

FIRST AMENDMENT TO AGREEMENT

THIS FIRST AMENDMENT TO AGREEMENT (hereinafter "Amendment") is made and entered into this 21st day of June, 2022, by and between COUNTY OF FRESNO, a Political Subdivision of the State of California, Fresno, California (hereinafter "COUNTY"), and Central Valley Children's Services Network, a private, non-profit organization, whose address is 1911 North Helm, Fresno, CA, 93727, (hereinafter "CONTRACTOR").

WITNESSETH:

WHEREAS, COUNTY and CONTRACTOR entered into Agreement number A-20-403, dated October 6, 2020 (hereinafter "Agreement"), 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 now desire to amend the Agreement in order to continue services for an extended term.

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 "Exhibit A" shall be changed to read "Revised Exhibit A", where appropriate, attached hereto and incorporated herein by reference.

2. That all references in the Agreement to "Exhibit B" shall be changed to read "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 four (4) years, commencing on July 1, 2020 through and including June 30, 2024."

4. Section 19 of the Agreement, located on page 17, lines 13 through 15, is deleted in its entirety and replaced with the following:

"19. ELECTRONIC SIGNATURE

The parties agree that this Agreement may be executed by electronic signature as provided in this section. An "electronic signature" means any symbol or process intended by an

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

14 20. SEVERABILITY

15 The positions of this Agreement are severable. The invalidity or unenforceability of any
16 one provision in the Agreement shall not affect the other provisions."

17 5. Section 20 of the Agreement, located on page 17, lines 16 through 25, be renamed as
18 Section 21.

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 EXECUTED AND EFFECTIVE as of the date first above set forth.

2
3 CONTRACTOR

4 
5 (Authorized Signature)

COUNTY OF FRESNO


Brian Pacheco, Chairman of the Board of Supervisors of the County of Fresno

6 Marco A. Jimenez, Executive Dir.
7 Print Name & Title

8 1911 N. Helm Ave.

9 Fresno, CA 93727
Mailing Address

10 **ATTEST:**
11 Bernice E. Seidel
12 Clerk of the Board of Supervisors
13 County of Fresno, State of California

14
15 By: 
16 Deputy

17 FOR ACCOUNTING USE ONLY:

18 Fund: 0001

19 Subclass: 10000

20 ORG: 56201706

21 Account: 7295
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SCOPE OF WORK

Central Valley Children's Services Network

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 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 four (4) Home Visitors and one (1) Community Resource Liaison (In-kind) 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.

- One-hundred (100) unduplicated families will receive home visitation services with at least one (1) parent/caregiver attending each visit.
- Each full-time Home Visitor will carry a caseload of approximately twelve (12) clients.
- Part time Home Visitors will carry a caseload of approximately six (6) clients.
- In-kind Project Staff Part-Time: Community Resource Liaison will carry a caseload of approximately six (6) clients.
- Home Visitation Specialist will provide direct and indirect supervision of Home Visitation Staff, will ensure the implementation of services, contract compliance, quality

assurance, budget adherence, program outcomes; will also assist Program Manager with hiring of staff, training, and supervision; and, evaluation of program services.

- Approximately twenty (20) weekly and five (5) bi-weekly home visits will be completed per family for a 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 SCREENINGS

Each child client ages 0-5 will receive an ASQ and ASQ:SE Developmental Screening for a total of eighty (80) ASQ's and eighty (80) ASQ:SE's. Data is required to be entered in the F5FC database on a monthly basis.

DEVELOPMENTAL REFERRALS

Twenty (20) children will receive a developmental referral (e.g., primary care physician, early intervention, school district, mental health, medical referrals, Help Me Grow Fresno County, day care, or preschool). Data is required to be entered in the F5FC database on a monthly basis.

OTHER REFERRALS

Forty (40) parents will receive referrals to community resources (e.g., housing, cash aid, or food assistance). Data is required to be entered in the F5FC database on a monthly basis.

FAMILY EVENT

Approximately fifty (50) parents and fifty (50) children, for a total of one-hundred (100), will participate in Family Event(s) annually. Sign-in sheets will be required for documentation. Data will 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 and barriers 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.

Central Valley Children's Services Network
 July 1, 2020 - June 30, 2021

BUDGET CATEGORIES	Annual Salary	Total Cost	Description of Role/Justification
PERSONNEL/STAFFING EXPENSES			
Program Manager (0.30 FTE)	\$69,000.00	\$20,700.00	Coordinate, plan and oversee all aspects of the program. Essential duties include: Development and implementation of community services and advocacy programs for families living in low-income communities; program budgeting; staff hiring, training, supervision; and, evaluation of program services.
Home Visitor Specialist (0.60 FTE)	\$56,000.00	\$33,600.00	Provide home visitation services to families based on identified needs and complete accompanying paperwork; Program Manager in program budgeting; staff hiring, training and supervision; and, evaluation of program services.
Home Visitor (1.0 FTE)	\$40,000.00	\$40,000.00	Provide home visitation services to 15-20 families based on identified needs and complete accompanying paperwork; select appropriate curriculum for each individual family, based on needs; and link children and families to services and resources through existing structures.
Home Visitor (0.50 FTE)	\$40,000.00	\$20,000.00	Provide home visitation services to 8-12 families based on identified needs and complete accompanying paperwork; select appropriate curriculum for each individual family, based on needs; and link children and families to services and resources through existing structures.
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Subtotal Personnel		\$154,300.00	
Salary Taxes (10 % of Personnel)	10%	\$15,430.00	Calculated at 10% of salaries. CSN pays all legally mandated taxes for staff. FICA, SUI and Worker's Comp.

Benefits (17 % of Personnel + retirement)	17%	\$30,380.00	CSN offers Medical, Dental, Vision, and insurance for full-time employees. Health Ins. and Dental Ins. benefits equals to 17% of the salaries for a total of \$26,231. CSN matches 3% of employee contributions toward retirement for eligible employees, equivalent to \$4,149.
Total Personnel Expenses		\$200,110.00	
NON-PERSONNEL EXPENSES			
Insurance		\$2,000.00	D & O, Fire and Liability at .99% per person of Agency's total cost of \$38,104. The number of employees in each contract spreads the insurance costs. That percentage (.99%) is then applied to the estimated total insurance premium and multiplied by the number of program employees supported by that contract. Calculation: .0099 x \$38,104 x 4 = \$1,509.
Communications		\$4,000.00	Cellular telephone service @ \$30 X 5 employees X 12 months = \$1,800. Telephone, long distance and internet @ \$183 x 12 months = \$2,196.
Office Supplies		\$2,500.00	General office supplies for five staff \$208 X 12 months = \$2,496 (printer toner, paper, white out, paper clips, envelopes, pens, etc.).
Equipment		\$3,000.00	There will be a one-time purchase of equipment as start-up (only for new staff). Office equipment may include computer workstations for three (3) staff (\$1,500). Other equipment may include printer, fax, and /or cameras for documentation, etc. (\$1,500).
Facilities		\$1,500.00	Alarm monitoring service \$40 x 12 months = \$480; and Building maintenance \$42 X12 months = \$504; Drinking water service \$40 x 12 months = \$480.
Travel		\$7,500.00	Mileage to travel throughout Fresno County: 5 staff x approx. 225 miles per month x 12 months x \$0.55/mile = \$7,425.
Training		\$4,000.00	Program staff may be provided with various training such as: Make Parenting A Please, Nurturing Parenting Program or other related curriculums.
Program Supplies		\$12,040.00	Home Visitation Learning Materials 120 families x 25 visits x \$1.25 = \$3,750. Parenting assessments (AAP1-2) 120 parents x 2 x \$2.50 = \$600. Monthly Parent Meetings 30 parents x 6 meetings x 2 cohorts x \$2.75= \$990; Materials include: snacks, refreshments, handouts, booklets, notebooks, pens, pencils, etc. Child Activity materials 120 children x 25 sessions x \$1.83 = \$5,500; Activities and learning materials include: book, crayons, scissors, butcher paper, paint, construction paper, etc. Winter Celebration: \$600; End of Year Celebration: \$600; Materials include: snacks, refreshments, materials for

Fiscal and Audits	\$2,000.00	The audit percentage is based on actual audit costs compared to the Agency total contract amounts. That percentage (.73%) is then applied to the total amount of each contract, in this case \$275,000. Approximately .73% of total contract amount = \$2,007 per year.
Total Non-Personnel Expenses	\$38,540.00	
INDIRECT/OVERHEAD EXPENSE 15% of Direct Expenses (Direct Expenses = Personnel + Non-Personnel)	\$35,798.00	Admin. Staff salaries, benefits and taxes. General agency operations (computer system support, bank charges, office supplies, etc.)
TOTAL EXPENSES (Personnel + Non-Personnel + Indirect)	\$274,448.00	

Central Valley Children's Services Network
 July 1, 2021 - June 30, 2022

BUDGET CATEGORIES	Annual Salary	Total Cost	Description of Role/Justification
PERSONNEL/STAFFING EXPENSES			
Program Manager (0.30 FTE)	\$69,000.00	\$20,700.00	Coordinate, plan and oversee all aspects of the program. Essential duties include: Development and implementation of community services and advocacy programs for families living in low-income communities; program budgeting; staff hiring, training, supervision; and, evaluation of program services.
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Home Visitor (1.0 FTE)	\$40,000.00	\$40,000.00	Provide home visitation services to 15-20 families based on identified needs and complete accompanying paperwork; select appropriate curriculum for each individual family, based on needs; and link children and families to services and resources through existing structures.
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Communications		\$5,600.00	Cellular telephone service @ \$30 X 6 staff X 12 months = \$2,160. Telephone, long distance, and internet @ \$283 x 12 months = \$3,396.
Office Supplies		\$3,500.00	General office supplies for six (6) staff: \$48 x 6 employees X 12 months = \$3,500 (printer toner, paper, white out, paper clips, envelopes, pens, etc.).
Equipment		\$3,000.00	Replacement of office equipment (wear & tear). Office equipment may include computer workstations, printer, fax, tablets, and /or cameras for documentation, etc. Total of \$3,000.
Facilities		\$1,000.00	Alarm monitoring service \$40 x 12 months = \$480; and Building maintenance \$42 X12 months = \$504.
Travel		\$7,500.00	Mileage to travel throughout Fresno County: 6 staff x approx. 178 miles per month x 12 months x \$0.585/mile = \$7,497.
Training		\$2,000.00	Program staff may be provided with various training such as: Nurturing Parenting Program or other related curriculums.
Program Supplies		\$11,940.00	Home Visitation Learning Materials 100 families x 25 visits x \$1.50 = \$3,750. Parenting assessments (AAPI-2) 100 parents x 2 x \$2.50 = \$500. Monthly
Fiscal and Audits		\$2,000.00	The audit percentage is based on actual audit costs compared to the Agency total contract amounts. That percentage (.73%) is then applied to the total amount of each contract, in this case \$275,000. Approximately .73% of total contract amount = \$2,007 per year.
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<p>TOTAL EXPENSES (Personnel + Non-Personnel + Indirect)</p>		<p>\$274,448.00</p>

In-Kind Project Staff Time: Community Resource Liaison will provide home visitation services to a caseload of 6 families based on identified needs and complete accompanying paperwork; select appropriate curriculum for each individual family, based on needs; and link children and families to services and resources through existing structures. This staff will also attend weekly Community Health Team meetings for case consultations, trainings and other program issues. 0.5 FTE / Salary and Benefits: \$20,000 value

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