



CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
CHILDREN AND FAMILY SERVICES BUREAU

**PROMOTING SAFE AND STABLE FAMILIES
REQUEST FOR PROPOSAL (RFP) 1217**

The Contra Costa County Employment and Human Services Department (EHSD or County) Children and Family Services (CFS) Bureau is pleased to announce **Request for Proposal (RFP) 1217** to deliver services under the federal Promoting Safe and Stable Families (PSSF) Program in Contra Costa County.

PSSF is a federal program under Title IV-B, Subpart 2 of the Social Security Act for states to operate coordinated child and family services including (1) family preservation services, (2) community-based family support services, (3) family reunification services, and (4) adoption promotion and support services to prevent child maltreatment among at-risk families, assure safety and stability of maltreated children, and support adoptive families.

Funds are available to qualified community-based bidders that provide services in support of the County's PSSF program. Total program funding is estimated at \$660,000 for the period of July 1, 2025 through June 30, 2026. The County has the ability to award the successful Bidder(s) a twelve (12) month contract with the possibility of one (1) twenty-four (24) month contract renewal for the period July 1, 2026 through June 30, 2028 based upon satisfactory performance and available funding. Funding consists of federal funds that are passed through the California Department of Social Services (CDSS). County anticipates multiple agencies will be awarded contracts from this RFP. Additional State Block Grant funds not to exceed a total of \$100,000 may be available through an amendment to expand services.

Please read this entire packet carefully.

Final proposal submission will be due
by 5:00 pm on Friday, February 21, 2025

Call the Employment and Human Services Department, Contracts Unit
at (925) 608-4969 with any questions about the process for this RFP.

Thank you in advance for your effort in preparing your response.



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SECTION 1: LEGAL NOTICE

REQUEST FOR PROPOSAL (RFP) 1217

CHILDREN AND FAMILY SERVICES BUREAU

PROMOTING SAFE AND STABLE FAMILIES

The Contra Costa County Employment and Human Services Department (County), Children and Family Services (CFS) Bureau, announces the issuance of **Request for Proposal (RFP) 1217**, making available up to \$660,000 for qualified community-based organizations to deliver services in support of the County's PSSF Program. These coordinated child and family services include (1) family preservation services, (2) community-based family support services, (3) family reunification services and (4) adoption promotion and support services to prevent child maltreatment among at-risk families, assure safety and stability of maltreated children, and support adoptive families.

Total program funding is estimated at \$660,000 for the period of July 1, 2025 through June 30, 2026. The County has the ability to award the successful Bidder(s) a 12-month contract for July 1, 2025 through June 30, 2026 with the possibility of one (1) twenty-four (24) month contract renewal for the period July 1, 2026 through June 30, 2028 based upon satisfactory performance and available funding. Funding consists of federal funds that are passed through the California Department of Social Services (CDSS).

The intention is to divide the available funding equally among the four (4) PSSF components: (1) family preservation services, (2) community-based family support services, (3) family reunification services and (4) adoption promotion and support services with each component funded an estimated \$165,000 per year. It is required that a minimum of twenty percent (20%) of the \$660,000 be spent under each of the four program components. We anticipate multiple agencies will be awarded contracts from this RFP.

Additional State Block Grant funds not to exceed a total of \$100,000 may be available through an amendment to expand services.

Bidders' proposals are due by **Friday, February 21, 2025, 5:00 pm** without exception. For complete RFP details and submission requirements, a copy of the RFP is available on the EHSD website: <https://ehsd.org/overview/contracting-opportunities/> or by calling (925) 608-4969.



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SECTION 2: RFP 1217 TIMELINE

Event/Location	Date
RFP Published & Announced	January 16 – 18, 2025
Questions about RFP due to EHSD (e-mail)	January 24, 2025
Responses about RFP from EHSD (published)	February 7, 2025
Deadline for RFP Submission to EHSD	Friday, February 21, 2025, 5 pm
Compliance Evaluation	February 24 – 26, 2025
Fiscal Evaluation	February 27 – March 7, 2025
Programmatic Evaluation / Review	March 10 – March 27, 2025
Award Letter Sent	March 28, 2025
Appeal Period (10 business days)	March 31 – April 11, 2025
Contract(s) Negotiations / Development	April 1, 2025
Contract Start Date	July 1, 2025

All dates are subject to change as deemed in the best interest of EHSD.

Contact (RFP Process only): EHSD Contracts Unit
Contact Phone: (925) 608-4969
Contact Fax: (925) 313-1517
Contact Email: contractbid@ehsd.cccounty.us **

***Submit questions about this RFP to contractbid@ehsd.cccounty.us with "RFP 1217" in the subject line, by January 24, 2025. Responses to questions will be posted on EHSD website under "RFP 1217" by February 7, 2025.*



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SECTION 3: REQUEST FOR PROPOSAL INTRODUCTION

3.1 Solicitation

The purpose of this Request for Proposal (RFP) is to identify and fund community-based organizations that have interest in providing PSSF Program services for children and families throughout Contra Costa County.

The mission of Contra Costa County EHSD, CFS is to promote the well-being and safety of children, youth, families, and communities. CFS believes that it is crucial to build an integrated system of community-based supports and services that build on, increase the strength and stability of families, and enhance family functioning to prevent child abuse and neglect.

The PSSF Program offers EHSD an opportunity to continue its commitment to the vision of secure and healthy communities in Contra Costa County. The purpose of the PSSF Program is to provide coordinated services for children and families across the continuum from prevention to treatment through aftercare. PSSF services will be available to Contra Costa County residents through the efforts of existing community-based organizations that are capable of providing these important community services.

The successful respondents are expected to have demonstrated the ability to provide the PSSF program services and to offer programs that are culturally sensitive/responsive when working with families and youth from diverse populations.

This RFP includes a schedule for proposal procedures and deadlines, describes the services required, provides instructions and forms for the preparation and submittal of the proposal, outlines the review process, and contains administrative and program information useful to prospective bidders.

3.2 Qualified Bidders

Eligible Bidders are agencies that on their own, or in formalized partnership with other non-profit agencies, have adequate controls and personnel to provide comprehensive PSSF Services as defined in **Section 4 PROGRAM DESCRIPTION**.

Qualified bidders must:

- Demonstrate adequate controls and personnel to provide the program services requested within this RFP;
- Have documented success providing services that are the same or similar to those requested in this RFP to child welfare clients or similar at-risk populations;
- Demonstrate a capacity for collaboration and interagency coordination; and



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- Attest to their qualifications on Form #2, Statement of Qualifications (see Section 8. REQUIRED FORMS).

Should a consortium or collaboration of agencies respond to this RFP, the proposal must clearly demonstrate that all contractual responsibility (i.e. administration, coordination, implementation, and performance) rests solely with one (1) legal entity and that the proposed arrangement would enable the Bidder to provide timely, efficient, and quality services.

3.3 Estimated Funding

Total program funding for PSSF Services countywide is estimated at \$660,000 for the period of July 1, 2025 through June 30, 2026. The PSSF program has four (4) components: (1) family preservation services, (2) community-based family support services, (3) family reunification, and (4) adoption promotion and support services. The intention is to divide the available funding equally among the four PSSF components with each component funded an estimated \$165,000 per year. It is required that a minimum of twenty percent (20%) of the \$660,000 be spent under each of the four (4) program components. We anticipate multiple agencies will be awarded contracts from this RFP.

Please be clear on Form #1, Proposal Cover Statement, as to which of the four (4) program components the agency will be bidding for and ensure that separate budgets are submitted for each component. Indicate agency's intent in the "Program Title and Service Category" box on the form.

The initial contract period is from July 1, 2025 through June 30, 2026. Contractors may receive the opportunity for renewal for one (1) subsequent twenty-four (24) month cycle through June 30, 2028. However, the subsequent effective date of the renewed contract and the funding amount is dependent upon the availability of funds at the time the agreement goes into effect and achievement of outcomes during the current contract period. Funding consists of federal funds that are passed through the California Department of Social Services (CDSS).

Additional State Block Grant funds not to exceed a total of \$100,000 may be available through an amendment to expand services.

All services and activities are to be provided in accordance with all applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to the following:

45 CFR Part 97 - Consolidation of Grants to the Insular Areas

45 CFR Part 1355 -General

45 CFR Part 1357 -Requirements - Applicable to Title IV-B



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2 CFR Part 200 - Office of Management and Budget Guidance
2 CFR Part 225- Cost Principles for State, Local and Indian Tribal Governments
2 CFR Part 376- Nonprocurement Debarment and Suspension
2 CFR Part 382- Requirements for Drug-Free Workplace (Financial Assistance)
45 CFR Part 16 - Procedures of the Departmental Grant Appeals Board
45 CFR Part 30 - Claims Collection
45 CFR Part 80 - Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964
45 CFR Part 81 - Practice and Procedure for Hearings Under Part 80 of this Title
45 CFR Part 84 - Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance
45 CFR Part 86 - Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance
45 CFR Part 87- Equal Treatment for Faith-Based Organizations
45 CFR Part 91 - Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance
45 CFR Part 92 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State, and Local, and Tribal Governments
45 CFR Part 93 -New Restrictions on Lobbying
45 CFR Part 95- General Administration -Grant Programs
45 CFR Part 100 - Intergovernmental Review of Department of Health and Human Services Programs and Activities
2 CFR Part 230 - Non-Profit Organizations
48 CFR Part 31 - Commercial Vendors or Subcontractors

The federal funds are identified as follows:

Federal Award Identification Number (FAIN) is: 2101CAFPSS

Subaward Period of Performance: 7/1/2025 to 6/30/2026

Catalog of Federal Domestic Assistance Number (CFDA) is: 93.556

Program Title: Promoting Safe and Stable Families

Agency: Department of Health and Human Services

Office: Administration for Children and Families

Funding levels are dependent upon California State Legislation and the approval of the County's application for funds.



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3.4 Questions about RFP

Potential Bidders may pose questions about the RFP process or program content by submitting questions to EHSD.

Questions about this RFP must be submitted by January 24, 2025, via e-mail to contractbid@ehsd.cccounty.us with "RFP 1217" in the subject line. Responses to the questions will be posted on the EHSD website in the "Contracting Opportunities" page under "RFP 1217" by February 7, 2025. **No programmatic questions will be responded to if received after the January 24, 2025, 5pm deadline.** After the deadline, only RFP process related questions will be accepted and can be sent via email to contractbid@ehsd.cccounty.us

3.5 Ex Parte Communication

EHSD will enforce the prohibition on *ex-parte* communication during this RFP process. The *ex-parte* communication restricts RFP bidders from contacting members of the CFS Bureau to provide information regarding this RFP to any Bidder.

3.6 Right to Amend or Cancel

EHSD reserves the right to delay, amend, or cancel all or any part of this RFP at any time without prior notice. EHSD also reserves the right to modify the RFP process and timeline as is deemed necessary. This RFP does not commit EHSD to accept any proposal, nor is EHSD responsible for any costs incurred by Bidders in the preparation of responses to this RFP.

EHSD reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal and to award contracts in whole or in part as is deemed to be in the best interest of EHSD.

3.7 Restriction and Disclosure

Any information deemed confidential or proprietary by the Bidder must be clearly marked and identified by the Bidder as such and include an explanation of why such information is exempt from disclosure under applicable law. Such clearly marked and identified confidential or proprietary information will be protected and treated with confidentiality only to the extent permitted by law. Information not protected from disclosure by law will be considered a public record.

Proposals will be received, maintained, and may be disclosed to the public consistent with the California Public Records Act and the Freedom of Information Act. Proposals will be exempt from disclosure until the evaluation and selection process has been



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completed. Bidders should be aware that County is required by law to make its records available for public inspection and copying, with certain exceptions (see California Public Records Act, California Government Code Section 6250 et seq. and the Freedom of Information Act - 5 U.S.C. Sec. 552).

EHSD will not notify Bidder of requests for release of information or that EHSD released data unless EHSD receives a request for information previously marked and identified by Bidder as confidential or proprietary. If EHSD receives a request for release of such previously marked and identified confidential or proprietary information, EHSD will notify Bidder of such request to allow Bidder to challenge such request consistent with applicable law.



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SECTION 4: PROGRAM DESCRIPTION

4.1 General

According to the California Department of Social Services (CDSS), Office of Child Abuse Prevention (OCAP) website: https://www.cdss.ca.gov/Portals/9/OCAP/202004-PSSF_FactSheet-Final.pdf

Promoting Safe and Stable Families (PSSF) is a federal program under Title IV-B, Subpart 2 of the Social Security Act for states to operate coordinated child and family services including (1) family preservation services, (2) community-based family support services, (3) family reunification services and (4) adoption promotion and support services to prevent child maltreatment among at-risk families, assure safety and stability of maltreated children, and support adoptive families.

The OCAP within CDSS has been designated by the Governor as the single state agency to administer and oversee the PSSF funds.

4.2 Purpose and Goals of The PSSF Program

The four (4) PSSF program components: (1) family preservation, (2) community-based family support, (3) time-limited family reunification and (4) adoption promotion and support are intended to provide coordinated services for children and families across the continuum from prevention to treatment through aftercare.

The objective, target population and allowable services and activities for each component are detailed at CDSS, OCAP website:

https://www.cdss.ca.gov/Portals/9/OCAP/202004-PSSF_FactSheet-Final.pdf

and are attached as Appendix 9.4 California Department of Social Services, Office of Child Abuse Prevention Promoting Safe and Stable Families Program, May 2019.

4.3 Service Priorities

CFS is seeking bidders and soliciting proposals to deliver specific coordinated child and family PSSF services for each PSSF Component as follows:

A. Family Preservation Services

Priority given to:

1. Behavior/Mental Health Services
2. Case Management
3. Family Resource Center or other Multiservice Center



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B. Community-Based Family Support Services

Priority given to:

1. Behavior/Mental Health Services
2. Family Resource Center or other Multiservice Center
3. Respite Care

C. Family Reunification Services

Priority given to:

1. Parent/Sibling Visitation
2. In Patient Substance Abuse Treatment Services
3. Behavior/Mental Health Services

D. Adoption Promotion and Support Services

Priority given to:

1. Peer Support - Mentor/Support Group for Parents
2. Behavior/Mental Health Services - Therapeutic services that specialize in issues that arise with children adopted from child welfare and have experienced significant trauma.
3. Parenting Education

The successful agencies will be expected to work closely with CFS Staff in order to deliver services identified under this RFP.

4.4 Program Requirements

OCAP within CDSS requires the following:

- A. Anyone who has or will be awarded funds will collect, measure, and provide a year-end program report using OCAP's Service Activity and Funding Stream Touchpoint Template Appendix 9.5 of this RFP, which includes, but is not limited to, outreach activities, unduplicated participant race/ethnicity, unduplicated participant service counts, and measurable outcomes achieved.
- B. No more than ten percent (10%) of program expenditures may be used for administrative (i.e. indirect) costs. Refer to Appendix 9.4, Section IV. Use of Funds.

4.5 Minimum Qualifications

The successful Bidder is expected to meet the following criteria:



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A. Agency will:

1. Provide sufficient, experienced, qualified, licensed, and trained staff to deliver required services identified within this RFP.
2. Possess and deliver cultural sensitivity when working with families and youth from diverse populations, including but not limited to ethnicity, religious backgrounds and gender identification.
3. Have a culturally competent staff that are extremely knowledgeable of community resources.
4. Possess strong collaboration skills and is able to collaborate with internal and external partners.
5. Makes every effort to employ direct service staff who are bilingual.
6. Ensure all employed staff working on this program who have Department of Justice, LiveScan and Child Abuse Index Clearance.
7. Provide or partner with other qualified community partners to deliver Annual Mandated Reporter Trainings to staff.

B. Insurance Requirements:

Agency must provide Automobile Liability insurance, General Liability insurance, and (if applicable) Workers Compensation and Cyber Liability insurance, or ability to obtain required insurance coverages if awarded a contract.

C. Special Conditions

Contractor must comply with California Department of Social Services (CDSS) provisions. Refer to 9.2 California Department of Social Services (CDSS) Supplemental Provisions in Section 9 APPENDICES.

4.6 Program Monitoring and Evaluation

A. EHSD will actively monitor services provided by agencies awarded the contracts through this RFP. At a minimum, the agencies will be expected to:

1. Perform all services without material deviation from an agreed-upon Service Plan.



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2. Maintain adequate records of service provision to document compliance with Service Plan and complete any forms supplied by EHSD.
3. Cooperate with the collection of other fiscal/administrative/service data as requested by EHSD, which may require active collaboration and cooperation with other agencies providing similar services.
4. Utilize a web-based database and data reporting tools (minimum Excel format), to input case management activities and other program related tasks.
5. Adhere to program monitoring by agency and county including a collaborative review of client eligibility and progress (if applicable), as well as a review of documentation reflecting progress toward meeting services and outcome objectives.
6. Adhere to fiscal monitoring which may include review of agency budget, cost allocation plan and procedures, audited financial statements, fiscal policy manual, supporting documentation for selected invoices, and any other related fiscal data that County may request.
7. Complete and submit a mid-year report summary of services provided, year-end report summary, case log reports (if applicable), and other information as requested from EHSD.
8. Complete Annual OCAP Reporting: Successful bidders who enter into PSSF funded contracts with Contra Costa County EHSD resulting from this RFP will be required at the end of the contract period to report outcomes using a statewide OCAP reporting template, sample attached hereto as Appendix 9.5 of this RFP. Data collected, measured, and provided includes, but is not limited to, outreach activities, unduplicated participant race/ethnicity, unduplicated participant service counts, and measurable outcomes achieved.
9. Provide data for youth and family demographics served under the agreement, such as number of youth served, number beginning and completing services.
10. Gather statistical data for measuring progress on performance outcomes and goals and communicate to CFS.
11. Organize supporting program documentation and share information with EHSD when requested, using the EHSD approved method of information sharing.



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12. Submit monthly demands to the county with monthly statistical reports validating services provided and population served.
 13. Ensure all known instances of child abuse or neglect are reported to a child protective agency as defined in Penal Code section 11165.7. This responsibility shall include:
 - A requirement that all employees, consultants, or agents performing services under this contract who are required by the Penal Code Section 11165.7 to report child abuse or neglect, sign a statement that he or she knows of the reporting requirements and will comply with them.
 - Establishing procedures to ensure reporting even when employees, consultants or agents who are not required to report child abuse under Penal Code 11165.7 gain knowledge of, or reasonably suspect that a child has been a victim of abuse or neglect.
- B. Upon contract award, EHSD will:
1. Provide information to the Contractor concerning additional State or County requirements not provided herein; and
 2. Provide technical assistance to the Contractor, as requested, to help meet project goals.



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SECTION 5: REQUIRED PROPOSAL FORMAT

The bidder requirements in this section are mandatory. The proposal must clearly demonstrate the Bidder's ability to provide the requested services. The RFP provides information regarding the format, in which proposals should be submitted, the requirements that must be met to be eligible for consideration, the Bidder's responsibilities, and the documents that must be included. Failure to comply with the required proposal format may deem a proposal as nonresponsive. Contra Costa County reserves the right to waive any nonmaterial variation.

5.1 General Submittal Requirements

Electronic Submission – RFP Proposal Submissions are accepted via **EHSD.org website only** at <https://ehsd/overview/contracting-opportunities/>

Submissions **must be separated into two (2) files** – first file for the bidder proposal and the second file for the bidder's financial documents.

- **File #1:** Save as "RFP 1217 -*Bidder Name*-Proposal". This file must contain bidder proposal and all required attachments as specified in the RFP and must be signed by officials authorized to bind the bidder to the provisions of the RFP.
- **File #2:** Save as "RFP 1217 -*Bidder Name*-Financials". This file must contain all required financial documents as specified in the RFP.

Please select the "Submit Bid" button at the bottom of the proposal announcement page. Complete the required fields on each screen and upload the two (2) separate files when prompted to do so. Once you hit submit bid, a notification will inform you that your bid has been sent. An email will be sent to the provided email address. **DO NOT** email files to EHSD.

To ensure EHSD has received proper notification of your RFP submission, you must call: (925) 957-5645 and follow the instructions provided after you submit your proposal.

Any proposal received after the deadline will be rejected. Mail-in, hand-delivery, and faxed submissions are not acceptable.

As a component of the Financial Proposal package, Bidder must submit one (1) copy of the organization's most recent audited financial statements. If not available, a review or compilation of the financial statements prepared by a Certified Public Accountant (CPA) must be submitted in lieu of audited financial statements. A copy of the latest filed tax return must be submitted if a review or compilation of the financial statements prepared by a CPA is not available.



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If the organization is subject to the Single Audit requirements set forth in the Code of Federal Regulations, Title 2, Part 200, Subpart F, and 45 CFR 75, a copy the organization's most recent Single Audit must be submitted. If awarded a contract, bidders are required to have audited financial statements during the period of performance.

Proposal and required attachments must be submitted as specified and must be signed by officials authorized to bind the bidder to the provisions of the RFP.

A proposal may be withdrawn in person by a bidder's authorized representative prior to **12:00 p.m. on Friday, February 21, 2025**. If withdrawing a proposal, the bidder's authorized representative must provide appropriate identification (i.e. driver's license) and sign a receipt attesting to withdrawal of the proposal.

Programmatic responses must be clear and in the order in which they appear on the Proposal Checklist. Proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered for contract award. Falsification of any information may result in disqualification.

Proposals received are considered the property of the County and will not be returned.

All costs of proposal preparation shall be borne by the bidder. The County shall not be liable for any pre-contractual expenses incurred by bidders in the preparation and/or submission of the proposal. Proposal shall not include any such expenses as part of the proposed budget.

5.2 Formatting Requirements

All narrative materials are to be single-spaced on 8 1/2" X 11" paper, single-sided print with no less than 1" margins on each side of paper, and using no less than 12-point font.

The total proposal **should not exceed 15 pages** excluding proposal cover statement, table of contents, fiscal management narrative, program budget, budget narrative, fiscal attachments, and attachments.

Proposal should be without expensive artwork, unusual printing, or other materials not requested or essential to the utility and clarity of the proposal. Information on evaluation criteria and weight factors are included in this RFP packet.

All pages should be numbered consecutively with each section identified by an appropriate number.



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5.3 Proposal Contents and Required Forms

All information and forms included in the proposal package must be presented in the order outlined in the Proposal Submission Checklist (Section 5.5) and numbered sequentially (excluding fiscal attachments).

Required forms as reflected in Section 8 and included in this RFP, must be completed fully and incorporated into the submitted proposal package.

Electronic templates are posted on EHSD website under "RFP 1217" in "Contracting Opportunities".

Assemble and arrange each proposal in the order reflected on the Proposal Submission Checklist (Section 5.5) and address the required content/questions. **The order in which items are presented is important**, as proposal reviewers will follow this order in looking for specific areas to evaluate. Refer to proposal evaluation criteria to assure adherence and responsiveness to scoring requirements.

1. Proposal Cover Statement (Form #1)

This must be the first page of every proposal. The Proposal Cover Statement with original signatures of the bidder's Board of Directors' President and Executive Director must be attached to the original proposal and must precede the narrative.

Complete the Proposal Cover Form. Officials authorized to bind the entity must sign. Do not place anything in front of this page.

Please be clear on Form #1, Proposal Cover Statement, as to which of the four (4) program components ((1) family preservation services, (2) community-based family support services, (3) family reunification services, and (4) adoption promotion and support services) the agency will be bidding for and ensure that separate budgets are submitted for each component. Indicate agency's intent in the box labeled "Program Title and Service Category" on this form.

2. Table of Contents

The Proposal Checklist may serve as the Table of Contents with the addition of proposal page numbers. The Proposal Checklist is included as Section 5.5 of this RFP. The Proposal Checklist identifies all narratives and forms that must be submitted with the proposal. This sequence must be followed in assembling the completed proposal.



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3. Program Narrative (maximum of 15 pages-not including forms/attachments)

Maximum of **15 pages** excluding proposal cover statement, table of contents, fiscal management narrative, program budget, budget narrative, fiscal attachments, forms, and attachments.

A. Program Summary (maximum of 5 points) – provide a brief summary of your proposed program:

- i. Concisely describe the proposed program, goals, population to be reached, and the proposed plan of action.
- ii. Concisely identify the impact(s) expected from the proposed program.
- iii. If a collaborative program is proposed, describe the relevant experience and strengths the partner group(s) offers the program and how services will be integrated.

Please note: Do not include a description of your agency here.

B. Statement of Need (maximum of 5 points):

- i. Briefly describe the community the agency intends to serve and the target population(s) who will participate in the proposed program.
- ii. Explain why the program is needed (e.g., What are the issues, deficiencies, gaps, and other factors that show evidence of the need for this program in the agency's proposed service area?). **Include available data** such as local/state data, research studies, literature, surveys, etc. If available, include a source citation for each.

C. Organization Description Capacity (maximum of 5 points)

- i. Provide a brief history of the organization/agency that includes the date of establishment and examples of relevant prior accomplishments and current programs related to the purpose of this RFP.
- ii. State how many people were served by your organization during 2024-2025 year to date, and approximately how many of these were children at risk of abuse and neglect and their families.



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- iii. Describe your agency's commitment to the proposed program and how the program described in this RFP fits your organization's mission and goals.
- iv. If a collaborative program is proposed, describe the relevant experience and strengths the partner group(s) offers the program and how services will be integrated.
- v. Describe the agency's experience and capacity to manage programs of the size and scope proposed.
- vi. **Include Statement of Qualifications (Form #2)** as indicated in the Checklist in section 5.5.
- vii. **Include Board of Directors (Form #3)** as indicated in the Checklist in section 5.5.
- viii. **Include Agency Brochure, if available,** as indicated in the Checklist in section 5.5.

D. Program Proposal Description (maximum of 65 points):

Provide a description of the proposed program discussing the specific objectives of the service category for which you are bidding. The program description must demonstrate that the program is likely to attain the identified performance outcomes and be consistent with all PSSF requirements. For this portion of the proposal, please address the following, as appropriate:

i. Services Provided/Scope of Work (maximum of 10 points)

Complete and Attach the **Program Service Estimate Form (Form #5)** in the attachments as indicated in the checklist in section 5.5 (This form will not be considered as part of the 15-page limit). Specify the length of time and the total number of each type of service unit the agency will provide to clients annually during the contract period, i.e., number and length of services, interventions, counseling sessions, education sessions, outreach activities, etc. Indicate how the delivery of service units will be monitored. In the narrative section, clearly describe/define each type of "service unit" to be provided.

ii. Approach/Methodology (maximum of 10 points)

Describe the proposed approach and the rationale for this approach. Provide evidence that the approach is appropriate to achieve results toward the



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selected indicator(s) and the target population. Provide evidence from studies, journal articles, and/or evaluations that indicate this approach is a "best practice". For more information, please refer to the California Evidence-Based Clearinghouse for Child Welfare found online at <http://www.cebc4cw.org/>.

iii. Action Plan/Program Implementation and Oversight (maximum of 10 points)

Describe the timeline for implementation of the service plan. Describe the action-steps the agency or collaborative will take in order to implement the services identified under this RFP. If the proposal is a collaborative effort, describe each agency's specific responsibilities and timelines, and the respective primary roles of staff in each agency in completing the action-steps.

iv. Outreach and Accessibility (maximum of 5 points)

Where applicable, discuss how the agency plans to reach and work with underserved/isolated communities to reduce barriers and increase utilization of services, e.g., hours of operation, interpreter services, transportation, child care and incentives.

v. Cultural Sensitivity (maximum of 10 points)

Indicate how the proposed program will address issues of cultural diversity. Describe strategies and processes the agency will use to assure that services are culturally sensitive and relevant to families of diverse backgrounds, including delivery of services in the family's primary language.

vi. Staff, Consultant, Subcontractor Qualifications (10 points)

- a. Describe the indirect and direct staff that will operate and support the program including their job titles, their estimated full time equivalent, and experience they have had in planning and implementing similar programs as well as their experience working with diverse communities.
- b. Include an organizational chart illustrating how the proposed project relates with other agency projects and programs. Include an **Organizational Chart** as indicated in the Checklist, Section 5.5.
- c. Include **Job descriptions and/or resumes** of the agency's Executive Director and key program staff as indicated in the Checklist, Section 5.5.



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- d. Indicate staff experience and any information regarding relevant trainings, seminars or education that your staff have participated in.
 - e. Describe the demographics of the agencies staff as it relates to the proposed target population to be served. Discuss the agencies staff education/training and support on cultural competency.
 - f. If utilizing a subcontractor, describe subcontractor staffing.
- vii. Program Outcomes and Client Satisfaction Measurement (maximum of 10 points)

Bidders will be required to develop specific performance objective outcomes that measure the impact or results for each service component. Outcomes should be ambitious, but realistic. Performance objective outcomes are the measurable improvements in the condition or behavior of the identified population the program intends to achieve by the end of the contract period and can be identified by (not complete list):

- a. Preliminary steps participants must take before they begin to benefit from program services, also known as engagement outcomes.
- b. Changes in attitude, beliefs and knowledge also known as short-term outcomes.
- c. The development and use of new skills also known as intermediate outcomes.
- d. Permanent changes within the individual, impacts on larger social structures, systemic changes or a population-wide impact also known as a long-term outcome.

Please describe the program outcomes expected to be achieved and performance measures that the agency will utilize. Include the tool(s) that will be used to measure progress towards achieving the outcomes.

Complete and attach the **Program Outcome & Client Satisfaction Measurement form (Form #6)** as indicated in the Proposal Checklist, Section 5.5. (This form will not be considered part of the 15-page limit).



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**4. Fiscal Management Narrative and Program Budget including Budget Narrative
(maximum 20 points)**

A. Fiscal Management Narrative (maximum 2 pages) (maximum 5 points):

- i. Provide a brief description of the agency's accounting system and internal controls. Describe fiscal procedures and policies or attach a manual of fiscal procedures and policies in the "**Fiscal Attachments**" section referenced in the Proposal Checklist. Include the following as appropriate:
 - Overall system (accrual, double entry, automated or manual)
 - Timekeeping system
 - Inventory system
 - Payroll system
 - Cost allocation plan and methodology
 - Ledger system for receivables, payables, expenses, disbursements, petty cash
- ii. Explain how the agency's fiscal system is administered and by whom. Include responsibilities of Board of Directors, Executive Director and fiscal staff in fiscal management. Describe experience and qualifications of fiscal staff.

B. Program Budget including Budget Narrative (maximum 15 points):

- i. Complete a line-item budget for programs under this RFP, showing all costs (**Form #4, Program Budget Template**) – An electronic template is posted on EHS website under "RFP 1217" in Contracting Opportunities.
- ii. Complete Program Budget Narrative. Each budget cost item must be detailed in the narrative section and should reflect the basis for the computations. Every item must be completed, if applicable.
- iii. Describe how efforts will be made to expend funds during the contract period.

5. Fiscal Attachments

See Proposal Checklist in Section 5.5 for complete list of Fiscal Attachments.

5.4 Additional/Reminder Information for RFP Bid Proposal Response

Bidder must ensure submitted proposal includes the following information incorporated into the response:



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- Proposal must include a plan that addresses the service deliverables identified in this RFP.
- Proposal must include descriptions of the services to be provided along with the identified population and service location(s).
- Proposal must include an estimate of how many families and youth will be served by the agency.
- Proposal must define the specific outcomes that will be achieved.
- Proposal must address any barriers to service accessibility and a plan to remove those barriers.
- Bidder must demonstrate a capacity for collaboration and interagency coordination.
- Bidder must have a viable plan for ongoing financial support of the local support services programs that demonstrates decreased reliance on state funds.
- Bidder must describe how they will develop and/or maintain the necessary community supports.
- Bidder must outline outcome improvement goals for the program.



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5.5 Proposal Checklist

All items listed below shall be completed and included in submittal package at time of submission to County as per the RFP. This list is intended to assist responding agencies. It is the sole responsibility of each responding agency to ensure that their proposal conforms to the requirements of the RFP. Required forms are provided in Section 8.

Proposal must be submitted in the following order with documents as described (unless otherwise noted).

File #1: Save as "RFP1217-Agency Name-Proposal"

- 1. **Proposal Cover Statement** (Form #1).
- 2. **Table of Contents**
- 3. **Program Narrative (Max 15 pages-not including Forms)**
 - Program Summary (5 points)
 - Statement of Need (5 points)
 - Organization Description Capacity (5 points)
 - Statement of Qualifications** (Form #2 with original signatures must accompany original proposal), completed and signed by Executive Director and President of Agency Board of Directors.
 - Board of Directors** (Form #3)
 - Agency Brochure (as available)**
 - Program Proposal Description
 - Services Provided, Scope of Work (10 points)
 - Include: **Service Estimates** (Form #5)
 - Approach/Methodology (10 points)
 - Action Plan/Implementation (10 points)
 - Outreach and Accessibility (5 points)
 - Cultural Sensitivity (10 points)
 - Staff, Consultant, Subcontractor Qualifications (10 points)
 - Organizational Chart** (With proposed project included)
 - Job Descriptions and/or Resumes** of Executive Director and key program and fiscal staff.
 - Program Outcomes/Client Satisfaction Measurements) (10 points)
 - Include: **Program Outcome/Client Satisfaction Measurement** (Form #6)



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- 4. Fiscal Management Narrative (Maximum 2 pages), Program Budget including Budget Narrative. (20 points)**
 - Fiscal Management Narrative
 - Program Budget including Budget Narrative
 - Include: **Budget** (Form #4)

File #2: Save as "RFP1217-Agency Name-Financials"

- 5. Fiscal Attachments**
 - Copy of bidder's IRS 501(c)(3) determination letter attached to original proposal copy (if agency is a non-profit organization).
 - Copy of bidder's manual of fiscal procedures and policies, if available, (reference Section 5.4).
 - Copy of bidder's most recent audit including any applicable corrective action plans. A review or compilation of the financial statements prepared by a CPA may be submitted in lieu of an audit/audited financial statements if the latter are not available. A copy of the latest filed tax return must be submitted if a review or compilation is not available. Bidders who currently do not have audited financial statements must provide a certified letter stating that a financial statement audit will be performed during the period of performance should the bidder be awarded the contract.
 - Copy of current Agency Budget with revenues and expenses indicated.



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SECTION 6: EVALUATION PROCESS AND CONTRACT AWARD

6.1 Evaluation Process

There are three (3) stages of proposal evaluation: Compliance Review, Fiscal Review, and Bureau Committee Review. Proposals will be stored in a designated secure location to insure confidentiality. No proposal will be opened until after the submission deadline identified in the RFP.

6.2 Compliance Review

Compliance Review is a **Pass/Fail** evaluation.

Contracts Unit staff will review submitted proposals for completeness and technical compliance with the terms and conditions of the RFP. All proposals should adhere to the required format and, in order to be competitive, should include all of the requested information, all sections awarding points, completed forms, and attachments. Proposals that do not follow the Required Proposal Format found in Section 5 will be determined nonresponsive and will not be considered for contract award/funding.

Minor irregularities in submissions may be waived. All proposals deemed responsive will be referred to EHSD fiscal staff.

6.3 Fiscal Review

Proposals that pass the Compliance Review, as referenced in 6.2 above, will be submitted for review by EHSD Fiscal Staff. Proposals must receive a fiscal review evaluation score of at least **70%** of the total available 100 points, if not; it will be eliminated from further review.

Proposals that do not provide the required audit or financial statements as outlined in Section 5, Required Proposal Format, will be determined nonresponsive and will not be considered for funding.

Points will be awarded based on the agency's demonstration of:

- Agency solvency;
- Adequate agency accounting systems and internal controls;
- Ability to administer financial system(s); and
- Compliance with budget specifications.

EHSD Fiscal will review the required audit or audited financial statement included with each proposal. The audit or audited financial statement must be the most recent and



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complete available. The proposal with financial statements will be forwarded to the EHSD Fiscal Unit for review and evaluation.

EHSD reserves the right to reject any proposal submitted. EHSD will remove any excess pages from proposals exceeding the stated limits before the proposals are distributed for further evaluation.

6.4 Bureau Committee Review

Proposals that successfully complete the Contracts Compliance Review (referenced in 6.2 above) and the Fiscal Review (referenced in 6.3 above) will be submitted for Bureau Committee Review. The RFP Bureau Review Committee will review all proposals then evaluate and score all service and budget elements per the Scoring Methodology/Rating Sheet and service delivery requirements included in this RFP.

EHSD and the RFP Bureau Review Committee may make on-site visits and use other information available before making final recommendations.

The Bureau Review Committee may be comprised of Employment and Human Services Department Staff, community-based organization staff, private for-profit corporation staff and/or public sector representatives. Members of the Bureau Review Committee will be required to sign an impartiality statement.



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6.5 Scoring Methodology

Program elements will be weighted as follows with a maximum score of 100 points using the following criteria guidelines. **Proposals that do not attain an average of 70 points from the Bureau Review Committee are unlikely to be eligible for further consideration for funding.**

RFP Scoring Methodology	Available Points
1. Proposal Cover Statement (Required but not weighted)	0
2. Table of Contents (Required but not weighted)	0
3. Program Narrative	
A. Program Summary	5
B. Statement of Need	5
C. Organization Description/Capacity	5
D. Program Proposal Description	65
• Services Provided/Scope of Work (10)	
• Approach/Methodology (10)	
• Action Plan/Program Implementation (10)	
• Outreach and Accessibility (5)	
• Cultural Sensitivity (10)	
• Staff, Consultant, Subcontractor Qualifications (10)	
• Program Outcomes/Client Satisfaction Measurement (10)	
4. Fiscal Management Narrative and Program Budget	
A. Fiscal Management Narrative	5
B. Program Budget including Budget Narrative	15
Total Available Points	100



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6.6 Appeals Process

Each bidder submitting a proposal to this RFP shall have an opportunity to appeal the funding decision of EHSD. **Proposals disqualified for not meeting the deadline for submission are not eligible for appeal.**

All bidders will receive a written and emailed notice from EHSD informing them of the funding decisions. If a bidder wishes to appeal the selection or award decision, the bidder must submit a written appeal request to **EHSD Director, 40 Douglas Drive, Martinez, CA 94553** or electronically to contract_clerk@ehsd.cccounty.us no later than 5:00 pm on the 10th business day (April 11, 2025) after award notification. The appeal will be conducted in accordance with the EHSD process. Notification of a final decision on an appeal shall be made in writing to the bidder.

All written letters of appeal must state the following:

- The issue(s) appealed;
- How the alleged issue detrimentally effects the appellant; and
- The rectification sought by the appellant.

An appeal will only be considered valid if there has been a violation of one of the following criteria:

- The procurement process as outlined by the RFP was violated in some manner; and/or
- Federal, state, and/or EHSD procurement guidelines have been violated.

An appeal would not be allowed:

- To contest individual scores, the rating system, or dissatisfaction with the evaluation results unless there is a violation of the process as outlined above.

Appeals unresolved by the initial appeal process may be pursued with the Contra Costa County Board of Supervisors.

6.7 Contract Award and Negotiations

Successful bidder(s) will be expected to promptly enter into contract negotiation with EHSD. This may result in mutually agreed upon changes in plans or activities identified in the proposal. As a result of this negotiation, actual contract(s) may include other agreements and clarifications of activities, consistent with the intent of this RFP.

Services will begin upon the signing of a contract according to a mutually agreed upon start-up schedule. The County is not liable for any cost incurred by the contractor prior to the effective date of any contract.



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Selected contractor(s) will be responsible for all services offered in their RFP proposal, whether or not contractor(s) perform them directly or through subcontractors in multiple agency collaboration.

EHSD will actively monitor service implementation and delivery and provide contract monitoring. Any material breach of contract requirements will constitute grounds for terminating the contract.

The contract term from this RFP will be for a twelve-month period (July 1, 2025 through June 30, 2026) with satisfactory first-year performance as a condition of any future contract renewal for up to two (2) additional years for a total of no more than three (3) years, depending upon funding availability and service need.

The contracting person or agency must state that there is agreement to support implementation of the County's alcohol/drug abuse prevention/treatment policies related to the reporting of child abuse, and to comply with EHSD in monitoring and evaluation procedures.

6.8 Contract Terms and Litigation Warranty

EHSD will negotiate contract agreements with the successful Bidder(s).

Bidders, by submitting a proposal, warrant that they are not currently involved in litigation or arbitration concerning their performance as it relates to the same or similar services to be supplied pursuant to the referenced contract and that no judgments or awards have been made against the Bidders on the basis of their performance in supplying the same or similar services, unless such fact is disclosed to EHSD in the proposal. Disclosure will not automatically disqualify the Bidders; however, EHSD reserves the right to evaluate proposal(s) based on facts surrounding such litigation or arbitration. These will be reviewed and decided upon at the discretion of EHSD.



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SECTION 7: CONTRACTING REQUIREMENTS

7.1 County Contract Requirements

Upon acceptance of a proposal and award of a contract by the Board of Supervisors, the successful bidder will enter into a standard County contract that specifies:

Parties to the Contract

Effective Dates

Legal Type

Signatories to the Contract

Service Specifications and Provisions for Reporting, Monitoring, and Evaluation

Fiscal Provisions Method of payment to contractor. Either a fee-for-services contract or a cost reimbursement contract may be negotiated with the bidder at County's option.

Program budget segregated into personnel and operating costs, indirect costs and revenue (if any) to allow determination of reasonableness and feasibility of line item allocation.

Provisions for audit

General Conditions Contractors must comply with standard County Contract General Conditions included in this RFP in Appendix 9.1.

Special Conditions, as required. Contractors must comply with California Department of Social Services (CDSS) provisions included in this RFP in Appendix 9.2. Contractors may have to satisfy additional insurance requirements prior to contract effective date. No contractor will be reimbursed for service until insurance requirements are met.

Corporations / LLCs must be registered and current with California Secretary of State.

Entities must be in good standing to receive Federal Financial Funds and must have Unique Entity ID (UEI). UEI's are generated and distributed by the Federal Government at SAM.gov.



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7.2 Additional Requirements

As applicable, Contractor must submit the required audit as specified in Appendix 9.1, General Conditions, Paragraph 27. Required Audit.

- If a consortium of agencies is submitting a proposal, a lead agency must be responsible for overseeing and monitoring its partners. The lead agency must act as the cognizant fiscal agent for the other partners. Partners must have similar budget requests for similar items. All other service providers requesting funding under the proposal will be required to subcontract with the lead agency.
- All equipment requests will be evaluated for their necessity and reasonableness in carrying out the program. All equipment requests must explain in detail how the equipment will be used in the performance of services.
- Budgets submitted in response to the RFP will be negotiated on a line item basis. Line items will be examined for reasonableness and necessity in providing services.
- Cost reports shall be fully supported by accounting documentation. Salary and benefit costs allocated to this program shall be supported by detailed time sheets. Contractor must maintain adequate payroll documentation (detailed time sheets sometimes called "functional time sheets") to support compensation paid to bona fide employees. Reimbursement of salary and benefit costs must be based on actual time spent on the program.

7.3 Type of Contract

Contracts will be on either a fee-for-services, a cost reimbursement, or a fee-for-service/cost reimbursement combination basis as negotiated with the bidder at County's option. Contractor is required to provide a detailed line-item budget on **Form #4, Program Budget**. Monthly billing/invoices will be required. All costs reported on monthly and final cost statements shall be supported by appropriate accounting documentation. The documentation shall establish that EHSD is charged a fair and equitable portion of any indirect or shared costs attributable to services performed under this contract.

7.4 Discrimination and Confidentiality

Discrimination: A Contractor awarded funds under this RFP shall not discriminate against any employee or applicant for employment because of race, sex, gender, age, religion, creed, national origin, ancestry, color, ethnic group identification, gender identity, gender expression, disability (mental or physical), political affiliation, sexual orientation, marital status, medical condition (including pregnancy, childbirth, breastfeeding or related medical conditions), or genetic information. This includes, but is not limited to the following:



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employment, upgrading or promotion, demotion, or transfer, recruitment advertising, layoff or termination, rates of pay or form of compensation, and selection for training, including apprenticeship. The Contractor shall not, in connection with the employment, advancement, or discharge of employees, discriminate against them because of their age, except upon the basis of a bona fide occupational requirement or retirement plan, or statutory regulation.

Confidentiality: Contractor shall use any client information provided by EHSD or by the client, only for the purpose of administering the program. The improper use or disclosure of confidential case information for any other purpose is a misdemeanor under California Welfare & Institutions Code Section 10850. Contractor shall inform all of their employees of the requirements concerning Confidentiality in the handling of client information. EHSD may take further steps to ensure Contractors' awareness of the provisions of California Welfare and Institutions Code Section 10850, and may require that Contractor have employees sign acknowledgment of their understanding of said statute and its provisions.

Any Contractor awarded funds under this RFP must maintain all information gathered pertaining to program clients in a secure environment in order to ensure the client's right to confidentiality. The Contractor will not release such information to any third party who is not directly responsible for management of the client's services, without the prior written consent of the client.

7.5 Monitoring, Reporting and Record Keeping

Monitoring: County, state, or federal staff may conduct routine monitoring of all programs. Representatives of EHSD, the State of California, Department of Health and Human Services or contractors of these units of government, and others who have a direct concern in administration of this funding may visit the contractor selected for this program at any time. All agency records must be available for inspection. All areas of the project will be subject to examination, which may include, but not be limited to, inspection of clients' case files, attendance records, and financial and bookkeeping records. Clients may be interviewed to verify eligibility, ensure required procedures are being followed, and to ensure provision of adequate services as prescribed by contract. In addition, monitoring may include interviews with employers, supervisors, instructors, and staff of agencies collaborating with the contractor to ensure provision of agreed-upon services. In the event that contract requirements are not met, termination of contract may be considered after all other corrective action fails to improve grantee's compliance with contract requirements or performance goals. EHSD will conduct financial monitoring reviews of all subrecipients.

Reporting: Contractor shall be responsible for submitting accurate management information reports and forms on time and in the manner prescribed by the EHSD and will coordinate with the EHSD designated staff. Contractor will ensure that fiscal claims are



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submitted in entirety and the manner prescribed by the EHSD Department Fiscal Officer. Contractor shall receive reimbursement for costs by submitting monthly cost statements together with a request for payment by the tenth (10th) day of the following month.

Contractor will be required to provide the following reports:

- Fiscal Reports including monthly expenditure reports developed by EHSD, including a line item cost report based on actual expenditures.
- Monthly Status Reports (MSR) as developed in conjunction with EHSD are required. At a minimum, Contractor will be required to submit the following information:
 - Clients/Families referred, served, enrolled
 - Services provided to each Client/Family, including location, date, number of hours
 - Clients/Families who completed services
- Bi-annual and Annual Narrative Summary.
- Financial and performance closeout reports at the end of the contract to reconcile statistical and financial information.
- Annual OCAP Reporting: Successful bidders who enter into PSSF funded contracts with Contra Costa County EHSD resulting from this RFP will be required at the end of the contract period to report outcomes using a statewide Office of Child Abuse Prevention (OCAP) reporting template, sample attached hereto as Appendix 9.5. Data collected, measured, and provided includes, but is not limited to; outreach activities, unduplicated participant race/ethnicity, unduplicated participant service counts, and measurable outcomes achieved.

Record Keeping: Contractor will be expected to maintain complete up-to-date and accurate records and management controls as well as complete any required State data collection forms as supplied by EHSD. Contractor is to maintain adequate records of service provision to document compliance with service plan and information on the performance outcomes stated in this RFP.

Contractor will be expected to maintain complete fiscal and accounting records, including, but not limited to, backup documentation to the contract budget, and demonstration of acceptable accounting methods to disburse costs.



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SECTION 8: REQUIRED FORMS

*All forms must be completed and attached to submitted proposal.
Electronic templates are posted on EHSD website under "RFP 1217" in "Contracting Opportunities".*

	<u>Form #</u>	<u>Form Title</u>
8.1	#1	Proposal Cover Statement
8.2	#2	Statement of Qualifications
8.3	#3	Board of Directors
8.4	#4	Program Budget
8.5	#5	Program Service Estimates
8.6	#6	Program Outcome and Client Satisfaction Measurement



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8.1 FORM #1: Proposal Cover Statement

This form must accompany the proposal package as the *first page*. Original signatures are required.

PROPOSAL COVER STATEMENT – RFP 1217	
BIDDER ORGANIZATION NAME	
ADDRESS	Bidder Phone
	Bidder Fax
	Web Address
CONTACT PERSON	Contact Phone
	Contact E-mail
	Contact Fax
ADDRESS OF PROGRAM (if different than above)	
PROGRAM TITLE and SERVICE CATEGORY (family preservation services, community-based family support services, family reunification services, or adoption promotion and support services)	
COLLABORATIVE PARTNERS/SUBCONTRACTORS (If applicable)	
AMOUNT OF FUNDING REQUEST	
TOTAL AMOUNT REQUESTED \$ _____	
FEDERAL EMPLOYER NUMBER	501(C)(3) EXEMPTION
AGENCY PRIOR YEAR NET OPERATING BUDGET	\$ _____
AUTHORIZATION	
<p><i>We submit the attached response to the Notice of Request for Proposal No.1217 dated <u>February 2025</u> and all attachments and declare that: If this Response is accepted by the Board of Supervisors of Contra Costa County, I will enter into a standard contract with Contra Costa County to provide all work specified herein at the costs, which I have proposed, or in accordance with modifications required by Contra Costa County. Funds obtained through this contract will not be used to supplant or augment funding for other programs operated by the bidder/contractor unless stipulated within the proposal and accepted by the County.</i></p>	
AUTHORIZED REPRESENTATIVES: (two signatures required)	
Name: _____	Title: Executive Director
Signature: _____	Date: _____
Name: _____	Title: Board President
Signature: _____	Date: _____



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8.2 FORM #2: Statement of Qualifications

1. List any licenses or certifications held by the agency, with expiration dates.
2. a) Who administers the agency's fiscal system?
Name: _____
Phone: _____
Title: _____
Work Schedule: _____
b) What CPA firm prepares the agency's annual audit?
Name: _____
Phone: _____
Address _____
3. Number of years' bidder operated under the present business name. List related prior business names, if any and timeframe for each.
4. Number of years' bidder has provided the services described in this proposal or related services.
5. Has bidder failed or refused to complete any contract? Yes _____ No _____
If yes, briefly explain.
6. Is there any past, present or pending litigation in connection with contracts for services involving the bidder or any principal officer of the agency? Yes _____ No _____
If yes, briefly explain.
7. Does bidder have a controlling interest in any other firm(s)? Yes _____ No _____
8. Does bidder have commitments or potential commitments that may impact assets, lines of credit or otherwise affect agency's ability to fulfill this RFP? Yes _____ No _____
If yes, specify below.
9. Supply names, addresses and phone numbers of two references, one each in the areas of financial/administrative management and social service delivery to substantiate experience and qualifications.



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FORM #2, Continued

Bidder attests, under penalty of perjury, that all information provided herein is complete and accurate. Bidder agrees to provide to County other information the County may request as necessary for an accurate determination of bidder's qualifications to perform proposed services.

Signature

Date

Printed Name and Title (Executive Director)

Signature

Date

Printed Name and Title (Board President)

Note: When more than one agency will collaborate in providing services(s), each agency involved must complete this form.



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8.3 FORM #3: Board of Directors

1. Number of Board members required by agency's bylaws: _____
2. Number of members on current Board: _____
3. When and how often does the Board meet? _____
4. List current Board members below (or attach Board List in this format):

Member Name	Address	Occupation/ Affiliation	Board Position	# Years on Board

5. Describe key roles and responsibilities of the Board: _____



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8.4 FORM #4: Program Budget – Budget/Budget Narrative Template (Example)

Entity Legal Name:	
Term Start Date:	07/01/25
Term End Date:	06/30/26
Cost Reimbursement Amount	
In-Kind Match Amount (If Applicable)	
Total Budget with Match	\$ -
BUDGET CATEGORY DESCRIPTION	BUDGETED COST REIMBURSEMENT AMOUNT
PERSONNEL AND FRINGE BENEFITS	\$ -
OPERATING COSTS	\$ -
OTHER COSTS	\$ -
PARTICIPANT COSTS	\$ -
INDIRECT OVERHEAD AND/OR ADMINISTRATIVE COSTS	\$ -
COST REIMBURSEMENT AMOUNT	\$ -
BUDGET - IN-KIND MATCH (If Applicable)	IN-KIND AMOUNT
IN-KIND MATCH	\$ -
IN-KIND AMOUNT	\$ -
Cost Reimbursement Amount	\$ -
In-Kind/Match Amount	\$ -
Total Budget	\$ -
BUDGET AMOUNTS FROM CELLS B6 & B7	-
MUST BE ZERO	-



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8.5 FORM #5: Program Service Estimates

SERVICE ESTIMATES INSTRUCTIONS

Complete the **Program Service Unit Form** on the following page. Specify the length of time and the total number of each type of service unit the agency will provide to clients during the contract period (i.e., number and length of services, e.g., counseling sessions, education sessions, outreach activities, etc.). Indicate how the performance of services will be monitored. Indicate number of unduplicated clients to be served.

Service Unit Type	Number of Units of Service	Time for Service Unit	Number Unduplicated Clients	Monitoring Tool
Risk Screening	500 screenings	1 hour	500 women	Screening Questionnaires Completed
Provider Training	3 sessions	40 minx3 = 2 hours	12 staff	Agenda Attendance sheets
Referral to SA Specialist	65 referrals		65 women	Referral forms
Needs Assessments	55 assessments	1 hour	55 women	Case mgmt files
Case Management	52 weekly	30 min each	52 women	Case mgmt files
Home visits	26 visits	1 hour	52 women	Case mgmt files

EXAMPLE

TARGET POPULATION

TARGET GEOGRAPHIC AREA



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ESTIMATED UNITS OF SERVICE				
Service Unit Type	Number of Units of Service	Time for Service Unit	Number Unduplicated Clients	Monitoring Tool

TARGET POPULATION

--

TARGET GEOGRAPHIC AREA

--



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8.6 FORM #6: Program Outcome & Client Satisfaction Measurement

EVALUATION

Describe the program outcomes expected to be achieved as a result of the implementation of the program funded by PSSF during the period of the plan. Include the tool/source of measure that will use to measure progress towards achieving the outcomes listed below.

PROGRAM OUTCOME(S) AND MEASUREMENT & CLIENT SATISFACTION MEASUREMENT			
Desired Outcome	Indicator	Source of Measure	Frequency

Explain how client satisfaction will be assessed. Explain the methods or tools used to measure client satisfaction and how feedback will be utilized.

CLIENT SATISFACTION			
Method or Tool	Frequency	Utilization	Action



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SECTION 9: APPENDICES

- 9.1 General Conditions**
- 9.2 California Department of Social Services (CDSS) Supplemental Provisions**
- 9.3 Subrecipient Monitoring**
- 9.4 California Department of Social Services, Office of Child Abuse Prevention
Promoting Safe and Stable Families Program, May 2019**
- 9.5 OCAP Annual Report Template Sample**



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9.1 GENERAL CONDITIONS

1. **Compliance with Law.** Contractor shall be subject to and comply with all applicable federal, state and local laws and regulations with respect to its performance under this Contract, including but not limited to, licensing, employment and purchasing practices; and wages, hours and conditions of employment, including nondiscrimination.
2. **Inspection.** Contractor's performance, place of business and records pertaining to this Contract are subject to monitoring, inspection, review and audit by authorized representatives of the County, the State of California, and the United States Government.
3. **Records.** Contractor must keep and make available for inspection and copying by authorized representatives of the County, the State of California, and the United States Government, the Contractor's regular business records and such additional records pertaining to this Contract as may be required by the County.
 - a. **Retention of Records.** Contractor must retain all documents pertaining to this Contract for five years from the date of submission of Contractor's final payment demand or final Cost Report; for any further period that is required by law; and until all federal/state audits are complete and exceptions resolved for this Contract's funding period. Upon request, Contractor must make these records available to authorized representatives of the County, the State of California, and the United States Government.
 - b. **Access to Books and Records of Contractor, Subcontractor.** Pursuant to Section 1861(v)(1) of the Social Security Act, and any regulations promulgated there under, Contractor must, upon written request and until the expiration of five years after the furnishing of services pursuant to this Contract, make available to the County, the Secretary of Health and Human Services, or the Comptroller General, or any of their duly authorized representatives, this Contract and books, documents, and records of Contractor necessary to certify the nature and extent of all costs and charges hereunder.

Further, if Contractor carries out any of the duties of this Contract through a subcontract with a value or cost of \$10,000 or more over a twelve-month period, such subcontract must contain a clause to the effect that upon written request and until the expiration of five years after the furnishing of services pursuant to such subcontract, the subcontractor must make available to the County, the Secretary, the Comptroller General, or any of their duly authorized representatives, the subcontract and books,



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documents, and records of the subcontractor necessary to verify the nature and extent of all costs and charges there under.

This provision is in addition to any and all other terms regarding the maintenance or retention of records under this Contract and is binding on the heirs, successors, assigns and representatives of Contractor.

4. **Reporting Requirements**. Pursuant to Government Code Section 7550, Contractor must include in all documents or written reports completed and submitted to County in accordance with this Contract, a separate section listing the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of each such document or written report. This section applies only if the Payment Limit of this Contract exceeds \$5,000.
5. **Termination and Cancellation**.
 - a. **Written Notice**. This Contract may be terminated by either party, in its sole discretion, upon thirty-day advance written notice thereof to the other, and may be cancelled immediately by written mutual consent.
 - b. **Failure to Perform**. County, upon written notice to Contractor, may immediately terminate this Contract should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, County may proceed with the work in any reasonable manner it chooses. The cost to County of completing Contractor's performance shall be deducted from any sum due Contractor under this Contract, without prejudice to County's rights to recover damages.
 - c. **Cessation of Funding**. Notwithstanding any contrary language in Paragraphs 5 and 11, in the event that federal, state, or other non-County funding for this Contract ceases, this Contract is terminated without notice.
6. **Entire Agreement**. This Contract contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this Contract will be deemed to exist or to bind any of the parties hereto.
7. **Further Specifications for Operating Procedures**. Detailed specifications of operating procedures and budgets required by this Contract, including but not limited to, monitoring, evaluating, auditing, billing, or regulatory changes, may be clarified in a written letter signed by Contractor and the department head, or designee, of the county department on whose behalf this Contract is made. No written clarification



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prepared pursuant to this Section will operate as an amendment to, or be considered a part of, this Contract.

8. **Modifications and Amendments.**

a. **General Amendments.** In the event that the total Payment Limit of this Contract is less than \$200,000 and this Contract was executed by the County's Purchasing Agent, this Contract may be modified or amended by a written document executed by Contractor and the County's Purchasing Agent of the Contra Costa County Board of Supervisors, subject to any required state or federal approval. In the event that the total Payment Limit of this Contract exceeds \$200,000 or this Contract was initially approved by the Board of Supervisors, this Contract may be modified or amended only by a written document executed by Contractor and the Contra Costa County Board of Supervisors or, after Board approval, by its designee, subject to any required state or federal approval. This Contract may be modified or amended by a written document executed by Contractor and the Contra Costa County Board of Supervisors or, after Board approval, by its designee, subject to any required state or federal approval.

b. **Minor Amendments.** The Payment Provisions and the Service Plan may be amended by a written administrative amendment executed by Contractor and the County Administrator (or designee), subject to any required state or federal approval, provided that such administrative amendment may not increase the Payment Limit of this Contract or reduce the services Contractor is obligated to provide pursuant to this Contract.

9. **Disputes.** Disagreements between County and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to final written determination by the head of the county department for which this Contract is made, or his designee, or in accordance with the applicable procedures (if any) required by the state or federal government.

10. **Choice of Law and Personal Jurisdiction.**

a. This Contract is made in Contra Costa County and is governed by, and must be construed in accordance with, the laws of the State of California.

b. Any action relating to this Contract must be instituted and prosecuted in the courts of Contra Costa County, State of California.

11. **Conformance with Federal and State Regulations and Laws.** Should federal or state regulations or laws touching upon the subject of this Contract be adopted or



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revised during the term hereof, this Contract will be deemed amended to assure conformance with such federal or state requirements.

12. **No Waiver by County.** Subject to Paragraph 9. (Disputes) of these General Conditions, inspections or approvals, or statements by any officer, agent or employee of County indicating Contractor's performance or any part of said performance, or payments therefor, or any combination of these acts, do not relieve Contractor's obligation to fulfill this Contract as prescribed; nor is the County be thereby prevented from bringing any action for damages or enforcement arising from any failure to comply with any of the terms and conditions of this Contract.
13. **Subcontract and Assignment.** This Contract binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the County Administrator or his designee, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under this Contract, or before the Contractor may assign this Contract or monies due or to become due, by operation of law or otherwise.
14. **Independent Contractor Status.** The parties intend that Contractor, in performing the services specified herein, is acting as an independent contractor and that Contractor will control the work and the manner in which it is performed. This Contract is not to be construed to create the relationship between the parties, or between County and any Contractor employee, of agent, servant, employee, partnership, joint venture, or association. Neither Contractor, nor any of its employees, is a County employee. This Contract does not give Contractor, or any of its employees, any right to participate in any pension plan, insurance, bonus, or similar benefits County provides to its employees. In the event that County exercises its right to terminate this Contract, Contractor expressly agrees that it will have no recourse or right of appeal under any rules, regulations, ordinances, or laws applicable to employees.
15. **Conflicts of Interest.** Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Contract, no person having any such interests will be employed by Contractor. If requested to do so by County, Contractor will complete a "Statement of Economic Interest" form and file it with County and will require any other person doing work under this Contract to complete a "Statement of Economic Interest" form and file it with the County. Contractor covenants that Contractor, its employees and officials, are not now employed by the County and have not been so employed by the County within twelve months immediately preceding this Contract; or, if so employed, did not then and do not now occupy a position that would create a conflict of interest under Government Code section 1090. In addition to any indemnity provided by



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Contractor in this Contract, Contractor will indemnify, defend, and hold the County harmless from any and all claims, investigations, liabilities, or damages resulting from or related to any and all alleged conflicts of interest. Contractor warrants that it has not provided, or attempted to provide, or offered to provide any money, gift, gratuity, thing of value, or compensation of any kind to obtain this Contract.

16. **Confidentiality**. To the extent allowed under the California Public Records Act, Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable state or federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons served under this Contract, published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all employees, agents and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.
17. **Nondiscriminatory Services**. Contractor agrees that all goods and services under this Contract will be available to all qualified persons regardless of age, gender, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none will be used, in whole or in part, for religious worship.
18. **Indemnification**. Contractor will defend, indemnify, save, and hold harmless County and its officers and employees from any and all claims, demands, losses, costs, expenses, and liabilities for any damages, fines, sickness, death, or injury to person(s) or property, including any and all administrative fines, penalties or costs imposed as a result of an administrative or quasi-judicial proceeding, arising directly or indirectly from or connected with the services provided hereunder that are caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, subcontractors, or any persons under its direction or control. If requested by County, Contractor will defend any such suits at its sole cost and expense. If County elects to provide its own defense, Contractor will reimburse County for any expenditures, including reasonable attorney's fees and costs. Contractor's obligations under this section exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor is not required to indemnify the County for the portion of liability a court determines is attributable to the sole negligence or willful misconduct of the County, its officers and employees. This provision will survive the expiration or termination of this Contract.
19. **Insurance**. During the entire term of this Contract and any extension or modification thereof, Contractor shall keep in effect insurance policies meeting the following insurance requirements unless otherwise expressed in the Special Conditions:



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- a. **Commercial General Liability Insurance.** For all contracts where the total payment limit of the contract is \$500,000 or less, Contractor will provide commercial general liability insurance, including coverage for business losses and for owned and non-owned automobiles, with a minimum combined single limit coverage of \$500,000 for all damages, including consequential damages, due to bodily injury, sickness or disease, or death to any person or damage to or destruction of property, including the loss of use thereof, arising from each occurrence. Such insurance must be endorsed to include County and its officers and employees as additional insureds as to all services performed by Contractor under this Contract. Said policies must constitute primary insurance as to County, the state and federal governments, and their officers, agents, and employees, so that other insurance policies held by them or their self-insurance program(s) will not be required to contribute to any loss covered under Contractor's insurance policy or policies. Contractor must provide County with a copy of the endorsement making the County an additional insured on all commercial general liability policies as required herein no later than the effective date of this Contract. For all contracts where the total payment limit is greater than \$500,000, the aforementioned insurance coverage to be provided by Contractor must have a minimum combined single limit coverage of \$1,000,000.
- b. **Workers' Compensation.** Contractor must provide workers' compensation insurance coverage for its employees.
- c. **Certificate of Insurance.** The Contractor must provide the County with (a) certificate(s) of insurance evidencing liability and worker's compensation insurance as required herein no later than the effective date of this Contract. If Contractor should renew the insurance policy (ies) or acquire either a new insurance policy (ies) or amend the coverage afforded through an endorsement to the policy at any time during the term of this Contract, then Contractor must provide (a) current certificate(s) of insurance.
- d. **Additional Insurance Provisions.** No later than five days after Contractor's receipt of: (i) a notice of cancellation, a notice of an intention to cancel, or a notice of a lapse in any of Contractor's insurance coverage required by this Contract; or (ii) a notice of a material change to Contractor's insurance coverage required by this Contract, Contractor will provide Department a copy of such notice of cancellation, notice of intention to cancel, notice of lapse of coverage, or notice of material change. Contractor's failure to provide Department the notice as required by the preceding sentence is a default under this Contract.
20. **Notices.** All notices provided for by this Contract must be in writing and may be delivered by deposit in the United States mail, postage prepaid. Notices to County



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must be addressed to the head of the county department for which this Contract is made. Notices to Contractor must be addressed to the Contractor's address designated herein. The effective date of notice is the date of deposit in the mails or of other delivery, except that the effective date of notice to County is the date of receipt by the head of the county department for which this Contract is made.

21. **Primacy of General Conditions.** In the event of a conflict between the General Conditions and the Special Conditions, the General Conditions govern unless the Special Conditions or Service Plan expressly provide otherwise.
22. **Nonrenewal.** Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by County under a new contract following expiration or termination of this Contract, and Contractor waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.
23. **Possessory Interest.** If this Contract results in Contractor having possession of, claim or right to the possession of land or improvements, but does not vest ownership of the land or improvements in the same person, or if this Contract results in the placement of taxable improvements on tax exempt land (Revenue & Taxation Code Section 107), such interest or improvements may represent a possessory interest subject to property tax, and Contractor may be subject to the payment of property taxes levied on such interest. Contractor agrees that this provision complies with the notice requirements of Revenue & Taxation Code Section 107.6, and waives all rights to further notice or to damages under that or any comparable statute.
24. **No Third-Party Beneficiaries.** Nothing in this Contract may be construed to create, and the parties do not intend to create, any rights in third parties.
25. **Copyrights and Rights in Data.** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of the County Administrator. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to Agency all right, title and interest, including all copyrights and other intellectual property rights, in or to the works made for hire. Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Agreement,



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without County's prior express written consent. If any of the works made for hire is subject to copyright protection, County reserves the right to copyright such works and the Contractor agrees not to copyright such works. If any works made for hire are copyrighted, County reserves a royalty-free, irrevocable license to reproduce, publish, and use the works made for hire, in whole or in part, without restriction or limitation, and to authorize others to do so.

26. **Endorsements.** In its capacity as a contractor with Contra Costa County, Contractor will not publicly endorse or oppose the use of any particular brand name or commercial product without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not publicly attribute qualities or lack of qualities to a particular brand name or commercial product in the absence of a well-established and widely accepted scientific basis for such claims or without the prior written approval of the Board of Supervisors. In its County-contractor capacity, Contractor will not participate or appear in any commercially produced advertisements designed to promote a particular brand name or commercial product, even if Contractor is not publicly endorsing a product, as long as the Contractor's presence in the advertisement can reasonably be interpreted as an endorsement of the product by or on behalf of Contra Costa County. Notwithstanding the foregoing, Contractor may express its views on products to other contractors, the Board of Supervisors, County officers, or others who may be authorized by the Board of Supervisors or by law to receive such views.

27. **Required Audit.**

- a. If Contractor expends \$750,000 or more in federal grant funds in any fiscal year from any source, Contractor must provide to County, at Contractor's expense, an audit conforming to the requirements set forth in the most current version of Code of Federal Regulations, Title 2, Part 200, Subpart F.
- b. If Contractor expends less than \$750,000 in federal grant funds in any fiscal year from any source, but the grant imposes specific audit requirements, Contractor must provide County with an audit conforming to those requirements.
- c. If Contractor expends less than \$750,000 in federal grant funds in any fiscal year from any source, Contractor is exempt from federal audit requirements for that year except as required by Code of Federal Regulations, Title 2, Part 200, Subpart F. Contractor shall make its records available for, and an audit may be required by, appropriate officials of the federal awarding agency, the General Accounting Office, the pass-through entity, and/or the County. If an audit is required, Contractor must provide County with the audit.



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- d. With respect to the audits specified in sections (a), (b) and (c) above, Contractor is solely responsible for arranging for the conduct of the audit, and for its cost. County may withhold the estimated cost of the audit or 10 percent of the contract amount, whichever is greater, or the final payment, from Contractor until County receives the audit from Contractor.
28. **Authorization**. Contractor, or the representative(s) signing this Contract on behalf of Contractor, represents and warrants that it has full power and authority to enter into this Contract and to perform the obligations set forth herein.
29. **No Implied Waiver**. The waiver by County of any breach of any term or provision of this Contract will not be deemed to be a waiver of such term or provision or of any subsequent breach of the same or any other term or provision contained herein.



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9.2 California Department of Social Services (CDSS) Supplemental Provisions

I. California Department of Social Services (CDSS) Supplemental Provisions

A. Compliance with Executive Order 11246. Contractor will comply with:

1. All provisions of Executive Order 11246 of September 14, 1965, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 of October 13, 1967, as supplemented in Department of Labor Regulations (41 CFR, Part 60), and all applicable rules, regulations and orders of the Secretary of Labor.
2. Contractor will furnish all information and reports required by Executive Order 11246 of September 14, 1965, any amendments thereto, and all applicable rules, regulations and orders of the Secretary of Labor.

B. Title 24, California Administrative Code. If applicable, Contractor recognizes and agrees to comply with CCR Title 24 and the mandatory standards and policies relating to energy efficiency in the State energy conservation plan.

C. Compliance with Certain Acts and Regulations When Contract Exceeds \$100,000. Contractor will comply with all applicable orders or requirements issued under the following laws insofar as they apply to the performance of this Contract:

1. Clean Air Act, as amended (42 USC §7401, et seq.).
2. The Clean Water Act, as amended (33 USC §1251, et seq.).
3. Environmental Protection Agency Regulations (40 CFR 29 and Part 50, et seq.) [Executive Order 11738].
4. State Contract Act [Cal.Pub.Con. Code §10295, et seq.]
5. Unruh Civil Rights Act [Cal. Pub. Con. Code § 2010, Civil Code § 51, et seq.]

D. Confidentiality. Without in any way limiting the provisions of Section 16 (Confidentiality) of the General Conditions:

1. Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable State and Federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons served under this Contract, their records, or services provided them, and assures that:
 - a. All applications and records concerning any individual made or kept by Contractor or any public officer or agency in connection with the



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administration of or relating to services provided under this Contract will be confidential and will not be open to examination for any purpose not directly connected with the administration of such service.

- b. No person will publish, disclose, or permit or cause to be published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all officers, partners, agents, associates and employees of the above provisions. Any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.
- c. Contractor agrees to comply with WIC Section 10850, et seq. including WIC Section 10850.2 when a contract is entered into with a public or private agency which involves the release of confidential information:

WIC Section 10850.2: "Notwithstanding the provisions of Section 10850, factual information relating to eligibility provided solely by the public assistance recipient contained in applications and records made or kept by any public officer or agency in connection with the administration of any public assistance program shall be open for inspection by the recipient to which the information relates and by any other person authorized in writing by such recipient. The written authorization shall be dated and signed by such recipient and shall expire one year from the date of execution. In the event of any hearing under the provisions of this division, the attorney or authorized representative of the applicant or recipient shall be entitled to inspect the case record relating to the applicant or recipient prior to, as well as during, the hearing. No list or names obtained through such access to such records or applications as provided in this section shall be used for any commercial or political purposes."

2. Contractor agrees to safeguard confidentiality of confidential information and participant data in accordance with applicable law, policies, and the CDSS Manual of Policies and Procedures, including the below provisions:
 - a. Confidentiality of Records: 19-001 which states, "These regulations bind public and private agencies with whom the county contracts to perform any part of the covered public social services programs," and
 - b. Release of Confidential Information: 19-004.2 titled "Contractors" which states, "Whenever a contract is entered into with a public or private



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agency which involves the release of confidential information, the contract shall contain a provision ensuring that such information will be used in accordance with the restrictions found in W&IC Section 10850 and this division."

E. Resolution of Client Issues. Without in any way limiting the provisions of Section 9 (Disputes) of the General Conditions, and unless prohibited by applicable State or federal law, Contractor shall notify County within 24 hours of receipt of material complaints from clients or members of the public relating to services performed under this Contract:

1. In the event of a grievance or dispute between Contractor and a client arising from the services performed under this Contract, Contractor will attempt resolution with client first.
2. If no resolution is achieved between client and Contractor, Contractor shall submit to EHSD a written "Notice of Client Concern" detailing the nature of the dispute within ten (10) business days of the failed resolution. The Notice of Client Concern will be provided to the Authorized Contact identified in the Service Plan. Within a reasonable time, EHSD Designee will contact Contractor and client and, where determined appropriate by EHSD Designee, meet with Contractor and client for the purposes of resolving the dispute. The decision of the EHSD Designee shall be final.
3. The pendency of a dispute between a client and Contractor does not relieve Contractor from full and timely performance in accordance with the terms of the Contract.



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9.3 SUBRECIPIENT MONITORING

If Contractor further passes through federal funds of this subaward, Contractor shall make case-by-case determinations whether each agreement it makes for the disbursement casts the party receiving the funds in the role of a subrecipient or a contractor.

1. Contractor must include information required by the Code of Federal Regulations (CFR), specifically, Title 2 CFR §200.331 (Requirements for pass through entities) in each subrecipient's contract.
2. Contractor must monitor its subrecipients consistent with the requirements outlined in the Federal rules and applicable sections of the CFR, including 2 CFR §200 (Uniform Guidance).
3. Contractor must evaluate each subrecipient's risk of noncompliance to determine the appropriate fiscal monitoring level, monitor the fiscal activities of subrecipient organizations to ensure that the subaward is in compliance with applicable Federal statutes and regulations and terms of the subaward, and verify that subrecipients are audited as required by Subpart F of 2 CFR §200.
4. Contractor must retain documentation to prove that determinations and monitoring were conducted during the contract term.

EHSD, as a pass-through entity, may request those documents during fiscal monitoring.



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9.4 California Department of Social Services, Office of Child Abuse Prevention
Promoting Safe and Stable Families Program, May 2019



PROMOTING SAFE AND STABLE FAMILIES PROGRAM
(PSSF)

Office of Child Abuse Prevention 744 "P" Street, MS 8-11-82
Sacramento, CA 95814
916-651-6960



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PROMOTING SAFE AND STABLE FAMILIES PROGRAM (PSSF)

I. What is PSSF?

Promoting Safe and Stable Families (PSSF) is a federal program under Title IV-B, Subpart 2 of the Social Security Act for states to operate coordinated child and family services including community-based family support services, family preservation services, family reunification services and adoption promotion and support services to prevent child maltreatment among at-risk families, assure safety and stability of maltreated children, and support adoptive families.

II. Authority

Federal: The PSSF Program was first established as the Family Preservation and Support Services Program under the Omnibus Budget Reconciliation Act of 1993 (P.L. 103-66). In 1997, the program was reauthorized under the Adoption and Safe Families Act (P.L. 105-89) and was renamed the Promoting Safe and Stable Families Program (PSSF) with two additional service components put in place: time-limited reunification and adoption support services. The PSSF Amendment of 2001 (P.L. 107-133) extended the program through 2006 and the Child and Family Services Improvement Act (P.L. 109-288) reauthorized the program through FY 2011. The Child and Family Services Improvement and Innovation Act (P.L. 112-34) reauthorized the PSSF Program through FY 2016. More recently, the Bipartisan Budget Act of 2018 (Public Law 115-123) made changes to the family support and time-limited reunification components. In addition, time limited reunification was renamed family reunification.

State: Funding under the PSSF Program is distributed to states under a formula grant based on the number of children receiving Supplemental Nutrition Assistance Program benefits. States are permitted to use up to ten percent of the funding for administrative costs. To maintain eligibility, states must provide a twenty-five percent state match. Additionally, the California Department of Social Services (CDSS) must meet a \$13,200,000 Maintenance of Effort (MOE). The MOE was established when CDSS first began participation in the PSSF Program in FFY 1994. The CDSS has continued to meet both the twenty-five percent match and MOE requirements via State Family Preservation (SFP) Program expenditures.

The Office of Child Abuse Prevention (OCAP) within CDSS has been designated by the Governor as the single state agency to administer and oversee the funds. The OCAP provides training and technical assistance through its consultants, departmental resources and subcontractors.

Counties: Eighty-five percent of California's PSSF funds are allocated to counties. County allocations are based on the number of children zero to 17 years of age and the number of children in poverty residing in the county. In order to ensure an adequate level of funding for smaller counties, the minimum PSSF county allocation is \$10,000. The county child welfare agency must administer PSSF funds at the local level and is responsible for adhering to the PSSF assurances. Under Assembly Bill 118, SFP funds were realigned to local revenue funds. If every county that operated a SFP Program in FY 2011-12 continues to expend funds at the same level in ongoing FYs, California's match and MOE will continue to be met.



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PROMOTING SAFE AND STABLE FAMILIES PROGRAM (PSSF)

III. Purpose

The four PSSF Program components: (1) family preservation, (2) community-based family support, (3) family reunification and (4) adoption promotion and support, are intended to provide coordinated services for children and families across the continuum from prevention to treatment through aftercare. The objective, target population and allowable services and activities for each component are described in the tables below.

Target Populations & Allowable Activities

1. Family Preservation	
Objective	
To prevent maltreatment among families through the provision of community-based, supportive family services designed to help families (including adoptive and extended families) at risk or in crisis.	
Target Population	
<ul style="list-style-type: none"> • Vulnerable families with children that are at risk of abuse or neglect. • Families that have one or more risk factors. • Families that have already demonstrated the need for intervention and have an open child welfare case. • Services may be provided for youth being served by child welfare and probation agencies that have met Title IV-E eligibility requirements and are in a qualified placement setting. 	
Allowable Services and Activities (include but are not limited to)	
<ul style="list-style-type: none"> • Services designed to help children: <ul style="list-style-type: none"> ○ Safely return to families from which they have been removed. ○ Be placed for adoption, or with a legal guardian. ○ Be placed in some other planned permanent living arrangement, if adoption or legal guardianship is not safe or appropriate. • Pre-placement preventive services programs: <ul style="list-style-type: none"> ○ Intensive family preservation/maintenance programs, designed to help children at risk of foster care placement remain safely with their families. • Follow-up care to families to whom a child has been returned after a foster care placement. • Respite care (to children) for temporary relief for parents and other caregivers (including foster parents). • Services designed to improve parenting skills with respect to matters such as child development, family budgeting, coping with stress, health and nutrition. • Infant safe haven programs to provide a way for a parent to safely relinquish a newborn infant at a safe haven designated pursuant to state law (i.e. Safely Surrendered Babies). 	
Services* Frequently Supported by Family Preservation Funds (not an exhaustive list):	
Basic needs, concrete supports; Behavior health, mental health services; Case management Childcare (temporary); Differential Response; Domestic violence services; Early childhood services; Family Resource Center or other multi-service center; Financial literacy education	Health services Home visiting (for parents with children ages 0-5) Housing services Parenting education Peer Support Respite care Substance abuse services Team Decision Making Transportation Youth programs



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2. Community-Based Family Support Services¹	
Objective	
To assure children's safety within the home and to preserve intact families in which children have been maltreated.	
Target Population	
<ul style="list-style-type: none"> • Vulnerable families with children that are at risk of abuse or neglect. • Families that have one or more risk factors. • Families that have already demonstrated the need for intervention and have an open child welfare case. • Services may be provided for youth being served by child welfare and probation agencies that have met Title IV-E eligibility requirements and are in a qualified placement setting. 	
Allowable Services and Activities (include but are not limited to)	
<ul style="list-style-type: none"> • Service that promote the safety and well-being of children and families. • Services that increase the strength and stability of families (including adoptive, foster, and extended families). • Services that increase parents' confidence and competence in their parenting abilities. • Services that afford children a safe, stable, and supportive family environment • Services that strengthen parental relationships and promote healthy marriages. • Services that enhance child development, including through mentoring². • Services that support and retain resource families so they can provide quality family-based settings for children in foster care. 	
Services* Frequently Supported by Community-Based Family Support Funds (not an exhaustive list)	
Basic needs, concrete supports Behavior health, mental health services Case management Childcare (temporary) Differential Response Domestic violence services Early childhood services Family Resource Center or other multi-service center Financial literacy education Health services	Home visiting (for parents with children ages 0-5) Housing services Parenting education Parent/sibling visitation Peer Support Resource family support/training Respite care / crisis nursery Substance abuse services Team Decision Making Transportation Youth programs
3. Family Reunification	
Objective	
To address the problems of families whose children have been placed in foster care so that reunification may occur safely and timely. Also, to provide support to those families who have reunified to ensure the strength and stability of the reunification during the 15-month period that begins on the date the child returns home.	

¹ Community-based services refers to programs delivered in accessible settings in the community and responsive to the needs of the community and the individuals and families residing therein. These services may be provided under public or private nonprofit auspices (45 CFR 1357.10(e)).



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Target Population	
<ul style="list-style-type: none"> • Children that are removed from their home and placed in a foster family home or a child care institution. • Parents or primary caregiver of such a child, in order to facilitate the reunification of the child, safely, appropriately and in a timely fashion. • Children that have reunified, but only during the 15-month period that begins on the date that the child returns home 	
Allowable Services and Activities	
<ul style="list-style-type: none"> • Individual, group, and family counseling • Inpatient, residential, or outpatient substance abuse treatment services • Mental health services • Assistance to address domestic violence • Temporary child care and therapeutic services for families, including crisis nurseries. • Peer-to-peer mentoring and support groups for parents and primary caregivers • Services/activities that facilitate access to and visitation of children by parents and siblings. • Transportation to or from any of the services and activities described above <p>Please note: Case management and/or linkages to services are not allowable under PSSF FR. These funds are for the provision of the direct services specified above only.</p>	
Family Reunification Services* are limited to the following:	
Behavior health, mental health services Childcare (temporary) Domestic violence services Parent/sibling visitation	Peer support Respite care Substance abuse treatment Transportation
4. Adoption Promotion and Support Services	
Objective	
<p>To support adoptive families by providing support services necessary for them to make a lifetime commitment to children.</p> <p>Services and activities are designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children, including such activities designed to expedite the adoption process and support adoptive families.</p>	
Target Population	
<ul style="list-style-type: none"> • Current foster care children with a case plan goal of adoption. • Families exploring adoption of children from the foster care system. • Former foster children whom have had a finalized adoption and their adoptive families. • Services may be provided for youth being served by child welfare and probation agencies that have met Title IV-E eligibility requirements and are in a qualified placement setting. 	
Allowable Services and Activities (include but are not limited to)	
<ul style="list-style-type: none"> • Pre- and post-adoptive services designed to support adoptive families so that they can make a lifetime commitment to their children • Activities designed to expedite the adoption process and support adoptive families 	



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Services* Frequently Support by Adoptions, Promotion, and Support (not an exhaustive list)	
Adoptive parent recruitment	Health services
Basic needs, concrete supports	Livescan Fees
Behavior health, mental health services	Parenting Education
Case management	Peer Support
Childcare	Respite care
Family Resource Center or other drop-in multi-service center	Team Decision Making
Financial literacy education	Transportation
	Youth programs

IV. Use of Funds

A minimum of 20 percent of the county's total annual PSSF allocation must be spent under each of the four program components. Counties have flexibility in how the remaining 20 percent is expended.

No more than 10 percent may be used for administrative costs. Administrative (i.e. indirect) costs are defined as:

Costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. Depreciation, software, and office equipment are examples of administrative costs.

Allowable costs that would not have been incurred had it not been for the program are direct program costs not administrative (e.g. program staff, training, supplies, travel).

V. Program Requirements

The PSSF Program is not an entitlement program and counties must meet program requirements through the County Self-Assessment (CSA) and System Improvement Plan (SIP) components of the California Child and Family Services Review (C-CFSR) as well as submittal of the CAPIT/CBCAP/PSSF Annual Report Counties must:

- A. Establish a PSSF Collaborative (local planning body) to develop county plans as required by CDSS. The county Board of Supervisors (BOS) shall oversee the local planning process and approve each plan before it is transmitted to CDSS for approval. The planning process shall include:
 - 1. Broad involvement and consultation with a wide-range of appropriate public and private non-profit agencies and community-based organizations and parents, including families, parents, and youth who have been involved with or are currently receiving child welfare services;
 - 2. Coordination in the provision of services for children and families;
 - 3. Collection of information to help determine at-risk populations, target areas, assess service needs; identify gaps in services, select priorities for funding and services, formulate goals and objectives and develop opportunities for bringing more effective and accessible services for children and families;
 - 4. A description of services to be provided. For each service provide a description of:
 - a. The population to be served;



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- b. The geographic area where services will be provided;
- c. The number of individuals and families to be served.

- B. Utilize a quality assurance process that measures quantity, quality and effectiveness of funded activities.

Whether funds are used for in-house services or contracted with a provider, the county is required to report participation rates and outcomes achieved to the OCAP.

VI. References

[42 U.S.C. 629: Subpart 2, Promoting Safe and Stable Families](#)

[45 CFR 1357: Title IV-B Requirements](#)

[Assembly Bill 118 \(Chapter 40, Statutes of 2011\)](#)

[Child and Family Services Improvement Act of 2006 \(Public Law 109-288\)](#)

[Child and Family Services Improvement and Innovation Act \(Public Law 112-34\)](#)

[County Fiscal Letters](#)

[OCAP Service Categories Defined Omnibus Budget Reconciliation Act of 1993 \(Public Law 103-66\)](#)

[Promoting Safe and Stable Families Amendment of 2001 \(Public Law 107-133\)](#)

[Welfare and Institutions Code Section 16600-16605](#)

[Assembly Bill 1930 \(Chapter 910, Statutes of 2018\)](#)

[Bipartisan Budget Act of 2018 \(Public Law 115-123\)](#)

VII. Program Resources

- [Family Development Matrix](#)
- [Family Resource Centers](#)
- [Strengthening Families](#)
- [The California Evidence-Based Clearinghouse](#)



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9.5 OCAP ANNUAL REPORT TEMPLATE SAMPLE

*****ATTACHED BELOW*****



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9.4 California Department of Social Services, Office of Child Abuse Prevention
Promoting Safe and Stable Families Program, May 2019



PROMOTING SAFE AND STABLE FAMILIES PROGRAM
(PSSF)

Office of Child Abuse Prevention 744 "P" Street, MS 8-11-82
Sacramento, CA 95814
916-651-6960



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PROMOTING SAFE AND STABLE FAMILIES PROGRAM (PSSF)

I. What is PSSF?

Promoting Safe and Stable Families (PSSF) is a federal program under Title IV-B, Subpart 2 of the Social Security Act for states to operate coordinated child and family services including community-based family support services, family preservation services, family reunification services and adoption promotion and support services to prevent child maltreatment among at-risk families, assure safety and stability of maltreated children, and support adoptive families.

II. Authority

Federal: The PSSF Program was first established as the Family Preservation and Support Services Program under the Omnibus Budget Reconciliation Act of 1993 (P.L. 103-66). In 1997, the program was reauthorized under the Adoption and Safe Families Act (P.L. 105-89) and was renamed the Promoting Safe and Stable Families Program (PSSF) with two additional service components put in place: time-limited reunification and adoption support services. The PSSF Amendment of 2001 (P.L. 107-133) extended the program through 2006 and the Child and Family Services Improvement Act (P.L. 109-288) reauthorized the program through FY 2011. The Child and Family Services Improvement and Innovation Act (P.L. 112-34) reauthorized the PSSF Program through FY 2016. More recently, the Bipartisan Budget Act of 2018 (Public Law 115-123) made changes to the family support and time-limited reunification components. In addition, time limited reunification was renamed family reunification.

State: Funding under the PSSF Program is distributed to states under a formula grant based on the number of children receiving Supplemental Nutrition Assistance Program benefits. States are permitted to use up to ten percent of the funding for administrative costs. To maintain eligibility, states must provide a twenty-five percent state match. Additionally, the California Department of Social Services (CDSS) must meet a \$13,200,000 Maintenance of Effort (MOE). The MOE was established when CDSS first began participation in the PSSF Program in FFY 1994. The CDSS has continued to meet both the twenty-five percent match and MOE requirements via State Family Preservation (SFP) Program expenditures.

The Office of Child Abuse Prevention (OCAP) within CDSS has been designated by the Governor as the single state agency to administer and oversee the funds. The OCAP provides training and technical assistance through its consultants, departmental resources and subcontractors.

Counties: Eighty-five percent of California's PSSF funds are allocated to counties. County allocations are based on the number of children zero to 17 years of age and the number of children in poverty residing in the county. In order to ensure an adequate level of funding for smaller counties, the minimum PSSF county allocation is \$10,000. The county child welfare agency must administer PSSF funds at the local level and is responsible for adhering to the PSSF assurances. Under Assembly Bill 118, SFP funds were realigned to local revenue funds. If every county that operated a SFP Program in FY 2011-12 continues to expend funds at the same level in ongoing FYs, California's match and MOE will continue to be met.



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III. Purpose

The four PSSF Program components: (1) family preservation, (2) community-based family support, (3) family reunification and (4) adoption promotion and support, are intended to provide coordinated services for children and families across the continuum from prevention to treatment through aftercare. The objective, target population and allowable services and activities for each component are described in the tables below.

Target Populations & Allowable Activities

1. Family Preservation	
Objective	
To prevent maltreatment among families through the provision of community-based, supportive family services designed to help families (including adoptive and extended families) at risk or in crisis.	
Target Population	
<ul style="list-style-type: none"> Vulnerable families with children that are at risk of abuse or neglect. Families that have one or more risk factors. Families that have already demonstrated the need for intervention and have an open child welfare case. Services may be provided for youth being served by child welfare and probation agencies that have met Title IV-E eligibility requirements and are in a qualified placement setting. 	
Allowable Services and Activities (include but are not limited to)	
<ul style="list-style-type: none"> Services designed to help children: <ul style="list-style-type: none"> Safely return to families from which they have been removed. Be placed for adoption, or with a legal guardian. Be placed in some other planned permanent living arrangement, if adoption or legal guardianship is not safe or appropriate. Pre-placement preventive services programs: <ul style="list-style-type: none"> Intensive family preservation/maintenance programs, designed to help children at risk of foster care placement remain safely with their families. Follow-up care to families to whom a child has been returned after a foster care placement. Respite care (to children) for temporary relief for parents and other caregivers (including foster parents). Services designed to improve parenting skills with respect to matters such as child development, family budgeting, coping with stress, health and nutrition. Infant safe haven programs to provide a way for a parent to safely relinquish a newborn infant at a safe haven designated pursuant to state law (i.e. Safely Surrendered Babies). 	
Services* Frequently Supported by Family Preservation Funds (not an exhaustive list):	
Basic needs, concrete supports; Behavior health, mental health services; Case management Childcare (temporary); Differential Response; Domestic violence services; Early childhood services; Family Resource Center or other multi-service center; Financial literacy education	Health services Home visiting (for parents with children ages 0-5) Housing services Parenting education Peer Support Respite care Substance abuse services Team Decision Making Transportation Youth programs



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2. Community-Based Family Support Services¹	
Objective	
To assure children's safety within the home and to preserve intact families in which children have been maltreated.	
Target Population	
<ul style="list-style-type: none"> • Vulnerable families with children that are at risk of abuse or neglect. • Families that have one or more risk factors. • Families that have already demonstrated the need for intervention and have an open child welfare case. • Services may be provided for youth being served by child welfare and probation agencies that have met Title IV-E eligibility requirements and are in a qualified placement setting. 	
Allowable Services and Activities (include but are not limited to)	
<ul style="list-style-type: none"> • Service that promote the safety and well-being of children and families. • Services that increase the strength and stability of families (including adoptive, foster, and extended families). • Services that increase parents' confidence and competence in their parenting abilities. • Services that afford children a safe, stable, and supportive family environment. • Services that strengthen parental relationships and promote healthy marriages. • Services that enhance child development, including through mentoring². • Services that support and retain resource families so they can provide quality family-based settings for children in foster care. 	
Services* Frequently Supported by Community-Based Family Support Funds (not an exhaustive list)	
Basic needs, concrete supports Behavior health, mental health services Case management Childcare (temporary) Differential Response Domestic violence services Early childhood services Family Resource Center or other multi-service center Financial literacy education Health services	Home visiting (for parents with children ages 0-5) Housing services Parenting education Parent/sibling visitation Peer Support Resource family support/training Respite care / crisis nursery Substance abuse services Team Decision Making Transportation Youth programs
3. Family Reunification	
Objective	
To address the problems of families whose children have been placed in foster care so that reunification may occur safely and timely. Also, to provide support to those families who have reunified to ensure the strength and stability of the reunification during the 15-month period that begins on the date the child returns home.	

¹ Community-based services refers to programs delivered in accessible settings in the community and responsive to the needs of the community and the individuals and families residing therein. These services may be provided under public or private nonprofit auspices (45 CFR 1357.10(c)).



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Target Population	
<ul style="list-style-type: none"> • Children that are removed from their home and placed in a foster family home or a child care institution. • Parents or primary caregiver of such a child, in order to facilitate the reunification of the child, safely, appropriately and in a timely fashion. • Children that have reunified, but only during the 15-month period that begins on the date that the child returns home 	
Allowable Services and Activities	
<ul style="list-style-type: none"> • Individual, group, and family counseling • Inpatient, residential, or outpatient substance abuse treatment services • Mental health services • Assistance to address domestic violence • Temporary child care and therapeutic services for families, including crisis nurseries. • Peer-to-peer mentoring and support groups for parents and primary caregivers • Services/activities that facilitate access to and visitation of children by parents and siblings. • Transportation to or from any of the services and activities described above <p>Please note: Case management and/or linkages to services are not allowable under PSSF FR. These funds are for the provision of the direct services specified above only.</p>	
Family Reunification Services* are limited to the following:	
Behavior health, mental health services Childcare (temporary) Domestic violence services Parent/sibling visitation	Peer support Respite care Substance abuse treatment Transportation
4. Adoption Promotion and Support Services	
Objective	
<p>To support adoptive families by providing support services necessary for them to make a lifetime commitment to children.</p> <p>Services and activities are designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children, including such activities designed to expedite the adoption process and support adoptive families.</p>	
Target Population	
<ul style="list-style-type: none"> • Current foster care children with a case plan goal of adoption. • Families exploring adoption of children from the foster care system. • Former foster children whom have had a finalized adoption and their adoptive families. • Services may be provided for youth being served by child welfare and probation agencies that have met Title IV-E eligibility requirements and are in a qualified placement setting. 	
Allowable Services and Activities (Include but are not limited to)	
<ul style="list-style-type: none"> • Pre- and post-adoptive services designed to support adoptive families so that they can make a lifetime commitment to their children • Activities designed to expedite the adoption process and support adoptive families 	



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Services* Frequently Support by Adoptions, Promotion, and Support (not an exhaustive list)	
Adoptive parent recruitment Basic needs, concrete supports Behavior health, mental health services Case management Childcare Family Resource Center or other drop-in multi-service center Financial literacy education	Health services Livescan Fees Parenting Education Peer Support Respite care Team Decision Making Transportation Youth programs

IV. Use of Funds

A minimum of 20 percent of the county's total annual PSSF allocation must be spent under each of the four program components. Counties have flexibility in how the remaining 20 percent is expended.

No more than 10 percent may be used for administrative costs. Administrative (i.e. indirect) costs are defined as:

Costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. Depreciation, software, and office equipment are examples of administrative costs.

Allowable costs that would not have been incurred had it not been for the program are direct program costs not administrative (e.g. program staff, training, supplies, travel).

V. Program Requirements

The PSSF Program is not an entitlement program and counties must meet program requirements through the County Self-Assessment (CSA) and System Improvement Plan (SIP) components of the California Child and Family Services Review (C-CFSR) as well as submittal of the CAPIT/CBCAP/PSSF Annual Report Counties must:

- A. Establish a PSSF Collaborative (local planning body) to develop county plans as required by CDSS. The county Board of Supervisors (BOS) shall oversee the local planning process and approve each plan before it is transmitted to CDSS for approval. The planning process shall include:
 1. Broad involvement and consultation with a wide-range of appropriate public and private non-profit agencies and community-based organizations and parents, including families, parents, and youth who have been involved with or are currently receiving child welfare services;
 2. Coordination in the provision of services for children and families;
 3. Collection of information to help determine at-risk populations, target areas, assess service needs, identify gaps in services, select priorities for funding and services, formulate goals and objectives and develop opportunities for bringing more effective and accessible services for children and families;
 4. A description of services to be provided. For each service provide a description of:
 - a. The population to be served;



CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
CHILDREN AND FAMILY SERVICES

PROMOTING SAFE AND STABLE FAMILIES
REQUEST FOR PROPOSAL (RFP) 1217

PROMOTING SAFE AND STABLE FAMILIES PROGRAM (PSSF)

- b. The geographic area where services will be provided;
- c. The number of individuals and families to be served.

- B. Utilize a quality assurance process that measures quantity, quality and effectiveness of funded activities.

Whether funds are used for in-house services or contracted with a provider, the county is required to report participation rates and outcomes achieved to the OCAP.

VI. References

42 U.S.C. 629: Subpart 2, Promoting Safe and Stable Families

45 CFR 1357: Title IV-B Requirements

Assembly Bill 118 (Chapter 40, Statutes of 2011)

Child and Family Services Improvement Act of 2006 (Public Law 109-288)

Child and Family Services Improvement and Innovation Act (Public Law 112-34)

County Fiscal Letters

OCAP Service Categories Defined Omnibus Budget Reconciliation Act of 1993 (Public Law 103-66)

Promoting Safe and Stable Families Amendment of 2001 (Public Law 107-133)

Welfare and Institutions Code Section 16600-16605

Assembly Bill 1930 (Chapter 910, Statutes of 2018)

Bipartisan Budget Act of 2018 (Public Law 115-123)

VII. Program Resources

- Family Development Matrix
- Family Resource Centers
- Strengthening Families
- The California Evidence-Based Clearinghouse



CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
CHILDREN AND FAMILY SERVICES

**PROMOTING SAFE AND STABLE FAMILIES
REQUEST FOR PROPOSAL (RFP) 1217**

9.5 OCAP ANNUAL REPORT TEMPLATE SAMPLE

***** ATTACHED BELOW *****

9.5 OCAP ANNUAL REPORT TEMPLATE

OCAP ANNUAL REPORT
Service Activity TouchPoint Template

State Fiscal Year

<input type="checkbox"/> 2024-25

Services Category

<input type="checkbox"/> Adoption Support Services
<input type="checkbox"/> Adoptive Parent Recruitment
<input type="checkbox"/> Advocacy
<input type="checkbox"/> Basic Needs, Concrete Supports
<input type="checkbox"/> Behavior Health, Mental Health
<input type="checkbox"/> Case Management
<input type="checkbox"/> Child and Family Teaming
<input type="checkbox"/> Child Care
<input type="checkbox"/> Concrete Supports
<input type="checkbox"/> Differential Response
<input type="checkbox"/> Disability Services
<input type="checkbox"/> Domestic Violence Services
<input type="checkbox"/> Early Childhood Services
<input type="checkbox"/> Family Resource Center or other drop-in multi-service support center
<input type="checkbox"/> Financial Literacy Education
<input type="checkbox"/> Health Services
<input type="checkbox"/> Home Visiting
<input type="checkbox"/> Housing Services
<input type="checkbox"/> Information & Referral
<input type="checkbox"/> Legal Services
<input type="checkbox"/> Live Scan
<input type="checkbox"/> Network Development
<input type="checkbox"/> Other
<input type="checkbox"/> Parent Education
<input type="checkbox"/> Parent Leadership Training
<input type="checkbox"/> Parent / Sibling Visitation
<input type="checkbox"/> Peer Support
<input type="checkbox"/> Public Education
<input type="checkbox"/> Respite Care
<input type="checkbox"/> Substance Abuse Services

<input type="checkbox"/> Team Decision Making
<input type="checkbox"/> Transportation
<input type="checkbox"/> Youth Programs

Does this program use an Evidence-Based Practice or an Evidence-Informed Practice?

<input type="checkbox"/> Evidence Based Practice
<input type="checkbox"/> Evidence Informed Practice
<input type="checkbox"/> No
<input type="checkbox"/> Unknown

If program does not use Evidence-Based or Evidence-Informed practices, please indicate the reason.

--

NOTE: If you do not know if the program you are reporting about uses an Evidence-Based or Evidence-Informed Practice, please search the California Evidence Based Clearinghouse for the rating of your program: <http://www.cebc4cw.org/> or call your OCAP County Consultant. Hint: Right-click on the URL and choose open link in new window.

Name of the evidence based practice (Limit 100 characters)

--

Name of the evidence informed practice (Limit 100 characters)

--

Is this service provided by one or multiple provider(s)?

<input type="checkbox"/> Multiple
<input type="checkbox"/> One

Service provider Name (Limit 100 characters)

--

Enter the number of estimated providers for this service.

#

For multiple service providers, please list your main providers.

--

LANGUAGES AND SERVICE COUNTS

In what languages was this program offered? Check ALL that apply.

<input type="checkbox"/> Arabic
<input type="checkbox"/> Armenian
<input type="checkbox"/> Cambodian
<input type="checkbox"/> Cantonese
<input type="checkbox"/> English
<input type="checkbox"/> Farsi
<input type="checkbox"/> Hmong
<input type="checkbox"/> Korean
<input type="checkbox"/> Mandarin
<input type="checkbox"/> Other language(s)
<input type="checkbox"/> Punjabi
<input type="checkbox"/> Russian
<input type="checkbox"/> Sign Language
<input type="checkbox"/> Spanish
<input type="checkbox"/> Tagalog
<input type="checkbox"/> Vietnamese

Please describe other language(s) (Limit 100 characters)

--

DEMOGRAPHIC DATAIn the section below, please choose ONE option for this service: Children, Families, OR Parents/Caregivers.

For this service, do you record demographic data by children, families OR parents/caregivers? Select only 1 category

<input type="checkbox"/> Children
<input type="checkbox"/> Families
<input type="checkbox"/> Parents/Caregivers

Please respond to questions below (lines 153-424) for data collected for either

1. Children (without and with disabilities) or
2. Parents/Caregivers (without and with disabilities) or
3. Families

CHILDREN WITHOUT DISABILITIES

White (Non-Hispanic) Children Served

#

Hispanic or Latino Children Served

#

Black or African American (Non-Hispanic) Children Served

#

Asian Children Served

#

American Indian or Alaska Native Children Served

#

Native Hawaiian or Other Pacific Islander Children Served

#

Two or More Race Children Served

#

Other Children Served

#

Total Number of Individual Children Without Disabilities Service Count

#

CHILDREN WITH DISABILITIES

White (Non-Hispanic) Children with Disabilities Served

#

Hispanic or Latino Children with Disabilities Served

#

Black or African American (Non-Hispanic) Children with Disabilities Served

#

Asian Children with Disabilities Served

#

American Indian or Alaska Native Children with Disabilities Served

#

Native Hawaiian or Other Pacific Islander Children with Disabilities Served

#

Two or More Race Children Served

#

Other Children with Disabilities Served

#

Total Number of Individual Children With Disabilities Service Count

#

TOTAL CHILDREN SERVED

#

How many of the total children served, completed the program/service?

#

PARENTS/CAREGIVERS WITHOUT DISABILITIES

White (Non-Hispanic) Parents Served

#

Hispanic or Latino Parents Served

#

Black or African American (Non-Hispanic) Parents Served

#

Asian Parents Served

#

American Indian or Alaska Native Parents Served

#

Native Hawaiian or Other Pacific Islander Parents Served

#

Two or More Race Parents Served

#

Other Parents Served

#

Total Parent or Caregiver without Disabilities Service Count

#

PARENTS/CAREGIVERS WITH DISABILITIES

White (Non-Hispanic) Parents with Disabilities Served

#

Black or African American (Non-Hispanic) Parents with Disabilities Served

#

Hispanic or Latino Parents with Disabilities Served

#

Asian Parents with Disabilities Served

#

American Indian or Alaska Native Parents with Disabilities Served

#

Native Hawaiian or Other Pacific Islander Parents with Disabilities Served

#

Two or More Race Parents with Disabilities Served

#

Other Parents with Disabilities Served

#

Total Parent or Caregiver with Disabilities Service Count

#

TOTAL PARENT/CAREGIVERS SERVED

#

How many of the total parents/caregivers served, completed the program/service?

#

OF FAMILIES

White (non-Hispanic) Families

#

Hispanic or Latino Families

#

Black or African American (non-Hispanic) Families

#

Asian Families

#

American Indian or Alaska Native Families

#

Native Hawaiian & Other Pacific Islander Families

#

Two or More Race Families

#

Other Families

#

TOTAL FAMILIES SERVED

#

How many of the total families served, completed the program/service?

#

Please provide insight into any increase or decrease in service counts (compared to last year).

TARGET POPULATION

Target Population Delineated by Prevention Level

PRIMARY PREVENTION activities are directed at the general population. The activities aim to strengthen communities and improve child, parent/caregiver and family well-being. **SECONDARY PREVENTION** activities are offered to populations that have one or more risk factors associated with compromised well-being or child maltreatment. **TERTIARY PREVENTION** activities focus on families where child maltreatment has occurred. They seek to mitigate its trauma and reduce the negative consequences of the maltreatment and to prevent its recurrence.

Please respond to questions below (lines 438-506) for data collected for either

1. Children (without and with disabilities) or
2. Parents/Caregivers (without and with disabilities) or
3. Families

Choose the same selection as selected for reporting demographic data above

Children population served, including Prevention Level

- | |
|--|
| <input type="checkbox"/> Primary - Children |
| <input type="checkbox"/> Secondary - Children at-Risk |
| <input type="checkbox"/> Tertiary - Children in CWS |
| <input type="checkbox"/> Primary - Service Providers, Community-at-Large, Etc. |

Parents/Caregivers population served, including Prevention Level

- | |
|--|
| <input type="checkbox"/> Primary - Parents/Caregivers |
| <input type="checkbox"/> Secondary - Parents/Caregivers at-Risk |
| <input type="checkbox"/> Tertiary - Parents/Caregivers in CWS |
| <input type="checkbox"/> Primary - Service Providers, Community-at-Large, Etc. |

Families population served, including Prevention Level

- | |
|--|
| <input type="checkbox"/> Primary - Families |
| <input type="checkbox"/> Secondary - Families at-Risk |
| <input type="checkbox"/> Tertiary - Families in CWS |
| <input type="checkbox"/> Primary - Service Providers, Community-at-Large, Etc. |

In the following section, please indicate what percentage of the Total Population served were in each Prevention Level.

Percentage of Primary - Service Providers, Community at-Large, Etc.

%

Percentage of Tertiary - Families in CWS

%

Percentage of Secondary - Families at-Risk

%

Percentage Primary - Families

%

Percentage of Tertiary - Parents/Caregivers in CWS

%

Percentage of Secondary - Parents/Caregivers at-Risk

%

Percentage of Primary - Parents/Caregivers

%

Percentage of Tertiary - Children in CWS

%

Percentage of Secondary - Children at-Risk

%

Percentage of Primary - Children

%

PERCENTAGE OF TOTAL PREVENTION LEVELS (SHOULD EQUAL 100%)

%

Desired Primary Outcome

- Building network(s) for child abuse prevention
- Children's social and emotional development needs are met
- Community level changes in child abuse and neglect awareness and knowledge of resources
- Families have concrete support in times of need
- Increased knowledge of parenting and child development
- Increased parental resilience
- Increased social connections
- No specified outcome
- Nurturing and attachment
- Other

Other Primary Outcome (Limit 100 characters)

How was this outcome measured?

- CWS/ CMS
- Family Development Matrix
- North Carolina Family Assessment Scale (NCFAS)
- Other
- Protective Factors Survey
- Pre- and post-survey developed in-house
- This Outcome Was Not Tracked and/or Measured
- Validated assessment tool

Enter the name of the other assessment tool here. (Limit 100 characters)

Additional Desired Outcome (Federal Measures)

- P1 Permanency in 12 Months
- P2 Permanency in 12 Months (12-23 Months)

- P3 Permanency in 12 Months (24+ Months)
- P4 Re-entry into Foster Care in 12 Months
- P5 Placement Stability
- S1 Maltreatment in Foster Care
- S2 Recurrence of Maltreatment
- None of the Above

NOTE: Percentage of parents/caregivers, children or families reaching the desired outcome is calculated based on the total who met the desired outcome divided by how many completed the program indicated in the service count section.

Please respond to questions below (lines 578-594) for data collected for either

1. Children (without and with disabilities) or
2. Parents/Caregivers (without and with disabilities) or
3. Families

Choose the same selection as selected for reporting demographic data above

How many children achieved this outcome? (If none, enter zero)

#

Percentage of Children Reaching Outcome

%

How many parents/caregivers achieved this outcome? (If none, enter zero)

#

Percentage of Parents/Caregivers Reaching Outcome

%

How many families achieved this outcome? (If none, enter zero)

#

Percentage of Families Reaching Outcome

%

Please explain why this outcome was not tracked and/or measured.

Enter the name of the validated assessment tool here. (Limit 100 characters)

Did you experience any unexpected challenges with this activity?

No

Yes

Explain Challenges experienced with this activity (Limit 8,000 characters)

Did you experience any unexpected benefits with this activity?

No

Yes

Explain Unexpected Benefits (Limit 8,000 characters)

**Please share one participant success story related to this program. Include client demographics, present issues, and the specific success the participant achieved as a result of this program.
(Limit 8,000 characters)**

Additional comments (Limit 2,000 characters)

Other funding that supports this activity. Check ALL that apply.

<input type="checkbox"/> Corporate
<input type="checkbox"/> First 5
<input type="checkbox"/> Government
<input type="checkbox"/> Individual Donations
<input type="checkbox"/> Other Non-Listed Funder
<input type="checkbox"/> Private Foundations

Specify Other Funding that supports this activity (Limit 100 characters)

--

Corporate Amount

\$

First Five Amount

\$

Government Amount

\$

Individual Donation Amount

\$

Private Foundations Amount

\$

Other Non-Listed Funding Amount

\$

Total Other Funding that Supports this Activity

\$

PROGRAM COLLABORATION

In the following section, please list collaboration efforts as it relates to preventing child abuse and neglect for this program.

Who does county collaborate with, coordinate and/or involve to prevent child abuse and neglect for this program. Check ALL that apply.

<input type="checkbox"/> Afterschool and/or child care programs
<input type="checkbox"/> Alcohol and other drug programs
<input type="checkbox"/> Behavior health, and mental health
<input type="checkbox"/> Child Abuse Prevention Council
<input type="checkbox"/> Court system
<input type="checkbox"/> Disability-focused organizations (includes regional centers, public or private agencies)
<input type="checkbox"/> Domestic violence organization
<input type="checkbox"/> Early childhood programs (e.g. Early Head-Start, Head Start, Pre-K, etc.)
<input type="checkbox"/> Education (K-12, higher education)
<input type="checkbox"/> Faith-based community
<input type="checkbox"/> Family support organization
<input type="checkbox"/> First 5 Commission
<input type="checkbox"/> Healthcare sector (health systems, hospitals, clinics, private providers)
<input type="checkbox"/> Justice system, law enforcement
<input type="checkbox"/> Other
<input type="checkbox"/> Parents or kin (formal or informal groups)
<input type="checkbox"/> Private foundations
<input type="checkbox"/> Probation and/or parole (juvenile, adults)
<input type="checkbox"/> Public benefit agencies (e.g. CalFresh, CalWorks, Section 8, General Assistance, etc.)
<input type="checkbox"/> Public health (includes Maternal Child Health, Child Health Disability Prevention, etc.)
<input type="checkbox"/> Tribal-focused public and/or private organizations
<input type="checkbox"/> Youth (formal or informal groups)

Other County Collaborations (Please explain).

--

Show the nature of collaborations. Check ALL that apply.

<input type="checkbox"/> Collaborative Meeting
<input type="checkbox"/> Coordinated Case Planning
<input type="checkbox"/> Data Sharing Agreements
<input type="checkbox"/> Joint Funding Project
<input type="checkbox"/> MOU
<input type="checkbox"/> Other
<input type="checkbox"/> Outreach
<input type="checkbox"/> Referral/Source
<input type="checkbox"/> Shared Funding
<input type="checkbox"/> Shared Resources
<input type="checkbox"/> Shared Responsibilities for Delivery of the Program
<input type="checkbox"/> Workgroups

Please explain other collaborations

--

Please provide an example for how your County collaborates in COLLABORATIVE MEETINGS for this Activity.

--

Please provide an example for how your County collaborates in COORDINATED CASE PLANNING for this Activity.

--

Please provide an example for how your County collaborates in DATA SHARING AGREEMENTS for this Activity.

--

Please provide an example for how your County collaborates in JOINT FUNDING PROJECT for this Activity.

--

Please provide an example for how your County collaborates in MOU for this Activity.

--

Please provide an example for how your County collaborates in OUTREACH for this Activity.

Please provide an example for how your County collaborates in REFERRAL/SOURCE for this Activity.

Please provide an example for how your County collaborates in SHARED FUNDING for this Activity.

Please provide an example for how your County collaborates in SHARED RESOURCES for this Activity.

Please provide an example for how your County collaborates in SHARED RESPONSIBILITIES FOR DELIVERY OF THE PROGRAM for this Activity.

Please provide an example for how your County collaborates in WORKGROUPS for this Activity.

Please provide an example for how your County collaborates in OTHER for this Activity.

END - unless you need to complete CBCAP Section or ARPA CBCAP Section below

CBCAP Only (Only Mt. Diablo Crossroads completes this section)

Is this program or approach evidence-based OR evidence-informed (EBP/EIP) for the target population served?

Evidence Based Practice (EBP)

Evidence Informed Practice (EIP)

No

Unknown

Please search the California Evidence Based Clearinghouse for the rating of your program: <http://www.cebc4cw.org/> or call your OCAP County Consultant. HINT: Right-click on URL and choose open link in new window. CLICK "YES" TO INDICATE YOU HAVE READ THIS MESSAGE.

Yes, I have searched the CEBC website or contacted my County Consultant.

Name of EBP/EIP Program or Approach

For CBCAP ONLY, how many children were served with either an EBP or an EIP?

#

For CBCAP ONLY, how many families were served with either an EBP or an EIP?

#

For CBCAP ONLY, how many parents/caregivers were served with either an EBP or an EIP?

#

CBCAP ONLY: How was client satisfaction measured? Check ALL that apply.

Participant engagement rates (the number of participants who accept services compared to the number of offered services)

Participation rates/drop-out rates

Satisfaction survey (completed in-class, by phone, electronic, or mail)

Participant interviews

Participant focus groups

Client satisfaction was not measured

Other

Indicate the special populations that are targeted with some or all of your CBCAP-funded programs. Check ALL that apply.

Adult former victims of child maltreatment or domestic violence

Children and/or adults with disabilities

Fathers

Homeless families or those at-risk of homelessness

Military families / Veterans

Mothers

Pregnant or parenting teens

Racial or ethnic minorities

Unaccompanied homeless youth

Other

Other Special Populations (Limit 100 characters)

--

**Provide one example of outreach to promote culturally competent and culturally relevant programs and activities for funded programs.
(Limit 2,000 characters)**

--

What opportunities were provided to engage parents in leadership roles in child abuse and neglect prevention activities? Select all that apply.

<input type="checkbox"/> Child Abuse Prevention Council meetings
<input type="checkbox"/> Child Abuse Prevention Month planning and/or implementation
<input type="checkbox"/> Conference attendance (sponsorships)
<input type="checkbox"/> Fundraising
<input type="checkbox"/> Local advisory board, council, coalition, etc.
<input type="checkbox"/> Peer mentor, system navigator
<input type="checkbox"/> Program development, implementation and/or evaluation
<input type="checkbox"/> Public speaking
<input type="checkbox"/> Skill development, training
<input type="checkbox"/> Staff or volunteer recruitment and/or training
<input type="checkbox"/> State advisory board, council, coalition, etc.
<input type="checkbox"/> Systems change advocate, advisor, parent "voice"
<input type="checkbox"/> Other leadership role(s)

Specify other leadership role(s) (Limit 250 characters)

--

Please check all collaborations/partnerships that apply Check ALL that apply.

<input type="checkbox"/> ACES
<input type="checkbox"/> Behavioral Health
<input type="checkbox"/> Business Community
<input type="checkbox"/> C-CFSR/SIP
<input type="checkbox"/> Early Head Start
<input type="checkbox"/> Maternal, Infant, and Early Childhood Home Visiting
<input type="checkbox"/> Mental Health
<input type="checkbox"/> Other - please explain
<input type="checkbox"/> Strengthening Families

Other collaborations/partnerships.

Describe how the CBCAP lead agency will implement activities and training to enhance parent participation and leadership. Check ALL that apply.

<input type="checkbox"/> Evaluation
<input type="checkbox"/> Implementation
<input type="checkbox"/> Planning

Provide information on how parents are and will be involved in funded programs with regards to EVALUATION.

Provide information on how parents are and will be involved in funded programs with regards to IMPLEMENTATION.

Provide information on how parents are and will be involved in funded programs with regards to PLANNING.

Evidence Practices Checklist

Enter the name of the program/practice you are evaluating.

Indicate the Status of County's Logic Model

<input type="checkbox"/> Logicmodel exists
<input type="checkbox"/> Logic model will be developed
<input type="checkbox"/> Logic model not applicable

Describe the role of the CBCAP lead agency and how it is leading the child maltreatment prevention activities in the county.

Describe any important contextual factors that may impact the ability of the CBCAP lead agency to implement their proposed plans for the upcoming year.

Evidence-Based and Evidence Informed (EBP/EIP) Programs and Practices Checklist

The Federal Office of Management & Budget requires that all programs and practices supported by CBCAP funds be rated for their effectiveness. Please answer yes or no to the following questions. ETO will calculate the level of your program. Instructions: 1. Categorize each of your funded programs/practices. Expectation: the corresponding evidence of your program/practices level is available for review in the event of an audit. It is recommended that counties and funded partners keep a completed checklist for each CBCAP-funded program/practice for audit purposes. 2. Review the two definitions below to determine if the program/practice can be considered Evidence-Based or Emerging and Evidence-Informed: a. Program: Consists of a collection of practices that are done within specific known parameters (philosophy, values, service delivery, structure, and treatment components). This refers to a specific set of activities that forms the entire program. b. Practice: Consist of a skill, technique, and strategy that can be used by a practitioner. General strategies such as a "therapy" or "parenting classes" would not qualify as an EBP/EIP alone. The practice would need to be implementing a specific technique or components of a curriculum with positive evidence such as Parent-Child Interaction Therapy (PCIT). 3. Begin with Level 1 and assess a "yes" or "no" for each program feature. If all answers in a Level are "yes", you will be automatically asked the next set of questions. 4. Program/practices must receive a "yes" response for every item in a Level in order to meet the criteria for that Level. 5. Future intentions or partially-completed work should be recorded as a "No". 6. Continue through the self-assessment until ETO has determined the appropriate EB/EIP level for your program. 7. Record the program/practice information for each funded CBCAP program as applicable. 8. CBCAP funded activities such as public awareness and brief information and referral activities are not required to be rated for effectiveness at this time.

Programmatic Characteristics

1. The program can articulate a theory of change which specifies clearly identified outcomes and describes the activities that are related to those outcomes. This is represented through a program logic model or conceptual framework that depicts the assumptions for the activities that will lead to the desired outcomes. Yes No

<input type="checkbox"/> No
<input type="checkbox"/> Yes

2. Level 1 or 2: The program may have a book, manual, other available writings, training materials, OR the program may be working on documents that specify the components of the practice protocol and describes how to administer it. Level 3 or 4: The practice has a book, manual, training, or other available writings that specifies the components of the practice protocol and describes how to administer it.

<input type="checkbox"/> No
<input type="checkbox"/> Yes

3. The practice is generally accepted in clinical practice as appropriate for use with children and their parents/caregivers receiving child abuse prevention or family support services.

<input type="checkbox"/> No
<input type="checkbox"/> Yes

4. There is no clinical evidence or theoretical basis indicating that the practice constitutes a substantial risk of harm to those receiving it, compared to its likely benefits.

<input type="checkbox"/> No
<input type="checkbox"/> Yes

5. The program is committed to and is actively working on building strong evidence through ongoing evaluation and continuous quality improvement activities.

No

Yes

6. Programs and practices have been evaluated using less rigorous evaluation designs that have no comparison group, including "pre-post" designs that examine change in individuals from before the program or practice was implemented to afterward, without comparing to and "untreated" group OR an evaluation is in process with the results not yet available.

No

Yes

7. At least one study utilizing some form of control or comparison group (e.g., untreated group, placebo group, matched wait list) has established the practice's efficacy over the placebo, or found it to be comparable to or better than an appropriate comparison practice, in reducing risk and increasing protective factors associated with the prevention of abuse or neglect. The evaluation utilized a quasi-experimental study design, involving the comparison of two or more groups that differ based on their receipt of the program or practice. A formal, independent report has been produced which documents the program's positive outcomes.

No

Yes

8. The program is able to provide formal or informal support and guidance regarding program model.

No

Yes

9. Programs continually examine long-term outcomes and participated in research that would help solidify the outcome findings.

No

Yes

10. The local program can demonstrate adherence to model fidelity in program or practice implementation.

No

Yes

11. The practice has been shown to have sustained effect at least one year beyond the end of treatment, with no evidence that the effect is lost after this time.

No

Yes

12. Outcome measures must be reliable and valid, and administered consistently and accurately across all subjects.

No

Yes

13. If multiple outcome studies have been conducted, the overall weight of the evidence supports the effectiveness of the practice. (If screening for Level 3 and not applicable you may skip this question).

No

Yes

14. The detailed logic model or conceptual framework depicts the assumptions for the inputs and outputs that lead to the short, intermediate and long-term outcomes.

No

Yes

15. The research supporting the efficacy of the program or practice in producing positive outcomes associated with reducing risk and increasing protective factors associated with the prevention of abuse or neglect meets at least one or more of the following criterion: A. At least two rigorous randomized controlled trials (RCTs) in highly controlled settings (e.g. university laboratory) have found the practice to be superior to an appropriate comparison practice. The RCTs have been reported in published peer-reviewed literature. OR B. At least two between-group design studies using either a matched comparison or regression discontinuity have found the practice to be equivalent to another practice that would qualify as supported or well supported; or superior to an appropriate comparison practice.

No

Yes

16. Multiple Site Replication in Usual Practice Settings: At least two rigorous randomized controlled trials (RCTs) or comparable methodology in different usual case or practice settings have found the practice to be superior to an appropriate comparison practice. The RCTs have been reported in published peer-reviewed literature.

No

Yes

YOUR SERVICE LEVEL IS

--

ARPA CBCAP

1. Indicate the special populations population(s) that received additional or enhanced services as a result of the supplemental funding (Check all that apply):

Black, Indigenous, People of Color (BIPOC)

LGBTQ+ youth, children and families

Communities historically underserved and/or marginalized

Communities adversely affected by persisted poverty

Other

2. How are youth, parents and caregivers involved in the planning, implementation, and evaluation of funded programs?

3. Provide a description of outreach activities for special populations and cultural competence efforts.

4. Describe outreach efforts made to engage and serve those that are disproportionately impacted by the child welfare system.