

1 **AMENDMENT NO. 3 TO SERVICE AGREEMENT**

2 This Amendment No. 3, to Service Agreement (“Amendment No. 3”) is dated  
3 \_\_\_\_\_ and is between Centro La Familia Advocacy Services, a California non-  
4 profit organization (“Contractor”), and the County of Fresno, a political subdivision of the State of  
5 California (“County”).

6 **Recitals**

7 A. On October 6, 2020, the County and the Contractor entered into a service agreement,  
8 which is County agreement number A-20-404, to provide research-based and evidence-  
9 informed home visitation services to underserved families with children ages 0-5 to COUNTY.

10 B. On June 21, 2022, the County and the Contractor entered into a First Amendment to  
11 Agreement, which is County agreement number A-22-287, to continue the services for an  
12 extended term of July 1, 2022 to June 30, 2024.

13 C. On June 18, 2024, the County and the Contractor entered into a Second Amendment to  
14 Agreement, which is County agreement number A-24-331 (Agreement number A-20-404, First  
15 Amendment to Agreement number A-22-287, and Second Amendment to Agreement number A-  
16 24-331, shall be referred to herein as “the Agreement”), to revise the scope of work to provide  
17 home visitation services to unduplicated families with at least one (1) parent/caregiver attending  
18 each event and continue services for an extended term of July 1, 2024 to June 30, 2026.

19 D. On March 11, 2026, the Children and Families Commission of Fresno County, California  
20 (First 5) approved an agreement renewal for the Community Health Teams program, to increase  
21 the funding and extend the Fresno County Department of Public Health’s Community Health  
22 Teams Program’s home visitation services for one additional year.

23 E. The County and the Contractor now desire to further amend the Agreement to extend  
24 the term for a final twelve (12) month period, through June 30, 2027, and increase the annual  
25 compensation.

26 The parties therefore agree as follows:

27 1. Section 3 of the Agreement, as previously amended, located on Page 2, Lines 5 through  
28 10, is deleted in its entirety and replaced with the following:

1           “The term of this Agreement shall be for a period of seven (7) years,  
2           commencing on July 1, 2020 through and including June 30, 2027.”

3           2. Section 5 of the Agreement, located on Page 3, Lines 13 through 18, is deleted in its  
4           entirety and replaced with the following:

5                   “For the term July 1, 2020 through June 30, 2021, in no event shall services  
6                   performed under this Agreement be in excess of Two Hundred Sixty Thousand,  
7                   Five Hundred Twenty-Six and No/100 Dollars (\$260,526.00). For the term July 1,  
8                   2021 through June 30, 2026, in no event shall services performed under this  
9                   Agreement be in excess of Two Hundred Sixty-One Thousand, Two Hundred  
10                  Twenty-Nine and No/100 Dollars (\$261,229.00) for each of the twelve (12) month  
11                  period. For the term July 1, 2026 through June 30, 2027, in no event shall  
12                  services performed under this Agreement be in excess of Two Hundred Eighty-  
13                  One Thousand, Two Hundred Twenty-Nine and No/100 Dollars (\$281,229.00). It  
14                  is understood that all expenses incidental to CONTRACTOR’S performance of  
15                  services under this Agreement shall be borne by CONTRACTOR.”

16           3. That all references in the Agreement to “Second Revised Exhibit B” shall be changed to  
17           read “Third Revised Exhibit B”, where appropriate, attached hereto and incorporated herein by  
18           reference.

19           4. When both parties have signed this Amendment No. 3, the Agreement, First Amendment  
20           to Agreement, Second Amendment to Agreement, and this Amendment No. 3 together  
21           constitute the Agreement.

22           5. The Contractor represents and warrants to the County that:

23                   a. The Contractor is duly authorized and empowered to sign and perform its obligations  
24                   under this Amendment.

25                   b. The individual signing this Amendment on behalf of the Contractor is duly authorized  
26                   to do so and his or her signature on this Amendment legally binds the Contractor to  
27                   the terms of this Amendment.  
28

1 6. The parties agree that this Amendment may be executed by electronic signature as  
2 provided in this section.

3 a. An "electronic signature" means any symbol or process intended by an individual  
4 signing this Amendment to represent their signature, including but not limited to (1) a  
5 digital signature; (2) a faxed version of an original handwritten signature; or (3) an  
6 electronically scanned and transmitted (for example by PDF document) version of an  
7 original handwritten signature.

8 b. Each electronic signature affixed or attached to this Amendment (1) is deemed  
9 equivalent to a valid original handwritten signature of the person signing this  
10 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  
12 valid original handwritten signature of that person.

13 c. The provisions of this section satisfy the requirements of Civil Code section 1633.5,  
14 subdivision (b), in the Uniform Electronic Transaction Act (Civil Code, Division 3, Part  
15 2, Title 2.5, beginning with section 1633.1).

16 d. Each party using a digital signature represents that it has undertaken and satisfied  
17 the requirements of Government Code section 16.5, subdivision (a), paragraphs (1)  
18 through (5), and agrees that each other party may rely upon that representation.

19 e. This Amendment is not conditioned upon the parties conducting the transactions  
20 under it by electronic means and either party may sign this Amendment with an  
21 original handwritten signature.

22 7. This Amendment may be signed in counterparts, each of which is an original, and all of  
23 which together constitute this Amendment.

24 8. The Agreement as previously amended by this Amendment No. 3 is ratified and  
25 continued. All provisions of the Agreement as previously amended and not amended by this  
26 Amendment No. 3 remain in full force and effect.

27 [SIGNATURE PAGE FOLLOWS]  
28

1 The parties are signing this Amendment No. 3 on the date stated in the introductory  
2 clause.

3 Centro La Familia Advocacy Services

COUNTY OF FRESNO

4  
5 

6 Margarita A. Rocha, Executive Director

Garry Bredefeld, Chairman of the Board of  
Supervisors of the County of Fresno

7 302 Fresno Street, Suite 102  
8 Fresno, CA 93706

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

9  
10  
11 By: \_\_\_\_\_  
Deputy

12 For accounting use only:

13 Org No.: 56201670  
14 Account No.: 7295  
15 Fund No.: 0001  
16 Subclass No.: 10000  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

**Centro La Familia Advocacy Services**  
July 1, 2026 - June 30, 2027

BUDGET CATEGORIES	Annual Salary	Total Cost	Description of Role/Justification
<b>PERSONNEL/STAFFING EXPENSES</b>			
Program Manager (0.25 FTE)	\$71,175.00	<b>\$17,793.75</b>	Coordinate all facets of the program, ensuring program fidelity and serving as liaison with the DSS. Calculated at 25% of current salary
Program Supervisor/Home Visitor (1.0 FTE)	\$53,625.00	<b>\$53,625.00</b>	Supervise the other home visitation staff, track and report program data, and serve as a home visitor. Calculated at \$27.50 per hour.
Home Visitor (1.0 FTE)	\$48,750.00	<b>\$48,750.00</b>	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 \$25 per hour.
Home Visitor (1.0 FTE)	\$48,750.00	<b>\$48,750.00</b>	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 \$25 per hour.
<b>Subtotal Personnel</b>		<b>\$168,918.75</b>	
<b>Payroll Taxes (8.7 % of Personnel)</b>	8.7%	<b>\$14,696.00</b>	Payroll taxes include FICA and SUI (on first \$7,000).
<b>Benefits (18.5 % of Personnel)</b>	18.5%	<b>\$31,250.00</b>	Benefits include health insurance (medical and dental) and retirement.
<b>Total Personnel Expenses</b>		<b>\$214,864.75</b>	
<b>NON-PERSONNEL EXPENSES</b>			
<b>Insurance</b>		<b>\$2,630.40</b>	
Worker's Compensation		\$2,280.40	\$1.35 per \$100 of payroll.
General Liability		\$350.00	5% of \$7,000 annual. Includes general liability and auto insurance.
<b>Communications</b>		<b>\$2,373.00</b>	
Cell Phones		\$1,365.00	Cell phones necessary for staff use on home visits and services. 3.25 FTE x \$35 per month.
Telephone and Internet Services		\$1,008.00	Costs include phone, and internet services for staff to conduct program services. Calculated at \$2100 per month x 4% x 12 months
<b>Office Expense</b>		<b>\$2,280.00</b>	
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		\$180.00	Postage for information mailed to families. \$15 per month x 12months
<b>Equipment</b>		<b>\$304.80</b>	
Copier Lease		\$232.80	Portion of copier to be used by Home Visitation staff. 4% x \$485 per month.
Server Maintenance		\$72.00	Portion of server cost to be used by Home Visitation staff. 4% x \$150 per month.
<b>Facilities</b>		<b>\$9,243.00</b>	
Office Rent		\$4,875.00	Office rent for staff offices @ 3.25 FTE x 100 sq. ft. x \$1.25 per sq. ft. per month. Office rent necessary to provide workspace for home visitation staff.
Utilities		\$2,160.00	Gas, electric, water allocated at 4% of \$4500 per month based on program staff.
Janitorial		\$2,208.00	Janitorial allocated at 4% of \$4600 per month based on program staff.
<b>Travel</b>		<b>\$4,862.40</b>	
Training		\$2,670.00	Staff training and certification which includes GGK Training, GGK Certifications and other staff development such as child development, child abuse prevention, and parent resiliency.
Travel		\$2,192.40	Mileage @ \$0.725/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.
<b>Program Supplies</b>		<b>\$5,400.00</b>	
Program Supplies for Families		\$4,800.00	Program supplies will be needed to support families. Supplies include diapers, emergency food, children's clothing, and family emergency assistance. Average approx. \$10 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 mont x 12 months
<b>Fiscal and Audits</b>		<b>\$4,304.00</b>	
Financial Services		\$3,504.00	Charged at 4% of monthly charge of \$7,300 per month x 12 months. Services provided for paying bills, processing payroll, and providing required grant financial
Audit Services		\$800.00	Allocated at 4% of \$20,000 fee to provide annual audited financial statements as required.

<b>Total Non-Personnel Expenses</b>	<b>\$31,397.60</b>	
<b>INDIRECT/OVERHEAD EXPENSE</b> <b>14.19% of Direct Expenses</b> (Direct Expenses = Personnel + Non-Personnel)	<b>\$34,966.65</b>	Indirect at 14.19%. 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.
<b>TOTAL EXPENSES</b> (Personnel + Non-Personnel + Indirect)	<b>\$281,229.00</b>	