

SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION				
Company:	Second chance Youth Ranch			
Address:	201 Destined to Win Rd			
City:	Benton	State:	AR	Zip Code: 72019
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <input checked="" type="checkbox"/> Nonprofit	
Minority and Women-Owned Designation*:	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> African American	<input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic American	<input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American	<input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> Women-Owned
AR Certification #: _____		* See Minority and Women-Owned Business Policy		

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
Provide contact information to be used for bid solicitation related matters.			
Contact Person:	Rachel Hubbard	Title:	Director of Operations
Phone:	501-231-0270	Alternate Phone:	501-594-5200 ext 209
Email:	hubbard@20yr.org		

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.
<p><i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i></p>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.
<input checked="" type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

An official authorized to bind the Prospective Contractor to a resultant contract must sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be disqualified:

Authorized Signature: Rachel Hubbard Title: director of operations
Use Ink Only.

Printed/Typed Name: Rachel Hubbard Date: 2-17-20

SECTION 1 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

Vendor Name:	Second Chance Youth Ranch	Date:	2/17/20
Authorized Signature:	<i>Rachel Hubbard</i>	Title:	Director of Operations
Print/Type Name:	Rachel Hubbard		

SECTION 2 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory must be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

Vendor Name:	Second Chance Youth Ranch	Date:	2/17/20
Authorized Signature:	Rachel Hubbard	Title:	Director of Operations
Print/Type Name:	Rachel Hubbard		

SECTION 3,4,5 - VENDOR AGREEMENT AND COMPLIANCE

- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

Vendor Name:	Second Chance Youth Ranch	Date:	2-17-20
Authorized Signature:	Rachel Hubbard	Title:	Director of Operations
Print/Type Name:	Rachel Hubbard		

PROPOSED SUBCONTRACTORS FORM

- Do not include additional information relating to subcontractors on this form or as an attachment to this form.

PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES

TYPE OR PRINT THE FOLLOWING INFORMATION

SUBCONTRACTOR'S COMPANY	STREET ADDRESS	CITY, STATE, ZIP
None	NA	NA

PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.

By signature below, vendor agree to and shall fully comply with all requirements related to subcontractors as shown in the bid solicitation.

Vendor Name:	Second Chance Youth	Date:	2/18/20
Authorized Signature:	<i>Rachel Hubbard</i>	Title:	Director of Operations
Print/Type Name:	Rachel Hubbard		

**SIGNED ADDENDA NOT
APPLICABLE**

Attachment Number _____

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR: Yes No

TAXPAYER ID NAME: Second Chance Ranch IS THIS FOR: Goods? Services? Both?

YOUR LAST NAME: Strike FIRST NAME: Chad M.I.: J.

ADDRESS: PO Box 901

CITY: Bryant A STATE: AR ZIP CODE: 72089 COUNTRY: USA

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	Person's Name(s)	Relation
	Current	Former		From MM/YYYY	To MM/YYYY			
General Assembly								
Constitutional Officer		✓	<u>Sec. of State</u>	<u>1/18</u>	<u>current</u>	<u>John Thurston</u>		<u>Bro in-law</u>
State Board or Commission Member								
State Employee								

None of the above applies

FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?	Ownership Interest (%)	Position of Control
	Current	Former		From MM/YYYY	To MM/YYYY			
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

None of the above applies

Attachment Number _____

Action Number _____

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:
Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature Rachel Strible Title Clinical Director Date 2/17/20

Vendor Contact Person Rachel Hubbard Title Operations Director Phone No. 501-231-0770

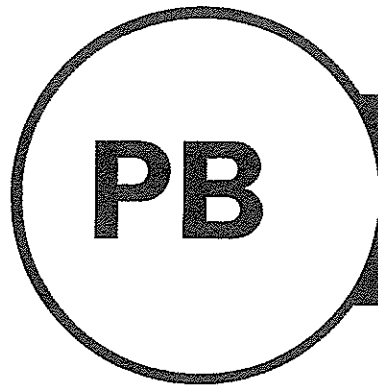
<i>Agency use only</i>			
Agency Number	0710	Agency Name	Department of Human Services
Agency Contact Person		Agency Contact Person	
Contact Phone No.		Contact Phone No.	
Contact or Grant No.		Contact or Grant No.	



Second Chance Ranch, Inc.

Second Chance Youth Ranch provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Second Chance Youth Ranch complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Second Chance Youth Ranch expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Second Chance Ranch's employees to perform their job duties may result in discipline up to and including discharge.

**VOLUNTARY
PRODUCT
ACCESSIBILITY
TEMPLATE
NOT
APPLICABLE**



PERRY BLACK

SENIOR PASTOR FAMILY CHURCH BRYANT, ADMINISTRATOR
ARKANSAS CHRISTIAN ACADEMY, CEO SECOND CHANCE YOUTH

OBJECTIVE

Reach hurting people!

SKILLS

- leadership
- fundraising and public relations
- creative ideas and implementation
- organization and daily operations direction
- public speaking

EXPERIENCE

FAMILY CHURCH BRYANT • ARKANSAS CHRISTIAN ACADEMY • SECOND CHANCE RANCH • PRESENT

- Senior Pastor Family Church Bryant
- Administrator Arkansas Christian Academy
- CEO Second Chance Youth Ranch

FOUNDED:

- Founded Second Chance Youth Ranch 2000
- Founded Arkansas Christian Academy 2000
- Founded TLC Enterprise LLC 1992
- Founded Family Church Bryant 1990
- Founded TLC Builders & Developers Inc. 1989
- Founded Destined to Win/FOM Inc. 1987

AGAPE CHURCH LITTLE ROCK, ARKANSAS • 1983-1987

- Associate Pastor & Office Manager

SAFeway • 1973-1983

- Safeway Grocery Dallas Texas & Little Rock Arkansas

EDUCATION

ASSOCIATES DEGREE & LICENSED CLERGY • 1973-1975

Christ for the Nations Institute, Dallas Texas

OTHER EXPERIENCE

Itinerant Minister, Author, Drug & Suicide Prevention Motivational Speaker
•1988-1995



Chad Strike, LCSW, C.T.S.

9009 Sitor Rd.
Mabelvale, AR 72103
(501) 602-2631
Fourstrikes@arlstotle.net

OBJECTIVE

To provide quality mental health services to youth and families that address the mind, body and spiritual needs. Ensure the highest quality of services through the continued development and education of therapeutic techniques to address a multitude of mental health areas.

EMPLOYMENT

DIRECTOR OF SOCIAL SERVICES YEARS EMPLOYED MAY 2000 – PRESENT
Pinnacle Pointe Behavioral Healthcare System
Little Rock, AR

Responsibilities include supervising therapists for the Youth Acute Treatment Center and Residential Treatment Center. Other responsibilities include making daily therapist-client assignments, providing therapeutic services to clients, and addressing family complaints/conflicts. Identify and implement performance improvement plan for the acute and residential program that involves monthly peer reviews to identify quality of services in the assessments, master treatment plans, and progress notes. I have been employed by Pinnacle Pointe since February 2005 and have had advancements that include lead therapist, acute program manager, and Director of Social Services.

EMERGENCY ON-CALL SCREENER YEARS EMPLOYED AUGUST 2001- PRESENT
Counseling Clinic Inc.
Benton, AR

Providing emergency on-call serves for Saline County at hospitals, county jail and other necessary locations in order to determine the most appropriate placement for clients in the least restrictive setting.

CHILD/FAMILY THERAPIST YEARS EMPLOYED MARCH 2003-FEBRUARY 2005
United Methodist Children's Home
Little Rock, AR

Responsibilities include assessing, developing treatment plans and completing necessary documents in order to provide mental health services. Job has entailed working with individuals in the day treatment program, preschool program and emergency shelter. Services provided include individual, group and family therapy in a variety of settings that include play therapy and Theraplay techniques.

CHILD/FAMILY THERAPIST YEARS EMPLOYED 2001-2003
Arkansas CARES
Little Rock, AR

Responsibilities include assessing, developing treatment plans and completing necessary documents in order to provide mental health services to children whose parents had substance abuse problems. Services provided include individual, group and family therapy in a variety of settings that include play therapy and Theraplay. Also, I was also responsible for performing a weekly parenting class to develop appropriate parenting skills.

EDUCATION

MASTERS OF SOCIAL WORK YEARS ATTENDED 1999-2001
University of Arkansas at Little Rock
Little Rock, AR

BACHELOR OF ARTS IN PSYCHOLOGY AND CHRISTIAN COUNSELING YEARS ATTENDED 1995-1997
Ouachita Baptist University
Arkadelphia, AR

INTERNSHIPS

Union Rescue Mission Men's Rehabilitation Program
Treatment Homes, Inc. Therapeutic Foster Care

August 1999 to May 2000
August 2000 to May 2001

TRAINING

- **Marschak Interaction Method/ Theraplay:** I have received training my Jean Crume in Theraplay techniques and the ability to execute the MIM to identify the attachment style in parent/child relationships
- **Play Therapy:** Attended the Play Therapy conference and attended a seminar by Garry Landreth on play therapy techniques.
- **Filial Therapy:** Received training from Betty Hamilton and Rise Van Fleet regarding filial therapy techniques to focus on using parent-child play to strengthen families.
- **Certified Trauma Specialist:** Training through the National Institute for trauma and loss in children. I attended 38 hours of training focusing on adults and children that have experience trauma and also trauma debriefing after traumatic events.

MEMBERSHIPS

Member of the National Institute of Trauma and Loss in Children

References

Rebekah Dixon, M.S.W., LCSW
PO Box 278
Junction City, AR 71749
Cell Phone (870)310-6843

Consevelia James, M.S.W., LCSW
PO Box 1400
Little Rock, AR 72203
(501)372-5039

Tom Burks, M.S.W., LCSW
307 E. Server
Benton, AR 72015
(501)315-4224

UAF

Certificate of Attendance

This certificate is presented to


Chad Strike

For attendance at
Foster PRIDE / Adopt PRIDE TOT Training

for a total of 18.0 credit hours on
April 22, 2008 - April 24, 2008

9:00 am - 4:00 pm

MIDSOUTH Little Rock


Joe Bryan, Director

ATTACHMENT #3

2.3A4e



Certificate of Completion

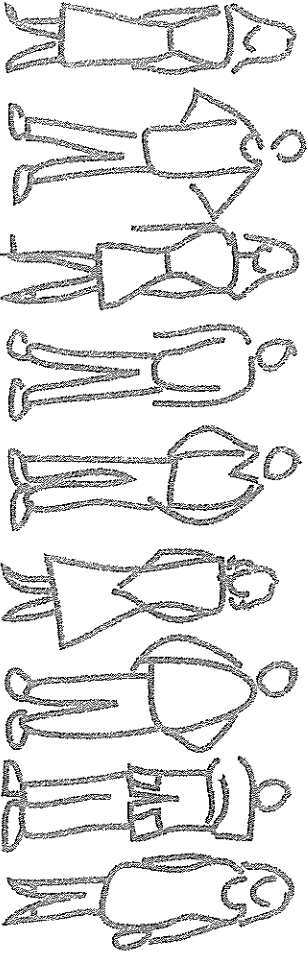
SAFE - Structured Analysis Family Evaluation

This is to certify that

Chad Strike

has completed 12 hours of SAFE Training and is certified to perform SAFE Home Studies

Date(s): 5/10 - 5/11/11



Kelly Castaneda
Kelly Castaneda
Acting Executive Director

RH

RACHEL HUBBARD

MENTAL HEALTH, FOSTER CARE, SOCIAL SERVICES,
NONPROFIT LEADERSHIP

OBJECTIVE

To facilitate healing and stability for youth who have experienced trauma.

SKILLS

- therapeutic, trauma sensitive interventions with adults and youth
- leadership
- fundraising and public relations
- creative ideas and implementation
- organization and daily operations direction
- public speaking

EXPERIENCE

DIRECTOR • SECOND CHANCE RANCH • 2011 - PRESENT

- supervise, train, recruit staff members
- public relations, events, and fund raising
- oversee daily operations
- strategic planning and special projects

PUBLIC SPEAKER AND TRAINER • 2014 - PRESENT

- motivate and train foster and adoptive parents in trauma informed approaches
- motivate and train teachers and school counselors in trauma informed approaches
- motivational speaking for various groups

QUALIFIED BEHAVIORAL HEALTH SPECIALIST • COUNSELING CLINIC INC • 2015 - PRESENT

- interventions with children and teenagers who have experienced trauma
- emergency interventions during behavioral outbursts
- coaching foster parents on appropriate strategies

CAMPUS FOSTER PARENT • SECOND CHANCE RANCH • JAN 2007 - 2013

- parent and supervise teenagers in foster care
- manage household responsibilities
- learn and institute therapeutic parenting strategies

CLASSROOM TEACHER • ENGLAND ELEMENTARY SCHOOL • JUN 2005 - JAN 2007

- student and parent relations and classroom management
- paperwork / meeting state and federal requirements
- lesson planning and teaching



HUBBARD@2CYR.ORG



501-231-0276

ON THE HOME TAB OF THE
RIBBON, CHECK OUT
STYLES TO APPLY THE
FORMATTING YOU NEED
WITH JUST A CLICK.

2.2B



SERVER • JASMINES RESTAURANT • FEB 2004 – JAN 2007

- customer relations
- financial transactions
- food service

SALES CLERK • HIXON MOVIE WORLD • FEB 1999 – FEB 2004

- customer relations
- financial transactions
- creative business ideas and strategic planning
- training of new employees

EDUCATION

BACHELOR OF EARLY CHILDHOOD EDUCATION • 2005

University of Arkansas at Little Rock

VOLUNTEER EXPERIENCE

Hope Conference for Foster and Adoptive Parents & Professionals

2015-2020

- planning committee member
- keynote speaker

The CALL training for Foster and Adoptive Parents

2012-2016

- trainer for new foster and adoptive parents



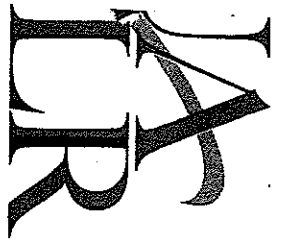
HUBBARD@2CYR.ORG

VOLUNTEER EXPERIENCE
OR LEADERSHIP



501-231-0276

2.3A4e



Certificate of Attendance

This certificate is presented to

Rachel Hubbard

For attendance at

Foster PRIDE / Adopt PRIDE Orientation Training

for a total of 18.0 credit hours on

October 18, 2011 - October 20, 2011

9:00 am - 4:00 pm

MidsOUTH Little Rock



Joe Bryan
Director



2.2B

BH**BILLY HUBBARD**BEHAVIORAL HEALTH SPECIALIST • COUNSELING CLINIC INC •
NON-PROFIT ORGANIZATION

OBJECTIVE

To facilitate healing and stability for youth who have experienced trauma.

SKILLS

- therapeutic, trauma sensitive interventions with adults and youth
- leadership
- fundraising and public relations
- creative ideas and implementation
- organization and daily operations direction

EXPERIENCE

DIRECTOR • SECOND CHANCE RANCH • 2011 - PRESENT

- supervise, train, recruit staff members
- public relations, events, and fund raising
- oversee daily operations
- strategic planning and special projects

QUALIFIED BEHAVIORAL HEALTH SPECIALIST • COUNSELING CLINIC INC • 2015 - PRESENT

- interventions with children and teenagers who have experienced trauma
- emergency interventions during behavioral outbursts
- coaching foster parents on appropriate strategies

CAMPUS FOSTER PARENT • SECOND CHANCE RANCH • JAN 2007 - 2013

- parent and supervise teenagers in foster care
- manage household responsibilities
- learn and institute therapeutic parenting strategies

BROKERAGE/PROPERTY MANAGEMENT • V3 PARTNERS LLC • MAY 2005 – JAN 2007

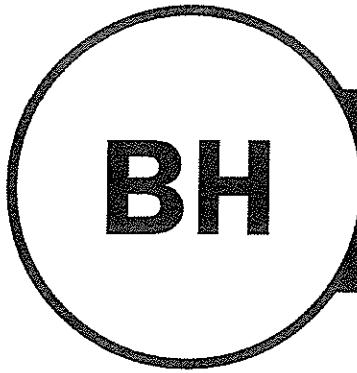
- management of multifamily and commercial properties
- improvement of under-performing assets by participation in capital renovation projects
- solicitation and assessment of bids from construction companies and subcontractors
- maintaining tenant relations while monitoring financial reporting, budgets, and collections
- negotiated environmental litigation matters with city and state regulatory agencies

**HUBBARD@2CYR.ORG**

**ON THE HOME TAB OF THE
RIBBON, CHECK OUT
STYLES TO APPLY THE
FORMATTING YOU NEED
WITH JUST A CLICK.**

**501-231-0276**

2.2B



MANAGER • JASMINES RESTAURANT • FEB 2004 – JAN 2007

- customer relations & staff leadership
- financial transactions
- food service

OWNER/OPERATOR • PIZZA FOR LESS • APR 1996 – MAY 2003

- customer
- financial transactions
- creative business ideas and strategic planning
- training of new employees

EDUCATION

OUCHITA BAPTIST UNIVERSITY • AUG 1991 – MAY 1993

Attended

HENDERSON STATE UNIVERSITY • MAY 1994 – MAY 1995

Attended



HUBBARD@2CYR.ORG

**VOLUNTEER EXPERIENCE
OR LEADERSHIP**



501-231-0276

Amanda Lutz

Contact Objective

902 Queens Ct.
Benton, AR 72019

501-326-0237
office@2cyr.org

Administrative Assistant with 15+ years of experience maintaining records, assembling facility reports, and maintaining confidentiality within all areas.

Education Experience

Bryant High School

August 2000-December 2010

Administrative Assistant • Administrative Assistant • Dassault Falcon Jet

September 2011-Present

Administrative Assistant • Administrative Assistant • Second Chance Youth Ranch

Key Skills Highlights

Excellent communication and time management skills!

I have 15+ years of office experience.

Maintained all aircraft records during each phase until the date of delivery.

Assist the Directors of the company with daily tasks.

Perform administrative duties; answering phones, filing and ensuring our staff/client files meet our minimum licensing standards.

Facilitate correspondence between DCFS and Ranch staff.

References

[Available upon request.]

Cindy Golden

cmcdaniels@destined2win.org • 4010 Glendale Dr, Benton, AR 72019 • 501-776-7515

Education

Southern Technical College

Graduated 1989 Associates Degree in Accounting

- Grade point average 4.0

Harmony Grove High School

Graduated 1981

Experience

Destined To Win/Second Chance Ranch & Destined To Win/FOM, Inc

P O Box 901, Bryant, AR 72089

Senior Accountant, May 2005 to Present

Intelistaf Medical Staffing, Inc

Little Rock, AR

Senior Accountant/Treasurer, Sept 1991 to May 2005

Sunmark Staffing Agency, Inc

Little Rock, AR

Staff Accountant, 1988 to 1990

Skills

- Excel Spreadsheet
- Word
- Ten Key
- Procure Preschool Billing program
- Quickbooks accounting software
- Lathem timedclock/payroll
- Renweb/FACTS school billing program
- Servant Keeper contributions program
- DHS online billing

Harley Duff

(501) 304-3729

harleyduff.hd@gmail.com

EDUCATION

University of Arkansas at Little Rock, Little Rock, AR — *B.B.A. - Finance*

August 2015 - December 2019

EXPERIENCE

Second Chance Youth Ranch, Bryant, AR — *Assistant Accountant*

February 2019 - Present

Responsibilities: Accounts Payable, Manage AR and AP files, Company credit card statements, Ensure monthly donation drafts run properly, Issue Cash and Non-cash donation letters for tax purposes, Ensured employee background checks are current, Maintain and update spreadsheets containing cash balances for different accounts, Manage I9 files for Accountant, Maintained confidential information (Assist the Accountant with any other duties requested.)

Simmons First National Bank, Little Rock, AR — *Bank Teller*

May 2018 - February 2019

Cash Handling, Processing cash withdrawals, Receiving and processing payments for bills, loans, and mortgages, Assist customers with account related issues, Specialized tasks like foreign currency exchange and cashiers checks, Balancing checks and cash at the end of shifts.

Bonefish Grill, Little Rock, AR — *Server*

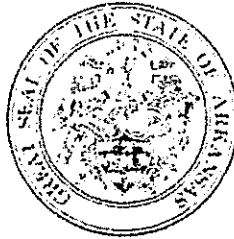
April 2016 - February 2019

Consistently met sales goals by providing fast and courteous service to customers, Upsold food and beverage orders, Trained new incoming servers and hosts, Served private dining events, Followed procedures to open and close the restaurant.

SKILLS

Communication and comprehension, Critical and analytical thinking, Organization, Time management, Skilled in Microsoft Office Word, Excel, and Powerpoint.

KIM DAVID HAMMER
ASSISTANT PRO TEMPORE
SENATOR
33RD DISTRICT
PHONE: 501-840-3841
statesenatorhammer@gmail.com



ATTACHMENT #11

2.2E

LEGISLATIVE COUNCIL
PUBLIC HEALTH, WELFARE AND LABOR
EFFICIENCY
TRANSPORTATION, TECHNOLOGY AND LEGISLATIVE AFFAIRS
JOINT RETIREMENT AND SOCIAL SECURITY

1201 MILITARY ROAD PMB 285
BENTON, ARKANSAS 72015

THE SENATE
STATE OF ARKANSAS

February 19, 2020

Arkansas Department of Human Services
Division of Children and Family Services
Donaghey Plaza, Post Office Box 1437
Little Rock, Arkansas 72203

TO WHOM IT MAY CONCERN:

It is my sincere pleasure to submit this letter in support of Second Chance Youth Ranch as it applies to the Arkansas Department of Human Services' Division of Children and Family Services for a new contract to be classified as a foster home. I am writing to express my support for its application, as I believe this new designation will more closely reflect the family-style atmosphere present at Second Chance.

Second Chance Youth Ranch provides an attentive and supportive environment for the children it serves, and I believe it to be a positive and much-needed resource for the State of Arkansas. Respectfully, I would ask those with the power to do so to give Second Chance Youth Ranch's application every consideration. Thank you for your time and attention in this matter. If I can be of further assistance, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Kim Hammer".

Kim Hammer
Assistant Pro Tempore
District 33

KH:lag



February 17, 2020

To Whom It May Concern,

The purpose of this letter is to offer a recommendation for Second Chance Youth Ranch. I have been a part of this amazing organization since 2016. My entire career has been working with at-risk youth and their families, starting out first in residential treatment as a teacher in 2000. From there, I have been a teacher, school leader, gang specialist, foster parent, and a trainer for foster parents. In all positions, I have worked with students who have great challenges. My experience with Second Chance has been, by far, the most effective approach to providing for these at-risk youth who have become foster children.

My husband and I initially made the journey to Second Chance Ranch as part of an interview process. We were interested in becoming respite foster parents for the organization. The long dirt road to get to the ranch was daunting, but when we arrived on campus, it was immediately apparent that Second Chance is not a facility for foster kids. It is a *home* for kids. There were children playing tag in the grass and another one sitting on the porch of one of the homes reading. Farther down the hill, there was a group of teenage boys playing basketball on the basketball court. The foster parents were scattered among them, supervising and guiding. It was both an honor and a pleasure to be hired as respite foster parents there, where we worked from the Summer of 2016 to the Fall of 2017.

Part of my responsibilities as a foster parent was to interact with the foster children just like any parent would. We kept pictures of the kids on the walls, chore charts with incentives and stickers, and a homework area just like any other family. We had dinner at the table every night with a home cooked meal. We took them to church and school activities, as well as volunteering in the community by serving meals to the homeless or helping the elderly with yard work. We didn't use the word "client" or treat the students like cases. These kids were ours for a time, and we were expected and trained to embrace that and everything that came with it.

Part of our training as foster parents included learning about trauma-informed care and how trauma had impacted our children. The Second Chance Directors, Rachel and Billy Hubbard, stay on top of the current needs of each population and provided both the training and support to make sure that the kids in our care were being helped, not just fed. The way the ranch runs, there is constant feedback and support from the leadership and other foster families on site.

The ranch has several homes where children are assigned upon intake. These homes became our village. We would arrange play dates with the other families or plan events with the other kids. The other foster parents would help us and we would help them. It wasn't part of our contract, but part of the culture at the Ranch is caring for each other. Once, I was sick and trying to manage the seven girls on my own for the day. Rachel arranged to work with several of the girls that afternoon to lighten my load. My co-worker in the house down the hill from me sent me dinner already prepared to feed the girls. Another foster parent made my afternoon bus run for me so that I could rest. We all worked together to help provide the best home environments we could for each of the children in our care.

Second Chance is uniquely qualified for this line of funding because of the best practices already in place for caring for foster children. Second Chance focuses not only on healing the child but working with the families to help the child transition both into the Ranch and then from the Ranch when the time is right. The ranch directors, Rachel and Billy Hubbard, focus on the

whole picture of each child and family and develop individualized plans. Second Chance also has therapists in place for services and works closely with DCFS.

ATTACHMENT #12

PAGE 2

2.2E

I have worked in treatment or residential treatment for much of my career and truly believe that Second Chance has a system that works for our youth in need. At Second Chance, kids will be not only cared for and provided for, but also loved. This is a powerful force that has helped heal hundreds of foster kids and kids in crisis since Second Chance opened so many years ago.

I recommend Second Chance Youth Ranch for this funding with no reservations. If you have any questions or need to discuss my experience with Second Chance any further, I can be reached in my office at (501) 683-2650 or my cell number at (804) 502-6243. My email is martha.wall-whitfield@rop.com or mwallwhitfield@gmail.com. Thank you for your consideration.

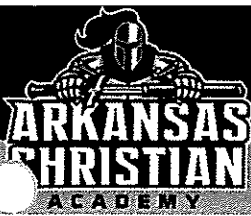
Sincerely,



Martha Wall-Whitfield, Ph.D.
Principal, Arkansas Juvenile Assessment and Treatment Center
Gang Specialist

Address - 1501 Woody Dr.
Alexander, AR 72002

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February 13, 2020

Jennifer R. Lattin
7003 North Haven Dr.
Alexander, AR 72002

To Whom It May Concern:

The purpose of this letter is to express strong support of Second Chance Youth Ranch as they seek to secure a new contract with your organization. My husband, Bradley, and I have had the privilege of remaining closely involved with the Ranch since October 2006. Our family served as foster parents from 2006 through 2011, and we have remained an integral part of the mission of Second Chance Youth Ranch through regular volunteer service, as well as through our employment at Arkansas Christian Academy and Family Church Bryant, since then. As a current school administrator for several of the young people who call the Ranch home, I can provide a first-hand account of the type of care being provided through this wonderful ministry.

Second Chance Youth Ranch provides young people with a "second chance" in the atmosphere of a stable, safe, loving family. On a typical day at either of the Ranch campuses, one may witness foster parents and their young people participating in any number of family activities, whether it be riding bicycles in the yard, shooting some hoops at the nearby basketball court, eating dinner around the dining room table, working diligently on nightly homework assignments, or reading a bedtime story. Each of these provides a teachable moment through which the lives of young people are forever being shaped and molded.

Personal attention is evident from the foster parents to the clinical staff and everyone in between. This summer I had the privilege of providing bi-weekly tutoring services to the young people at the Ranch, allowing me the opportunity to witness the level of genuine compassion given to each student from every single person they encountered. Therapists worked closely with the foster parents to provide a continuum of care that is unparalleled. The on-site directors and their young children were seen interacting with the young people throughout the day. They took time out of their busy workday to lend a listening ear, to treat a child to a special dinner, or to include them in their family devotional.

As you can see, Second Chance Youth Ranch is far from a typical foster care facility. For more than a decade, I have been a part of something truly life changing. I have seen foster sons and daughters, who are now young adults with families of their own, maintain contact with those whom they consider "family". I witness the phone calls on Mother's Day or the surprise visits at church on a Sunday morning or the Facebook messages sharing how the values instilled in them through the Ranch have shaped the way they now parent...all because of the tremendous, personal impact that was made on these young people through the ministry of the Ranch. Their foster parents remain the stable family for which they've always longed, and through all the chaos and confusion of life, their phone number is the one they can recall from memory. It is more than simply a "job"; it's about family. And though they may be in our homes but a short time, they remain in our hearts forever.

THIS is what sets Second Chance Youth Ranch apart from other foster care providers. It is precisely why I believe wholeheartedly that an investment into this ministry is one that is of utmost value. I urge you to strongly consider continuing your partnership with Second Chance Youth Ranch through the issuance of the new contract. There are countless lives yet to be transformed through a "second chance". Won't YOU be a part of that?

Sincerely,

Jennifer Lattin
Administrative Coordinator
Arkansas Christian Academy
501.860.0332
jlattin@arkansaschristianacademy.org

THE ARKANSAS CHILD WELFARE AGENCY REVIEW BOARD



In cooperation with



The Arkansas Department of Human Services
Division of Child Care and Early Childhood Education

Certifies that

Destined to Win/Second Chance Ranch, Inc.
OWNER

Second Chance Ranch
AGENCY

201 DESTINED TO WIN ROAD
BENTON, AR 72019

Is hereby issued Child Placement license #: 249

FOR THE PURPOSE OF OPERATING, IN THE STATE OF ARKANSAS, THE FOLLOWING:

FOSTER CARE FOR CHILDREN AGES 0 TO 18
THERAPEUTIC FOSTER CARE

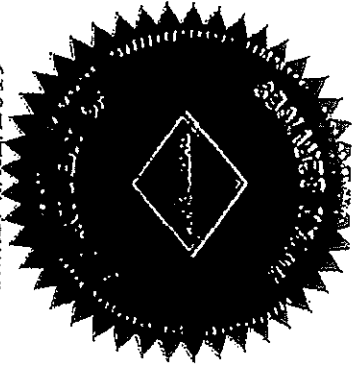
THIS IS A REGULAR LICENSE WITH AN EFFECTIVE DATE OF 01/22/2019 AND WILL REMAIN IN EFFECT UNLESS THERE IS A STATUS CHANGE.

In Witness whereof



Chairman, Child Welfare Agency Review Board

DATE: 1/22/2019



Admission Criteria

Policy

Second Chance Ranch shall only admit clients that meet the defined admission criteria as follows:

- Second Chance Ranch shall provide foster care for dependent, abused, neglected, exploited, and/or at-risk youth.
- Second Chance Ranch shall provide step-down care for children/adolescents upon stabilization and discharge from acute and residential psychiatric care facilities and Qualified Residential Treatment Facilities.
- All clients shall be between the ages of birth to eighteen (18) years of age.
- Second Chance Ranch shall serve clients diagnosed as having emotional and/or behavioral problems as defined by the most current revision of the Diagnostic and Statistical Manual of Mental Disorders. This shall not be construed as requiring clients to have an emotional and/or behavioral diagnosis.
- Any client that meets acute psychiatric care admission criteria (i.e., an eminent/grave danger to self and/or others) or residential psychiatric care admission criteria (i.e., severe emotional and/or behavioral problems that require 24 hour nursing and/or psychiatric care in a locked setting), are not appropriate candidates for Second Chance Ranch. Any referrals meeting these criteria will be immediately referred to appropriate programs upon obtaining appropriate consents.
- Clinical populations that might not be served do to programmatic limitations are the following: clients with serious allergies to grasses, trees, animal dander, animal hair or other environmental allergies that can not be controlled with medications; major medical issues that potentially need closer medication treatment; sexually reactive/acting out and/or sex offenders; fire starters; significant cognitive impairments (i.e., full scale IQ below 70). Second Chance Ranch's ability to serve these specific populations will be determined on a case by case basis with a careful evaluation of the potential foster home that the child would be placed in.
- All clients shall have a signed consent for treatment and admission the date of admission by a legal guardian or a representative of the Department of Health and Human Services Division of Children and Family Services (DHHS/DCFS), or within seventy-two (72) hours if an emergency placement.
- All clients shall have a signed consent authorizing Second Chance Ranch employees/representatives to obtain medical care for the child/adolescent, or within seventy-two (72) hours if an emergency placement.
- All foster children shall have documentation prior to normal admission of the following: current immunizations; Social Security Card; Birth Certificate; School Records and Current Court Order.
- If a youth's immunization record is not up to date then an appointment is scheduled within one (1) week.
- All youth shall have a medical examination within one (1) year before admissions, or an appointment scheduled within one (1) week after admission.
- Second Chance Ranch will not be able to admit children who are actively unsafe (suicidal, sexually aggressive, destructive, etc.)
- Second Chance Ranch will comply with the Interstate Compact on the Placement of Children when placing/admitting children from outside Arkansas.
- A dependent juvenile of a parent who is in the custody of DCFS will be subject to all regulations regarding space, ratio, health and safety.

Procedure

All prospective clients for foster placement and their legal guardians and/or placement agency representatives shall complete the Application for Services. Clinical director will review application and determine if a further assessment or information is necessary. Admissions decision will be made by the admissions team (CEO, administrator, Clinical Director, foster parent).

2.3A7

Clients that have completed the Application for Services and have cleared the initial review of appropriateness of available services will be prioritized based on best fit in the foster home and the client's need of services based on behavior assessment on application. If a placement is not immediately available, the Application for Services will be placed on a waiting list by date submitted. The waiting list will be updated every 45 days to determine if services are still needed/requested. Second Chance Ranch will comply with the Interstate Compact on the Placement of Children when placing/admitting children from outside of Arkansas. Any dependent juvenile of a parent who is in the custody of DCFS shall be subject to all regulations regarding space, ratio, health, and safety.

2.4I

Records/File Maintenance

Policy

Second Chance Ranch shall house all youth and foster family records in locked, central location at Second Chance Ranch. All youth records shall be confidential. Records will only be viewed by agency staff with legitimate cause. Any organization with which Second Chance Ranch has subcontracted or has an affiliation agreement may have access to records and shall comply with all Second Chance Ranch policies and procedures regarding youth records and confidentiality. Records shall only be released/disclosed to non-agency staff upon written consent of the youth's legal guardian. Exceptions shall be made only to comply with legal statutes, court orders, external reviews/audits, or credentialing/licensing agents and agencies.

Procedure

The client record shall contain the following information:

- Admissions Face Sheet with demographic information
- Safety plan, if applicable
- Complete intake
- Treatment/Case Plans updates, reviews, Discharge and Level at Care Transfer
- Intake/Psychosocial Assessment/History
- Psychological and Psychiatric Reports
- Consents
- Legal documents (i.e. birth certificate, social security card, court orders, etc.)
- Medical Records (i.e., physical exams, immunization records, tuberculin skin test results, medications, [doctor orders, nursing notes, occupational therapy, physical therapy if applicable]).
- Educational documents (i.e., IEP, reports, educational testing, etc.)
- Progress notes to document casework services as required (sections: therapy; case management, psychiatry/psychology, and education)
- Disciplinary and incident reports
- Family involvement and visitation
- Correspondence
- Disciplinary and incident reports
- Legal documents (i.e. birth certificate, social security card, court orders, etc.)
- Collateral Records (i.e., previous psychiatric/psychological/medical/court/etc.)
- Interstate Compact Information [if applicable].
- Discharge Statement

The client record shall be maintained in the order as listed above.

The client record shall be kept for five (5) years from the date of discharge, unless otherwise specified by Arkansas Law.

The foster family record shall contain the following information:

- Complete and signed application
- Approval letter
- Home study
- Minimum age verification
- Three positive references
- Initial physical exam
- Preservice training verification
- Initial and current criminal, Child Maltreatment, and FBI checks as required
- Initial and current CPR and First Aid certification
- Current health immunizations of children or exemption
- Current auto insurance

2.4I

- Current homeowner's or renter's insurance and general liability insurance
- Current rabies vaccinations for household pets as required by law
- Documentation of annual training
- Safety plans
- Social media confidentiality documentation
- Surveillance documentation if applicable
- Floor plan
- Annual water test results if applicable
- Approved alternate fire escape route if applicable
- Documentation of quarterly monitoring visits, including unannounced visits
- Documentation of annual re-evaluations
- Reports of non-compliance with licensing standards including findings and any corrective action plans
- Closing summary

The foster family record shall be maintained in the order as listed above.

The foster family record shall be kept for five (5) years from the date of discharge, unless otherwise specified by Arkansas Law.

Confidentiality

Policy

Second Chance Ranch shall be required to hold in confidence all information related to agency personnel, personnel files, agency internal affairs, records, foster parents and clients. Any breach of confidentiality shall require immediate corrective action.

Procedure

Confidentiality: Second Chance Ranch will safeguard information given by youth. Second Chance Ranch will obtain the youth's informed written consent before releasing confidential information, except when the consent to disclose is permitted by law or required by judicial order. If the youth is a minor, then the written consent will be made with the minor and the legal guardian or representative. All information regarding children and their families shall be kept strictly confidential and may only be released with the consent of parent/guardian, except to authorized persons or agencies. All foster parents must sign a social media confidentiality agreement, assuring that they understand the importance of protecting the child's confidentiality through social media.

The operations of Second Chance Ranch are governed by the laws, rules, and regulations of many government agencies, as well as by our own policies and procedures. Second Chance Ranch has committed to consistent compliance with all applicable regulatory requirements. As such, significant resources are used to ensure compliance and to develop a policy and procedures manual that provides clear direction.

As a representative of Second Chance Ranch, foster parent's responsibility is to comply with all regulatory requirements, licensing standards, DCFS standards, and policies and procedures that apply to them. Their compliance is a condition of continued affiliation and/or employment with Second Chance Ranch.

Second Chance Ranch has a mission to ameliorate issues that are destroying families and children. These are extremely private and personal issues. It is of the utmost importance to respect the individual's and family's right to privacy. Not only is this a policy of Second Chance Ranch but it is a state and federal law to do so. In addition, information about employees, financial status, internal operations, and other proprietary information is strictly confidential. You are not to disclose any confidential information without proper authorization.

All Second Chance Ranch staff shall be required to sign a written Confidentiality Agreement (Policy A302.01) honoring all agency policies related to confidentiality.

All Second Chance Ranch personnel files and case records shall be maintained in a double locked environment, i.e., in a locked file cabinet in a locked room.

Information from agency personnel files and client records shall never be shared without appropriate written authorization. In addition, disclosure of information is to be authorized by the executive director, board of directors, clinical/program director, or approved designee prior to release of information.

Any known breach of confidentiality, written or verbal, shall require immediate corrective action by the executive director and/or clinical/program director. Factors that will be considered are as follows:

- Knowing or deliberate infractions verses those that arise from carelessness and/or poor judgment
- Intention of the perpetrator and the seriousness of the breach of confidentiality
- Employment history at Second Chance Ranch

Corrective action may range from written warnings to termination.

Information for Evaluation
Bid Number 710-20-0018
RFP Description: Specialized Private License Placement Agency
Vendor: Second Chance Youth Ranch

E.1 Minimum Qualifications

A. Provide information regarding staffing. Identify key personnel that will execute the requirements of this RFP. Include name, status, (full time or part time employee), title, role, responsibility, and credentials. 2.2B

Vendor Response:

Perry Black (part time non-paid employee)

Founder/Chief Executive Officer (resume attached- Attachment #1)

-strategic planning

-building projects general contractor

-operations oversight

Chad Strike, Licensed Clinical Social Worker (full time employee)

Clinical Director with a Master Degree in Social Work (resume attached- Attachment #2)

-ensure that all therapeutic needs of the children are fully met

-admission and discharge of children

-communication with Family Service Workers

-support and emergency interventions for foster parents and children

-PRIDE training for new foster parents (certification attached- Attachment #3)

-SAFE home studies (certification attached- Attachment #4)

Rachel Hubbard, Qualified Behavioral Health Provider (full time employee)

Operations Director with a Bachelor's Degree in Early Childhood Education (resume attached- Attachment #5)

-recruitment and screening of potential foster parents

-support and emergency interventions for foster parents and children

-coordination of support and resources for foster parents and children

-ensuring that all foster families continually meet minimum licensing standards

-ensuring that Second Chance Ranch fulfills all contractual obligations

-PRIDE training for new foster parents (certification attached- Attachment #6)

Billy Hubbard, Qualified Behavioral Health Provider (full time employee)

Operations Director (resume attached- Attachment #7)

-recruitment and screening of potential foster parents

-oversight of buildings and maintenance

-ensuring that all foster families continually meet minimum licensing standards

-managing projects and planning logistics

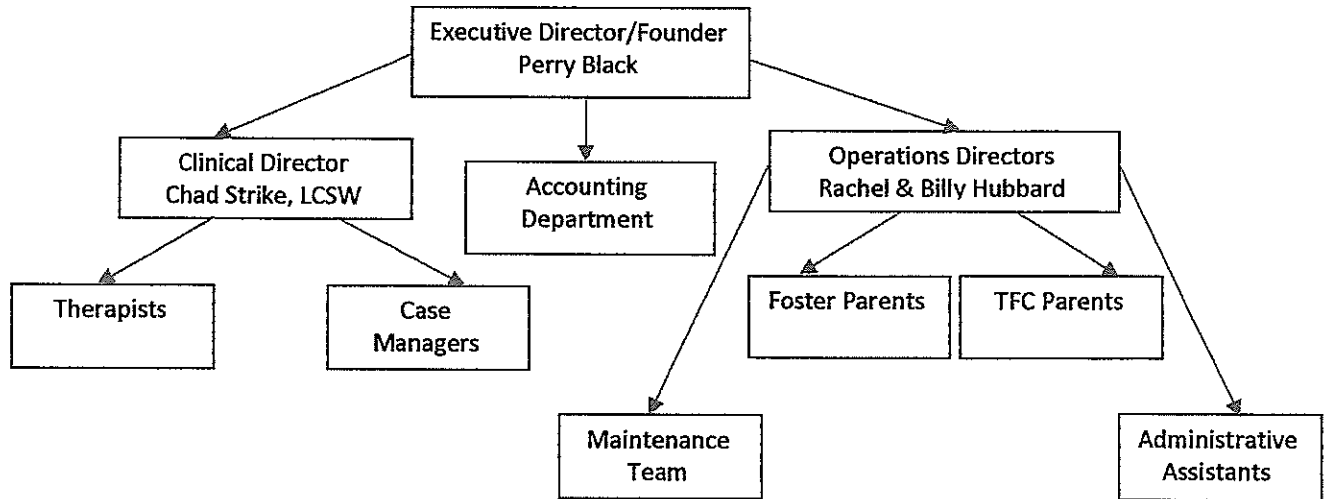
Amanda Lutz (full time employee)
 Administrative Assistant (resume attached- Attachment #8)
 -background checks for foster parents
 -maintaining records
 -communication with supporting departments and organizations

Cindy Golden (part time employee)
 Accounting Executive with an Associate’s Degree in Accounting (resume attached- Attachment #9)
 -process invoices for monthly billing through the CHRIS Financial Module
 -monthly reports to DCFS (by the 10th of each month)
 -monthly certification of compliance to DCFS
 -balance overall budget

Harley Duff (full time employee)
 Bookkeeper with a Bachelor’s Degree in Accounting (resume attached- Attachment #10)
 -collecting receipts for expenditures and documenting use of funds
 -assist in balancing overall budget
 -calculate and facilitate payments to foster parents

B. Provide an organizational chart displaying the overall business structure. 2.2C

Vendor Response:



C. Describe how the vendor proposes to maintain sufficient staffing levels to ensure successful implementation of the Scope of Work. 2.2C

Vendor Response:

Second Chance Ranch uses four techniques in order to maintain sufficient staffing to ensure successful implementation of the proposed work. The first technique is training. All staff start from day one with extensive training. Training is then carried out on a regular basis and based

on the individual needs of each staff member. The view is that when trained, the staff member/foster parent feels more comfortable completing his/her work, and he/she becomes less likely to burn out. The second technique is through regular staffing. The directors meet with all staff on a regular basis. Staffing serves to educate, support and evaluate how staff members are doing in their required tasks. Regular staffing helps staff and foster parents to feel connected and held accountable for their tasks. The third technique to maintain sufficient staff is through support. Clear lines of communication and frequent contact helps staff to feel supported and given the message they are not alone. By creating a community feeling, staff feel connected and not isolated. The fourth technique involves maintaining a year-round recruitment campaign; a waiting list of potential foster parents helps to ensure that new teammates will be available when needed.

D. Submit a brief history, including the number of years of experience in providing social work or work in a child welfare related field. 2.2D

Vendor Response:

Second Chance Youth Ranch began serving children in the foster care system on December 5, 2005. Since that time, hundreds of children and their families have found hope and healing through the Ranch. Second Chance Youth Ranch has not only served as "home" and as an extension of each child's family, but the Ranch has also provided home based trauma informed therapy for each child.

The Ranch's leadership team has been committed to being a positive force in the world of child welfare for many years as well. Founder, Perry Black, spent much of his childhood in a group foster home alongside his mother who served as a house parent. He had a desire to impact children and teenagers from that young age, and he has been involved in daily ministry to young people from all walks of life since 1973. Clinical Director, Chad Strike, has been involved in working with youth in crisis since 2001. He has served as a therapist, emergency response member, and director of social services in various settings including clinics, children's homes, and behavioral hospitals. Operations Directors, Rachel and Billy Hubbard have served as both campus foster parents and administrators at Second Chance Youth Ranch since 2007. They also travel the state providing trauma sensitive training to teachers, school counselors, foster parents, and adoptive parents.

E. Submit a minimum of three letters of recommendation, from three different sources, describing the work performed relative to the Scope of Work. Letters must be dated within the last six months. 2.2E

Vendor Response:

Three letters of recommendation are provided from the following sources-

-Senator Kim Hammer, Arkansas State Senator (letter attached- Attachment #11)

-Martha Wall Whitfield Ph.D., Principal Arkansas Consolidated High School at Arkansas Juvenile Assessment and Treatment Center (letter attached- Attachment #12)

-Jennifer Lattin, Administrator Arkansas Christian Academy (letter attached- Attachment #13)

E.2 Approach to Scope of Work

A. Describe your ability to provide the services described in this RFP statewide. 2.3A

Vendor Response:

Second Chance Youth Ranch has worked closely with DCFS for over 14 years now. We have had close relationships with county offices, area directors, and central office in order to provide statewide coverage of youth that need placement. This has been carried out through 24-hour phone access and transport assistance at times in order to ensure children and youth are able to find a quality placement. Over the past year, we have worked to reunite siblings that have been separated. Second Chance Youth Ranch plans to provide services described in the RFP statewide in the following manner:

- 1) In 2019 Second Chance Youth Ranch approached the Child Welfare Licensing Board in order to be identified as a Private Licensed Placement Agency. This was done in order to slowly transition our residential care homes in foster homes. All necessary documents and requirement have been made to obtain this license (see attachment- Attachment #14).
- 2) Second Chance Youth Ranch has reviewed DCFS policies and procedures in order to make sure appropriate actions are taken in serving children and youth throughout Arkansas. Second Chance Youth Ranch policies and procedures have been revised and written in order to carefully match all DCFS policies and procedures.
- 3) See detailed plan regarding Second Chance Youth Ranch's compliance with polices later in the response packet (described in Section E.2 B).
- 4) See Second Chance Youth Ranch's plan to execute the scope of work independent of DCFS later in the response packet (described in Section E.2 C).
- 5) All youth placed with Second Chance Youth Ranch will be placed in a foster family home; only DCFS children will be placed into DCFS slots. In order to ensure stability and avoid disruptions, services will be provided in the foster home. Each foster child/youth will be assigned a therapist (MHP-Mental Health Professional) along with a case manager (QBHP-Qualified Behavioral Health Professional) that will work with children/youth on a weekly basis.
- 6) Beds that have been identified under the contract will be used exclusively for DCFS to place youth.
- 7) See detailed description of Second Chance Youth Ranch admissions criteria later in response packet (described in Section E.2 D).
- 8) See detailed description of Second Chance Youth Ranch efforts to support DCFS in the mission of reunification and achieving permeance later in response packet (described in Section E.2 E).
- 9) Second Chance Youth Ranch will make all efforts to prevent children/youth from disrupting placements. When a child/youth does require to be moved, then the clinical director will state in written the request for the child/youth to be moved to another home within the program within 24 hours of the move. The clinical director

will identify the reasons for the requested move, and obtain permission from the DCFS Family Service Worker.

- 10) Each child/youth within the program at Second Chance Youth Ranch will have a treatment team that is made up of a MHP, QBHP, and foster parent. The MHP and QBHP will develop a written plan to address emotional and behavioral issues along with preventing placement disruptions. The MHP and QBHP will be available on a 24-hour basis to address any crisis interventions that arise. The clinical director and operations directors will also be available when needed to address crisis interventions that take place. If a child/youth disrupts from the program and is not an imminent safety risk, then the clinical director will provide a 30-day notice to the DCFS Family Service Worker.
- 11) Each child/youth will receive a mental health assessment by an MHP within 30 days of admission. Mental health services will be provided to children/youth by a MHP, QBHP, and APN/Psychiatrist when applicable. Services will be provided on at least a weekly basis.
- 12) All mental health services will be provided by qualified and licensed mental health professionals and qualified behavioral health professionals. Mental health services will be supervised by the Clinical Director to ensure appropriate services are provided.

B. Describe how vendor plans to comply with DCFS policy and procedures. 2.3A3

Vendor Response:

Second Chance Youth Ranch has carefully reviewed the DCFS policies for Private Licensed Placement Agencies. In accordance with the requirements, Second Chance Youth Ranch plans to do the following in order to comply with the policies and procedures.

A. Policy VI-P: Private Licensed Placement Agency Resource Homes.

Second Chance Youth Ranch will be responsible for completion and maintaining of the following with each foster parent that is recruited:

- Completion of all background checks
- Preservice training
- SAFE Home Study
- Continuing education and support to the foster parent
- Requests for changes in placement
- Assistance and implementation of reasonable and prudent parent standard
- Use of all types of alternate care
- Allegations of child maltreatment involving the resource home

Second Chance Youth Ranch will monitor each resource home through a minimum of quarterly and annual reevaluations. Second Chance Youth Ranch will also provide intensive supervision and support in order to assure appropriate services and care is taken to all children/youth placed in the resource homes. Each resource home will have a case manager that will be assigned to provide support and assistance for each child/youth placed in the home. The case manager will conduct at least

monthly visits to check in with the foster parents and children in the home. Second Chance Youth Ranch will assess each child prior to placement to ensure the child is placed in the resource home that best meets his/her needs. A child needing placement will have priority for placement in a certain resource home when the following conditions exist: the child has a sibling currently in the resource home, the child is a child of a youth in the home, the child has previously been in the home and now is seeking readmission. Second Chance Youth Ranch will assess each resource home to ensure they are financially stable and able to take care of the needs of the house apart from the foster care board payment. If a child is available for adoption and the foster family has expressed interest in adopting, then Second Chance Youth Ranch will work with DCFS to determine if adoption is possible.

Second Chance Youth Ranch will work with DCFS regarding placements in the resource homes. Second Chance Youth Ranch will review the Specialized Placement Referral Form for each child/youth referred in order to determine if Second Chance Youth Ranch is able to meet the child's/youth's needs. The form will be reviewed with the foster parents and placement will be made when everyone at Second Chance Youth Ranch agrees.

B. Policy VII-A: Resource Homes Definition and Purpose

Second Chance Youth Ranch exists to provide abused, neglected and at-risk youth in foster care a safe living environment while providing quality family centered services to ameliorate crisis in the youth's life and to enhance individual and family functioning by addressing the physical, emotional, and spiritual needs of the children served. Second Chance Youth Ranch will provide an authentic family experience for each foster youth in our care, for as long as they are in our care. Second Chance Youth Ranch will recruit families that will be opened as resource homes in order to provide foster care on a 24-hour basis to youth in DCFS custody in a family like setting. Each resource home will use the reasonable and prudent standard for children/youth in the home. Each home will meet applicable Minimum Licensing Standards of the Child Welfare Agency Review Board.

C. Policy VII-C: Resource Home Assessment Process

Second Chance Youth Ranch will endeavor to carefully consider each potential foster home, in an attempt to ensure that homes are safe, stable, and loving environments well suited for raising children and helping them to heal from past traumas.

Second Chance Youth Ranch will complete a **SAFE home study** for each potential foster home, including at least 2 visits in person with the foster parents and one visit to the home. Each age appropriate member of the household will be interviewed. The home study will include the following information...

-foster parent must be at least 21 years of age

- be a US citizen or a legal permanent resident
- demonstrate stable relationships
- verification of marriages and divorces
- motivation (explanation of why the family wants to foster)
- household composition (legal name of each household member, birth dates, relationships to one another, brief physical description)
- housing (address, location, type of structure, length of time at residence, housekeeping standards and upkeep, future residence plans, sleeping arrangements)
- safety hazards (safety assessment including water hazards, dangerous pets, etc.)
- income and expenses (employment history past 6 years (duration, salary, duties, title, degree of job security, hours), other sources of income, monthly living expenses, outstanding debts, insurance)
- health (current health of family members, prior illnesses/medical problems, disabilities, clinic or doctor utilization and frequency of use, counseling (when and purpose), hospitalization for any reason (including mental illness or substance abuse)
- education (parents' educational attainment, future education plans, parenting classes attended)
- childcare arrangements (plans as related to working hours and income)
- child rearing practices (purpose of behavior management, guidance practices, displays of affection, handling stress, allowance, chores, homework)
- daily schedule
- social history (verification of marriages, divorces, children, relational support systems, future plans, significant extended family members not living in home, significant problems (personal, developmental, personality, legal))
- family activities (religious interests, social organizations, activities with children, family roles)
- impressions, conclusions, recommendations (evaluation of the family's situation and ability to provide for a child)
- approval (recommend the number, age, gender, and other characteristics of children whom the home is approved to provide care)

Second Chance Youth Ranch will inspect each potential foster home for **physical requirements** that will be conducive to a safe living environment. A current floor plan of the home with room dimensions for all rooms used for sleeping shall be in the foster home record. Physical home inspection will ensure that the home meets the following standards...

- accessible to community resources
- clean and free of hazards
- continuous supply of sanitary drinking water (if not municipal water system, then annually approved by health dept)
- flush toilet, sink with running water, tub or shower with hot/cold running water
- operational smoke detector within 10 feet of kitchen and each bedroom

- chemical fire extinguisher near cooking area
- documented emergency evacuation drills with each new child and quarterly
- heating units with hot external areas screened or shielded
- one exterior door that exits to outside of the home or alternate fire escape route
- accessible phone for children
- space for storing foster child's clothes and personal belongings
- current rabies vaccination records for household pets
- firearms locked in secure location or trigger lock (ammunition locked separately or stored in a safe)
- safety plan for any hazards signed by caregivers and agency rep
- a current floor plan of the home with room dimensions for all rooms used for sleeping will be in the foster home record.
- manufactured homes must have approved tornado safety plan signed by caregivers and agency rep

Second Chance Youth Ranch will inspect each potential foster home to ensure that adequate **sleeping arrangements** are provided for each child. Sleeping arrangements must meet the following standards...

- bedrooms must provide privacy
- 50 square feet of floor space per occupant
- window to the outside for emergency escape
- items that block access to the emergency escape window (bars, grates, etc.) only allowed if can be removed from inside without the use of key, tool, or force greater than normal operation of window (these types of escapes will require a working smoke detector in the room)
- no more than 4 children per bedroom
- each household occupant must have a bed with mattress, sheets, pillow, pillowcase, adequate cover (all good condition)
- opposite gender children will not share bedroom if either child is over 4 years old (except for a parent in foster care with her child)
- no children will share bed if child is 4 years or older
- no child under 6 years shall occupy a top bunk
- foster children (except infants under 2 years) will not share a sleeping room with adults
- cribs must have current certification of compliance with CPSC standards
- children 12 months of age and below must be placed flat on back to sleep
- bedding changed at least weekly

Second Chance Youth Ranch will grant **approval of foster homes** that meet all the afore mentioned criteria and the following additional criteria...

- 3 positive personal references from non-family members
- physical exam for each family member within 12 months before initial approval
- minimum of 10 hours of pre-service training (excluding CPR/First Aid)

- First Aid/CPR certification including hands on skills based training and practical testing (exclusively online training not accepted) before child is placed in home
- foster parents caring for infants will have up-to-date pertussis vaccine.
- foster parents caring for infants and children with special needs will have up-to-date influenza vaccine.
- homeowner or renter insurance and general liability insurance documentation
- not operating as a child care family home
- not providing compensated care for non-related adults in the home (unless transitional care for a youth aging out of foster care)

All resource homes with Second Chance Youth Ranch will be identified as a non-smoking resource home.

Second Chance Youth Ranch will provide pre-service training to all foster families prior to placement of a child in their homes. The pre-service training will include the following:

- 27 hours of Foster/Adopt PRIDE
- legal rights
- roles, responsibilities and expectations of resource parents
- agency structure, purpose, policies, and services
- laws and regulations as related to resource homes and/or foster children
- the impact of childhood trauma
- managing child behaviors
- medication administration
- the importance of maintaining meaningful connections between the child and parents, including regular visitation

Second Chance Youth Ranch will provide an annual approval letter for each foster home, documenting that the home is continuing to meet all expectations.

D. Policy VII-G: Alternate Care for Children in Out-of-Home Placement

Second Chance Youth Ranch believes that foster parents need periodic breaks to refresh themselves, so they can provide the highest quality of care to the children in their home. If a child must be removed due to distress or emergency circumstances, then providing an excellent continuum of care will be top priority.

Foster families may use child care on a routine basis when age appropriate for the child placed in the home. The child care facility must be licensed by The Division of Child Care and Early Childhood Education or on the Voluntary Child Care Registry.

Foster families may set up occasional babysitting. Babysitting must not exceed 8 hours at a time. Foster families must have approval by Second Chance Youth Ranch Administration for individuals selected to babysit in the home.

Foster Families are able to identify up to 3 Resource Family Support System members at their discretion. RFSS members selected by the foster family will be approved by Second Chance Youth Ranch Administration. A RFSS must be at least 21 years of age. RFSS members must be physically, mentally, and emotionally capable of caring for children for up to 72 hours. RFSS may transport children. RFSS member will not provide care for more than 72 hours at one time regardless of the location in which care is provided and/or regardless of which RFSS is providing care.

Respite care can occur when a child will be outside of the foster parent's care for longer than 72 consecutive hours but for no longer than 7 consecutive days and must be in a DCFS approved home and approved in advance, in writing, by Second Chance Youth Ranch. The respite home must meet all minimum licensing standards and DCFS standards. Second Chance Youth Ranch will re-direct the foster family's board payment to the respite home during the time that the child is staying with them.

In the event that a child must be removed from a home due to distress, emergency, or safety risk, then Second Chance Youth Ranch will make its best effort to place that child in an alternative foster home within the agency.

- E. Excerpt from Pub-30: Resource Parent Handbook
Second Chance Youth Ranch plans to and is capable of meeting all the requirements outlined in the Resource Parent Handbook. Second Chance Youth Ranch feels we have been on the same page with the Parent handbook for some time and look forward to the serving children/youth in this setting.

C. Describe in detail how the vendor plans to execute the Scope of Work independent of DCFS. 2.3A4

Vendor Response:

- A. Second Chance Youth Ranch has worked for over 14 years at recruiting families to care for foster children/youth throughout Arkansas. Second Chance Youth Ranch will continue to recruit families that meet strict criteria in order to have qualified families care for children/youth in each of the foster homes. Second Chance Youth Ranch will ensure all families that are recruited for foster homes will follow all licensing standards. A treatment team and resource support team will be identified for each foster parent in order to provide support and help foster families continue to provide care for many years to come.
- B. Foster families that are recruited by Second Chance Youth Ranch will be informed of and agree to DCFS placing the following children/youth in our foster homes: large sibling groups of 3 or more, children over the age of 13 years of age, and children/youth transitioning from a Qualified Residential Treatment Program.

- C. Second Chance Youth Ranch will complete all background checks, training and complete a Structured Analysis Family Evaluation (SAFE) home study prior to any children/youth being placed in their home.
- D. Second Chance Youth Ranch will stay in compliance with all requirements outlined by the minimum licensing standards. All foster homes will be closely monitored to include but not limited to quarterly visits, and required re-evaluations of the home.
- E. Second Chance Youth Ranch will use Parent Resources for Information, Development, and Education (PRIDE) training for all foster parents it recruits. All foster parents will complete foster pride training prior to placement of youth in the home.
- F. Second Chance Youth Ranch will submit a SAFE home study to DCFS when requesting to open or re-evaluating a home.

D. Describe vendor's admission criteria. 2.3A7

Vendor Response: Second Chance Youth Ranch will only accept children/youth in DCFS custody into DCFS contracted slots, with an emphasis placed on large sibling groups of 3 or more, children over the age of 12, and children transitioning from Qualified Residential Treatment Programs. A full description of Second Chance Youth Ranch's admission criteria has been provided (see attached- Attachment #15).

E. Describe how you will work with DCFS to achieve reunification and permanence for children and youth. 2.3A8

Vendor Response: Second Chance Youth Ranch will fully support DCFS in the mission of reunification and achieving permanence for children and youth. Second Chance Youth Ranch will place siblings in the same home as each other and will assist DCFS in weekly visitation of siblings who have been separated (to include transportation when needed). Second Chance Youth Ranch maintains a company vehicle to help with transportation and several comfortable, private rooms for facilitating family visits. Second Chance Youth Ranch is willing to supervise family visits as needed and will provide family therapy when appropriate. Second Chance Youth Ranch has a history of supporting reunification and adoptions, as evidenced by an openness to working together with these families. This openness has included hosting families on our campus during the day and overnight, including families in birthday and holiday celebrations, providing resources to families, providing advice and counsel to families, displaying pictures of families in the child's foster home, regularly communicating with families as appropriate, sharing parenting decisions with families as appropriate, and visiting/supporting families once a child has transitioned home with them. Second Chance Youth Ranch will comply with licensing and DCFS policy in regards to the Alternate Care Policy.

F. State your plan for continued placement support and crisis intervention surrounding placement disruption. 2.3A10

Vendor Response: Second Chance Ranch is committed to preventing placement disruption for every child in our care. Foster parents will be provided with continual input for handling concerns in the best possible manner. Identifying problems early on will be achieved by having a member of our clinical team in each home multiple times per week. Foster parents will receive regular support, training, help and breaks in order to ensure that they are fully prepared to walk through difficult situations with the children in their care. In cases in which a possible disruption might occur, the entire team will meet and work together to institute a plan of action to prevent that disruption. A member of the administrative team will always be available (24 hours per day, 7 days per week) to provide crisis intervention. That crisis intervention might include anything from a phone consultation to an in-home session to removing the child from the home for a short time to deescalate. All crisis intervention and parenting strategies will follow a trauma informed approach.

G. Explain how you will work with DCFS to achieve visitation. 2.3B

Vendor Response: Second Chance Youth Ranch will comply with, support, and assist with all visitation schedules as developed by DCFS. When permission is granted by DCFS, Second Chance Youth Ranch will be willing to include families in household activities and outings as appropriate, in addition to regularly scheduled visits. Second Chance Youth Ranch holds to the value that regular, continued, meaningful contact with family (pre-adoptive or biological), whenever safe and appropriate, is critical to the stability and healing of children and their families. Foster families will be required to plan their schedules around visitations, and they will be expected to always remain supportive, positive, and helpful regarding visitations. Extra support will be utilized as needed to assist children in successfully transitioning to and from visits.

E.3 Additional Contract Requirements

A. State how the vendor proposes to ensure all employees have required background checks. 2.4C

Vendor Response: Administrative Assistant will maintain up to date files on all employees and foster parents, including an Arkansas State Police criminal background check, Arkansas Child Maltreatment Registry Check, a Vehicle Safety Check, an FBI fingerprint based criminal background check, and an out of state child maltreatment investigation if required. He/she will run a monthly check to identify which background checks might be expiring soon. He/she will coordinate with employees and foster parents in order to ensure that they complete updated background checks as needed every two years.

B. Describe how you will comply with reporting and billing requirements stated in this RFP. 2.4F, G, H

Vendor Response:

The Second Chance Youth Ranch accounting department will be responsible for turning in the monthly report along with invoices for children/youth placed in the program.

- A report will be provided to DCFS by the 10th working day of the month for the preceding month that identifies: names of referrals received, child/youth placed in the program, discharges and reasons for the discharge, and any agency concerns.
- The accounting department of Second Chance Youth Ranch will use the CHRIS Financial Module in order to provide monthly invoices. All invoices will be provided by the 10th of the month.
- Second Chance Youth Ranch accounting department will also submit a certification of compliance with performance indicators with the month report and invoice.

C. Describe your record retention and confidentiality policies. 2.4I

Vendor Response:

Administrative Assistant is responsible for record keeping (see attached policy- Attachment #16). Records are kept on site at our Benton, AR campus at 201 Destined to Win Road.

All information regarding children and their families shall be kept strictly confidential and may only be released with the consent of the parent/guardian, except to authorized persons or agencies (see attached policy- Attachment #17). All foster parents and staff members must sign a confidentiality agreement (to include social media), assuring that they understand the importance of protecting each child/family's confidentiality and legally binding them to protect their confidentiality. Any known breach of confidentiality, written or verbal, shall require immediate corrective action by the administrative team; corrective action may range from written warnings to termination. Information from agency files/records shall never be shared without appropriate written authorization.