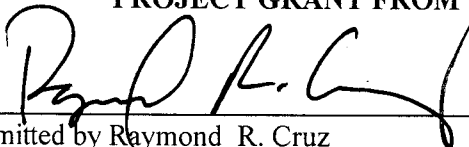




City of Carson Report to Mayor and City Council

September 18, 2012
New Business Consent

**SUBJECT: CONSIDER ACCEPTING THE PREVENTION INITIATIVE DEMONSTRATION
PROJECT GRANT FROM THE SOUTH BAY CENTER FOR COUNSELING**


Submitted by Raymond R. Cruz
Director of Community Services


Approved by David C. Biggs
City Manager

I. SUMMARY

Since 2008, the City of Carson has been awarded a Prevention Initiative Demonstration Project Grant from the South Bay Center for Counseling (SBCC). Staff was recently notified that the City will be receiving \$17,000.00 to fund the program for the period July 1, 2012, through June 30, 2013. Tonight, the City Council is asked to consider accepting the grant and authorizing the Mayor to execute the contract (Exhibit No. 1).

II. RECOMMENDATION

TAKE the following actions:

1. ACCEPT the \$17,000.00 grant from the South Bay Center for Counseling or the Prevention Initiative Demonstration Project for the period July 1, 2012, through June 30, 2013.
2. AUTHORIZE the Mayor to execute the Prevention Initiative Demonstration Project contract following approval as to form by the City Attorney.

III. ALTERNATIVES

1. DO NOT ACCEPT the grant.
2. TAKE any other action the City Council deems appropriate.

IV. BACKGROUND

In February 2008, the City of Carson was awarded its first Prevention Initiative Demonstration Project Grant from SBCC. The project is designed to address the root causes that weaken families and communities and prevent healthy childhood development, such as poverty, joblessness, poor education, lack of affordable housing, community crime and social isolation. The project targets vulnerable youth between the ages of seven and eleven and places them in a setting where they can interact in a positive environment, thereby obtaining the self-empowerment and self-sufficiency skills needed to prevent any future abuse or neglect. Activities funded by the grant include weekly meetings, events that present topics important to the community, and group outings, including trips to recreational facilities.

The City was recently notified that funds, in the amount of \$17,000.00, are available for this current fiscal year. City Council is now asked to consider accepting the grant and authorizing the Mayor to execute the contract so that this program can continue.

V. FISCAL IMPACT

Should the City Council accept the grant, the funds will be included in the proposed Family Support Grant Fund budget for FY 2012/13 as shown below:

Revenues:	10-00-999-609 4533	<u>\$17,000.00</u>
Expenditures:	10-90-999-609 5004	10,000.00
	10-90-999-609 6009	<u>7,000.00</u>
	TOTAL	<u>\$17,000.00</u>

VI. EXHIBITS

1. Prevention Initiative Demonstration Project Grant Contract. (pgs. 3-14)

Prepared by: Luchie Magante, Sr. Administrative Analyst

TO: Rev 09-04-2012

Reviewed by:

City Clerk	City Treasurer
Administrative Services <i>[Signature]</i>	Public Works
Community Development	Community Services

Action taken by City Council

Date _____ Action _____

**AMENDMENT NUMBER SEVEN
PREVENTION INITIATIVE DEMONSTRATION PROJECT
CONTRACT NUMBER 76483**

This Amendment Number Seven ("Seventh Amendment") to the Prevention Initiative Demonstration Project Subcontract, is made and entered into on this 1st day of July, 2012, by and between the South Bay Center for Counseling ("CONTRACTOR"), and the City of Carson, Parks and Recreation, ("SUBCONTRACTOR") (collectively, the "Parties") for administration of Prevention Initiative Demonstration Project services.

WHEREAS, CONTRACTOR has entered into an agreement with the County of Los Angeles ("COUNTY") entitled "Form Contract By and Between the County of Los Angeles Department of Children and Family Services and South Bay Center for Counseling, Contractor for Prevention Initiative Demonstration Project Services" (the "Prime Contract");

WHEREAS, in order to fulfill its obligations to the County under the Prime Contract, in 2008, Contractor engaged Subcontractor to provide Prevention Initiative Services pursuant to the Prevention Initiative Demonstration Subcontract ("Subcontract") executed on February 26, 2008;

WHEREAS, Amendment Number TWO extended the Subcontract through June 30, 2009;

WHEREAS, Amendment Number THREE extended the Subcontract through June 30, 2010;

WHEREAS, Amendment Number FOUR extended the Subcontract through December 31, 2010;

WHEREAS, Amendment Number FIVE extended the Subcontract through June 30, 2011;

WHEREAS, Amendment Number SIX extended the Subcontract through June 30, 2012;

WHEREAS, CONTRACTOR and SUBCONTRACTOR desire to again amend and extend the Subcontract, as amended, to modify certain terms and conditions of such Subcontract, as amended;

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

1. Section 2.0 TERM, is amended, in its entirety, to read as follows:

The term of the Contract shall be extended for twelve (12) additional months beginning July 1, 2012 through June 30, 2013 unless terminated by COUNTY, at its sole option, or as otherwise permitted by the terms of this Subcontract, by written notice to the CONTRACTOR thirty (30) days in advance of the effective date of termination, as set forth in the notice.

2. Section 3.0 PAYMENT, Subsection 3.1, is amended, in its entirety, to read as follows:

- 3.1 CONTRACTOR shall compensate SUBCONTRACTOR a total maximum contract sum not to exceed \$17,000 for the term of this Seventh Amendment to provide the services designated in Section 3.3 of this Subcontract.

SUBCONTRACTOR shall invoice CONTRACTOR monthly in arrears for services provided. CONTRACTOR shall compensate SUBCONTRACTOR by check within sixty (60) days of receipt and approval of monthly invoice.

To date, SUBCONTRACTOR has received the following amounts for the previous Subcontract Periods:

For the First Subcontract Period¹ (2/26/08-06/30/09) \$25,000

For the Second Subcontract Period² (07/01/09-06/30/10) \$25,000

For the Third Subcontract Period³ (07/01/10-12/31/10) \$9,500

For the Fourth Subcontract Period⁴ (01/01/11-06/30/11) \$9,500

¹ The "First Subcontract Period" is the term of the original "Subcontract For Prevention Initiative Program Activities/Services" (2/26/08 – 2/25/09), which was thereafter extended for an additional four (4) month period to 6/30/09 pursuant to "Amendment Number Two, Prevention Initiative Demonstration Project, Contract Number 76483" ("Second Amendment") No additional funds were allocated pursuant to this Second Amendment.

² The "Second Subcontract Period" is the term of "Amendment Number Three, Prevention Initiative Demonstration Project, Contract Number 76483" ("Third Amendment"). For the first three (3) months of this period (07/01/09-09/30/09), SUBCONTRACTOR was paid a sum of \$6,250. For the latter nine (9) months of this period, SUBCONTRACTOR was paid a sum of \$18,750. These amounts total the "Contract Sum" of \$25,000, in accordance with provision 3.0 of this Third Amendment.

³ The "Third Subcontract Period" is the term of "Amendment Number Four, Prevention Initiative Demonstration Project, Contract Number 76483" ("Fourth Amendment").

⁴ The "Fourth Subcontract Period" is the term of "Amendment Number Five, Prevention Initiative Demonstration Project, Contract Number 76483" ("Fifth Amendment").

For the Fifth Subcontract Period ⁵ (07/01/11-06/30/12)	\$9,000
The Maximum Contract Sum for this Subcontract is	\$17,000
For the First Contract Period through 06/30/09	\$25,000
For Three Months (07/01/09-09/30/09)	\$6,250
For Nine Months (10/01/09-06/30/10)	\$18,750
For Six Months (07/01/10-12/31/10)	\$9,500
For Six Months (1/01/11-6/30/11)	\$9,500
For Twelve Months (07/01/11-06/30/12)	\$9,000
For Twelve Months (07/01/12-06/30/13)	\$17,000

3. Section 3.0 PAYMENT, Subsection 3.3, is amended, in its entirety, to read as follows:

3.3 In compliance with all terms and condition of the Subcontract, SUBCONTRACTOR shall provide those services specified in the Prime Contract and detailed in the "South Bay Center for Counseling Prevention Initiative Project Services 2012-2013 Statement of Work," attached hereto as Exhibit "B" and incorporated herein by this reference.

4. Section 3.0 PAYMENT, Subsection 3.7, is amended, in its entirety, to read as follows:

3.7 CONTRACTOR shall hold final contract payment until such time that all required reports, evaluation surveys, evaluation forms and invoices with supporting documentation are submitted and approved by CONTRACTOR.

5. Section 3.0 PAYMENT, Subsection 3.8, is amended, in its entirety, to read as follows:

3.8 CONTRACTOR reserves the right to re-distribute the unspent portion of the SUBCONTRACTOR'S contract sum before the expiration of the Subcontract, as amended, or when it is evident that SUBCONTRACTOR is not delivering the services/activities specified in the Prime Contract and detailed in the "South Bay Center for Counseling Prevention Initiative

⁵ The "Fifth Subcontract Period" is the term of "Amendment Number Six, Prevention Initiative Demonstration Project, Contract Number 76483" ("Sixth Amendment").

Project Services 2012-2013 Statement of Work," attached hereto as Exhibit "B".

6. Former Exhibit A-2b is amended and replaced in its entirety with the attached "Revised Line Item Budget, Line Item Budget Details, and Budget Justification Narrative," which is incorporated by this reference as part of Exhibit A-2a, "LINE ITEM BUDGET."

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



**AMENDMENT NUMBER SEVEN
TO PREVENTION INITIATIVE DEMONSTRATION PROJECT
CONTRACT NUMBER 76483**

EXCEPT AS MODIFIED by this Seventh Amendment, the Subcontract, as previously amended, shall remain in full force and effect upon its original terms and conditions. This Seventh Amendment may be modified or amended only by a subsequent written instrument executed by all of the Parties.

IN WITNESS WHEREOF, the Parties hereby have executed this Seventh Amendment as of the date first above written. The person(s) signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR in this Amendment Number Seven.

"CONTRACTOR"

SOUTH BAY CENTER FOR COUNSELING

Dated: _____, 2012

By: _____
Colleen Mooney, Executive Director

Tax ID #

"SUBCONTRACTOR"

CITY OF CARSON

Dated: _____, 2012

By: _____
Jim Dear, Mayor

Tax ID # 95-2513547

ATTEST:

Donesia L. Gause, City Clerk

APPROVED AS TO FORM:

William W. Wynder, City Attorney

**South Bay Center for Counseling
Family Support Collaboration
Prevention Initiative
Statement of Work**

Please complete the following Statement of Work including objectives, activities and timeline.

Fiscal Year:	July 1, 2012- June 30, 2013
Agency Name:	City of Carson

Objectives (please include program objectives for the term of the subcontract)

1. Relationship-based community engagement and organizing in the service of social network and community building
2. Family and community economic development
3. Easily accessible community-based supports, services, activities, and resources organized as a continuum to respond to a broad array of family desires and concerns

Activities (list program services/activities including estimated number of clients served)

- **Weekly NAC meetings (15-20 participants)**
- **1-2 Community events of the NAC's choice (50+ participants)**
- **In meeting projects (15-20 participants)**
- **NAC Socials (15-20 participants)**

Timeline (monthly breakdown of program services/activities)

July 2012 – August 2012 – Weekly meetings, relationship building and event planning

September 2012 – October 2012 – Weekly meetings, Community event

November 2012 - December 2012 – Weekly meetings, NAC Social

January 2013 – April 2013 – Weekly meetings, Community event planning

May 2013 - Weekly meetings, Community event

June 2013 – Weekly meetings, 2nd NAC Social, Group evaluation, Planning for upcoming fiscal year

**LINE ITEM BUDGET AND
BUDGET JUSTIFICATION NARRATIVE
2012-2013**

The following information is provided for reference purposes only. Actual figures will depend on the agency's proposed program design, expenses, and revenue.

I. GENERAL REQUIREMENTS

- A. Line Item Budget should include all costs related to the proposed project.
- B. Each line item in all budget categories must be included in the budget justification narrative.
- C. Category totals on the Line Item Budget must equal the total amount on the budget justification narrative.

II. PROGRAM EXPENSES

A. Salaries and Employee Benefits

- 1. Salaries: Include all line, supervisory, and other staff positions who provide direct services.

RECREATION COORDINATOR: Part-time employee working 33% of time on project.

Total Salaries: \$7,000.00

- 2. Employee Benefits: This is calculated percentage of each employee's total salary costs, based on such expenses as FICA, SUI, Medical/Dental, Workmen's Compensation, or other benefits.

RECREATION COORDINATOR: Part-time employee working 33% of time on project

Total Employee Benefits: \$3,000.00

- 3. **Total Salaries and Employee Benefits:** \$7,000.00 + \$3,000.00= \$10,000.00



B. Facility Rent/Lease Expenses

The total amount of FACILITY RENT OR LEASE EXPENSES charged to this project are based on the following formula: Total monthly rental or lease amount, divided by [÷] total gross square footage = cost per square foot x total square footage used for this project x number of months project is budgeted = TOTAL FACILITY RENT OR LEASE EXPENSES

N/A

D. Services and Supplies

Indicate expenditures for any of the following items: Audit fees, bookkeeping fees, books and publications, facility maintenance, insurance, license/permit fees, mileage, office machine maintenance/repairs, office supplies, postage, printing, janitorial, and other maintenance supplies, telephone, training, utilities.

Professional Services	\$400.00
Special Materials & Supplies	\$5,800.00
Office/Facility Supplies & Furnishing	\$400.00
Auto Allowance & mileage	\$400.00
Total:	\$7,000.00

E. Administrative Overhead

Agencies shall not utilize more than 10% of their Maximum Annual Contract Sum for Administrative Costs. Any and all supporting documentation showing how the administrative overhead rate was calculated must be appended to the budget.

N/A



F. Total Gross Cost of Program

The total gross cost is determined by adding all program expenses calculated for the budget.

Program Expenses

Salaries and Employee Benefits	\$10,000.00
Services and Supplies	\$7,000.00
Administrative Overhead	\$0.00
Total Gross Cost of Program	\$17,000.00

III. **INCOME/REVENUE**

A. Subcontract Amount

State your contract amount for the contract period.

\$17,000 (for the period July, 1 2012 to June, 30 2013)

B. Total Income/Revenue

The total income/revenue should equal the total gross program cost.

N/A

IV. **BUDGET JUSTIFICATION NARRATIVE (DETAILED DESCRIPTION AND JUSTIFICATION OF EACH BUDGETED LINE ITEM)**

Attach the Budget Justification Narrative to the Line Item Budget. The narrative must include a detailed description and justification for each line item.

I. Employees:

A. Recreation Coordinator: \$10,000.00

Description: Lead staff assigned to project.

Justification: Lead staff assigned to this project to plan, attend and oversee meetings, plan activities, oversee NAC, prepare documentation and report on monthly meetings and



activities. This position spends 33% of their work time dedicated to this project.

II. **Space:**

Room Rental:

Fee waived by city

III. **Indirect Costs:**

N/A

IV. **Services and Supplies**

A. **Professional Services: \$400.00**

Description: Services for a professional individual or company which requires a contract. Examples include, but are not limited to, entertainers, photographers, instructors, and speakers.

Justification: Guest speakers and instructors may be used at specific NAC meetings for training. Entertainers may be used at special events.

B. **Special Materials and Supplies: \$5,800.00**

Description: Materials or supplies that are unique to a specific workgroup or division. They would include photo supplies, sporting goods, food, beverages, paper goods, decorations, first aid supplies and NAC excursion.

Justification: Food, beverages and paper goods will be purchased for each meeting as well as special events. Decorations will also be purchased for special events. First-aid kit will be present at each meeting and special event.

C. Office/Facility Supplies and Furnishing: \$400.00

Description: Supplies such as business cards, pens, pencils, paper, post-it notes, stationary, rulers, and filing boxes.

Justification: Basic supplies will be needed for NAC participants to take notes, write memos, and complete basic secretarial business.

D. Auto Allowance and Mileage: \$400.00

Description: Reimbursements for mileage, toll and parking fees for use of personal vehicle while conducting city business

Justification: Staff will be required to use personal vehicles as transportation to and from NAC meetings as well as other meetings necessary for project completion.

E. Conference/Meetings/Travel:

N/A

Authorized Signature _____ Date _____

Line Item Budget 2012-2013

PROGRAM EXPENSES

Personnel Costs

Recreation Coordinator	\$10,000.00
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Indirect Costs

N/A	\$0
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Services & Supplies

Professional Services	\$400.00
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Special Materials & Supplies	\$5,800.00
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Office/Facility Supplies & Furnishings	\$400.00
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Auto Allowance & Mileage	\$400.00
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Total cost	<u>\$17,000.00</u>
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INCOME/REVENUE

Subcontract	\$17,000.00
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Total	<u>\$0</u>
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