

AMENDMENT I TO AGREEMENT

THIS AMENDMENT, hereinafter referred to as Amendment I is made and entered into this 5th day of November, 2019, by and between the COUNTY OF FRESNO, a Political Subdivision of the State of California, hereinafter referred to as "COUNTY," and **CENTRO LA FAMILIA ADVOCACY SERVICES, INC.**, a California non-profit corporation, whose address is 302 Fresno Street, Suite 102, Fresno, CA 93706, hereinafter referred to as "SUBRECIPIENT."

WHEREAS, the parties entered into that certain Agreement, identified as COUNTY Agreement No. 19-077, effective February 12, 2019, for home visitation services for California Work Opportunity and Responsibility to Kids clients; and

WHEREAS, COUNTY desires to incorporate the newest Neighborhood Resource Center (NRC) into the Home Visiting Program (HVP); and

WHEREAS, COUNTY desires to amend the Agreement to add funding to provide for distribution of material goods related to care, health, and safety of the child and family by SUBRECIPIENT to families during the course of SUBRECIPIENT's home visits; and

WHEREAS, COUNTY desires to amend the Agreement regarding said changes and restate the Agreement in its entirety.

NOW, THEREFORE, in consideration of their mutual promises, covenants and conditions, hereinafter set forth, the sufficiency of which is acknowledged, the parties agree as follows:

1. That the existing COUNTY Agreement No. 19-077, Page Two (2), Section Four (4) beginning with Line Twenty-Three (23), with the word "In" and ending on Page Two (2), Line Twenty-Four (24) with the number "\$815,000" be deleted and the following inserted in its place:

"For the period of February 12, 2019 to June 30, 2019, in no event shall services performed under this Agreement be in excess of Two Hundred Thirty-Nine Thousand Seven Hundred Six and No/100 dollars (\$239,706). For the period of July 1, 2019 to June 30, 2020, in no event shall services performed under this Agreement be in excess of One Million Ninety Thousand One Hundred Forty-Seven and No/100 dollars (\$1,090,147). The cumulative total of this Agreement shall not be in excess of One Million Three Hundred Twenty-Nine Thousand Eight Hundred Fifty-Three and No/100 dollars (\$1,329,853)."

1 2. That all references in existing COUNTY Agreement No. 19-077 to Exhibit A shall be
2 changed to read "Revised Exhibit A," which is attached hereto and incorporated herein by this
3 reference.

4 3. That all references in existing COUNTY Agreement No. 19-077 to Exhibit B shall be
5 changed to read "Revised Exhibit B," which is attached hereto and incorporated herein by this
6 reference.

7 COUNTY and CONTRACTOR agree that this Amendment I is sufficient to amend Agreement
8 No. 19-077 and, that upon execution of this Amendment I, the original Agreement and this Amendment
9 I, shall together be considered the Agreement.

10 The Agreement, as hereby amended, is ratified and continued. All provisions, terms,
11 covenants, conditions and promises contained in this Agreement not amended herein shall remain in
12 full force and effect. This Amendment I is effective retroactive to February 12, 2019.

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1 IN WITNESS WHEREOF, the parties hereto have executed this Amendment I to Agreement as of
2 the day and year hereinabove written.
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4 **SUBRECIPIENT:**
5 **CENTRO LA FAMILIA ADVOCACY**
6 **SERVICES, INC.**

7 By: Bob Solis

COUNTY OF FRESNO

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

9
10 Print Name: Bob Solis

11 Title: Chairman
12 Chairman of the Board, or
13 President, or any Vice President

14 **ATTEST:**
15 **BERNICE E. SEIDEL**
16 Clerk of the Board of Supervisors
17 County of Fresno, State of California

18 By: Linda Bourn

19 Print Name: Linda Bourn

20 Title: Finance Manager
21 Secretary (of Corporation) or
22 any Assistant Secretary, or
23 Chief Financial Officer, or
24 any Assistant Treasurer

By: Lusei Cuyler
Deputy

25 Mailing Address:
26 302 Fresno Street, Suite 102
27 Fresno, CA 93706
28 Phone No: (559) 237-2961
Contact: Margarita A. Rocha, Executive Director

FOR ACCOUNTING USE ONLY:

Fund/Subclass: 0001/10000
ORG No.: 56107001
Account No.: 7870/0

SUMMARY OF SERVICES

ORGANIZATION: Centro La Familia Advocacy Services, Inc.

ADDRESS: 302 Fresno Street, Suite 102
Fresno, CA 93706

SERVICES: CalWORKs Home Visitation Services

TELEPHONE: (559) 237-2961

CONTACT: Margarita Rocha, Executive Director

TERM: February 12, 2019 – June 30, 2019 - \$239,706
July 1, 2019 – June 30, 2020 - \$1,090,147

CONTRACT MAXIMUM: \$1,329,853

I. SUMMARY OF SERVICES

The CalWORKs Home Visiting Program (HVP) is a voluntary program for first-time, low-income parents with a purpose of supporting health outcomes for pregnant and parenting women and infants born into poverty, expanding their future educational, economic, and financial capability opportunities, and improving the likelihood that they will exit poverty.

Subrecipient will provide home visiting services through contracted Neighborhood Resource Centers (NRCs) located in Fresno (93706 and 93722) and Kerman, utilizing the Healthy Families America (HFA) model. HFA is designed for parents facing challenges such as single parenthood; low income; childhood history of abuse and other adverse child experiences; and current or previous issues related to substance abuse, mental health issues, and/or domestic violence.

Home visitors will utilize the Growing Great Kids (GGK) curriculum to provide the home visiting services. The GGK curriculum provides home visitors with research-informed, strength-based & solution-focused “Home Visit Conversation Guides” for engaging parents, cultivating secure attachments, and bolstering child development, while building parenting, family strengthening, and other essential life skills.

II. LOCATION OF SERVICES

	93706 NRC	93722 NRC	Kerman NRC
Zip Codes/Cities to be Served	93706, 93701, 93721	93722, 93728	Kerman (93630), San Joaquin (93660), Mendota (93640), Firebaugh (93622)
Anticipated Number of Unduplicated Clients to be Served Annually	100	100	25

III. TARGET POPULATION

The primary population is a voluntary participant who is a member of a CalWORKs assistance unit, who is pregnant with no other children at the time of enrollment, or a first-time parent, or caretaker relative of a child less than twenty-four months at the time he or she enrolls in the HVI program. Families with more than one child receiving CalWORKs will be considered the secondary population. All referrals will be sent to the Subrecipient as predetermined to be eligible by the County. Any clients deemed potentially eligible by the Subrecipient should be referred back to the County.

IV. SUBRECIPIENT'S RESPONSIBILITIES

- A. All direct service and supervisory staff are to complete all evidence-based model and curricula trainings as required by the County, within a designated time-period determined by the County. Required training topics will include HFA, GGK, and County-specific benefit programs.
- B. Maintain fidelity to the HFA model.
 - 1. One home visit per week prenatally and for the first six months after the child's birth. After the first six months, visits may be less frequent, based on families' needs and progress over time. Visits will typically last one hour.
 - 2. All direct service staff, supervisors and program managers will complete all required HFA training.
 - 3. Complete the processes for HFA affiliation and accreditation.
 - 4. Maintain the staffing requirements prescribed by the HFA model.
- C. Maintain fidelity to the GGK curriculum
 - 1. All supervisors and home visitors will complete all required GGK training.

- D. Recruit participants through daily work in providing services to CalWORKs families that come into the resource center of their own volition. Subrecipient will contact County in order to confirm client eligibility.
- E. Collaborate with County to provide necessary referrals related to the following: (1) Prenatal, infant, and toddler care; (2) Infant and child nutrition; (3) Developmental screening assessments; (4) Parent education, parent and child interaction, child development, and child care; (5) Job readiness and barrier removal; and, (6) Domestic violence and sexual assault, mental health, and substance abuse treatment.
- F. Collaborate with County to determine appropriate amount of attempts to re-engage a family that has stopped participating.
- G. Distribute material goods related to care, health, and safety of the child and family, which shall not exceed five hundred dollars (\$500). Material goods include, but are not limited to: child safety kits, car seats, appliance repairs, adaptive equipment for children with disabilities, and resources related to child and family language and literacy needs.
- H. Collaborate with County to jointly develop process to determine when material goods will be offered, and how to track material goods expenditures.
- I. Complete case plans with clients, per the HFA model and GGK curriculum, and track client progress.
- J. Document services, as appropriate, using a designated computer software system as authorized by County.
- K. Complete Civil Rights training provided by County.
- L. Meet with County as often as needed.
- M. Provide reports and data as requested by County.

V. COUNTY RESPONSIBILITIES

- A. County staff will identify eligible clients that are part of both the primary and secondary populations.
- B. County will coordinate client outreach activities to eligible clients, via one-on-one staff and client interactions, both by phone and during in-person interviews. County will obtain permission to release client's information to the Subrecipient for contact.
- C. Collaborate with Subrecipient to provide necessary referrals related to the following: (1) Prenatal, infant, and toddler care; (2) Infant and child nutrition; (3) Developmental screening assessments; (4) Parent education, parent and child interaction, child development, and child care; (5) Job readiness and barrier removal; and, (6) Domestic violence and sexual assault, mental health, and substance abuse treatment.
- D. Collaborate with Subrecipient to determine appropriate amount of attempts to re-engage a family that has stopped participating.

- E. Collaborate with Subrecipient to jointly develop process to determine when material goods will be offered, and how to track material goods expenditures.
- F. Meet with Subrecipient as often as needed for service coordination, problem and issue resolution, information sharing, training, and review and monitoring of services.
- G. Coordinate and provide training in the following areas: CalWORKs, Medi-Cal, CalFresh, Special Supplemental Nutrition Program for Women, Infants and Children (WIC), and other programs, with county-specific information about how the home visiting professionals can help a parent access additional services for which he or she may be eligible and troubleshoot problems with benefits or eligibility that would impact his or her access to services. Training will also address cultural competency and implicit bias and strength-based practices for working with families with unmet needs.
- H. Provide Civil Rights training information and materials to Subrecipient.

VI. MONTHLY REPORTS AND OUTCOMES

Subrecipient shall provide County monthly activity reports on services rendered. Subrecipient and DSS shall mutually agree on changes to data tracking as needed and requested.

BUDGET SUMMARY (5 months)**CALWORKS HOME VISITING PROGRAM-Fresno 93706****VENDOR NAME: Centro La Familia Advocacy Services, Inc.****February 12, 2019 - June 30, 2019**

CATEGORY		TOTAL
SALARIES & BENEFITS	\$	131,031
SERVICES & SUPPLIES	\$	26,402
INDIRECT COSTS	\$	10,214
TOTAL EXPENSES	\$	167,647

BUDGET SUMMARY (12 months)

CALWORKS HOME VISITING PROGRAM-Fresno 93706

VENDOR NAME: Centro La Familia Advocacy Services, Inc.

July 1, 2019-June 30, 2020

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$ 247,353
Payroll taxes	0150	\$ 21,701
Benefits	0200	\$ 34,300
SUBTOTAL:		\$ 303,354
SERVICES & SUPPLIES		
Insurance	0250	\$ 4,389
Communications	0300	\$ 3,723
Office Expense	0350	\$ 2,258
Equipment	0400	\$ 1,143
Facilities	0450	\$ 9,138
Travel costs	0500	\$ 24,072
Program Supplies	0550	\$ 57,200
Consultancy/Subcontracts	0600	\$ -
Fiscal & Audits	0650	\$ 7,650
Training	0660	\$ -
Indirect Costs	0700	\$ 39,426
SUBTOTAL:		\$ 148,999
TOTAL EXPENSES		\$ 452,353

PROPOSED BUDGET DETAIL (Personnel)

VENDOR NAME: Centro La Familia Advocacy Services, Inc.

Year 2 (12 months) **Fiscal Year 2019-2020**

SALARIES

POSITION	% Time on Project	Number of Months	Monthly Salary/ Hourly Wages	Salary/ Wages Funds Requested
Program Manager	100%	12	\$ 4,500	\$ 54,000
Assessment Worker	100%	12	\$ 3,000	\$ 36,000
Home Visitor	100%	12	\$ 3,000	\$ 36,000
Home Visitor	100%	12	\$ 3,000	\$ 36,000
Home Visitor	100%	12	\$ 3,000	\$ 36,000
Home Visitor	100%	12	\$ 3,000	\$ 36,000
Data Clerk	25%	12	\$ 2,651	\$ 7,953
Intake Specialist	15%	12	\$ 3,000	\$ 5,400
	6.40	Total Salaries/ Wages	\$	247,353

Payroll Taxes

	Percent	FTEs	Amount	Item Total
FICA	7.65%	6.40	\$ 247,353	\$ 18,923
SUI	6.20%	6.40	\$ 44,800	\$ 2,778
Total Payroll Taxes:				\$ 21,701

BENEFITS

	FTE	Months	Amount	Item Total
Health Ins	6.40	12	\$ 350.00	\$ 26,880
Retirement Benefit	3%		\$ 247,353.00	\$ 7,420
Total Benefits:				\$ 34,300

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$ 247,353
Payroll taxes	0150	\$ 21,701
Benefits	0200	\$ 34,300
SUBTOTAL:		\$ 303,354

PROPOSED BUDGET DETAIL (Services and Supplies)
VENDOR NAME: Centro La Familia Advocacy Services, Inc.
Year 2 Fiscal Year 2019-2020

BUDGET LINE ITEM	CATEGORY & DESCRIPTION/CALCULATION	Number	Rate per item/Monthly	No. of Months	SUBTOTAL	TOTAL
0250	Insurance General Liability 15% x \$7,000 annual premium Workers' Comp: \$1.35 per \$100 of payroll	0.15	\$583	12	\$1,050 \$3,339	\$4,389
0300	Communications Cell phones: 6.4 FTE x \$35/mo Telephone Landlines 15% x \$540 per month Internet Services 15% x \$35 per mth	6.4 0.15 0.15	\$35 \$540 \$35	12 12 12	\$2,688 \$972 \$63	\$3,723
0350	Office Expense Office Supplies @ \$450 per month Postage @ \$10 per month Printing/Copying @10,000 copies per month	1 1 0.015	\$100 \$13 \$5,000	12 12 12	\$1,200 \$158 \$900	\$2,258
0400	Equipment Copier Lease 15% x 485 month Server Maint 15% x 150 per month	0.15 0.15	\$485 \$150	12 12	\$873 \$270	\$1,143
0450	Facilities Office rent 6.4 @ 100 sq ft @.85 per sq ft per month Utilities 15% x \$650 per month Janitorial 15% x \$800 per month	0.85 0.15 0.15	\$640 \$650 \$800	12 12 12	\$6,528 \$1,170 \$1,440	\$9,138
0500	Travel Costs Training 4 home visitors x 350 miles per month.	 350 miles per month	 \$756	 12	\$ 15,000 \$9,072	\$ 24,072
0550	Program Supplies Material goods Outreach materials (brochures, flyers, business cards, etc.) \$500 per month. Supplies for families, support groups, parent education classes and advisory committee, i.e. folders, binders, journals, pens, pencils, poster boards, calendars, etc.		\$500 \$100	12 12	\$50,000 \$6,000 \$1,200	\$57,200
0600	Consultancy/Subcontracts				\$0	\$0
0650	Fiscal and Audits Financial Services @ 10 hrs per month @ \$50 x 12 mos. Audit Services @15% x annual fee of \$11,000	10 0.15	\$50 \$11,000	12	\$6,000 \$1,650	\$7,650
0700	Indirect Costs 9.548% of total direct cost	9.548%			\$412,927	\$39,426

TOTAL EXPENSES (Services & Supplies)

BUDGET SUMMARY (5 months)**CALWORKS HOME VISITING PROGRAM - Kerman****VENDOR NAME:** **Centro La Familia Advocacy Services, Inc.****February 12, 2019 - June 30, 2019**

CATEGORY		TOTAL
SALARIES & BENEFITS	\$	60,410
SERVICES & SUPPLIES	\$	11,303
INDIRECT COSTS	\$	346
TOTAL EXPENSES	\$	72,059

BUDGET SUMMARY (12 months)**CALWORKS HOME VISITING PROGRAM - Kerman****VENDOR NAME:** Centro La Familia Advocacy Services, Inc.**July 1, 2019-June 30, 2020**

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$ 118,560
Payroll taxes	0150	\$ 10,437
Benefits	0200	\$ 16,787
SUBTOTAL:		\$ 145,784
SERVICES & SUPPLIES		
Insurance	0250	\$ 1,951
Communications	0300	\$ 1,500
Office Expense	0350	\$ 2,258
Equipment	0400	\$ 381
Facilities	0450	\$ 4,083
Travel costs	0500	\$ 4,768
Program Supplies	0550	\$ 14,900
Consultancy/Subcontracts	0600	\$ -
Fiscal & Audits	0650	\$ 2,950
Training	0660	\$ -
Indirect Costs	0700	\$ 6,866
SUBTOTAL:		\$ 39,657
TOTAL EXPENSES		\$ 185,441

PROPOSED BUDGET DETAIL (Personnel)

VENDOR NAME: Centro La Familia Advocacy Services, Inc.

Year 2 (12 months) **Fiscal Year 2019-2020**

SALARIES

POSITION	% Time on Project	Number of Months	Monthly Salary/ Hourly Wages	Salary/ Wages Funds Requested
Program Manager	15%	12	\$ 4,200	\$ 7,560
Program Supervisor	100%	12	\$ 3,250	\$ 39,000
Assessment Worker	100%	12	\$ 3,000	\$ 36,000
Home Visitor	100%	12	\$ 3,000	\$ 36,000
	3.15	Total Salaries/ Wages		\$ 118,560

Payroll Taxes

	Percent	FTEs	Amount	Item Total
FICA	7.65%	3.15	\$ 118,560	\$ 9,070
SUI	6.20%	3.15	\$ 22,050	\$ 1,367
Total Payroll Taxes:				\$ 10,437

BENEFITS

	FTE	Months	Amount	Item Total
Health Ins	3.15	12	\$ 350.00	\$ 13,230
Retirement Benefit	3%		\$ 118,560.00	\$ 3,557
Total Benefits:				\$ 16,787

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$ 118,560
Payroll taxes	0150	\$ 10,437
Benefits	0200	\$ 16,787
SUBTOTAL:		\$ 145,784

Year 2 Fiscal Year 2019-2020

\$39,657

BUDGET SUMMARY (12 months)

CALWORKS HOME VISITING PROGRAM - Fresno 93722

VENDOR NAME: Centro La Familia Advocacy Services, Inc.

July 1, 2019-June 30, 2020

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$ 247,353
Payroll taxes	0150	\$ 21,701
Benefits	0200	\$ 34,301
SUBTOTAL:		\$ 303,355
SERVICES & SUPPLIES		
Insurance	0250	\$ 4,389
Communications	0300	\$ 3,723
Office Expense	0350	\$ 2,258
Equipment	0400	\$ 1,143
Facilities	0450	\$ 9,138
Travel costs	0500	\$ 19,072
Program Supplies	0550	\$ 57,200
Consultancy/Subcontracts	0600	\$ -
Fiscal & Audits	0650	\$ 7,650
Training	0660	\$ -
Indirect Costs	0700	\$ 44,425
SUBTOTAL:		\$ 148,998
TOTAL EXPENSES		\$ 452,353

PROPOSED BUDGET DETAIL (Personnel)

VENDOR NAME: **Centro La Familia Advocacy Services, Inc.**

Year 2 (12 months) **Fiscal Year 2019-2020**

SALARIES

POSITION	% Time on Project	Number of Months	Monthly Salary/ Hourly Wages	Salary/ Wages Funds Requested
Program Manager	100%	12	\$ 4,500	\$ 54,000
Assessment Worker	100%	12	\$ 3,000	\$ 36,000
Home Visitor	100%	12	\$ 3,000	\$ 36,000
Home Visitor	100%	12	\$ 3,000	\$ 36,000
Home Visitor	100%	12	\$ 3,000	\$ 36,000
Home Visitor	100%	12	\$ 3,000	\$ 36,000
Data Clerk	25%	12	\$ 2,651	\$ 7,953
Intake Specialist	15%	12	\$ 3,000	\$ 5,400
	6.40	Total Salaries/ Wages	\$	247,353

Payroll Taxes

	Percent	FTEs	Amount	Item Total
FICA	7.65%	6.40	\$ 247,353	\$ 18,923
SUI	6.20%	6.40	\$ 44,800	\$ 2,778
Total Payroll Taxes:				\$ 21,701

BENEFITS

	FTE	Months	Amount	Item Total
Health Ins	6.40	12	\$ 350.00	\$ 26,880
Retirement Benefit	3%		\$ 247,353.00	\$ 7,421
Total Benefits:				\$ 34,301

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$ 247,353
Payroll taxes	0150	\$ 21,701
Benefits	0200	\$ 34,301
SUBTOTAL:		\$ 303,355

