

**AMENDMENT #2  
TO CONTRACT BETWEEN  
COUNTY OF VENTURA  
AND  
SAN DIEGO STATE UNIVERSITY FOUNDATION  
FOR  
CHILD WELFARE DEVELOPMENT SERVICES (CWDS)**

The County of Ventura (County) and San Diego State University Foundation (Contractor), hereby agree that the Contract previously entered into by the parties, also identified as County of Ventura Contract No. C2223.11, amended, effective July 1, 2023, is further amended effective July 1, 2024, as follows:

1. The "Term" contained in the table on the first page of the Contract is amended by deleting "July 1, 2022-June 30, 2023," and replacing it with "July 1, 2022-June 30, 2025."
2. The "Contract Amount" contained in the table on the first page of the Contract is amended by deleting "\$428,476" and replacing it with "\$428,476 for Fiscal Year July 1, 2022-June 30, 2023, \$284,352 for Fiscal Year July 1, 2023-June 30, 2024 and \$271,968 for Fiscal Year July 1, 2024-June 30, 2025 . 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, A2, B, B1, B2, C, 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), Exhibit A1 (Scope of Work for Fiscal Year 2023-2024), and in Exhibit A2 (Scope of Work for Fiscal Year 2024-2025) and in accordance with the approved budget for this Contract herein included as Exhibit B, B1 and B2."
5. Section 6. TERM. The first sentence is deleted and replaced with the following: "The term of this Contract is from July 1, 2022 – June 30, 2025, 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 A2-Scope of Work Fiscal Year 2024-2025
  - Exhibit B2-Budget Fiscal Year 2024-2025
7. Exhibit A2-Scope of Work (for Fiscal Year 2024-25), attached hereto and incorporated by reference, is added to this Contract.
8. Exhibit B2-Budget (for Fiscal Year 2024-25), attached hereto and incorporated by reference, is added to this Contract.
9. All other terms and conditions of the Contract remain the same.

**COUNTY OF VENTURA**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Melissa Livingston

\_\_\_\_\_  
Director, Human Services Agency

\_\_\_\_\_  
Date

**SAN DIEGO STATE UNIVERSITY FOUNDATION**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Sandra M. Nordahl

\_\_\_\_\_  
Director of Sponsored Research Contracting and Compliance

\_\_\_\_\_  
Date

**SAN DIEGO STATE UNIVERSITY FOUNDATION**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_

\_\_\_\_\_  
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 A2**

### **I. PROGRAM OBJECTIVES**

The purpose of this Contract is for the 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, through Child Welfare Development Services (CWDS). 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. (42 U.S.C. § 670 et seq.)

### **II. CONTRACTOR RESPONSIBILITIES**

During the term of this Program, CONTRACTOR shall:

- A. Provide eight (8) days of advanced training on topics to be determined in consultation with Children & Family Services (CFS).
- B. Provide ninety-six (96) days of CFS staff coaching or five hundred seventy-six (576) hours. Coaching will be learner-led and focused on specific practice implementation for CFS staff including Safety Organized Practice, Core Practice Model, Family Engagement, Supervision, and other topics to be determined in consultation with CFS leadership and learners.
- C. Select, train and provide oversight of coaches.
- D. Provide training that shall increase staff knowledge and skills in the core practice model.
- E. Provide training that promotes Safety, Permanency and Wellbeing.
- F. Provide services that integrate learning to support CFS program mandates and initiatives.
- G. Provide services that meet the training needs required to support CFS in implementing initiatives.
- H. Provide services that focus on increasing the learner's cultural responsiveness.
- I. Collaborate with the Department and other partners as needed to support needs assessment, service planning, and delivery.
- J. Increase staff knowledge on the application of new laws and regulations in child welfare.
- K. Recruit, negotiate and contract with other professionals to provide culturally appropriate training, and provide support services and resources for all training sessions and practice framework integration and sustainability.
- L. Purchase or develop training curriculum that is culturally appropriate, to be utilized by managers, supervisors, and training staff.
- M. Develop flyers to announce all training sessions and use other media as needed.
- N. Register attendees for all contract-related training sessions in CACWT, up to

- thirty-five (35) participants per class, per day.
- O. Cancel and reschedule any class that has fewer than ten participants, confirmed two weeks prior to the scheduled class.
  - P. Arrange and schedule ongoing training for new social workers in coordination with Staff Development Administrative Specialist.
  - Q. Provide on-site management of transfer of learning activities for new and experienced child welfare social worker (CWSW) staff.
  - R. Provide evaluation to assess the impact of training and workforce development endeavors which include end-of-day assessment for all trainings, tracking topical content in addition to the end-of-day assessment for all coaching, and pre/post surveys.
  - S. Produce three quarterly reports and one annual training report tracking CWDS training hours.
  - T. Provide monthly reports to CFS Staff Development Administrative Specialist on activities, hours and staff served.
  - U. Meet regularly (i.e., no less than once per month) with CFS Staff Development Administrative Specialist to assess the progress and success of the training.
  - V. Provide CFS Staff Development Administrative Specialist with feedback on organizational training needs.
  - W. Make necessary and reasonable recommendations to CFS Staff Development Administrative Specialist on policies and procedures that best support the training and skill development of CFS Social Work staff.
  - X. Meet other specific identified needs as they arise, consistent with the CWDS training.
  - Y. Comply with the CFS General Contracts Conditions, as applicable, included and incorporated herein as a part of this Contract as Exhibit D.
  - Z. Strive to create an inclusive environment where every client/participant feels like they belong.

### III. SUBCONTRACTING

CONTRACTOR, with prior written approval by COUNTY, may subcontract any of its duties and responsibilities under this contract to a third party provided that: (A) subcontractor is an eligible service provider; (B) subcontractor is held to the same policies, procedures, conditions and mandates as pertain to the CONTRACTOR; (C) CONTRACTOR ensures that selected subcontractors are not debarred or suspended from receiving federal funds, per 2 CFR 200; (D) CONTRACTOR shall be liable for all actions of any subcontractor in the operation of this project; and (E) CONTRACTOR shall monitor performance and compliance with all aspects of said subcontract and report all findings and corrective actions to COUNTY.

### IV. EQUIPMENT

Equipment purchased with funds paid or provided to CONTRACTOR under this contract shall be the property of COUNTY. COUNTY retains the right to have all such property

returned upon conclusion of the contract period.

#### V. COUNTY RESPONSIBILITIES:

- A. COUNTY CFS Staff Development Administrative Specialist shall be the designated contact within CFS to act as a liaison for the 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, reviewing progress reports and training evaluation forms completed by each participant.
- B. CFS representative may observe the training without prior notice given to the CONTRACTOR.
- C. COUNTY shall 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. COUNTY will meet with CONTRACTOR on a quarterly basis to review quarterly activity report for compliance.
- F. Ensure that the specified number of unduplicated participants register and attend trainings.
- G. Provide the names of and other pertinent information about community agency staff, foster parents and other providers who will participate in joint training sessions.
- H. Determine the number and assignment of training slots available for joint training sessions provided by the program, and assure the Title IV-E eligibility of community agency staff who attends any of the trainings.
- I. Determine which trainings sessions are mandatory or voluntary and identify the respective participant populations.
- J. Coordinate with CWDS to determine whether a training session shall be cancelled or rescheduled for lack of adequate enrollment.
- K. Ensure staff completion of post-training surveys designed to measure outcome objectives and progress.
- L. Ensure that Department training space is available for all training.
- M. Provide office space for the on-site CWDS staff.
- N. Provide email addresses for all trainees fourteen business days in advance of scheduled training.
- O. Ensure all training hosted on COUNTY sites are scheduled in training rooms that are equipped with a functional wi-fi (wireless fidelity) connection prior to the start of training and trainer preparation.

#### VI. 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.**

## VII. COMPENSATION and PAYMENT SCHEDULE

- A. CONTRACTOR and COUNTY acknowledge and agree that this is a fixed fee contract. The total compensation amount for Program services provided under this Contract shall not exceed **\$271,968**. If Contract invoices or other required documentation are not submitted within ninety (90) days of the activity occurring, the CONTRACTOR will pay to COUNTY \$50 per day as liquidated damages beginning on the 91<sup>st</sup> day following the original due date.
- B. Invoices for services provided through a subcontract shall be paid by the 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, 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 on equipment from non-federal funding sources that total at least 7.5% 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.
- F. CONTRACTOR shall provide up to \$71,230 in-kind funds as referenced in Exhibit B. In-kind matching funds shall be reportable and documented to original sources and in accordance with 2 CFR200 (the Uniform Guidance). In-kind costs are funds or services contributed by the CONTRACTOR without reimbursement.

## VIII. MONITORING

- A. COUNTY will conduct a compliance and fiscal monitoring process of this project at least once annually to determine compliance with all requirements outlined herein. A report on the project will be issued to the CONTRACTOR in accordance with COUNTY procedures. COUNTY will provide a minimum two-week notice prior to conducting an on-site monitoring this project.
- B. Failure to resolve COUNTY-identified monitoring deficiencies to COUNTY satisfaction within 90 days of the issuance of the monitoring report will be cause for withholding of funds by the COUNTY, unless this COUNTY otherwise extends this time frame.

- C. Monitoring reports will be used to evaluate requests for proposals or for renewal of this contract.
- D. 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.

**Exhibit B2****Ventura County Budget FY 24/25****Deliverable****# of Units****Cost Per Unit****Training/Consultation Days**

Advanced Training Days, Topics to be determined through consultation with the County Consultant and County Leadership

8

\$6,192

**Coaching Services**

Coaching to support Safety Organized Practice, CPM, Family Engagement, Supervision, and other topics to be determined through consultation with County leadership

96

\$2,317

**Grand Total**



**Total**

In Kind

**\$49,536**

**\$222,432**

**\$271,968**

\$71,230