

AGREEMENT BETWEEN  
THE STATE OF LOUISIANA  
DPS&C/YOUTH SERVICES

AND

Rapides Parish Police Jury

Address: 201 Johnson Street, Ste. 260 Alexandria, LA Zip 71309

Parish: Rapides Federal Employer I.D#: 72-600113200

Subrecipient (Governmental) State CFMS # 708890

CFDA Title: Foster Care \_ Title IV-E CFDA Number: 93.658  
Award Name, Number, and Year: Foster Care \_\_ Title IV-E (0301-LA-1401)  
Federal Agency: Administration for Children and Families, Dept. of Health and Human Services  
Federal Law: Social Security Act, as amended, Title IV-E, Section 470, et seq. (PL 96-272)  
Federal Regulations: 45 CFR 1355 - 1356

THIS AGREEMENT is between the Louisiana DPS&C/Youth Services, referred to as "Agency" and/or "YS", and Rapides Parish Police Jury, referred to as "Contractor".

A. **PROGRAM:** The purpose of this agreement is to allow Contractor to participate in the Title IV-E Federal Foster Care Reimbursement Program through the Contractor's provision of services and performance of administrative activities to assist and support Agency's program of foster care services for eligible children pursuant to rules and regulations of the Title IV-E Foster Care Program. The Louisiana DPS&C/Youth Services (Agency), via an interagency agreement with the Louisiana Department of Social Services, Office of Community Services (DSS/OCS) has set up a system to allow juvenile courts to recoup Title IV-E federal monies for eligible services and activities to juvenile probation children and their families, including foster care candidate services, case plan development, referral to services, preparation for and participation in judicial determinations, case reviews, case management and supervision services, and for administrative costs related to administering the Title IV-E program.

(1) This agreement specifies the duties and responsibilities of both Agency and Contractor in regard to the Title IV-E program. The funds to be distributed pursuant to this contract originate with the United States Agency of Health and Human Services as the federal Agency administering the Title IV-E Foster Care Program [CFDA # 93.658]. All activities authorized by this agreement will be performed in accordance with the approved project description(s), approved budget(s), and relevant State and federal directives and policies. The following items are attached hereto and made a part of this agreement:

- a) Addendum 1 – Special Provisions Agreement with Juvenile Court Jurisdiction Title IV-E Foster Care Program;
- b) Addendum 2 – HIPAA Addendum;
- c) Exhibit A – Proposal for Title IV-E Foster Care Funding, Title IV-E Federal Allocation Amount: \$665,248.00 for period July 1, 2011 – June 30, 2012;
- and d) Exhibit B – Implementation Plan for a Title IV-E Juvenile Administrative Claim for the fiscal year ending June 30, 2012.

**PERFORMANCE MEASURES AND MONITORING PLAN:**

The contractor shall provide summary reports indicating the number of hours spent by staff in performance of services described in this contract. These reports shall detail the use of funds as well as measurable objectives achieved in the allotted time.

The contract monitor shall review all requests for reimbursement to determine if costs are reasonable, allowable, properly allocated, and supported by written documentation.

708890

PROGRAM BUDGET FY11-12

DESCRIPTION	TOTAL BUDGET (A)	ADMINISTRATIVE (B)	PROGRAM (C)	YS FUNDING REQUEST (D)	MATCH (E)
<b>SALARIES &amp; FRINGES:</b>					
Personnel Salaries	\$ 40,340.02	\$ 18,153.01	\$ 22,187.01	\$ 20,170.01	\$ 20,170.01
Fringe Benefits	\$ 16,252.28	\$ 7,313.53	\$ 8,938.75	\$ 8,126.14	\$ 8,126.14
Total Salaries & Fringes	\$ 56,592.30	\$ 25,466.54	\$ 31,125.77	\$ 28,296.15	\$ 28,296.15
<b>PERSONNEL TRAVEL:</b>					
Client Transportation	\$ 208.40		\$ 208.40	\$ 104.20	\$ 104.20
Field Travel	\$ 208.40		\$ 208.40	\$ 104.20	\$ 104.20
Administrative	\$ 83.36	\$ 83.36		\$ 41.68	\$ 41.68
Conferences/Training	\$ 333.46		\$ 333.46	\$ 166.73	\$ 166.73
Total Personnel Travel	\$ 833.62	\$ 83.36	\$ 750.26	\$ 416.81	\$ 416.81
<b>OPERATING SERVICES:</b>					
Printing	\$ -				
Insurance	\$ 1,223.22		\$ 1,223.22	\$ 611.61	\$ 611.61
Maintenance - Auto	\$ 510.72		\$ 510.72	\$ 255.36	\$ 255.36
Maintenance - Other	\$ 2,063.26		\$ 2,063.26	\$ 1,031.63	\$ 1,031.63
Rental - Building	\$ 1,689.78		\$ 1,689.78	\$ 844.89	\$ 844.89
Rental - Other	\$ -				
Dues & Subscriptions	\$ 76.50		\$ 76.50	\$ 38.25	\$ 38.25
Postage	\$ -				
Telephone	\$ 3,196.24		\$ 3,196.24	\$ 1,598.12	\$ 1,598.12
Utilities	\$ -				
Other Operating Services	\$ -				
Total Operating Services	\$ 8,759.72	\$ -	\$ 8,759.72	\$ 4,379.86	\$ 4,379.86
<b>OPERATING SUPPLIES:</b>					
Office Supplies	\$ 1,053.02		\$ 1,053.02	\$ 526.51	\$ 526.51
Medical Supplies	\$ -				
Food	\$ -				
Automotive Supplies	\$ 1,292.74		\$ 1,292.74	\$ 646.37	\$ 646.37
Maintenance Supplies	\$ -				
Household Supplies	\$ -				
Youth/Offender Personal	\$ -				
Other Supplies	\$ -				
Total Operating Supplies	\$ 2,345.76	\$ -	\$ 2,345.76	\$ 1,172.88	\$ 1,172.88
<b>PROFESSIONAL SERVICES:</b>					
Counseling	\$ -				
Accounting & Auditing	\$ -				
Medical	\$ -				
Consulting	\$ -				
Legal	\$ -				
Other Professional Services	\$ -				
Total Professional	\$ -				
<b>ACQUISITIONS:</b>					
Equipment	\$ 58.68		\$ 58.68	\$ 29.34	\$ 29.34
Other	\$ -				
Total Acquisitions	\$ 58.68	\$ -	\$ 58.68	\$ 29.34	\$ 29.34
OTHER EXPENSE	\$ 3,194.56		\$ 3,194.56	\$ 1,597.28	\$ 1,597.28
TOTAL BUDGET	\$ 71,784.64	\$ 25,549.90	\$ 46,234.75	\$ 35,892.32	\$ 35,892.32
Program Income	\$ -				

**For Central Office use only:**

OJJ Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

OJJ Approved by Perceel Date 10/25/11

CERTIFICATION

TO: Office of Contractual Review  
Department of Civil Service

I, MARY L. LIVERS, PH.D., MSW, DEPUTY SECRETARY, do hereby certify that the contract between YS and Rapides Parish Police Jury is being entered into because:

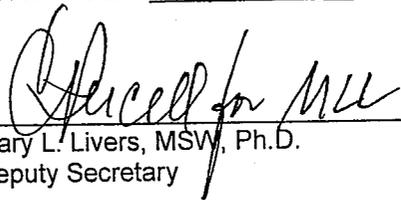
1. Either no employee of our agency is both competent and available to perform the services called for by the proposed contract or the services called for are not the type readily susceptible of being performed by persons who are employed by the state on a continuing basis;
2. The services are not available as a product of a prior or existing professional, personal, consulting, or social services contract;
3. The requirement for consultant and social services contracts, when applicable, have been publicized pursuant to R.S. 39:1503.
4. YS has developed and fully intends to implement a written plan providing for:
  - X The assignment of Monique LaCour to a monitoring and liaison function; and
  - X The periodic review of interim reports or other indicia of performance to date; and
  - X The ultimate use of the final product of the services.
5. The cost basis for the proposed contract.
6. A description of the specific objectives or deliverables associated with the proposed contract and the monitoring plan therefore.
7. Methods to be used to measure and determine contract performance.
8. In addition to the requirements above, for any professional, personal, consulting or social service contract that exceeds fifty thousand dollars and has a term of more than six months, a cost-benefit analysis has been conducted which indicates that obtaining such services from the private sector is more cost-effective than providing such services by the using agency itself or by an agreement with another state agency, to include both a short-term and long-term analysis.

**PRIOR CONTRACT INFORMATION MUST BE FILLED OUT (IF NO PRIOR CONTRACT, PUT N/A)**

Prior Services Provided By: Rapides Parish Police Jury

DOA-OCR# 403-100803 CFMS# 699569 Amount: \$49,804.59

Effective Date: July 1, 2010 Termination Date: June 30, 2011

  
\_\_\_\_\_  
Mary L. Livers, MSW, Ph.D.  
Deputy Secretary

10/25/11  
\_\_\_\_\_  
Date

## Job Descriptions

Curriculum Instructors- will have a Bachelor's Degree in a social service or educational field. Five years or more experience in juvenile justice and/or social services may substitute for educational requirement. Instructors will be responsible for delivery of various curricula to program participants. Salary range: \$20-\$30hr.

Program Director- will have a Bachelor's degree in one of the social sciences and experience in grant management and youth programs, or a Master's Degree in Counseling or a related field and experience in grant management. Director will prepare monthly grant reports, assist in service delivery, contract with individual contractors for service provision, and otherwise oversee all activities under the grant. Salary range: \$35-\$45hr.

Counselor- will have a license to practice counseling in the State of Louisiana, and will be responsible for providing individual counseling to program participants. Salary range: \$75-\$85hr.

Counselor Intern- will have a Master's Degree in Counseling and will be registered with the State of Louisiana as a Counseling Intern, and will be under the supervision of an LPC. Salary range: \$35-\$45hr.

Bookkeeper- will be certified in generally accepted bookkeeping principles and will be responsible for all fiscal responsibilities under the grant. Salary range: \$35-\$45hr.

Peer Mentors- will be at least 16 years of age, maintain at least a 2.8 average in school, will be of exemplary character, and will have been a member of Community Resources Programs for a least 2 years prior to becoming a mentor. Salary range: \$6-\$7hr.

Site Manager- will have experience and knowledge in site management, good organizational skills, and will be dependable.