

**AMENDMENT #1
TO CONTRACT BETWEEN
COUNTY OF VENTURA
AND
CALIFORNIA STATE UNIVERSITY, FRESNO FOUNDATION
FOR
TITLE IV-E FIELD BASED TRAINER PROGRAM**

The County of Ventura (County) and California State University, Fresno Foundation (Contractor), hereby agree that the contract previously entered into by the parties, also identified as County of Ventura Contract No. C2223.01, is amended, effective July 1, 2023, as follows:

1. The "Term" contained in the table on the first page is amended by deleting "July 1, 2022-June 30, 2023," and replacing it with "July 1, 2022-June 30, 2024."
2. The "Contract Amount" contained in the table on the first page is amended by deleting "\$312,900" and replacing it with "\$312,900 for Fiscal Year July 1, 2022-June 30, 2023, and \$312,900 for Fiscal Year July 1, 2023-June 30, 2024. Any remaining funds from one Fiscal Year may not be carried into the subsequent Fiscal Year."
3. Section 1. SERVICES TO BE PERFORMED BY CONTRACTOR. The first sentence is deleted and replaced with the following: "In consideration of the payments hereinafter set forth, Contractor will perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibits A, A1, B, B1, C, C1 and D to this Contract."
4. Section 2. PAYMENTS. The first sentence is deleted and replaced with the following: "In consideration of the services rendered in accordance with all applicable terms, conditions and specifications, County will make payment to Contractor in the manner specified in Exhibit A (Scope of Work) and in Exhibit A1 (Scope of Work for Fiscal Year 2023-2024) and in accordance with the approved budget for this contract herein included as Exhibit B, and B1."
5. Section 5. The first sentence is deleted and replaced with the following: "The term of this contract is from July 1, 2022 – June 30, 2024, subject to all terms and conditions set forth herein and subject to the appropriation of funds by the Board of Supervisors."
6. Section 25. EXHIBIT LIST: This section is amended by adding the following exhibits to the Exhibit List:
 - Exhibit A1-Scope of Work Fiscal Year 2023-2024
 - Exhibit B1-Budget Fiscal Year 2023-2024
 - Exhibit C1-Quarterly Performance Report Fiscal Year 2023-2024.
7. Exhibit A1-Scope of Work (for Fiscal Year 2023-24), attached hereto and incorporated by reference, is added to this Contract.
8. Exhibit B1-Budget (for Fiscal Year 2023-24), attached hereto and incorporated by reference, is added to this Contract.
9. Exhibit C1-Monthly Performance Report (for Fiscal Year 2023-24), attached hereto and incorporated by reference, is added to this Contract.
10. All other terms and conditions of the Contract remain the same.

COUNTY OF VENTURA

CALIFORNIA STATE UNIVERSITY, FRESNO FOUNDATION

Authorized Signature

Authorized Signature

Melissa Livingston

Keith Konpsi

Director, Human Services Agency

Directo, Financial Services

Date

Date

CALIFORNIA STATE UNIVERSITY, FRESNO FOUNDATION

Authorized Signature

Joy J. Goto, Ph.D.

Interim Dean, Research and Graduate Studies
Title

Date

* If a corporation, this Contract must be signed by two specific corporate officers.

The first signature must be either the (1) Chief Executive Officer, (2) Chairman of the Board, (3) President, or any (4) Vice President.

The second signature must be the (a) Secretary, an (b) Assistant Secretary, the (c) Chief Financial Officer, or any (d) Assistant Treasurer.

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

EXHIBIT A1

I. PROGRAM OBJECTIVES

The purpose of this Contract is for CONTRACTOR to provide services needed to help COUNTY social workers acquire core child welfare and family engagement skills and knowledge needed for professional child welfare social services practices. These training services provided by this Contract shall be collectively referred to as the Program. The Program must comply with the terms and conditions of Title IV (Grants to States for Aid and Services to Needy Families with Children and for Child-Welfare Services) of the Social Security Act, Part E (Federal Payments for Foster Care and Adoption Assistance) in order to be eligible for payment under this federal law.

II. CONTRACTOR RESPONSIBILITIES

During the term of this Program, CONTRACTOR shall:

- A. Provide two full time (FTE) Child Welfare Field-Based Trainers to the COUNTY.
- B. Use a Competency-Based Child Welfare Services (CWS) training model to train and prepare COUNTY's Children and Family Services (CFS) supervisors for their roles and responsibilities as educators, coaches and trainers, based on the Field-Based Trainer's experience, education and workload capacity.
- C. Collaborate with COUNTY supervisors on the development of a field-based training plan for each new social worker which uses internal and community-based resources to develop skills.
- D. Arrange and schedule ongoing training for new and experienced social workers in coordination with Staff Development Administrative Specialist and Supervisors.
- E. Provide coaching in the field to ensure the application of skills learned in training are being applied to case work.
- F. Provide field-based training to front-line COUNTY social workers on an as-needed basis.
- G. Provide ongoing evaluation of the effectiveness of the field-based training.
- H. Provide training, facilitation and support for new social workers during induction training, as directed by the CFS Staff Development Administrative Specialist.
- I. Meet regularly with each CFS supervisor to discuss the progress of individual social workers in their unit and address any other issues that may arise.
- J. Provide monthly reports to CFS Staff Development Administrative Specialist on activities, hours and staff served.
- K. Meet regularly (i.e., no less than once per month) with CFS Staff Development Administrative Specialist to assess the progress and success of the field-based training.
- L. Provide CFS Staff Development Administrative Specialist with feedback on organizational training needs.
- M. Make necessary and reasonable recommendations to CFS Staff Development Administrative Specialist and program management on policies and procedures that best support the training and skill development of CFS social work staff and to promote a system of support.
- N. Meet other specific identified needs as they arise, consistent with the role of field-based training.
- O. Comply with the CFS General Contracts Conditions, as applicable, included and

incorporated herein as a part of this Contract as **Exhibit D**.

- P. Subcontract any of its duties and responsibilities under this contract to a third party when necessary, provided that all subcontracts are approved in writing by COUNTY prior to implementation and any subcontractor is an eligible service provider and is held to the same policies, procedures, conditions and mandates to which CONTRACTOR is held under this contract. In all cases, CONTRACTOR shall be liable for all actions of any subcontractor in the operation of this project, and CONTRACTOR shall monitor performance and compliance with all aspects of said subcontract and report all findings and corrective actions to COUNTY.
- Q. Return to COUNTY equipment paid for or provided by COUNTY to CONTRACTOR if requested by the COUNTY upon contract closure. CONTRACTOR acknowledges that any equipment purchased with COUNTY funds or provided by COUNTY is the property of COUNTY.
- R. Pandemic/Emergency disruption of normal operations/services:
In the event of short- or long-term conditions which impact CONTRACTOR'S normal service delivery operations, such as a declared public health emergency or disaster, CONTRACTOR shall immediately notify COUNTY of the status and impact on operations, staffing and client populations. Contractor shall work with COUNTY to develop a strategy to be approved by COUNTY for alternative methods to deliver services and plan for timely return to normal service operations, while also adhering to federal, state and local safety and public health directives at all times.
- S. Diversity in staff: Cultivate staff and program capacity in the areas of diversity, equity and inclusion to address and serve families in the child welfare system in a culturally and linguistically considerate manner and ensure equal access to services and equitable outcomes across the diverse client population.
- T. Strive to create an inclusive environment where every client/participant feels like they belong.

III. FIELD-BASED TRAINER ROLE:

- A. Field-Based Trainers supplied by CONTRACTOR shall act in the capacity as an experienced colleague, sharing their knowledge and experience with newer child welfare social workers in order to help them master the core set of skills and knowledge needed for professional child welfare practice.
- B. Field-Based Trainers supplied by CONTRACTOR shall not have the same authority to supervise or evaluate child welfare social workers as COUNTY. The responsibility for evaluation rests solely with the worker's supervisor. The Field-Based Trainer does have a responsibility to immediately report to a supervisor any concerns that involve child safety or violations of legal, regulatory or ethical standards and to advise the worker that they are making such a report. All other feedback to the supervisor should be provided in a joint conference with the worker, focused on the progress/completion of goals set for the worker by the supervisor and done for the purpose of helping the worker be successful in the performance of his or her job.

IV. COUNTY RESPONSIBILITIES:

During the term of this Program, COUNTY shall:

- A. Designate the CFS Staff Development Administrative Specialist to be the point of

contact within CFS to act as a liaison for CONTRACTOR. This person's duties shall include, but not be limited to, approving a training calendar, the length of each training session and the curriculum for all sessions; approving invoices; and reviewing progress reports and training evaluation forms completed by each participant.

- B. Observe the Field-Based Trainers without prior notice given to CONTRACTOR.
- C. Reimburse CONTRACTOR in accordance with the requirements of the training and compensation schedule.
- D. Identify any additional training areas that may be required by COUNTY.
- E. Meet with CONTRACTOR on a quarterly basis to review quarterly activity report for compliance.

V. PERFORMANCE MEASURES

- A. CONTRACTOR shall submit cumulative performance reports to the COUNTY on a quarterly basis.
- B. Reports shall detail all services provided as identified in **Exhibit C** and any obstacles to achieving the expected outcomes. **Reports are due within 15 working days after the end of each quarter.**

VI. COMPENSATION and PAYMENT SCHEDULE

- A. CONTRACTOR and COUNTY acknowledge and agree that this is a cost reimbursement contract. The total compensation amount for Program services provided under this Contract shall not exceed **\$312,900**. CONTRACTOR shall submit an invoice monthly for Field-Based Trainer services provided for the previous month no later than the tenth calendar day of the subsequent month to Human Services Agency-Fiscal Division. If Contract invoices or other required documentation are not submitted within ninety (90) days of the activity occurring, CONTRACTOR will pay to COUNTY \$50 per day as liquidated damages beginning on the 91st day following the original due date.
- B. Invoices for services provided through a subcontract shall be paid by CONTRACTOR, with such amounts included in CONTRACTOR'S regular invoice to the COUNTY for reimbursement.
- C. In accordance with the approved budget, included herein as **Exhibit B-1**, COUNTY shall reimburse to the CONTRACTOR the approved costs within 30 days of the receipt of an approved invoice.
- D. CONTRACTOR shall further detail invoices to categorize costs into two areas:
 - 1. Training for County Children and Family Services staff (federally-eligible).
 - 2. Administrative Costs associated with federally-eligible (Title IV, Part E of Social Security Act) activities.
- E. CONTRACTOR shall provide matching funds or equivalent in-kind expenditures from non-federal funding sources that total at least 21.74% of the total expenditures on the monthly invoice for allowable activities under this Contract and in accordance with Title IV, Part E requirements. All matching funds or in-kind expenditures provided shall be documented on the monthly invoice, supported by verifiable source documents to substantiate that such matching funds or in-kind expenditures have been provided to support the costs of this project. All invoice and purchasing documentation shall be available to COUNTY for review upon request.

CSUF

Title IV-E Field Based Trainer Program

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VII. MONITORING

- A. COUNTY may monitor and evaluate CONTRACTOR to ensure compliance with the terms of this Agreement. COUNTY shall notify CONTRACTOR of any deficiency as soon as practicable. Failure to resolve monitoring deficiencies to COUNTY'S satisfaction within 90 days of the issuance of the monitoring report will be cause for withholding of funds by the COUNTY, unless COUNTY otherwise extends this time frame.
- B. Monitoring reports may be used to evaluate renewal of this contract.
- C. COUNTY will review quarterly reports issued by CONTRACTOR for compliance with minimum expected attendance levels for all classes and reserves the right to cancel any future offerings of those courses where there exists a pattern of attendance of less than four persons.

Contract Budget		Exhibit B1	
1. CONTRACTOR NAME: California State University, Fresno Foundation			
2. PROGRAM ACTIVITY/PROJECT NAME:		Field Based Trainer	
3. PERFORMANCE PERIOD		4. EFFECTIVE DATES	
FROM: 07/01/23		INITIAL CONTRACT EFFECTIVE DATE: 7/1/2022	
TO: 06/30/24		AMENDMENT #: 1	
CONTRACT #: C2223.01		AMENDMENT EFFECTIVE DATE: 7/1/2023	

BUDGET SUMMARY			
I. DIRECT PROGRAM EXPENSES	BUDGET SUMMARY	LEVERAGED COSTS	LEVERAGE TYPE (In-Kind or Cash)
A. Staff Salaries	\$ 182,000		
B. Staff Fringe Benefits	\$ 77,386		
C. Direct Program Operating Expenses	\$ 12,701		
D. Contractual Services	\$ -		
E. Client/Participant Direct Costs	\$ -		
F. Other	\$ -		
SUBTOTAL SECTION I -DIRECT PROGRAM EXPENSES	\$ 272,087	\$ -	
II. INDIRECT COSTS	\$ 40,813	\$ 68,022	In-Kind: Forgone Indirect
TOTAL CONTRACT BUDGET	\$ 312,900	\$ 68,022	

BUDGET DETAIL				
I. DIRECT PROGRAM EXPENSES				
A. Staff Salaries (List Position/Title)	Monthly Salary	FTE(S)	# of Months	Total
Field Based Trainers	7453	2	12	\$ 178,880
Clerical Support	\$2,600	0.1	12	\$ 3,120
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
A. Subtotal Staff Salaries				\$ 182,000

B. Staff Fringe Benefits	Rate (%)	Total
Payroll Taxes (Social security, Medicare, etc.)	15.00%	\$ 27,300
Health Benefits	17.69%	\$ 32,198
Retirement Contributions	9.83%	\$ 17,888
Other (please describe):		\$ -
Other (please describe):		\$ -
B. Subtotal Staff Fringe Benefits		\$ 77,386

C. Direct Program Operating Expenses	Budget Justification & Calculation Details	TOTAL
<i>(Must be verifiable and cannot also be treated as an Indirect Cost.)</i>		
Staff Travel	189 miles per week @ \$0.585 per mile X 52 weeks	\$ 5,750
Facility Lease/Mortgage		\$ -
Telephone/Utilities	Monthly Cell Phone stipend and internet hotspots (budgeted at \$280/month)	\$ 3,360
Insurance Related to the Program		\$ -
Office Supplies & Equipment*	General Office Supplies (Ex:Pens, paper, ink cartridges, etc)	\$ 2,391
Program Outreach		\$ -
Other Program Costs	Laptops, computer programs, miscellaneos.	\$ 1,200
C. Subtotal Direct Program Operating Expenses		\$ 12,701

(*Note: For equipment items over \$5,000 and a useful life of more than one year, additional approval is needed. Please list all such items individually with the per-unit costs.)

Contract Budget		Exhibit B1	
1. CONTRACTOR NAME: California State University, Fresno Foundation			
2. PROGRAM ACTIVITY/PROJECT NAME:		Field Based Trainer	
3. PERFORMANCE PERIOD		4. EFFECTIVE DATES	
FROM: 07/01/23	TO: 06/30/24	INITIAL CONTRACT EFFECTIVE DATE:	7/1/2022
CONTRACT #: C2223.01		AMENDMENT #: 1	
		AMENDMENT EFFECTIVE DATE: 7/1/2023	

D. CONTRACTUAL SERVICES (List legal entity name for each)	Contract Description & Cost Details	Subaward (S) or Vendor (V) (to follow 2 CFR §200.331)	Total
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
D. Subtotal Contractual Services			\$ -

E. CLIENT/PARTICIPANT DIRECT COSTS				TOTAL
Vocational Training Costs	Avg. Cost Per Participant	# of Participants		
	\$ -	0		\$ -
On-the-Job Training	Avg. Rate Per Hour	Avg. Hours Per Month	Avg. # of Months	
Participant Wages				\$ -
Participant Benefits	Avg. Benefit Rate (%):			\$ -
Supportive Services (WIOA contract only)	Add Budget Justification & Calculation Details Below			\$ -
Family Stabilization Support Funds (CFS contracts only, when permitted)	Add Budget Justification & Calculation Details Below			\$ -
E. Subtotal Client/Participant Direct Costs				\$ -

F. OTHER (Please Describe)	Budget Justification & Calculation Details	Total
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
F. Subtotal Other		\$ -

DIRECT PROGRAM COSTS TOTAL	\$ 272,087
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II. INDIRECT COSTS* (Use one of the options below.)				
	Rate (%)	Cost Base Rate Applied to (Amount)	Cost Base (Type)	Total
1. Federally Negotiated Indirect Cost Rate (Must attach your approved ICRA)				\$ -
2. De Minimis 10%	10%		MTDC	\$ -
3. Other Program Special Rate (May be referenced in RFP, provide details)	15%	\$ 272,087	MTDC @ 15%	\$ 40,813
INDIRECT COSTS TOTAL				\$ 40,813

*Please note that items cannot be charged as both Direct Program Expenses and Indirect Costs. See 2 CFR §200.412-§200.415.

Please list the general items classified by your agency as Indirect Costs: Salary wages, benefits, and operating expenses.

AGENCY/PROGRAM NAME: CSUF
Title IV-E Field Based Trainer Program

EXHIBIT C-1

Outcome/Indicator	Goal	Actual	% of Actual
Outcome Measures			
Contractor will develop and deliver group training sessions for Training Unit social workers. Contractor will facilitate Induction Training along with training unit supervisors and leads.	100%		
Contractor will work individually with new workers to support and develop knowledge and skills as identified by the county and informed by the Integrated Core Practice Model. Contractor will assist Training Unit Supervisors and Leads with the completion of the Individualized Training Plan (ITP).	100%		
Contractor will administer a satisfaction survey to Training Unit social workers monthly.	90% of survey respondents will report that the field-based trainer services as being beneficial to their child welfare knowledge and skill development.		

Comments: