

**AMENDMENT #1
TO CONTRACT BETWEEN
COUNTY OF VENTURA
AND
KIDS & FAMILIES TOGETHER
FOR
CARE PROVIDER TRAINING PROGRAM**

The County of Ventura (County) and Kids & Families Together (Contractor), hereby agree that the contract previously entered into by the parties, also identified as County of Ventura Contract No. C2223.09, 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 "\$399,500" and replacing it with "\$399,500 for Fiscal Year July 1, 2022-June 30, 2023, and \$399,500 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 6. 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 26. 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

KIDS & FAMILIES TOGETHER

Authorized Signature

Melissa Livingston

Director, Human Services Agency

Date

Authorized Signature

David Friedlander

Executive Director

Date

KIDS & FAMILIES TOGETHER

Authorized Signature

Printed Name

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 to provide specialized training to care providers of children and youth involved in the child welfare system in Ventura County. CONTRACTOR shall manage the organization, implementation, documentation, and assessment of the Care Provider Training Program (CPTP). Care Provider populations eligible to receive training include Children and Family Services (CFS) employees, current or prospective resource parents, adoptive parents, relative guardians and employees of private child placing and child care agencies. 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. Be responsible for the development (as necessary), provision, marketing, administration, documentation, and assessment of specialized trainings which are requested and approved by CFS.
- B. Administer an initial needs assessment across potential participant populations and ensure ongoing evaluation of training needs.
- C. Utilize curriculum previously developed by the COUNTY, curriculum previously developed by the CONTRACTOR, and/or curriculum developed by the CONTRACTOR in the scope of the CPTP contract. Any curriculum developed in the scope of the CPTP contract shall be the property of COUNTY.
- D. Assume a key leadership and administrative role in a community-wide child welfare training collaborative which supports the prevention of child abuse and neglect and strengthens families.
- E. Request approval from CFS for all new training to ensure training is Title IV-E eligible and applicable to the needs of participant populations.
- F. Provide training in both English and Spanish (as requested by CFS) throughout the COUNTY of Ventura. Should there be occasions when CONTRACTOR does not have the required minimum bilingual staff employed, the CONTRACTOR shall secure interpreting services as needed. CONTRACTOR shall assume the responsibility of interpretation costs or may request a budget modification to transfer funds from staffing to translation services in order to provide translation when CONTRACTOR is not meeting the minimum required number of bilingual staff.
- G. Maintain staffing infrastructure to be available for at least fourteen hundred (1,400) hours annually of training and curriculum development. Specific quantities of training and curriculum development hours will be allocated based on COUNTY's assessment of program needs. Training and curriculum for resource families must be provided in English and Spanish as needed by participants.
- H. Hire and train Trainers to demonstrate a thorough knowledge of their specialized training area along with a working knowledge of the values and practices of the California Child Welfare Core Practice Model, Quality Parenting Initiative, Safety Organized Practice, the Written Directives from the State of California, and the Ventura COUNTY Children and Family Services "We Believe" Statements.

- I. Design an annual needs survey (which may include multiple modalities) which shall be approved by COUNTY.
- J. Collaborate with COUNTY to distribute an annual needs assessment survey across Title IV-E eligible populations by August 31.
- K. Analyze survey results and provide recommendations to COUNTY by September 30.
- L. Develop/maintain a mechanism for care providers to request specialized topics and submit summarized request information in the quarterly reports.
- M. Based on the results of the needs assessment and care provider requests, develop training course outlines. New and existing curriculum development must be requested by COUNTY; curriculum development process and final product will be reviewed and approved by COUNTY.
- N. Provide training as agreed upon by both Parties.
- O. Maintain a course description list of available training courses.
- P. Hire appropriate trainers to develop course material and/or provide training. COUNTY staff shall be invited to serve on interview panels as new trainers are hired.
- Q. Subcontract with additional training providers, as needed, with pre-approval by COUNTY. COUNTY will provide the selected CONTRACTOR with deliverables for each training, which the CONTRACTOR shall incorporate into subcontracts with any subcontracted training providers. COUNTY may provide suggestions for training instructors and must approve any subCONTRACTORS selected by the CONTRACTOR. The CONTRACTOR is responsible for procuring and managing any subcontracted training activities in accordance with federal procurement guidelines outlined in 2 CFR 200.
- R. Ensure all trainers meet minimum qualifications including educational and work experience and/or certifications to teach each class. COUNTY must approve minimum qualifications.
- S. Update a list of trainers and their qualifications as changes occur and provide updated list to COUNTY.
- T. Develop promotional materials, prepare schedules and provide copies to COUNTY contract liaison(s) and conduct outreach activities to notify and encourage eligible Title IV-E individuals to receive training.
- U. Convene representatives from community organizations in Ventura COUNTY that support youth in out of home care for the purposes of creating and maintaining a community training collaborative. In partnership with COUNTY representative, CONTRACTOR shall lead the collaborative in conducting an annual training needs assessment; and creating, maintaining, and distributing a master calendar of training opportunities.
- V. Provide training location(s) and ensure trainings occur in locations which are easily accessible to the majority of participants. Trainings may occur virtually with the prior approval of COUNTY.
- W. Coordinate attendance at each training session, which may include staff from COUNTY, staff from other child placing agencies, resource families, and other Title IV-E eligible individuals.
- X. Cancel a training course when zero (0) participants are registered seven (7) calendar days prior to the training date.

- Y. Reschedule a training course when fewer than five (5) eligible participants are registered seven (7) calendar days prior to the training date.
- Z. Review program needs for special purchases or training supplies and ensure such expenditures are Title IV-E eligible before COUNTY purchasing.
- AA. Provide class attendees with written curriculum materials as required by the COUNTY and as appropriate to the topic.
- BB. Provide specialized training as scheduled according to course outlines as approved by COUNTY.
 - 1. One such specialized training shall be CPR/AED/First Aid Training and Certification as required by the Resource Family Approval Written Directives from the State of California. Contractor shall provide adequate CPR/AED/First Aid training opportunities to accommodate both English and Spanish speaking resource families as well as CFS staff. CONTRACTOR shall arrange for a back-up trainer in the event the scheduled trainer is unavailable. Sign-in sheets will be provided to COUNTY to document attendance. If needed, and if requested by COUNTY, CONTRACTOR shall develop multiple physical sites for training in locations convenient for participants. CONTRACTOR shall coordinate with COUNTY to identify and register appropriate attendees, as well as coordinate and market class dates and locations. Blended learning courses (online and in person) will be provided to both English-speaking and Spanish-speaking resource families. CONTRACTOR shall obtain and maintain required training supplies and/or arrange with a subcontractor to do so.
- CC. Administer Training Evaluation Forms to each participant in each class. In order to ensure integrity of evaluation process, the evaluations will not be directly administered by the course trainer. The format of the Training Evaluation Forms shall be approved by COUNTY.
- DD. Maintain Training Evaluation Forms on file.
- EE. Submit a quarterly report to COUNTY that summarizes for each course offered: the number of hours per course, attendance, and results Training Evaluation Forms. Quarterly measurement will begin with the July-September period.
- FF. Send to COUNTY monthly attendance sheets for all classes provided during the month. Attendance sheets shall indicate the date of class, title of training session, names of each person and their affiliation, length of class and name of trainer. A list of all classes and the number of attendees for each class shall be submitted along with the monthly invoice. Payment of invoice may be delayed if any of the items is not submitted.
- GG. Document hours spent on curriculum development and training provision along with expenditures for supplies and submit the information in monthly invoices to COUNTY.
- HH. Submit monthly invoices to COUNTY.
- II. Designate a Program Administrator who will serve as the CONTRACTOR's primary project manager and will be responsible but not limited to:
 - 1. CONTRACTOR Provide administrative and program oversight, ensuring that attendance, scheduling, promotion, evaluation, record-keeping, invoicing, and other activities are completed in a timely and professional manner.
 - 2. Recruit and interview potential trainers in collaboration with CFS; CFS

- staff shall be invited to serve on interview panels as new trainers are hired.
3. Vet potential subcontractors in collaboration with CFS; COUNTY must approve all subcontractors.
 4. Oversee trainers, maintain records of trainer qualifications, and address trainer performance as required.
 5. Ensure that Training Evaluation Forms are administered and recorded for each training.
 6. Maintain schedule of trainings and ensure trainings are promoted per COUNTY requirements.
 7. Monitor and track training activities to ensure activities remain within annual budget limits and contract expectations.
 8. Review requests for special purchases or training supplies and ensure such requests are Title IV-E applicable before forwarding requests to COUNTY for approval.
 9. Convene representatives from community organizations in Ventura COUNTY that support youth in out of home care, in creating and maintaining a community training collaborative. In partnership with COUNTY representative, CONTRACTOR shall lead the collaborative in conducting an annual training needs assessment; and creating, maintaining, and distributing a master calendar of training opportunities.
 10. Prepare and submit quarterly reports and ad-hoc reports as requested by CFS.
 11. Meet on a minimum quarterly basis with COUNTY.
 12. Communicate with COUNTY CFS contract liaisons(s) regarding any problems and concerns.
- JJ. Comply with the CFS General Contracts Conditions, as applicable, included and incorporated herein as a part of this Contract as Exhibit D.
- KK. 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.
- LL. 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.
- MM. 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.

NN. 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 manner and ensure equal access to services and equitable outcomes across the diverse client population.

III. COUNTY RESPONSIBILITIES:

During the term of this Program, COUNTY shall:

- A. Designate a CFS staff person to be the point of contact and 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. Reimburse CONTRACTOR in accordance with the requirements of the training and compensation schedule.
- C. Identify any additional training areas that may be required by COUNTY.
- D. Meet with CONTRACTOR on a quarterly basis to review quarterly activity report for compliance.

IV. 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.**

V. 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 **\$399,500**. CONTRACTOR shall submit an invoice monthly for 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, COUNTY shall reimburse to the CONTRACTOR the approved costs within 30 days of the receipt of an approved invoice.

VI. 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: Kids & Families Together			
2. PROGRAM ACTIVITY/PROJECT NAME:		Care Provider Training Program	
3. PERFORMANCE PERIOD		4. EFFECTIVE DATES	
FROM: July 1, 2023	TO: June 30, 2024	INITIAL CONTRACT EFFECTIVE DATE	7/1/2022
CONTRACT #:C2223.09		AMENDMENT #: 1	
		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	\$ 99,797		
B. Staff Fringe Benefits	\$ 14,251		
C. Direct Program Operating Expenses	\$ 34,534		
D. Contractual Services	\$ 213,004		
E. Client/Participant Direct Costs	\$ -		
F. Other	\$ 1,596		
SUBTOTAL SECTION I -DIRECT PROGRAM EXPENSES	\$ 363,182	\$ -	
II. INDIRECT COSTS	\$ 36,318	\$ -	
TOTAL CONTRACT BUDGET	\$ 399,500	\$ -	

BUDGET DETAIL				
I. DIRECT PROGRAM EXPENSES				
A. Staff Salaries (List Position/Title)	Monthly Salary	FTE(S)	# of Months	Total
CPTP Training Director	\$10,920.00	0.50	12	\$ 65,520
Administrative Support - CPR	\$4,415.32	0.25	12	\$ 13,246
Administrative Support - General Program	\$4,415.32	0.24	12	\$ 12,868
Staff Trainers	\$5,780.67	0.07	12	\$ 5,002
Karina - Support	\$8,779.68	0.03	12	\$ 3,161
				\$ -
				\$ -
				\$ -
				\$ -
A. Subtotal Staff Salaries				\$ 99,797

B. Staff Fringe Benefits	Rate (%)	Total
Payroll Taxes		
(Social security, Medicare, etc.)	8.12%	\$ 8,104
Health Benefits	6.16%	\$ 6,147
Retirement Contributions		\$ -
Other (please describe):		\$ -
Other (please describe):		\$ -
B. Subtotal Staff Fringe Benefits		\$ 14,251

C. Direct Program Operating Expenses <i>(Must be verifiable and cannot also be treated as an Indirect Cost.)</i>	Budget Justification & Calculation Details	TOTAL
Staff Travel		\$ -
Facility Lease/Mortgage/Utilities	(2% of agency costs) 194 Sq Feet \$ 4479.00, including utilites & janitorial	\$ 4,910
Telephone/IT	2.85 % of agency \$175,889.00	\$ 5,012
Insurance Related to the Program	2.85 % of agency \$30,982	\$ 883
Office Supplies & Equipment*	2.85 % of agency \$75,594	\$ 2,701
Program Outreach		
Other Program Costs	Data Base 2.85% of 15,191.00 and Program Supplies Direct \$20,595.00	\$ 21,028
C. Subtotal Direct Program Operating Expenses		\$ 34,534
(*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	
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CONTRACT #:C2223.09		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)	Total
Partnership for Safe Families	Training Coordination	(S)	\$ 26,000
Various	Outside Trainers	(V)	\$ 159,164
Translations and Interpretation		(V)	\$ 27,840
			\$ -
			\$ -
D. Subtotal Contractual Services			\$ 213,004

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	
Other EE realted Costs	1.72% of Gross Wages such as Payroll Fees, Workers' Comp and any if any 403B retirement fees	\$ 1,595.54
F. Subtotal Other		\$ 1,596

DIRECT PROGRAM COSTS TOTAL	\$ 363,182
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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%	\$ 363,182	MTDC	\$ 36,318
3. Other Program Special Rate (May be referenced in RFP, provide details)				\$ -
INDIRECT COSTS TOTAL				\$ 36,318

*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: Executive Admin Wages, Audit, and other related admin costs

Exhibit C – Care provider Training program

Outcome/Indicator		Plan (Goal)	Q1	Q2	Q3	Q4	YTD	Notes
Process Measures								
1	Hours billed for curriculum development							
2	Hours billed for training activities (scheduling, prep, set up, training, take-down)							
3	Number of training sessions provided							
4	Number of training hours provided							
5	Total number of participants (can include duplicates)							
		# of current or prospective resource families						
		# of adoptive families						
		# of legal guardians						
		#of CFS staff						
		# of employees of private child						
		# of other participants						
6	Number of spanish speaking participants							
Outcome Measures								
11	Attendees will show at least a 80% satisfaction level with training content*	80%						
12	Attendees will show at least a 80% satisfaction level with trainer effectiveness*	80%						
13	Percentage of monthly reports submitted timely	100%						
<p>* The Contractor shall submit a summary of Training Evaluation Forms results from all trainings provided during the quarter. The compiled results shall reflect an overall satisfaction level of 80% with both trainer effectiveness and training content.</p>								
Safety/AED/FirstAid								

# of English speaking participants enrolled	n/a							
# of spanish speaking participants enrolled	n/a							
# of english speaking participants completed	n/a							
# of spanish speaking participants completed	n/a							
# of CFS staff enrolled	n/a							
# of CFS staff completed	n/a							