

**AMENDMENT #2
TO CONTRACT BETWEEN
COUNTY OF VENTURA
AND
ASPIRANET
FOR
CHILD & ADOLESCENTS NEEDS & STRENGTHS SERVICES**

The County of Ventura (County) and Aspiranet (Contractor), hereby agree that the Contract previously entered into by the parties on August 1, 2022, also identified as County of Ventura Contract No. 8767, and amended by Administrative Change #1 effective May 1, 2023, is further amended effective August 1, 2023, as follows:

1. 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, B2, C and D."
2. Section 2. PAYMENTS. The first sentence is deleted and replaced with the following: "In consideration of the services rendered in accordance with all terms, conditions and specifications set forth in this Contract, County will make payment to Contractor in the manner specified in Exhibit A (Scope of Work) and in Exhibit A1 (Scope of Work for Program Year 2023-2024) and in accordance with the approved budget for this Contract herein included as Exhibit B1 (Budget) and in Exhibit B2 (Budget for Program Year 2023-2024). Any remaining funds from one Program Year may not be carried into the subsequent Program Year."
3. Section 5. TERM. The first sentence is deleted and replaced with the following: "The term of this Contract is from August 1, 2022 – July 31, 2024, subject to all terms and conditions set forth herein and subject to the appropriation of funds by the Board of Supervisors."
4. Exhibit A1-Scope of Work (for Program Year 2023-24), attached hereto and incorporated by reference, is added to this Contract.
5. Exhibit B2-Budget (for Program Year 2023-24), attached hereto and incorporated by reference, is added to this Contract.
6. Exhibit D-Quarterly Performance Report (for Program Year 2023-24), attached hereto and incorporated by reference, is added to this Contract.
7. All other terms and conditions of the Contract remain the same.

COUNTY OF VENTURA

ASPIRANET

Authorized Signature

Authorized Signature

Melissa Livingston

Vernon Brown

Director, Human Services Agency

Chief Executive Officer

Date

Date

ASPIRANET

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 "A-1"

1) CONTRACTOR RESPONSIBILITIES

Contractor shall perform those services described in RFP 6096 HSA 2122.05 CHILD & ADOLESCENTS NEEDS & STRENGTHS SERVICES/CANS-CFT.

- a) Primary Services- Contractor shall conduct CANS Assessments through child/youth and parent/caregiver interviews and entering the data into CARES Live online database. Currently, Ventura County Behavioral Health (VBCH) is completing CANS Assessments for approximately 52% of child welfare involved children and youth. The contractor shall provide CANS assessments to several sub-populations who are not currently being served by VCBH. These are estimated to constitute, at any given time, 48% (n=474) of children/youth served by Children Family Services (CFS). CANS Assessments are completed on intake into the child welfare system and every six months thereafter. The contractor is expected to complete approximately 950 assessments annually. These children include
 - i) Children, primarily in the CFS Ongoing programs, who are not currently receiving specialty mental health services.
 - ii) Children in Family Maintenance (FM) or Family Preservation (FP) cases without Medi-Cal.
 - iii) Children placed out of county (presumptive transfer applies if receiving Specialty Mental Health Services).

The CANS Assessment is completed by certified professionals on intake and at a minimum of every six months afterward. Certification is achieved by completing a two day training and passing a test. Assessments can take place in-person, virtually, or over the phone according to the preference of the person being interviewed. High level engagement skills will be needed in order to make contact with families and gain their participation. It is important that every attempt be made to complete the CANS prior to initial CFT case planning meeting. Timely entry of CANS information into the CARES-Live database system is an important part of the process.

- b) Additional Services - The Contractor will also provide the following direct services to families as requested by Ventura County Children and Family Services (CFS): pre-meet with families to educate them on the CFT and CANS processes, conduct family-finding activities to identify potential CFT members and/or potential placements, review the CANS during the case-planning CFT Meeting, and facilitate CFT Meetings. When possible, the same individual will be assigned as both the CANS assessor and the CFT Meeting facilitator for a family. Utilizing the same neutral professional will decrease the number of transitions a family experiences while increasing family engagement.
- c) The Contractor will also be responsible for the indirect administrative tasks of scheduling CFT Meetings, providing meeting place facilities (including a remote meeting option), collecting and filing meeting paperwork, and tracking data. The contractor will provide CFT meetings in times and spaces that are convenient to families (primarily late afternoons, early evenings, and occasional weekends).
- d) Contractor will provide approximately 950 CANS assessments annually. CANS assessments are to be completed by the Family Engagement Specialist by interviewing the child/youth, the child's birth parents, and trusted family members. An interview with a temporary caregiver should not take the place of the birth parent(s) when completing the assessment. Assessments should be completed at

times convenient to the families, which may include evenings and weekends. Contact methods (phone, in person, or virtual) should be at the preference of the family. Assessments must be entered into CARES-Live online database after completion; additional record keeping may be required.

- e) Contractor will augment the CFS CFT program by providing a minimum of 520 CFT Meetings annually, including administration and facilitation. Administration may include contacting meeting participants (between five and twenty participants) to request availability. Meetings last an average of two hours, not including preparation. Facilitators should be available between the hours of 8am and 8pm on weekdays. Some weekend activity may be required. It is anticipated that the majority of CFT Meeting requests will occur between the hours of 1pm and 7pm on weekdays. Prior to the CFT Meeting, the Contractor may be requested to provide Family Finding and Engagement support to identify members of the Child and Family Team. This activity would utilize family finding tools such as the Circles of Support, Eco Maps, and Genograms. CFS has a goal for every CFT Meeting to be comprised of 70% unpaid support people (i.e. friends and family of the target family) and 30% professionals. The Contractor's Family Finding and Engagement skills along with meeting facilitation focused on the voice and engagement of the family will be crucial in this effort. Whenever possible, the same Family Engagement Specialist should complete the family finding activity, CANS Assessment, and CFT Meeting facilitation for a specific family. This consistency is anticipated to build trust and increase engagement.

- f) Diversity, equity, and inclusion are of critical importance in the implementation of services. LatinX families are disproportionately represented in child welfare. Cultural expertise is an important consideration, and the contractor is encouraged to subcontract as needed to engage additional service providers who specialize in serving Hispanic and Mixtec communities. Activities and materials must be provided in English and Spanish as preferred by participants. This includes conducting CANS assessments in the families' language of choice; approximately 31% of families involved with child welfare cite Spanish as their preferred language. This figure can vary higher or lower from month to month. Interpretation must also be provided for CFT Meeting facilitation. Currently, about 11% of CFT Meetings require Spanish interpretation. Contractor must provide interpretation options for other languages as needed. Contractor must also provide translation for Action Plans created during CFT Meetings. The Contractor will partner as needed with CFS to serve Mixtec families.

- g) CANS Assessments and CFT facilitation will be conducted by Family Engagement Specialists. Family Engagement Specialists are expected to demonstrate a thorough knowledge of family engagement techniques and trauma-informed care. Family Engagement Specialists are also expected to possess a working knowledge of the values and practices of the California Child Welfare Core Practice Model, relevant modules of Safety Organized Practice, relevant portions of the Written Directives from the State of California, and the Ventura County Children and Family Services "We Believe" Statements. Family Engagement Specialists must complete two days of CANS training and pass a CANS certification test. They must complete CFT Meeting Facilitator training; the training is five days. Retention efforts for Family Engagement Specialists—including compensation commensurate with assigned responsibilities—are an important component of the program.

- h) Contractor shall utilize a Ventura County e-mail address to access, share and print necessary program-related documents.

COMPENSATION SCHEDULE

Contract funding is comprised of Federal (Title IV-E and Title XIX), Realignment and County funds. This is a cost-reimbursement contract. Contractor will be paid in arrears for costs incurred and paid on a monthly basis. Administration/Indirect Costs are limited to 10% of the total contract budget per 2 CFR 200, unless the Contractor holds a federally-negotiated indirect cost rate agreement (ICRA) Payment terms are typically Net 30 Days, in arrears for services rendered or deliverables based. Reimbursement for travel and expenses are to be in accordance with the County's expense reimbursement policy (Administrative Manual). Costs billed as indirect costs cannot also be billed as direct expenses.

Contract Budget		Exhibit B2	
1. CONTRACTOR NAME: Aspiranet			
2. PROGRAM ACTIVITY/PROJECT NAME: CANS/CFT			
3. PERFORMANCE PERIOD FROM: 08/01/23 TO: 07/31/24		4. EFFECTIVE DATES INITIAL CONTRACT EFFECTIVE DATE: 8/1/2022 AMENDMENT #: 2 AMENDMENT EFFECTIVE DATE: 8/1/2023	
CONTRACT #:8767			

BUDGET SUMMARY			
I. DIRECT PROGRAM EXPENSES	BUDGET SUMMARY	LEVERAGED COSTS	LEVERAGE TYPE (In-Kind or Cash)
A. Staff Salaries	\$ 439,192		
B. Staff Fringe Benefits	\$ 101,014		
C. Direct Program Operating Expenses	\$ 52,721		
D. Contractual Services	\$ -		
E. Client/Participant Direct Costs	\$ -		
F. Other	\$ 19,800		
SUBTOTAL SECTION I -DIRECT PROGRAM EXPENSES	\$ 612,727	\$ -	
II. INDIRECT COSTS	\$ 61,273	\$ -	
TOTAL CONTRACT BUDGET	\$ 674,000	\$ -	

BUDGET DETAIL				
I. DIRECT PROGRAM EXPENSES				
A. Staff Salaries (List Position/Title)	Monthly Salary	FTE(S)	# of Months	Total
Core Division Director	\$14,583	0.03	12	\$ 5,250
Assistant Core Division Director	\$9,334	0.03	12	\$ 3,360
Core Program Director	\$10,437	0.05	12	\$ 6,262
Program Manager	\$6,673	1	12	\$ 80,080
Family Engagement Specialist	\$5,200	4	12	\$ 249,600
Scheduler/Admin Assistant	\$3,467	1.4	12	\$ 58,240
Compliance Specialist	\$6,067	0.5	12	\$ 36,400
				\$ -
				\$ -
A. Subtotal Staff Salaries				\$ 439,192

B. Staff Fringe Benefits	Rate (%)	Total
Payroll Taxes (Social security, Medicare, etc.)	7.65%	\$ 33,598
Health Benefits	12.00%	\$ 52,703
Retirement Contributions	2.00%	\$ 8,784
Other (please describe): Workers Comp	0.78%	\$ 3,426
Other (please describe): Unemployment Insurance	0.57%	\$ 2,503
B. Subtotal Staff Fringe Benefits		\$ 101,014

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	100 miles per week @ \$.56 x 52 weeks	\$ 2,912
Facility Lease/Mortgage	Adolfo Rd Office: 3% of 17,048 sq. @ \$1.9 x 12 mo. = \$11,611. Meeting Share: 20% of \$350 sq. at \$13 x 12 mo. = \$10,920	\$ 22,581
Telephone/Utilities	Gas \$50/mo, Water, Electric \$50/mo, Custodial \$50/mo and Telephone	\$ 6,600
Insurance Related to the Program		\$ -
Office Supplies & Equipment*	Office Supplies \$3,956 annual, Subscription \$152 annual, laptop qty of 4 x \$2,000, Cellphone qty of 6 x \$300, Furniture qty of 4 x 1000. Copier Lease \$600 annual	\$ 18,508
Program Outreach		\$ -
Other Program Costs	Program Supplies: Materials, Printing	\$ 2,120
C. Subtotal Direct Program Operating Expenses		\$ 52,721

(*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	
1. CONTRACTOR NAME: Aspiranet			
2. PROGRAM ACTIVITY/PROJECT NAME: CANS/CFT			
3. PERFORMANCE PERIOD FROM: 08/01/23 TO: 07/31/24		4. EFFECTIVE DATES INITIAL CONTRACT EFFECTIVE DATE: 8/1/2022 AMENDMENT #: 2 AMENDMENT EFFECTIVE DATE: 8/1/2023	
CONTRACT #:8767			

D. CONTRACTUAL SERVICES (List legal entity name for each)	Contract Description & Cost Details	Subaward (S) or Vendor (V) (to)	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		
General Liability Insurance	425/month		\$ 5,100
IT services	975/month		\$ 11,700
Training and Conferences	Qty of 3 x \$1000		\$ 3,000
			\$ -
			\$ -
F. Subtotal Other			\$ 19,800

DIRECT PROGRAM COSTS TOTAL	\$ 612,727
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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%	\$ 612,727	MTDC	\$ 61,273
3. Other Program Special Rate (May be referenced in RFP, provide details)				\$ -
INDIRECT COSTS TOTAL				\$ 61,273

*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 Administration, Finance, Payroll and HR Personnel & Benefits costs. All Operating Expenses incurred in the Headquarters office such as office lease, equipment leases, office supplies, postage and freight, office equipment, maintenances and supplies.

Outcome/Indicator	Plan (Goal)	Q1	Q2	Q3	Q4	YTD	Notes
CFT Meetings- Outcome Measures							
Completed							
Scheduled							
Canceled							
Total Referred	520						

Language- English							
Language- Spanish							
Total	520						

Interpretation- English							
Interpretation- Spanish							
Interpretation- Mixteco							
Interpretation- Other							
Total							

CANS- Outcome Measures							
Completed							
Pending							
Total	950						

Language- English							
Language- Spanish							
Total	950						