

SECOND AMENDMENT TO AGREEMENT

THIS SECOND AMENDMENT TO AGREEMENT (hereinafter "Amendment") is made and entered into this 18th day of June, 2024, by and between COUNTY OF FRESNO, a Political Subdivision of the State of California, Fresno, California (hereinafter "COUNTY"), and Centro La Familia Advocacy Services, a California non-profit corporation, whose address is 302 Fresno Street, Suite 102, Fresno, CA, 93706, (hereinafter "CONTRACTOR").

WITNESSETH:

WHEREAS, COUNTY and CONTRACTOR entered into Agreement number A-20-404, dated October 6, 2020, pursuant to which CONTRACTOR agreed to provide research-based and evidence-informed home visitation services to underserved families with children ages 0-5 to COUNTY; and

WHEREAS, COUNTY and CONTRACTOR entered into a First Amendment number A-22-287, dated June 21, 2022, to continue the services for an extended term of July 1, 2022 to June 30, 2024 (Agreement number A-20-404 and First Amendment number A-22-287, collectively, shall be referred to herein as "Agreement"); and

WHEREAS, COUNTY and CONTRACTOR now desire to amend the Agreement in order to revise the scope of work to provide home visitation services to unduplicated families with at least one (1) parent/caregiver attending each visit and continue services for an extended term of July 1, 2024 to June 30, 2026.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows:

1. That all references in the Agreement to "Revised Exhibit A" shall be changed to read "Second Revised Exhibit A", where appropriate, attached hereto and incorporated herein by reference.

2. That all references in the Agreement to "Revised Exhibit B" shall be changed to read "Second Revised Exhibit B", where appropriate, attached hereto and incorporated herein by reference.

3. Section 3 of the Agreement, located on page 2, lines 5 through 10, is deleted in its entirety and replaced with the following:

"The initial term of this Agreement shall be for a period of six (6) years, commencing on July 1, 2020 through and including June 30, 2026."

1 COUNTY and CONTRACTOR agree that this Amendment is sufficient to amend the
2 Agreement and, that upon execution of this Amendment, the Agreement and this Amendment together
3 shall be considered the Agreement.

4 The parties agree that this Amendment may be executed by electronic signature as provided in
5 this section. An "electronic signature" means any symbol or process intended by an individual signing
6 this Amendment to represent their signature, including but not limited to (1) a digital signature; (2) a
7 faxed version of an original handwritten signature; or (3) an electronically scanned and transmitted (for
8 example by PDF document) of a handwritten signature. Each electronic signature affixed or attached
9 to this Amendment (1) is deemed equivalent to a valid original handwritten signature of the person
10 signing this Amendment for all purposes, including but not limited to evidentiary proof in any
11 administrative or judicial proceeding, and (2) has the same force and effect as the valid original
12 handwritten signature of that person. The provisions of this section satisfy the requirements of Civil
13 Code section 1633.5, subdivision (b), in the Uniform Electronic Transaction Act (Civil Code, Division 3,
14 Part 2, Title 2.5, beginning with section 1633.1). Each party using a digital signature represents that it
15 has undertaken and satisfied the requirements of Government Code section 16.5, subdivision (a),
16 paragraphs (1) through (5), and agrees that each other party may rely upon that representation. This
17 Amendment is not conditioned upon the parties conducting the transactions under it by electronic
18 means and either party may sign this Amendment with an original handwritten signature.

19 The Agreement, as hereby amended, is ratified and continued. All provisions, terms,
20 covenants, conditions and promises contained in the Agreement and not amended herein shall remain
21 in full force and effect.

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1 IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment to
2 Agreement as of the day and year first hereinabove written.

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4 **CONTRACTOR**
5 **Centro La Familia Advocacy Services**


6 Margarita A. Rocha
(Authorized Signature)

7 Margarita A. Rocha, Executive Director
8 Print Name & Title

9 302 Fresno Street, Suite 102

10 Fresno, CA 93706
11 Mailing Address

COUNTY OF FRESNO


Nathan Magsig, Chairman of the Board
of Supervisors of the County of Fresno

ATTEST:
Bernice E. Seidel
Clerk of the Board of Supervisors
County of Fresno, State of California

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17 By: 
Deputy

18 FOR ACCOUNTING USE ONLY:

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20 Fund: 0001
21 Subclass: 10000
22 ORG: 56201706
23 Account: 7295

SCOPE OF WORK

Centro La Familia Advocacy Services

DESCRIPTION OF SERVICES

CONTRACTOR's Community Health Team services must directly serve Fresno County families and children ages 0-5 who are not being served by other home visitation programs. CONTRACTOR may obtain client referrals on their own or from COUNTY's Department of Public Health (DPH). All referrals received will be screened to ensure the client is not being served by other home visitation programs.

CONTRACTOR will administer an Edinburgh Postnatal Depression Scale (EPDS) or Patient Health Questionnaire-9 (PHQ-9) as well as a needs assessment for all families served.

Community Health Team home visitation staff will consult with the DPH PHN for guidance and support on medically challenging cases and complete joint home visits as needed.

CONTRACTOR will adhere to all terms and conditions set forth in the First 5 Fresno County (F5FC) Funded Partner Manual (<https://www.first5fresno.org/forms-docs/>) and the California Department of Public Health (CDPH) - Maternal, Child and Adolescent Health (MCAH) Division's Fiscal Administration Policy and Procedure Manual (<https://www.cdph.ca.gov/Programs/CFH/DMCAH/Pages/Fiscal-Documents.aspx>) as it pertains to subcontractors of funded recipients.

COLLABORATIVE MEETINGS

Approximately three (3) home visitors will meet with the DPH PHN two (2) times per month for case consultations, trainings and other program issues. Sign-in sheets are required for each meeting. Data is required to be entered in the F5FC database on a quarterly basis.

PARENT PARTNERSHIP HOME VISIT

Home visit services will be focused on the parent, but children ages 0-5 in the home will also receive services. CONTRACTOR will provide services in accordance with their research-based home visitation model. Services must be completed in the home or similar setting. Teleconferencing can be utilized in lieu of home visitation due to COVID-19 precautions until restrictions are lifted.

- Fifty (50) unduplicated families will receive home visitation services with at least one (1) parent/caregiver attending each visit.
- Each home visitor will carry a caseload of approximately fifteen (15) clients.
- Home visits will be conducted at least once a week per client for at least six (6) months. Each home visit will last approximately one (1) hour.

Data is required to be entered in the F5FC database on a monthly basis.

DEVELOPMENTAL SCREENING

Each child client ages 0-5 will receive an ASQ and ASQ:SE developmental screening for a total of forty-five (45) ASQs and forty-five (45) ASQ: SEs. Data is required to be entered in the F5FC database on a monthly basis.

REFERRALS

Fifty (50) children and/or parents will receive referrals to community resources (e.g., primary care physician, early intervention, school district, mental health, Help Me Grow Fresno County, day care, preschool, housing, cash aid, or food assistance). Data is required to be entered in the F5FC database on a monthly basis.

DOCUMENTATION AND DATA COLLECTION

CONTRACTOR will collect and report data on all client services as outlined above including client eligibility, demographics, screenings and referrals/interventions completed.

CONTRACTOR will submit a brief quarterly narrative addressing target population, intent of service, short story, challenges, barriers and any program family event(s) as described in the Quarterly Narrative and Aggregate Reports section of the F5FC Funded Partner Manual to COUNTY by the 5th of the month following the end of each quarter.

TIME STUDY

All Community Health Team staff will prepare and submit time studies quarterly to COUNTY in order to receive leveraged federal funding. CDPH MCAH program requires all personnel that are funded by Federal Title XIX to prepare and submit a time study at least once per quarter.

Centro La Familia Advocacy Services

July 1, 2024 - June 30, 2025

BUDGET CATEGORIES	Annual Salary	Total Cost	Description of Role/Justification
PERSONNEL/STAFFING EXPENSES			
Program Manager (0.20 FTE)	\$67,509.00	\$13,501.80	Coordinate all facets of the program, ensuring program fidelity and serving as liaison with the DSS. Calculated at 20% of current salary
Program Supervisor/Home Visitor (1.0 FTE)	\$50,700.00	\$50,700.00	Supervise the other home visitation staff, track and report program data, and serve as a home visitor. Calculated at \$26 per hour.
Home Visitor (1.0 FTE)	\$44,850.00	\$44,850.00	Conduct home visitation services to parents with children 0-5 years of age in targeted communities. Utilizing the Growing Great Kids (GGK) curriculum, Home Visitors will provide parent education, child development, and support and linkages to services. Calculated at \$23 per hour.
Home Visitor (1.0 FTE)	\$44,850.00	\$44,850.00	Conduct home visitation services to parents with children 0-5 years of age in targeted communities. Utilizing the Growing Great Kids (GGK) curriculum, Home Visitors will provide parent education, child development, and support and linkages to services. Calculated at \$23 per hour.
Subtotal Personnel		\$153,901.80	
Payroll Taxes (8.7 % of Personnel)	8.7%	\$13,389.00	Payroll taxes include FICA and SUI (on first \$7,000).
Benefits (18 % of Personnel)	18.0%	\$27,702.00	Benefits include health insurance (medical and dental) and retirement.
Total Personnel Expenses		\$194,992.80	
NON-PERSONNEL EXPENSES			
Insurance		\$2,427.67	
Worker's Compensation		\$2,077.67	\$1.35 per \$100 of payroll.
General Liability		\$350.00	5% of \$7,000 annual. Includes general liability and auto insurance.
Communications		\$1,531.20	
Cell Phones		\$1,344.00	Cell phones necessary for 3.20 FTE staff use on home visits and services. 3.20 FTE x \$35 per month.
Telephone Landlines		\$43.20	Landline portion needed for administrative and support work in office. 3% x \$120 per month.
Internet Services		\$144.00	Internet needed for program, administrative and support work. 3% x \$400 per month.
Office Expense		\$2,400.00	
Office Supplies		\$1,200.00	Includes paper, pens, desktop supplies, file folders, mailing, computer supplies (Ethernet and USB cables), envelopes (small and large), and printer ink. \$100 per month.
Printing/Copying		\$900.00	The GGK curriculum requires extensive printing as lessons and documents are provided to families weekly. (5,000 copies/month @ \$0.015 per page)

	Postage	\$300.00	Postage for information mailed to families. \$25 per month.
Equipment		\$228.60	
	Copier Lease	\$174.60	Portion of copier to be used by Home Visitation staff. 3% x \$485 per month.
	Server Maintenance	\$54.00	Portion of server cost to be used by Home Visitation staff. 3% x \$150 per
Facilities		\$7,176.00	
	Office Rent	\$4,800.00	Office rent for staff offices @ 3.2 FTE x 100 sq. ft. x \$1.25 per sq. ft. per month. Office rent necessary to provide workspace for home visitation staff.
	Utilities	\$864.00	Gas, electric, water allocated at 3% of \$2400 per month based on program
	Janitorial	\$1,512.00	Janitorial allocated at 3% of \$4200 per month based on program staff.
Travel		\$6,971.08	
	Training	\$4,945.00	Staff training and certification which includes GGK: certifications (\$1,775 x 2), tuition (\$100 x 2), handouts (\$795 x 1) and Supervisor Packet (\$400 x 1) and other staff development such as child development, child abuse prevention, and parent resiliency.
	Staff Mileage	\$2,026.08	Mileage @ \$0.67/mile for staff travel to homes, administration and trainings. For example, Mendota round-trip is 70 miles. 3 trips per week = 210 miles, or 840 miles per month x 3 FTE. Staff will car pool when possible.
Program Supplies		\$7,800.00	
	Program Supplies for Families	\$7,200.00	Program supplies will be needed to support families. Supplies include diapers, emergency food, children's clothing, and family emergency assistance. Average approx. \$15 per month per family, based on average of 40 families x 12 months. Supplies for families for home visitation services including folders, binders, journals, pens, pencils, poster boards, calendars, etc.
	Outreach Materials	\$600.00	Outreach materials include brochures, flyers, business cards, etc., and average \$50 per month.
Fiscal and Audits		\$3,930.00	
	Financial Services	\$3,600.00	Charged at 3% of monthly charge of \$10,000 per month x 12 months. Services provided for paying bills, processing payroll, and providing required grant
	Audit Services	\$330.00	Allocated at 3% of \$11,000 fee to provide annual audited financial statements as required.
Total Non-Personnel Expenses		\$32,464.55	
INDIRECT/OVERHEAD EXPENSE 15% of Direct Expenses (Direct Expenses = Personnel + Non-Personnel)		\$33,771.65	Will cover administrative cost for the program including payroll fees and staff time not included in direct program costs: Executive Director, Fiscal Clerk, and Administrative Assistant. Other costs allocated to all programs based on the Cost Allocation Plan.
TOTAL EXPENSES (Personnel + Non-Personnel + Indirect)		\$261,229.00	

Centro La Familia Advocacy Services

July 1, 2025 - June 30, 2026

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