

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
EXCEPTIONAL PARENTS UNLIMITED, INC., a California non-profit corporation, whose address is
 4440 North First Street, Fresno, CA 93726, hereinafter referred to as "SUBRECIPIENT."

WHEREAS, the parties entered into that certain Agreement, identified as COUNTY Agreement
 No. 19-079, effective February 12, 2019, for home visitation services for California Work Opportunity
 and Responsibility to Kids clients; 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 change 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. 19-079, Page Two (2), Section Four (4)
 beginning with Line Twenty-Two (22), with the word "In" and ending on Page Two (2), Line Twenty-
 Four (23) with the number "\$1,350,000" 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 Three Hundred Ninety-Seven Thousand Fifty-Eight
 and No/100 dollars (\$397,058). 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 Four Hundred
 Forty-Two and No/100 dollars (\$1,090,442). The cumulative total of this Agreement shall not be in
 excess of One Million Four Hundred Eighty-Seven Thousand Five Hundred and No/100 dollars
 (\$1,487,500)."

2. That all references in existing COUNTY Agreement No. 19-079 to Exhibit A shall be
 changed to read "Revised Exhibit A," which is attached hereto and incorporated herein by this

reference.

3. That all references in existing COUNTY Agreement No. 19-079 to Exhibit B shall be changed to read "Revised Exhibit B," which is attached hereto and incorporated herein by this reference.

COUNTY and CONTRACTOR agree that this Amendment I is sufficient to amend Agreement No. 19-079 and, that upon execution of this Amendment I, the original Agreement and this Amendment I, shall together be considered the Agreement.

The Agreement, as hereby amended, is ratified and continued. All provisions, terms, covenants, conditions and promises contained in this Agreement not amended herein shall remain in 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 EXCEPTIONAL PARENTS UNLIMITED, INC.

COUNTY OF FRESNO

6 By: William Charles

7 By: Nathan Magsig
8 Nathan Magsig, Chairperson of the Board of
9 Supervisors of the County of Fresno

10 Print Name: William Charles

11 Title: President, Board of Directors
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: Suzanne Ellis

19 Print Name: SUZANNE ELLIS

20 By: Rosa Cruz
21 Deputy

22 Title: Chief Financial Officer
23 Secretary (of Corporation), or
24 any Assistant Secretary, or
25 Chief Financial Officer, or
26 any Assistant Treasurer

27 Mailing Address:
28 4440 North First Street
Fresno, CA 93726
Phone No: (559) 229-2000
Contact: Lowell Ens, Chief Executive Officer

FOR ACCOUNTING USE ONLY:

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

SUMMARY OF SERVICES

ORGANIZATION: Exceptional Parents Unlimited, Inc.

ADDRESS: 4440 North First Street
Fresno, CA 93726

SERVICES: CalWORKs Home Visitation Services

TELEPHONE: (559) 229-2000

CONTACT: Lowell Ens, Chief Executive Officer

TERM: February 12, 2019 – June 30, 2019 - \$397,058
July 1, 2019 – June 30, 2020 - \$1,090,442

CONTRACT MAXIMUM: \$1,487,500

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 zip codes 93703 and 93727, 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

	93703 NRC	93727 NRC
Zip Codes/Cities to be Served	93703, 93702, 93710, 93720, 93718	93727, 93612, 93611, 93619
Anticipated Number of Unduplicated Clients to be Served Annually	150	125

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 annual 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 annual 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)**VENDOR NAME: Exceptional Parents Unlimited, Inc.****February 12, 2019-June 30, 2019****Site 1 (93703)**

CATEGORY	TOTAL	
SALARIES & BENEFITS	\$	152,744
SERVICES & SUPPLIES	\$	41,815
INDIRECT COSTS	\$	21,617
TOTAL EXPENSES	\$	216,176

BUDGET SUMMARY (12 Months)

VENDOR NAME: Exceptional Parents Unlimited, Inc.

July 1, 2019-June 30, 2020

Site 1 (93703)

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$ 345,419
Payroll Taxes	0150	\$ 30,057
Benefits	0200	\$ 48,054
SUBTOTAL:		\$ 423,530
SERVICES & SUPPLIES		
Insurance	0250	\$ 7,236
Communications	0300	\$ 6,000
Office Expense	0350	\$ 5,220
Equipment	0400	\$ 1,600
Facilities	0450	\$ 17,856
Travel Costs	0500	\$ 9,000
Program Supplies	0550	\$ 48,600
Consultancy/Subcontracts	0600	\$ 3,600
Fiscal & Audits	0650	\$ 1,000
Training	0660	\$ 10,800
Indirect Costs	0700	\$ 59,382
SUBTOTAL:		\$ 170,294
TOTAL EXPENSES		\$ 593,824

PROPOSED BUDGET DETAIL (Personnel)

VENDOR NAME: Exceptional Parents Unlimited, Inc.
BUDGET PERIOD: (July 1, 2019-June 30, 2020)
Site 1 (93702/03)

<u>SALARIES</u>			Monthly	
Position	% of Time On Project	Number of Months	Salary/Hourly Wages	Salary/Wages Funds Requested
Program Director	5%	12	\$ 6,028	\$ 3,617
Program Manager	50%	12	\$ 4,936	\$ 29,613
Site Supervisor	100%	12	\$ 4,202	\$ 50,428
Data Systems Analyst	10%	12	\$ 5,113	\$ 6,136
Intake Specialist	100%	12	\$ 3,990	\$ 47,885
Home Navigator	100%	12	\$ 2,947	\$ 35,360
Home Navigator	100%	12	\$ 2,903	\$ 34,840
Home Navigator	100%	12	\$ 2,903	\$ 34,840
Home Navigator	100%	12	\$ 2,925	\$ 35,100
Home Navigator	100%	12	\$ 2,817	\$ 33,800
Home Navigator	100%	12	\$ 2,817	\$ 33,800

Total
Salaries/Wages \$ 345,419

TAXES (FICA, SUI):

FICA (.0765 x \$345,419)	26,424
SUI (.06 x \$7,000 x 8.65 FTE's)	3,633
Total Taxes	30,057

BENEFITS (Health Ins; Life Ins; Retirement; Other benefits)Benefit Item (Calculation)

Health, Dental, Vision Insurance (\$393.07/per mo x 8.65 FTE's x 12 mos.)	40,800
Reitrement budgeted at 2.1% of salaries (.021 x \$345,419)	7,254
Total Benefits	\$ 48,054

TOTAL SALARIES AND BENEFITS \$ 423,530

PROPOSED BUDGET DETAIL (Services and Supplies)			
VENDOR NAME: <u>Exceptional Parents Unlimited, Inc.</u>		Site 1	
Budget Period <u>July 1, 2019 - June 30, 2020</u>			
BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
0250	Insurance: Worker's Comp Ins. @ \$345,419 x .014 General Liability, & Property Insurance @ \$200 per month x 12 months	4,836 2,400	7,236
0300	Communications - Agency phone & internet budgeted at \$75 per month x 12 months Cell Phone service for Home Navigators and Managers budgeted at \$425/mo. x 12 mos	900 5,100	6,000
0350	Office Expense - copying, printing, postage, office supplies, employment verifications, server lease, file cabinets, and misc. supplies at \$435/mo. x 12 months	5,220	5,220
0400	Equipment - 1 desktop computer, monitor, and software budgeted at \$1,200 Printers budgeted at \$200 x 2 = \$400	1,200 400	1,600
0450	Facilities: Office Space Lease @ \$1,127.50/mo x 12 mos Utilities budgeted @ \$170.84/mo x 12 mos. Janitorial, security, and misc.maintenance & supplies budgeted @ \$189.67/mo. x 12 mos.	13,530 2,050 2,276	17,856
0500	Travel - Mileage reimbursement budgeted at 215.5 miles per mo. x \$.58 per mile x 12 months x 6 FTE's	9,000	9,000
0550	Program Supplies - Material Goods for Health & safety of families budgeted at \$500 per family x 90 families Parent handbooks, binders, craft supplies, etc. budgeted at \$200/mo. X 12 months Home Navigator kit supplies = 6 x \$200	45,000 2,400 1,200	48,600
0600	Consultants - Network & administration & data security @ \$300/mo. x 12 months	3,600	3,600
0650	Fiscal & Audits-Portion of Agency Single Audit budgeted at \$1,000	1,000	1,000
0660	Training - Growing Great Kids Curriculum budgeted at \$1,775 for 2 staff = \$3,550. HFA training at \$540/per staff x 4 = \$2,160 plus HFA Affiliation fee of \$3,875 Misc required training (CPR, Mandated Reporter, etc.) budgeted @ \$1,215	9,585 1,215	10,800
0700	Indirect Costs budgeted @ 10% of total award (\$593,824 x 10%)	59,382	59,382
		\$ 170,294	\$ 170,294

BUDGET SUMMARY (5 Months)

VENDOR NAME: Exceptional Parents Unlimited, Inc.

February 12, 2019-June 30, 2019

Site 2 (93727)

CATEGORY	TOTAL
SALARIES & BENEFITS	\$ 127,093
SERVICES & SUPPLIES	\$ 35,701
INDIRECT COSTS	\$ 18,088
TOTAL EXPENSES	\$ 180,882

BUDGET SUMMARY (12 Months)**VENDOR NAME:** Exceptional Parents Unlimited, Inc.**July 1, 2019-June 30, 2020****Site 2 (93727)**

CATEGORY	BUDGET ITEM #	TOTAL
Salaries	0100	\$ 296,942
Payroll Taxes	0150	\$ 25,929
Benefits	0200	\$ 39,539
SUBTOTAL:		\$ 362,410
SERVICES & SUPPLIES		
Insurance	0250	\$ 6,408
Communications	0300	\$ 5,220
Office Expense	0350	\$ 4,560
Equipment	0400	\$ -
Facilities	0450	\$ 13,655
Travel Costs	0500	\$ 5,500
Program Supplies	0550	\$ 37,500
Consultancy/Subcontracts	0600	\$ 3,000
Fiscal & Audits	0650	\$ 850
Training	0660	\$ 7,855
Indirect Costs	0700	\$ 49,660
SUBTOTAL:		\$ 134,208
TOTAL EXPENSES		\$ 496,618

PROPOSED BUDGET DETAIL (Personnel)

VENDOR NAME: Exceptional Parents Unlimited, Inc.**BUDGET PERIOD:** (July 1, 2019-June 30, 2020)**Site 2**

<u>SALARIES</u>			Monthly	
Position	% of Time On Project	Number of Months	Salary/Hourly Wages	Salary/Wages Funds Requested
Program Director	5%	12	\$ 6,028	\$ 3,617
Program Manager	50%	12	\$ 4,936	\$ 29,613
Site Supervisor	100%	12	\$ 4,197	\$ 50,364
Data Systems Analyst	10%	12	\$ 5,113	\$ 6,136
Intake Specialist	100%	12	\$ 3,921	\$ 47,052
Home Navigator	100%	12	\$ 2,903	\$ 34,840
Home Navigator	100%	12	\$ 2,903	\$ 34,840
Home Navigator	100%	11	\$ 2,947	\$ 32,413
Home Navigator	100%	11	\$ 2,903	\$ 31,937
Home Navigator	100%	9	\$ 2,903	\$ 26,130

Total
Salaries/Wages \$ 296,942

TAXES (FICA, SUI):

FICA (.0765 x \$296,942)	22,716
SUI (.06 x \$7,000 x 7.65 FTE's)	3,213
Total Taxes	<u>25,929</u>

BENEFITS (Health Ins; Life Ins; Retirement; Other benefits)Benefit Item (Calculation)

Health, Dental, Vision Insurance (\$366.02/per mo x 7.65 FTE's x 12 mos.)	33,600
Reitrement budgeted at 2% of salaries (.02 x \$296,942)	5,939
Total Benefits	<u>\$ 39,539</u>

TOTAL SALARIES AND BENEFITS \$ 362,410

PROPOSED BUDGET DETAIL (Services and Supplies)			
VENDOR NAME: <u>Exceptional Parents Unlimited, Inc.</u>		Site 2	
Budget Period <u>July 1, 2019 - June 30, 2020</u>			
BUDGET LINE ITEM	CATEGORY & DESCRIPTION/ CALCULATION	SUBTOTAL	TOTAL
0250	Insurance: Worker's Comp Ins. @ \$396,942 x .014 General Liability, & Property Insurance @ \$187.50 per month x 12 months	4,158 2,250	6,408
0300	Communications - Agency phone & internet budgeted at \$60 per month x 12 months Cell Phone service for Home Navigators and Managers budgeted at \$375/mo. x 12 mos	720 4,500	5,220
0350	Office Expense - copying, printing, postage, office supplies, employment verifications, server lease, file cabinets, and misc. supplies at \$380/mo. x 12 months	4,560	4,560
0450	Facilities: Office Space Lease @ \$858.34/mo x 12 mos Utilities budgeted @ \$135/mo x 12 mos. Janitorial, security, and misc.maintenance & supplies budgeted @ \$144.59/mo. x 12 mos.	10,300 1,620 1,735	13,655
0500	Travel - Mileage reimbursement budgeted at 158.05 miles per mo. x \$.58 per mile x 12 months x 5 FTE's	5,500	5,500
0550	Program Supplies - Material Goods for Health & safety of families budgeted at \$500 per family x 70 families Parent handbooks, binders, craft supplies, etc. budgeted at \$125/mo. X 12 months Home Navigator kit supplies = 5 x \$200	35,000 1,500 1,000	37,500
0600	Consultants - Network & administration & data security @ \$250/mo. x 12 months	3,000	3,000
0650	Fiscal & Audits-Portion of Agency Single Audit budgeted at \$850	850	850
0660	Training - Growing Great Kids Curriculum budgeted at \$1,775 for 2 staff = \$3,550. HFA training at \$540/per staff x 4 = \$2,160 plus HFA Affiliation fee of \$1,125 Misc required training (CPR, Mandated Reporter, etc.) budgeted @ \$1,020	6,835 1,020	7,855
0700	Indirect Costs budgeted @ 10% of total award (\$496,618 x 10%)	49,660	49,660
		\$ 134,208	\$ 134,208