12580 through 125997. Implementing regulation are found at Title 11, California Code of Regulations, §§ 300 through 312. In California, charitable solicitations ("advertising") are governed by Business & Professions Code §§ 17510 through 17510.95. Regulation of nonprofit corporations is found at Title 11, California Code of Regulation, §§ 999.1 through 999.5. (Amended regulations are pending.) Links to all of these rules are at: <http://www.cnmsocal.org/>. Both organizations' websites offer information about how to establish and manage a charitable organization.

**Defaulted Property Tax Reduction Program
Title 2 Administration
Chapter 2.206**

- 2.206.010 Findings and declarations.
- 2.206.020 Definitions.
- 2.206.030 Applicability.
- 2.206.040 Required solicitation and contract language.
- 2.206.050 Administration and compliance certification.
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2.206.010 Findings and declarations.

The Board of Supervisors finds that significant revenues are lost each year as a result of taxpayers who fail to pay their tax obligations on time. The delinquencies impose an economic burden upon the County and its taxpayers. Therefore, the Board of Supervisors establishes the goal of ensuring that individuals and businesses that benefit financially from contracts with the County fulfill their property tax obligation. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a contract or agreement with the County.
- B. "County" shall mean the County of Los Angeles or any public entities for which the Board of Supervisors is the governing body.
- C. "County Property Taxes" shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.
- D. "Department" shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the contract.
- E. "Default" shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax obligation dispute pending before the Assessment Appeals Board.
- F. "Solicitation" shall mean the County's process to obtain bids or proposals for goods and services.
- G. "Treasurer-Tax Collector" shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.030 Applicability.

This chapter shall apply to all solicitations issued 60 days after the effective date of the ordinance codified in this chapter. This chapter shall also apply to all new, renewed, extended, and/or amended contracts entered into 60 days after the effective date of the ordinance codified in this chapter. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.040 Required solicitation and contract language.

All solicitations and all new, renewed, extended, and/or amended contracts shall contain language which:

- A. Requires any Contractor to keep County Property Taxes out of Default status at all times during the term of an awarded contract;
- B. Provides that the failure of the Contractor to comply with the provisions in this chapter may prevent the Contractor from being awarded a new contract; and
- C. Provides that the failure of the Contractor to comply with the provisions in this chapter may constitute a material breach of an existing contract, and failure to cure the breach within 10 days of notice by the County by paying the outstanding County Property Tax or making payments in a manner agreed to and approved by the Treasurer-Tax Collector, may subject the contract to suspension and/or termination. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.050 Administration and compliance certification.

A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel, issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.

B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new contract, or renewal, extension or amendment of an existing contract with the County, that it is in compliance with this chapter is not in Default on any County Property Taxes or is current in payments due under any approved payment arrangement. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.060 Exclusions/Exemptions.

A. This chapter shall not apply to the following contracts:

1. Chief Executive Office delegated authority agreements under \$50,000;
2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor;
3. A purchase made through a state or federal contract;
4. A contract where state or federal monies are used to fund service related programs, including but not limited to voucher programs, foster care, or other social programs that provide immediate direct assistance;
5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement.
6. Purchase orders issued by Internal Services Department under \$100,000 that is not the result of a competitive bidding process.
7. Program agreements that utilize Board of Supervisors' discretionary funds;
8. National contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;
9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the County pursuant to the Los Angeles Purchasing Policy and Procedures Manual, section P-3700 or a successor provision;
10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.6.0 or a successor provision;

11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision;
 12. A non-agreement purchase worth a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision;
 - or
 13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual section P-0900 or a successor provision;
 14. Other contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.
- B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.070 Enforcement and remedies.

- A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.
- B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County contract.
- C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the contract may do one or more of the following:
 1. Recommend to the Board of Supervisors the termination of the contract; and/or,
 2. Pursuant to chapter 2.202, seek the debarment of the contractor; and/or,
 3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.080 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. No. 2009-0026 § 1 (part), 2009.)