

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 Exceptional Parents Unlimited, a California non-profit corporation, whose address is 4440 North Fresno Street, Fresno, CA, 93726, (hereinafter "CONTRACTOR").

WITNESSETH:

WHEREAS, COUNTY and CONTRACTOR entered into Agreement number A-20-405, 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-22-288, dated June 21, 2022, to continue the services for an extended term of July 1, 2022 to June 30, 2024 (Agreement number A-20-405 and First Amendment number A-22-288, 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 **Exceptional Parents Unlimited**

COUNTY OF FRESNO

6 *Lowell J. Ens.*
(Authorized Signature)


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

7 *Lowell J. Ens, President/CEO*
8 Print Name & Title

9 *4440 N. First St*

10 *Fresno, CA 93726*
11 Mailing Address

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

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17 By: *Hanan*
Deputy

18 FOR ACCOUNTING USE ONLY:

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20 Fund: 0001

21 Subclass: 10000

22 ORG: 56201706

23 Account: 7295
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SCOPE OF WORK

Exceptional Parents Unlimited

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 including DPH.

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 set forth in the First 5 Fresno County 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/FiscalDocuments.aspx>) as it pertains to subcontractors of funded recipients.

COLLABORATIVE MEETINGS

Approximately two (2) 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 a 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 seventeen (17) clients.
- Home visits will be conducted once per week for at least 9 months. ☐ Visits will last approximately ninety (90) minutes.

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, medical referrals, 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.

Exceptional Parents Unlimited
 July 1, 2024 - June 30, 2025

BUDGET CATEGORIES	Annual Salary or Hourly Rate	Total Cost	Description of Role/Justification
PERSONNEL/STAFFING EXPENSES			
Director of Parenting Services (.10 FTE)	\$90,000.00	\$9,000.00	Oversight of program & supervision of LAP Manager, Behavioral Health Clinician, and Data Management Assistant.
LAP Supervisor (.50 FTE)	\$28.00	\$29,120.00	Supervision of Home Visitors, monthly reporting , assist with time studies.
Behavioral Health Clinician (.4 FTE)	\$39.39	\$32,772.00	Provides mental health assessment, mental health consultation & support to families, & linkages to mental health services for long-term treatment.
Home Visitor (.9 FTE)	\$23.00	\$43,056.00	Provides direct services to families, facilitates Nurturing Parenting curriculum, conducts ASQ/ASQ:SE, and provides linkages to Help Me Grow and other community resources.
Home Visitor (1.0 FTE)	\$24.00	\$49,920.00	Provides direct services to families, facilitates Nurturing Parenting curriculum, conducts ASQ/ASQ:SE, and provides linkages to Help Me Grow and other community resources.
Data Management Coordinator (0.10 FTE)	\$31.00	\$6,448.00	Responsible for entering data for families in the program into the data system, file management, and clerical support for the program.
Subtotal Personnel		\$170,316.00	
Benefits (22.5 % of Personnel)	22.50%	\$38,321.00	Includes Health, Dental & Vision Insurance, Pension, FICA, SUI, & Worker's Compensation Insurance.
Total Personnel Expenses		\$208,637.00	
NON-PERSONNEL EXPENSES			
Communications		\$2,760.00	Telephone & Internet service budgeted @ \$140/mo. X 12 mos. = \$1,680. Cell phone reimbursement for staff using personal phones for business purposes budgeted at \$30/mo. X 3 FTE's x 12 mos. = \$1,080. Total = \$2,760.
Office Supplies		\$3,596.00	Office supplies, paper, postage, shredding, data system licenses, employee verifications, and outreach supplies budgeted at \$131.25/mo. x 12 mos. = \$1,575. Apricot license is \$652 x 3.10 FTE= \$2,021. Costs are budgeted based upon FTE's per program. Cost to this program is approximately 3% of total Agency cost.
Facilities		\$12,600.00	Cost of facilities & utilities is allocated based upon FTE's per program. Facility cost is budgeted at \$970/mo. X 12 mos. = \$11,640, which is approx. 3% of total cost. Utilities budgeted @ \$80/mo. X 12 mos. = \$960. Total cost = \$12,600.

Equipment Rent	\$732.00	Copier lease budgeted at \$50/mo. X 12 mos. = \$600. Server lease budgeted at \$11/mo. X 12 mos. = \$132. Cost is based on FTE's per program. Total = \$732
Travel	\$2,400.00	Mileage reimbursement for travel to client homes budgeted at IRS rate. Staff can also use Agency owned vehicles for home visits. Cost of gas and maintenance would be charged to grant (in lieu of mileage reimbursement). \$200 x 12 mo= \$2,400.
Training	\$1,830.00	Agency required training including Mandated Reporter, CPR, HIPAA, and other training directly related to job responsibility is budgeted at \$203.23/FTE x 3.1 FTE's = \$630. Training/Supervision of unlicensed Behavioral Health Clinician budgeted at 2 hours x 2 Clinicians a month x\$100 per hour x 3 mos. =\$1,200.
Program Supplies	\$3,400.00	Program Supplies include: AAPI's @ 50 parents x 3 assessments/year x \$2.50 each = \$375; NSC assessment @ 50 x 2/year x \$2.50 each = \$250; Nurturing Parenting (NP) books @ \$15 x 50 = \$750; books for monthly literacy program budgeted at \$500; craft supplies @ \$25/parent x 50 = \$1,250; graduation party supplies for families who complete program (food, books, crafts, games to support child development & health eating habits) \$275. Total budget = \$3,400.
Professional Services	\$1,653.00	Network Management Services budgeted at \$137.75/mo. X 12 mos. = \$1,653. Cost based on FTE's and is 3% of total cost to Agency.
Insurance & Audit	\$3,620.00	General Liability & Property Insurance budgeted @ \$235/mo. X 12 mos. = \$2,820. Based upon FTE's per program, amount is approx. 3% of total. Portion of annual agency audit budgeted @ \$800 or 3% of total cost.
Total Non-Personnel Expenses	\$32,591.00	
INDIRECT/OVERHEAD EXPENSE 14% of Direct Expenses (Direct Expenses = Personnel + Non-Personnel)	\$33,772.00	Indirect rate of 14% calculated on total expenses before indirect = \$241,228 x .14 = \$33,772. Includes CEO, CFO, Human Resources, Data Mgr., Accounting, Payroll, & Accounts Payable.
TOTAL EXPENSES (Personnel + Non-Personnel + Indirect)	\$275,000.00	

Exceptional Parents Unlimited
 July 1, 2025 - June 30, 2026

BUDGET CATEGORIES	Annual Salary or Hourly Rate	Total Cost	Description of Role/Justification
PERSONNEL/STAFFING EXPENSES			
Director of Parenting Services (.10 FTE)	\$92,702.00	\$9,270.00	Oversight of program & supervision of LAP Manager, Behavioral Health Clinician, and Data Management Assistant.
LAP Supervisor (.50 FTE)	\$28.84	\$29,994.00	Supervision of Home Visitors, monthly reporting , assist with time studies.
Behavioral Health Clinician (.35 FTE)	\$40.50	\$29,484.00	Provides mental health assessment, mental health consultation & support to families, & linkages to mental health services for long-term treatment.
Home Visitor (.9 FTE)	\$23.69	\$44,348.00	Provides direct services to families, facilitates Nurturing Parenting curriculum, conducts ASQ/ASQ:SE, and provides linkages to Help Me Grow and other community resources.
Home Visitor (1.0 FTE)	\$24.72	\$51,418.00	Provides direct services to families, facilitates Nurturing Parenting curriculum, conducts ASQ/ASQ:SE, and provides linkages to Help Me Grow and other community resources.
Data Management Coordinator (0.10 FTE)	\$31.93	\$6,641.00	Responsible for entering data for families in the program into the data system, file management, and clerical support for the program.
Subtotal Personnel		\$171,155.00	
Benefits (23 % of Personnel)	23.00%	\$39,366.00	Includes Health, Dental & Vision Insurance, Pension, FICA, SUI, & Worker's Compensation Insurance.
Total Personnel Expenses		\$210,521.00	
NON-PERSONNEL EXPENSES			
Communications		\$2,760.00	Telephone & Internet service budgeted @ \$140/mo. X 12 mos. = \$1,680. Cell phone reimbursement for staff using personal phones for businesss purposes budgeted at \$30/mo. X 3 FTE's x 12 mos. = \$1,080. Total
Office Supplies		\$3,682.00	Office supplies, paper, postage, shredding, data system licenses, employee verifications, and outreach supplies budgeted at \$141.08/mo. x 12 mos. = \$1,693. Apricot license is \$652 x 3.05 FTE= \$1,989. Costs are budgeted based upon FTE's per program. Cost to this program is <u>approximately 3% of total Agency cost</u>
Facilities		\$12,600.00	Cost of facilities & utilities is allocated based upon FTE's per program. Facility cost is budgeted at \$970/mo. X 12 mos. = \$11,640, which is approx. 3% of total cost. Utilities budgeted @ \$80/mo. X 12 mos. = \$960. Total cost = \$12,600.

Equipment Rent	\$732.00	Copier lease budgeted at \$50/mo. X 12 mos. = \$600. Server lease budgeted at \$11/mo. X 12 mos. = \$132. Cost is based on FTE's per program. Total = \$732
Travel	\$2,400.00	Mileage reimbursement for travel to client homes budgeted at IRS rate. Staff can also use Agency owned vehicles for home visits. Cost of gas and maintenance would be charged to grant (in lieu of mileage reimbursement). \$200 x 12 mo= \$2,400.
Training	\$610.00	Agency required training including Mandated Reporter, CPR, HIPAA, and other training directly related to job responsibility is budgeted at \$250/FTE x 3.05 FTE's = \$610.
Program Supplies	\$2,650.00	Program Supplies include: AAPI's @ 50 parents x 3 assessments/year x \$2.50 each = \$375; NSC assessment @ 50 x 2/year x \$2.50 each = \$250; Nurturing Parenting (NP) books @ \$15 x 50 = \$750; books for monthly literacy program budgeted at \$500; craft supplies @ \$10/parent x 50 = \$500; graduation party supplies for families who complete program (food, books, crafts, games to support child development & health eating habits) \$275. Total budget = \$2,650
Professional Services	\$1,653.00	Network Management Services budgeted at \$137.75/mo. X 12 mos. = \$1,653. Cost based on FTE's and is 3% of total cost to Agency.
Insurance & Audit	\$3,620.00	General Liability & Property Insurance budgeted @ \$235/mo. X 12 mos. = \$2,820. Based upon FTE's per program, amount is approx. 3% of total. Portion of annual agency audit budgeted @ \$800 or 3% of total cost.
Total Non-Personnel Expenses	\$30,707.00	
INDIRECT/OVERHEAD EXPENSE 14% of Direct Expenses (Direct Expenses = Personnel + Non-Personnel)	\$33,772.00	Indirect rate of 14% calculated on total expenses before indirect = \$241,228 x .14 = \$33,772. Includes CEO, CFO, Human Resources, Data Mgr., Accounting, Payroll, & Accounts Payable.
TOTAL EXPENSES (Personnel + Non-Personnel + Indirect)	\$275,000.00	