

**AMENDMENT #3
TO CONTRACT BETWEEN
COUNTY OF VENTURA
AND
CHILD DEVELOPMENT RESOURCES OF VENTURA COUNTY, INC.
FOR
EMERGENCY CHILD CARE BRIDGE PROGRAM FOR FOSTER CHILDREN
("THE BRIDGE PROGRAM")**

The County of Ventura (County) and Child Development Resources of Ventura County, Inc. (Contractor), hereby agree that the contract previously entered into by the parties on July 1, 2022, also identified as County of Ventura Contract No. C2223.02, and amended effective February 1, 2023 and 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 original Contract is amended by deleting "July 1, 2022-June 30, 2024," and replacing it with "July 1, 2022-June 30, 2025."
2. The "Contract Amount" contained in the table on the first page of the original Contract, is amended by deleting "734,125" and replacing it with "\$734,125 for Fiscal Year July 1, 2022-June 30, 2023, \$734,125 for Fiscal Year July 1, 2023-June 30, 2024 and \$820,940 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, B1.1, B1.2, B2.1, B2.2, B3.1, B3.2 and B3.3, and C 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 budgets for this Contract herein included as Exhibit B1.1, B1.2, B2.1, B2.2, B3.1, B3.2 and B3.3."
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 26. EXHIBIT LIST: This section is amended by adding the following exhibits to the Exhibit List:
 - Exhibit A2-Scope of Work Fiscal Year 2024-2025
 - Exhibits B1.2, B2.2 and B3.3 Budget Fiscal Year 2024-25
7. Exhibit A2-Scope of Work (for Fiscal Year 2024-25), Exhibit B1.2, B2.2 and B3.3 Budget (for Fiscal Year 2024-25), attached hereto and incorporated by reference, is added to this Contract.
8. All other terms and conditions of the Contract remain the same.

COUNTY OF VENTURA

CHILD DEVELOPMENT RESOURCES OF VENTURA COUNTY, INC.

Authorized Signature

Melissa Livingston

Director, Human Services Agency

Date

Authorized Signature

Jack Hinojosa

Chief Executive Officer

Date

CHILD DEVELOPMENT RESOURCES OF VENTURA COUNTY, INC.

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 A2

CONTRACTOR/PROGRAM NAME: CHILD DEVELOPMENT RESOURCES/ EMERGENCY CHILD CARE BRIDGE PROGRAM FOR FOSTER CHILDREN (“THE BRIDGE PROGRAM”)

I. BACKGROUND AND PROGRAM OBJECTIVE

This agreement is entered into by and between the County of Ventura (COUNTY), which includes its Human Services Agency (HSA) and HSA’s Children & Family Services (CFS) division, and Child Development Resources, Inc. (CONTRACTOR), which serves both as the local Child Care Resource and Referral Program (R&R) and Alternative Payment Program (APP).

Background: The lack of access to child care for potential eligible families seeking to take in a foster child is one of the top barriers to placing young foster children with families. The 2017 passage of Senate Bill (SB) 89 established the Emergency Child Care Bridge Program for Foster Children (the Bridge Program). The Bridge Program provides a payment or voucher for child care (initially for up to 6 months, with possible extension for 12 months total based on need and CFS review and approval on a case-by-case basis) and a child care navigator to eligible relative caregivers, eligible families or parenting youth in foster care. Trauma-informed care training and coaching is also provided to child care providers who care for children in foster care.

The purpose of this agreement is to set forth the terms and conditions for COUNTY and CONTRACTOR to identify their respective roles and responsibilities in efforts to recruit, retain, and support eligible families with voucher payments for subsidized child care, child care navigator, and trauma-informed care training and coaching for child care providers participating in the Bridge Program.

Families eligible for the child care Bridge Program payment include:

- Resource families and families that have a child placed with them for an emergency or compelling reason;
- Approved homes of relatives or non-relative extended family members (NREFMs);
- Parents under the jurisdiction of the juvenile court, including, but not limited to, non-minor dependent parents; and
- Licensed foster family homes or certified family homes.

The Bridge Program consists of three components:

1. **Child care navigator:** CONTRACTOR will provide a child care navigator who is bilingual (English/Spanish) to assist eligible families. The navigator will assist in finding a child care provider, securing a subsidized child care placement if eligible, completing child care program applications, and developing a plan for long-term child care appropriate to the child’s age and needs. Eligibility for navigator services shall not be contingent on a child’s receipt of a child care payment or voucher.

2. **Trauma-informed care training and coaching:** Child care programs participating in the Bridge Program will receive access to trauma-informed care training. Child care providers will also receive access to coaching to assist them in applying training curriculum and learn strategies for working with children in foster care. Trauma-informed training and coaching will be provided by CONTRACTOR (or its subcontractors) to child care programs participating in the Bridge Program. CONTRACTOR is also actively participating in development of a statewide trauma-informed child care training curriculum to be used for this purpose.
3. **Emergency child care voucher/payment services:** This component includes child care payments as well as the administrative and program costs associated with child care payments. Eligible families may receive a time-limited child care voucher or payment to help pay for child care costs. COUNTY will determine client eligibility in accordance State of California Emergency Child Care Bridge Program for Foster Children regulations set forth in ACL No.17-109 and subsequent guidance, and will set eligibility priorities during the annual state Opt-In process, or more frequently as needed. All vouchers and payments, whether paid directly to the family or child care provider, must be paid in accordance with the Regional Market Rate ceilings for subsidized child care payment rates. These payments will be managed by CDR. COUNTY may revise the program's eligibility criteria, within levels allowed by the State, at any time and will inform the CONTRACTOR of such changes when they are submitted to the State.

II. ROLES AND RESPONSIBILITIES

A. HSA-CFS RESPONSIBILITIES:

1. Ensure collaboration with CDR to share information, identify priorities, and plan for the implementation of the Bridge Program.
2. Determine a child/family's program eligibility and establish local priorities and program parameters for children accessing the Bridge Program to increase placement stability for foster children placed with eligible families.
3. Refer eligible families to the CONTRACTOR'S child care navigator to receive a monthly child care payment or voucher and refer families and care providers to the child care navigator to access trauma-informed care training services.
4. Ensure the payment or voucher made through CONTRACTOR is in an amount commensurate with the Regional Market Rate ceiling payment rates.
5. Take the necessary steps to maximize funding from local, state, and federal sources, including responsibilities related to monitoring the use of Title IV-E and other federal funds in County Fiscal Letter (CFL) No. 16/17-75, dated June 20, 2017.

6. Collect and submit monthly data and outcomes to the California Department of Social Services (CDSS) program as noted in the Data Collection section below as identified in section 8 of CONTRACTOR Responsibilities.
7. Provide space for meetings at CFS County sites as needed, and coordinate logistics for such meetings.

B. CDR (CONTRACTOR) RESPONSIBILITIES

CONTRACTOR shall administer the garnering of services for the Emergency Child Care Bridge Program for Foster Children. Eligible families shall receive a time-limited monthly payment or voucher for child care and a child care navigator. Child care programs and providers serving children in the Bridge Program shall be provided with trauma-informed care training and coaching.

The following tasks shall be accomplished during the term of the contract:

1. Collaborate with the HSA-CFS to assist eligible families referred from CFS to receive a time-limited child care voucher or payment to help pay for child care cost as prioritized by CFS and approved by the State.
2. Provide payment to child care providers providing care for Ventura County children placed out of county. CONTRACTOR shall pay outside counties for TrustLine costs if incurred due to Ventura County children being placed out of county. If CONTRACTOR and COUNTY mutually agree that CONTRACTOR is unable to provide payment to child care providers for Ventura County children placed out of county because the location is too far away from Ventura County and is not cost effective, CONTRACTOR shall assist eligible families living out of county in obtaining child care paid for by other funding sources, if possible. CONTRACTOR shall communicate with CFS Social Worker and CFS Program Coordinator about its efforts in assisting out of county eligible families who have placement of Ventura County children.
3. Provide case management and support of clients' child care needs, enrollment services to parents and children determined eligible by HSA, intake/orientation, resource and referral, client needs assessment, child care provider recruitment and contracting, record maintenance, training, education and outreach, processing of all direct child care payments to child care providers, required accounting, data collection and reporting, processing notices of action, managing TrustLine Registry applications and related requirements for licensed and license-exempt child care providers, and other duties necessary to administer the program.
4. Once the client has selected a child care provider (sometimes referred to hereafter as provider), CONTRACTOR shall verify the provider's status as licensed or license-exempt. License-exempt shall be defined as a provider who is not required to be licensed but is required to be registered with TrustLine as

required by California Health and Safety Code, Division 2, Chapter 3.35, Child Care Provider Registration. Grandparents, aunts and uncles of the child are the only license-exempt providers not required to be registered with TrustLine; however, federal policy requires child care services for children in foster care to be rendered by a provider that is licensed, certified, or has some other formal status under State or local regulations in order for the State to claim reimbursement under Title IV-E. Therefore, all license-exempt child care providers, (including grandparents, aunts, and uncles) must undergo a background check with TrustLine in accordance to ACL 18-80E. For all license-exempt providers, CONTRACTOR shall:

- a. Inform each license-exempt provider of the requirement to apply for TrustLine registration through the application and fingerprint process. CONTRACTOR shall not reimburse for childcare expenses to a license-exempt provider who applies for TrustLine registration until the provider has been successfully registered and cleared with TrustLine.
 - b. Require each license-exempt provider to complete the Health and Safety Self-Certification form (Form CCP4). Each license-exempt provider must meet the Health and Safety Self-Certification requirements in order to be eligible for payment reimbursement for child care services from CONTRACTOR.
5. Provide a bilingual (English/Spanish) child care navigator training in trauma informed care to assist CFS eligible families. HSA-CFS will be included as a participant in the hiring panel of the navigator. The navigator shall assist with finding a child care provider, securing a subsidized child care placement if eligible, completing child care program applications, and developing a plan for long-term child care appropriate to the child's age and needs.

Navigator services shall be made available to any child in foster care, any child previously in foster care who has returned to his or her home of origin, and any child of parents involved in the child welfare system, including any child who meets the eligibility criteria for the Bridge Program. Navigator services will be available to child welfare families that have entered Family Maintenance or have a Family Preservation case opened. Eligibility for navigator services shall not be contingent on a child's receipt of a child care payment or voucher.

The child care navigator shall:

- a. Assist the family, child welfare worker, social worker or probation officer, and other child and family team members with accessing child care at the time of placement as well as identifying child care options appropriate to the child's age and needs;
- b. Connect the family to information and resources about school readiness and child care to empower families and improve their ability to access resources and make informed decisions about the child care needs of the child;

- c. Assist the family in identifying potential opportunities for an ongoing child care subsidy if eligible, and assist in moving the child to other identified subsidized care as soon as possible;
 - d. Assist the family in completing appropriate child care program applications and enrolling into a child care program;
 - e. Develop an overall, long-term child care plan for the child, including plans, where possible, to minimize child care transitions or disruptions for the child; and
 - f. Attend Teaming meetings with CFS staff as necessary, at locations and frequencies to be mutually determined;
 - g. Terminate Bridge child care payment upon learning that child is no longer in the home of the approved resource parent(s). Contact child welfare worker in order to further assist child's family in identifying potential opportunities for child care subsidy (alternate program) and assist family in completing appropriate application.
6. Provide eligible families participating in the Bridge Program access to trauma-informed care training. The training includes, but is not limited to, infant and toddler development and research-based, trauma-informed best care practices. Child care providers will also receive access to coaching to assist them in applying training curriculum and learn strategies for working with children in foster care. CDR is required to provide trauma-informed care training and coaching to child care providers working with children, and children of parenting youth, in the foster care system. The California Child Care Resource and Referral Network (Network) will develop and coordinate the training content to be used.
 7. Provide eligible families, as determined by CFS, with timely access to appropriate child care providers to support resource families, approved homes of relatives or nonrelatives extended family members, and parents under the jurisdiction of the juvenile court, including but not limited to non-minor dependents and families that have a child placed with them in an emergency or for compelling reasons. CONTRACTOR will respond to referrals received by contacting the referred family(ies) within one business day of receipt of the referral from CFS.
 8. Provide HSA-CFS with monthly required data points to ensure outcomes in order to submit and demonstrate that the program is meeting intended results. CONTRACTOR will submit data and outcomes and the Emergency Child Care Bridge Program for Foster Children report (CCB 18). The CCB 18 report includes data on Bridge Program vouchers eligibility and enrollment, type of voucher placements and child care settings, the length of time receiving

voucher, and transition information. The data also includes the number of referrals to, and families served by, child care navigators and the number of trauma-informed care trainings held as per ACL 18-73 & ACL 19-18. CONTRACTOR will provide the completed CCB-18 report to CFS by the 20th calendar day of the second month following the report month. (e.g., January's report is due February 20th). A download copy of the CCB 18 form including instructions and validations can be found from the Data Systems and Survey Design Bureau (DSSDB) website at <http://www.cdss.ca.gov/dssdb/>.

9. Provide HSA-CFS with monthly Bridge Program Enhanced Referral Activity Log with data elements that must include, but are not limited to, the following:
 - a. Date Referral Request Received
 - b. Navigator Name
 - c. Foster Parent Name
 - d. Relationship (Relative/NRFMs; Community Home)
 - e. Child's Name
 - f. Date of birth
 - g. Type of Placement (RFA; Emergency/Compelling; Relative Approval; Licensed Foster Family Home)
 - h. Date of Placement by CFS
 - i. Date of Eligibility by CFS
 - j. Date of Initial Contact
 - k. Time of Initial Contact
 - l. Telephone Number
 - m. Status
 - n. Notice of Action (NOA) Start Date
 - o. 6 Month Emergency Expire Date
 - p. Transfer Date to Other Subsidized Care
 - q. Age at Eligibility
10. Provide the following data elements at the request of HSA which may include, but are not limited to:
 - a. Number of children birth through 12 currently being served in child welfare system, both in and out-of-home;
 - b. Projected number of children to be served;
 - c. Net change in population served;
 - d. Number of eligible families available in the report period;
 - e. Length of time to process and issue the voucher to eligible families;
 - f. Type of child care setting selected;
 - g. Number and average duration of vouchers disbursed;
 - h. Length of time (or number of months) child received the payment or voucher;
 - i. Number of referrals to child care navigators;
 - j. Number of families served by navigators;
 - k. Number of children enrolled in Bridge subsidized child care;

- l. Number of children enrolled in non-Bridge subsidized care;
- m. Number of children transitioning from Bridge to non-Bridge subsidized care;
- n. Length of time to transition from Bridge to non-Bridge subsidized care;
- o. Number of trauma-informed care trainings held;
- p. Number of child care providers attending trauma-informed care trainings;
- q. Number of coaching sessions held;
- r. Number of child programs and child care providers served; and
- s. Other funding and sources used to support/supplement the program, if applicable.

11. Strive to create an inclusive environment where every client/participant feels like they belong.

III. PERFORMANCE MEASURES

A. CONTRACTOR shall detail work performed and outcomes as indicated in Exhibit C and any obstacles to achieving the expected outcomes. Reports are due within 15 days after the end of each quarter.

- Attach a detail report to Exhibit C that shall include the following:
 - i. A list of the number of eligible referrals that were pending enrollment and the reason(s). If possible, list the number of eligible referrals that declined the voucher and the reason(s).
 - ii. A list of the number of families that have not been contacted, worked with, and transitioned off the Bridge Program within 90-120 days of securing an emergency daycare and the reason(s).
 - iii. A list of the names of the families on the Bridge Program that were unable to secure an alternative daycare program within (6) six months and the reason(s) why.
 - iv. A list of the number of referred families not connected to Bridge Program and the reason(s) why.

B. CONTRACTOR shall endeavor to garner alternative subsidized child care placements for Bridge Program children as soon as possible and caregiver is ready for transition to alternative daycare program. CONTRACTOR will monitor and notify COUNTY of average actual timelines.

C. CONTRACTOR shall respond to ad hoc requests for data and outcomes information as needed by HSA staff.

D. CONTRACTOR shall monitor internal performance to ensure program components and responsibilities are being met. If CONTRACTOR is not meeting program performance measures, CONTRACTOR will provide corrective action plan to COUNTY.

E. CONTRACTOR shall submit the following monthly activity excel reports and attach them to appropriate monthly invoice to COUNTY:

- Bridges Voucher Invoice Detail Report (child expense): Client State #ID,

Client Name, Provider Type, Child's Name, Child's DOB, Service Start Date, Service End Date, Amount Paid

- Trauma-Informed Detail Report: number of Trauma-Informed Care Trainings (provide dates), # of child care providers that attended trauma-informed trainings; number of coaching sessions; number of child care providers that received coaching sessions (information can be taken from CCB18 report; please provide specific details)
- Navigator Detail Report: # of eligible Bridge families served; # of referrals; # of CFS families served (non-voucher eligible, such as but not limited to Family Maintenance, Family Preservation, etc.); # of CFS families connected/linked to other subsidized child care (non-voucher eligible, such as but not limited to Family Maintenance, Family Preservation, etc.)

IV. COMPENSATION SCHEDULE AND FISCAL INFORMATION

CONTRACTOR and COUNTY acknowledge and agree that this is a cost reimbursement contract. The maximum COUNTY obligation of this contract shall not exceed **\$820,940** total, in accordance with the approved budget, attached hereto as Exhibit B, for total program services comprised of the following three components:

- 1) Child Care Navigator: \$106,962 maximum
- 2) Trauma-Informed Training: \$96,766 maximum
- 3) Emergency Child Care Voucher/Payment Services: \$617,212 maximum

CONTRACTOR shall be financially responsible for audit exceptions on disallowances by the State and Federal Government. CONTRACTOR shall provide audit records in compliance with 2 CFR Part 200 Subparts E and F and provide a copy of the organizational wide audit annually. Failure to do so may end in the denial of payment under this or subsequent contracts.

- A. **PAYMENT METHOD AND INVOICES.** CONTRACTOR shall be paid in arrears for all costs incurred and paid in support of this contract. CONTRACTOR shall submit invoices monthly for all expenses incurred and paid for up to the date of the invoice no later than the tenth calendar day of the subsequent month to Human Services Agency-Fiscal Division. The invoice package shall include separate invoices for each of the three programs and a consolidated invoice cover page. If Contract invoices or other required documentation are not submitted within ninety (90) days of the activity occurring, the CONTRACTOR will be subject to corrective action and/or sanctions. The CONTRACTOR may be subject to penalties of up to \$50 per day as liquidated damages beginning on the 91st day following the original due date.
- B. **CHILD CARE DEVELOPMENT FUND ACCOUNT.** CONTRACTOR shall establish and maintain a unique general ledger account entitled the "Emergency Child Care Bridge Program for Foster Children Fund" account for the Bridge Program fund to account for receipt of all reimbursed Bridge Program services funds from the COUNTY. This account shall be kept separate from all other accounts administered and maintained by CONTRACTOR.

- C. CONTRACTOR shall prepare and submit documentation of actual administrative costs as of December 31 and June 30 for review, as requested by COUNTY.
- D. Bridge Program expenditure invoices shall be submitted in a format approved by COUNTY. CONTRACTOR shall identify costs directly to the specific functions that they support. Reporting will be reviewed on a quarterly basis to ensure reporting needs and associated functionality of these reports are satisfactory for both the CONTRACTOR and the COUNTY. Time studies or a cost allocation plan shall be maintained and applied to support such costs. COUNTY shall not pay for unauthorized services rendered by CONTRACTOR.
- E. SUPPLEMENTAL CHILD CARE EXPENDITURE INVOICES. CONTRACTOR may submit one supplemental child care expenditure invoice between regular child care expenditure invoices submitted in accordance with paragraph IV.D above. Such invoice shall follow the submittal and processing guidelines provided in paragraph IV.D above.
- F. COST BASIS. This is a cost-based contract, and COUNTY shall pay CONTRACTOR, up to the maximum amount specified in this contract, for actual costs that are reasonable and necessary to the performance of this contract and that comply with the cost criteria. CONTRACTOR shall not be held liable for disallowed costs resulting from COUNTY's inappropriate determination of client eligibility.
- G. COST CRITERIA FOR ADMINISTRATION/INDIRECT COSTS. Bridge Program costs shall be divided into three components with a separate detailed budget incorporated herein as Exhibit B for each program. The three components, their subcomponents and allowable limits for each are set forth below:
- Child Care Navigator: \$106,962 maximum.
 - Trauma-Informed Training: \$96,766 maximum.
 - Emergency Child Care Voucher/Payment Services: \$617,212 maximum.
- 1) CONTRACTOR's Direct Program Expenses consist of those line items specified in the budget (Exhibit B) under cost category I, Direct Program Expenses, which support direct program costs and functions. CONTRACTOR shall ensure that Direct Program Expenses are reasonable and necessary for services under this contract and in accordance with any applicable requirements. Staff included in the budget as a Direct Program Cost shall provide detailed tracking of time spent on the Program or in certain cases where a statistical analysis would provide a more cost-effective method of allocation time, for monitoring purposes. Administrative staff who are not identified with programs as supported by a job description and do not track the time committed to the program are considered an Indirect Cost, not a Direct Program Expense.
- 2) CONTRACTOR's Direct Child Care Costs shall constitute a minimum of 75% of the Voucher budget, unless otherwise approved by the COUNTY. This criteria will be reviewed and negotiated as needed during the annual budget development process and when budget modifications are requested. This category is reserved for direct

payments to child care providers only.

- H. **INDIRECT COST RATE.** If CONTRACTOR uses an indirect cost rate, CONTRACTOR must maintain a federally approved cost allocation plan and make such plan available for review by COUNTY on request or provide a copy of the federally approved use of the de minimis rate. If used, CONTRACTOR's indirect cost rate shall not include consideration of any costs otherwise non-reimbursable. The amount of indirect costs CONTRACTOR allocates to this contract shall not exceed the benefit allocated to this contract. The cost allocation plan must quantify the benefit among all similar programs and distribute costs accordingly. A copy of CONTRACTOR's cost allocation plan shall be provided to COUNTY upon execution of this contract.
- I. **SUPPORT DOCUMENTATION.** CONTRACTOR shall maintain all documents necessary to support claims and invoices for payments.
- J. **NON-REIMBURSABLE COSTS.** The following costs are not considered allowable and reimbursable under this contract and CONTRACTOR shall not invoice for such costs: staff costs for non-travel-related food expenses, travel expenses that do not benefit the Bridge program, bad debts and any related legal costs, contributions, entertainment costs, fines or penalties, costs incurred after the contract has been terminated (except as provided in Exhibit D, General Contract Conditions, section A.24, Closeout Upon Termination), fund-raising costs, investment management costs, incorporation costs or consulting costs related to incorporation, state and federal income taxes, and costs incurred in prior or future years outside the scope of this contract.
- K. **FINAL INVOICE.** The final invoice for fiscal year 2024-2025 is due to COUNTY no later than October 18, 2025. COUNTY shall not be liable for any invoices submitted by CONTRACTOR after this date. Payments to child care providers for prior year services and associated program and administrative costs may be charged to the current year contract upon authorization from COUNTY.
- L. **PAYMENT OF SUBCONTRACT CLAIMS.** Invoices for services provided through a subcontract shall be paid by CONTRACTOR with such amounts included in CONTRACTOR's regular invoice to COUNTY.

V. ADDITIONAL PROVISIONS

A. Confidentiality and Records:

Confidentiality: Both Parties and their officers, employees, agents and subcontractors shall comply with Welfare and Institutions Code (WIC) sections 827 and 10850, 45 Code of Federal Regulations (CFR) section 205.50 and all other applicable provisions of law which provide for the confidentiality of social services and child welfare records and prohibit their being opened for examination for any purpose not directly connected with the administration of public social services. Whether or not covered by WIC sections 827 and 10850 or by 45 CFR section 205.250, confidential medical or personnel records and the identities of clients and complainants shall not be disclosed unless there is proper

consent to such disclosure or a court order requiring disclosure. Confidential information gained by CONTRACTOR from access to any such records, and from contact with its clients and complainants, shall be used by CONTRACTOR only in connection with its conduct of the program under this contract or as otherwise permitted by law. HSA through the Director, shall have access to such confidential information and records to the extent allowed by law. Such information and records retained by HSA shall remain confidential and may be disclosed only as permitted by law.

B. Maintenance and Availability of Records:

CONTRACTOR shall prepare and maintain all reports and records that may be required by federal, state or County of Ventura rules and regulations and shall furnish such reports and records to the County of Ventura and to the state and federal governments, upon request.

C. Retention of Records:

CONTRACTOR shall maintain and preserve all records related to this contract (and shall assure the maintenance of such records in the possession of any third party performing work related to this contract) for a period of five (5) years from the date of final payment under this contract and beyond the five year period until any pending litigation, claim, negotiation, audit exception or other action involving this contract is resolved.

D. 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.

E. 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.

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.
- B. CONTRACTOR's failure to resolve a deficiency within 90 days of COUNTY monitoring and notice may be sufficient cause for COUNTY to withhold contract funds to the CONTRACTOR until such time as deficiency is cured to the satisfaction of the COUNTY.

C. Monitoring reports may be used to evaluate requests for proposals for new contracts and for making program improvements should this contract be renewed.

Contract Budget		Exhibit B1.2	
1. CONTRACTOR NAME: Child Development Resources of Ventura County, Inc.			
2. PROGRAM ACTIVITY/PROJECT NAME: Foster Bridge - Navigator			
3. PERFORMANCE PERIOD		4. EFFECTIVE DATES	
FROM: 7/1/2024	TO: 6/30/2025	INITIAL CONTRACT EFFECTIVE DATE:	7/1/2022
		AMENDMENT #: 3	
CONTRACT #: C2223.02		AMENDMENT EFFECTIVE DATE: 7/1/2024	

BUDGET SUMMARY			
I. DIRECT PROGRAM EXPENSES	BUDGET SUMMARY	LEVERAGED COSTS	LEVERAGE TYPE (In-Kind or Cash)
A. Staff Salaries	\$ 68,525		
B. Staff Fringe Benefits	\$ 19,735		
C. Program Operating Expenses	\$ 9,870		
D. Contractual Services	\$ -		
E. Client/Participant Direct Costs	\$ -		
F. Other	\$ -		
SUBTOTAL SECTION I -DIRECT PROGRAM EXPENSES	\$ 98,130	\$ -	
II. INDIRECT COSTS	\$ 8,832	\$ -	
TOTAL NOT TO EXCEED CONTRACT AMOUNT	\$ 106,962	\$ -	

BUDGET DETAIL				
I. DIRECT PROGRAM EXPENSES				
A. Staff Salaries (List Position/Title)	Monthly Salary	FTE(S)	# of Months	Total
Manager, Child Care Services	10253.7	0.047	12	\$ 5,820
Navigator, Child Care Bridge	5397.97	0.740	12	\$ 47,934
Supervisor, Child Care Services (Bridge Prog)	7508.6	0.126	12	\$ 11,344
Trainer, Trauma-Informed Care	5711.67	0.050	12	\$ 3,427
A. Subtotal Staff Salaries	28871.94	0.963		\$ 68,525

B. Staff Fringe Benefits	Rate (%)	Total
Payroll Taxes		
(Social security, Medicare, etc.)	8.26%	\$ 5,660
Health Benefits	12.90%	\$ 8,838
Retirement Contributions	5.00%	\$ 3,426
WORKER'S COMP	2.64%	\$ 1,811
Other (please describe):	0.00%	\$ -
B. Subtotal Staff Fringe Benefits		\$ 19,735

C. Program Operating Expenses (Must be verifiable and cannot also be treated as an Indirect Cost.)	Budget Justification & Calculation Details	TOTAL
Staff Travel	Travel for conference and training 2 X 1325.	\$ 2,750
Facility Lease/Mortgage	Allocation for facilities at Central is based on three different allocations depending on square footage and expense allocated by type. Building, Grounds, Building Equipment Maint/Repairs on 0.247% sqft occupied out of \$301,475. Janitorial based on 0.283% sqft occupied out of \$262,600. Rent based on 0.250%sqft occupied out of \$1,172,585.	\$ 4,419
Telephone/Utilities	Allocation for telephone and utilities at Central are based on different allocations depending on square footage and expense allocated by type. Refuse/electricity/gas 0.2835% sqft occupied out of \$134,012. Telephone and water based on 0.2468% sqft occupied out of \$143,092.	\$ 733
Insurance Related to the Program		
Office Supplies & Equipment*	Includes office and training supplies, replacement costs for computer for replacing aging equipment and other office equipment based on historical costs.	\$ 1,382

Contract Budget		Exhibit B1.2	
1. CONTRACTOR NAME: Child Development Resources of Ventura County, Inc.			
2. PROGRAM ACTIVITY/PROJECT NAME:		Foster Bridge - Navigator	
3. PERFORMANCE PERIOD		4. EFFECTIVE DATES	
FROM: 7/1/2024	TO: 6/30/2025	INITIAL CONTRACT EFFECTIVE DATE:	7/1/2022
		AMENDMENT #:	3
CONTRACT #: C2223.02		AMENDMENT EFFECTIVE DATE: 7/1/2024	

Other Program Costs	Direct and allocated costs for postage, membership dues, and payroll fees, Auto Equipment, Office Equipment, and Communication equipment Maint/Repair based in usage by direct employees based on historical costs.	\$ 266
Software/Computer Supplies	Allocated costs of software based on caseload, and periphal equipments based on historical costs.	\$ 320
C. Subtotal Direct Program Operating Expenses		\$ 9,870
(*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 B1.2	
1. CONTRACTOR NAME: Child Development Resources of Ventura County, Inc.			
2. PROGRAM ACTIVITY/PROJECT NAME: Foster Bridge - Navigator			
3. PERFORMANCE PERIOD		4. EFFECTIVE DATES	
FROM: 7/1/2024	TO: 6/30/2025	INITIAL CONTRACT EFFECTIVE DATE:	7/1/2022
		AMENDMENT #:	3
CONTRACT #: C2223.02		AMENDMENT EFFECTIVE DATE: 7/1/2024	

D. CONTRACTUAL SERVICES (List legal entity name for each)	Contract Description & Cost Details	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	
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
F. Subtotal Other		\$ -

DIRECT PROGRAM COSTS TOTAL	\$ 98,130
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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)	8%			
2. De Minimis 10%	9%	\$ 98,130	MTDC	\$ 8,832.00
3. Other Program Special Rate (May be referenced in RFP, provide details)				\$ -
INDIRECT COSTS TOTAL				\$ 8,832

*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:

Contract Budget		Exhibit B2.2	
1. CONTRACTOR NAME: Child Development Resources of Ventura County, Inc.			
2. PROGRAM ACTIVITY/PROJECT NAME: Foster Bridge - Trainer			
3. PERFORMANCE PERIOD		4. EFFECTIVE DATES	
FROM: 7/1/2024	TO: 6/30/2025	INITIAL CONTRACT EFFECTIVE DATE:	7/1/2022
		AMENDMENT #: 3	
CONTRACT #:C2223.02		AMENDMENT EFFECTIVE DATE:	7/1/2024

BUDGET SUMMARY			
I. DIRECT PROGRAM EXPENSES	BUDGET SUMMARY	LEVERAGED COSTS	LEVERAGE TYPE (In-Kind or Cash)
A. Staff Salaries	\$ 65,482		
B. Staff Fringe Benefits	\$ 12,194		
C. Program Operating Expenses	\$ 11,100		
D. Contractual Services	\$ -		
E. Client/Participant Direct Costs	\$ -		
F. Other	\$ -		
SUBTOTAL SECTION I -DIRECT PROGRAM EXPENSES	\$ 88,776	\$ -	
II. INDIRECT COSTS	\$ 7,990	\$ -	
TOTAL NOT TO EXCEED CONTRACT AMOUNT	\$ 96,766	\$ -	

BUDGET DETAIL				
I. DIRECT PROGRAM EXPENSES				
A. Staff Salaries (List Position/Title)	Monthly Salary	FTE(S)	# of Months	Total
Manager, Child Care Services	10259.26	0.005	12	\$ 554.00
Trainer, Trauma-Informed Care	5710.83	0.900	12	\$ 61,677
Supervisor, Child Care Services (Bridge Prog)	7509.29	0.036	12	\$ 3,235
Representative, Programs Information	2222.22	0.001	12	\$ 16
A. Subtotal Staff Salaries	25701.6	0.941		\$ 65,482

B. Staff Fringe Benefits	Rate (%)	Total
Payroll Taxes (Social security, Medicare, etc.)	8.27%	\$ 5,417
Health Benefits	2.17%	\$ 1,423
Retirement Contributions	5.00%	\$ 3,274
WORKER'S COMP	3.18%	\$ 2,080
Other (please describe):	0.00%	\$ -
B. Subtotal Staff Fringe Benefits		\$ 12,194

C. Program Operating Expenses (Must be verifiable and cannot also be treated as an Indirect Cost.)	Budget Justification & Calculation Details	TOTAL
Staff Travel	Travel for conference and training 2 X 1325.	\$ 2,750
Facility Lease/Mortgage	Allocation for facilities at Central is based on three different allocations depending on square footage and expense allocated by type. Building, Grounds, Building Equipment Maint/Repairs on 0.2411% sqft occupied out of \$301,475. Janitorial based on 0.2768% sqft occupied out of \$262,600. Rent based on 0.2400%sqft occupied out of \$1,172,585.	\$ 4,268
Telephone/Utilities	Allocation for telephone and utilities at Central are based on different allocations depending on square footage and expense allocated by type. Refuse/electricity/gas 0.277% sqft occupied out of \$134,012. Telephone and water based on 0.242% sqft occupied out of \$143,092.	\$ 717
Office Supplies & Equipment*	Includes office and training supplies, replacement costs for computer for replacing aging equipment and other office equipment based on historical costs.	\$ 2,454
Other Program Costs	Direct and allocated costs for postage, membership dues, and payroll fees, Auto Equipment, Office Equipment, and Communication equipment Maint/Repair based in usage by employees based on historical costs.	\$ 326

Contract Budget		Exhibit B2.2	
1. CONTRACTOR NAME: Child Development Resources of Ventura County, Inc.			
2. PROGRAM ACTIVITY/PROJECT NAME:		Foster Bridge - Trainer	
3. PERFORMANCE PERIOD		4. EFFECTIVE DATES	
FROM: 7/1/2024	TO: 6/30/2025	INITIAL CONTRACT EFFECTIVE DATE:	7/1/2022
		AMENDMENT #: 3	
CONTRACT #:C2223.02		AMENDMENT EFFECTIVE DATE:	7/1/2024

Software/Computer Supplies	Allocated costs of software based on caseload, and periphal equipments based on historical costs.	\$	585
C. Subtotal Direct Program Operating Expenses		\$	11,100
(*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 B2.2	
1. CONTRACTOR NAME: Child Development Resources of Ventura County, Inc.			
2. PROGRAM ACTIVITY/PROJECT NAME: Foster Bridge - Trainer			
3. PERFORMANCE PERIOD		4. EFFECTIVE DATES	
FROM: 7/1/2024	TO: 6/30/2025	INITIAL CONTRACT EFFECTIVE DATE:	7/1/2022
		AMENDMENT #: 3	
CONTRACT #:C2223.02		AMENDMENT EFFECTIVE DATE:	7/1/2024

D. CONTRACTUAL SERVICES (List legal entity name for each)	Contract Description & Cost Details	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	
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
F. Subtotal Other		\$ -

DIRECT PROGRAM COSTS TOTAL	\$ 88,776
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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)	8%			
2. De Minimis 10%	9%	\$ 88,776	MTDC	\$ 7,990.00
3. Other Program Special Rate (May be referenced in RFP, provide details)				\$ -
INDIRECT COSTS TOTAL				\$ 7,990

*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:

Contract Budget		Exhibit B3.3	
1. CONTRACTOR NAME: Child Development Resources of Ventura County, Inc.			
2. PROGRAM ACTIVITY/PROJECT NAME: Foster Bridge - Voucher			
3. PERFORMANCE PERIOD		4. EFFECTIVE DATES	
FROM: 7/1/2024	TO: 6/30/2025	INITIAL CONTRACT EFFECTIVE DATE:	7/1/2022
		AMENDMENT #:	3
CONTRACT #: C2223.02		AMENDMENT EFFECTIVE DATE: 7/1/2024	

BUDGET SUMMARY			
I. DIRECT PROGRAM EXPENSES	BUDGET SUMMARY	LEVERAGED COSTS	LEVERAGE TYPE (In-Kind or Cash)
A. Staff Salaries	\$ 56,145		
B. Staff Fringe Benefits	\$ 16,186		
C. Program Operating Expenses	\$ 15,580		
D. Contractual Services	\$ -		
E. Client/Participant Direct Costs	\$ 478,339		
F. Other	\$ -		
SUBTOTAL SECTION I -DIRECT PROGRAM EXPENSES	\$ 566,250	\$ -	
II. INDIRECT COSTS	\$ 50,962	\$ -	
TOTAL NOT TO EXCEED CONTRACT AMOUNT	\$ 617,212	\$ -	

BUDGET DETAIL				
I. DIRECT PROGRAM EXPENSES				
A. Staff Salaries (List Position/Title)	Monthly Salary	FTE(S)	# of Months	Total
Manager, Child Care Services	10252.19	0.038	12	\$ 4,675
Navigator, Child Care Bridge	5398.2	0.582	12	\$ 37,701
Representative, Programs Information	2220.7	0.0182	12	\$ 485
Specialist I, Provider Reimbursement	4259.26	0.0099	12	\$ 506
Specialist, Quality Assurance	4776.94	0.0198	12	\$ 1,135
Supervisor, Child Care Services (Bridge Prog)	7508.99	0.0927	12	\$ 8,353
Supervisor, Child Care Services (Prov Serv)	6605.26	0.019	12	\$ 1,506
Coordinator, Quality Assurance	7904.04	0.0099	12	\$ 939
Specialist I, Provider Agreement	3806.31	0.0185	12	\$ 845
A. Subtotal Staff Salaries	52731.89	0.808		\$ 56,145

B. Staff Fringe Benefits	Rate (%)	Total
Payroll Taxes (Social security, Medicare, etc.)	8.28%	\$ 4,646
Health Benefits	13.13%	\$ 7,374
Retirement Contributions	5.00%	\$ 2,807
WORKER'S COMP	2.42%	\$ 1,359
Other (please describe):	0.00%	\$ -
B. Subtotal Staff Fringe Benefits		\$ 16,186

C. Program Operating Expenses (Must be verifiable and cannot also be treated as an Indirect Cost.)	Budget Justification & Calculation Details	TOTAL
Staff Travel	Travel for conference and training 1 X \$1,325.	\$ 1,325
Facility Lease/Mortgage	Allocation for facilities at Central is based on three different allocations depending on square footage and expense allocated by type. Building, Grounds, Building Equipment Maint/Repairs on 0.2630% sqft occupied out of \$301,475. Janitorial based on 0.3024% sqft occupied out of \$262,600. Rent for Central based on 0.2600%sqft occupied out of \$1,172,585. Rent for Warehouse based on 0.1092% sqft occupied out of \$56,756.	\$ 4,698
Telephone/Utilities	Allocation for telephone and utilities at Central and Warehouse are based on different allocations depending on square footage and expense allocated by type. Refuse/electricity/gas 0.2635% sqft occupied out of \$144,119. Telephone and water based on 0.2985% sqft occupied out of \$136,017.	\$ 784

Contract Budget		Exhibit B3.3	
1. CONTRACTOR NAME: Child Development Resources of Ventura County, Inc.			
2. PROGRAM ACTIVITY/PROJECT NAME:		Foster Bridge - Voucher	
3. PERFORMANCE PERIOD		4. EFFECTIVE DATES	
FROM: 7/1/2024	TO: 6/30/2025	INITIAL CONTRACT EFFECTIVE DATE:	7/1/2022
		AMENDMENT #: 3	
CONTRACT #: C2223.02		AMENDMENT EFFECTIVE DATE: 7/1/2024	

Office Supplies & Equipment*	Includes office and training supplies, replacement costs for computer for replacing aging equipment and other office equipment based on historical costs.	\$ 872
Other Program Costs	Direct and allocated costs for postage, membership dues, and payroll fees, Auto Equipment, Office Equipment, and Communication equipment Maint/Repair based in usage by employees based on historical costs.	\$ 781
Software/Computer Supplies	Allocated costs of software based on caseload, and periphal equipments based on historical costs.	\$ 7,120
C. Subtotal Direct Program Operating Expenses		\$ 15,580

(*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 B3.3	
1. CONTRACTOR NAME: Child Development Resources of Ventura County, Inc.			
2. PROGRAM ACTIVITY/PROJECT NAME:		Foster Bridge - Voucher	
3. PERFORMANCE PERIOD		4. EFFECTIVE DATES	
FROM: 7/1/2024	TO: 6/30/2025	INITIAL CONTRACT EFFECTIVE DATE:	7/1/2022
		AMENDMENT #: 3	
CONTRACT #: C2223.02		AMENDMENT EFFECTIVE DATE: 7/1/2024	

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

E. Direct Child Care Payments			TOTAL
	# of Months	Monthly Amount	
Direct Child Care Payments	12	39,861.58	\$ 478,339
<i>E. Direct Child Care Payments</i>			\$ 478,339

F. OTHER (Please Describe)	Budget Justification & Calculation Details		
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<i>F. Subtotal Other</i>			\$ -

DIRECT PROGRAM COSTS TOTAL	\$ 566,250
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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)	8%	\$ 566,250		
2. De Minimis 10%	9%	\$ 566,250	MTDC	\$ 50,962.00
3. Other Program Special Rate (May be referenced in RFP, provide details)				\$ -
INDIRECT COSTS TOTAL				\$ 50,962

*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: