

**NAPA COUNTY AGREEMENT NO. 190278B
AMENDMENT NO. 4**

THIS AMENDMENT NO. 4 TO AGREEMENT NO. 190278B is effective as of the 1st day of July 2022, by and between NAPA COUNTY, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and **COPE FAMILY CENTER, INC.**, a California nonprofit corporation, whose address is 707 Randolph Street, Napa, CA 94559, hereinafter referred to as "CONTRACTOR." COUNTY and CONTRACTOR may be referred to below collectively as "Parties" and individually as "Party."

RECITALS

WHEREAS, as of January 1, 2019, COUNTY and CONTRACTOR entered into County Agreement No. 190278B (hereinafter referred to as "Agreement") for CONTRACTOR to provide services to carry out CalWORKs Home Visiting Initiative program; and

WHEREAS, as of July 1, 2019, the Parties amended the Agreement to increase the contract maximum payable to CONTRACTOR to include an additional State allocation and to modify Section 3 of the Agreement's Specific Terms and Conditions Section 3.1(l) to reflect an increase in federal funding; replace Exhibit A with Exhibit A-1 to include the expanded population that may be served under the Agreement including any CalWORKs household with a child under the age of 24 months; replace Exhibit B with Exhibit B-1 to revise the Agreement's budget and contract maximum per participant per fiscal year; and amend Specific Term and Condition 3.4 of the Agreement delegating authority to approve future amendments to Exhibits A-1 and B-1, to the Director of Health and Human Services Agency, provided that the amendment does not materially alter the nature of the services to be provided or increase the maximum compensation available under this Agreement; and

WHEREAS, as of July 1, 2020, the Parties amended the Agreement to increase the contract maximum payable to CONTRACTOR to include an additional State allocation and to modify Section 3 of the Agreement's Specific Terms and Conditions Section 3.1(l) to reflect an increase in Agreement's budget and contract maximum per fiscal year; and

WHEREAS, as of July 1, 2021, the Parties amended the Agreement to decrease the contract maximum to reflect a decreased State allocation; replace Exhibit A-1 with Exhibit A-2 to decrease the number of clients served; and replace Exhibit B-2 with Exhibit B-3 to reflect the decreased contract maximum and to revise specific line items of the budget to more accurately reflect the services needed; and

WHEREAS, as of the effective date of this Amendment No. 4, the Parties wish to further amend the Agreement to increase the contract maximum payable to CONTRACTOR to reflect an increased State allocation; modify Section 3 of the Agreement's Specific Terms and Conditions Section 3.1(l) to reflect an increase in federal funding; replace Exhibit A-2 with Exhibit "A-3" (Scope of Work) to increase the number of clients served; and replace Exhibit B-3 with Exhibit "B-4" (Compensation) to amend the Agreement's budget and contract maximum per participant per fiscal year.

TERMS

1. **NOW THEREFORE**, for good and valuable consideration, the adequacy and receipt of which are hereby acknowledged, COUNTY and CONTRACTOR hereby amend the Agreement as follows: The maximum amount of payment on Page 2 of the Agreement for Fiscal Year 2022-2023, and each automatic renewal thereof, shall be **Two Hundred Thirty Thousand Nine Hundred and One Dollars (\$230,901.00)** per fiscal year, reflecting an increase of **One Hundred Twelve Thousand Five Hundred Fourteen Dollars (\$112,514.00)** provided however, that such amounts shall not be construed as guaranteed sums, and compensation shall be based upon services actually rendered and expenses actually incurred.
2. Specific Terms and Conditions 3.1(l) is modified to read as follows:

[X] (l) Services have been determined by the Department Director that CONTRACTOR is a subrecipient or pass-through entity and is therefore required to meet all of the requirements found in 2 C.F.R. § 200.331. (General Terms and Conditions 2.40 applies.)

CONTRACTOR's Catalog of Federal Domestic Assistance (CFDA) number and dollar amount of Federal funding under this Agreement are as follows:

 - CFDA # 93.558 = \$185,183
3. Exhibit A-2 is hereby replaced with "Exhibit A-3," attached hereto and incorporated by reference as set forth herein, and all references in the Agreement to Exhibit "A-2" shall refer to "Exhibit A-3" which is revised by virtue of this Amendment No. 4 and commences in Fiscal Year 2022-2023 and each automatic renewal thereof.
4. Exhibit B-3 is hereby replaced with "Exhibit B-4," attached hereto and incorporated by reference as set forth herein, and all references in the Agreement to Exhibit "B-3" shall refer to "Exhibit B-4" which is revised by virtue of this Amendment No. 4 and commences in Fiscal Year 2022-2023 and each automatic renewal thereof.
5. Except as provided in this Amendment No. 4 to the Agreement, the terms and provisions of the Agreement shall remain in full force and effect as originally approved and last amended.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment No. 4 of Napa County Agreement No. 190278B as of the date written above.

COPE FAMILY CENTER, INC.

By *Michelle Grupe*
MICHELE GRUPE,
Executive Director

“CONTRACTOR”

NAPA COUNTY, a political subdivision of
the State of California

By _____
BELIA RAMOS,
Chair of the Board of Supervisors

“COUNTY”

<p>APPROVED AS TO FORM Office of County Counsel</p> <p><i>By: Douglas Parker (via e-sign)</i></p> <p><i>Date: <u>May 22, 2023</u></i></p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____</p> <p>Processed By: _____</p> <p>_____ Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors</p> <p>By: _____</p>
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EXHIBIT "A-3"
CALWORKS HOME VISITING PROGRAM (HVP)
SCOPE OF WORK

CONTRACTOR shall provide COUNTY OF NAPA HEALTH AND HUMAN SERVICES AGENCY's (HHSA) SELF SUFFICIENCY SERVICES DIVISION (SSSD) with the following services:

- I. CONTRACTOR will provide voluntary home visiting services under California Work Opportunity and Responsibility to Kids (CalWORKs) California Home Visiting Program (HVP) to a maximum of twenty-six (26) CalWORKs recipients, to support positive health, development, and well-being outcomes for pregnant and parenting women, families, and infants born into poverty, expanding their future educational, economic, and financial capability opportunities, and improving the likelihood that they will exit poverty. Any slot vacated during the fiscal year shall be available to be filled by another CalWORKs family up to the maximum of twenty-six (26) slots.
- II. CONTRACTOR will accept participants into the home visiting program when referred from HHSA- SSSD who meet the following eligibility criteria for the target population:
 - a. A member of a CalWORKs Assistance Unit, and
 - b. Volunteer to participate in the home visiting program, and
 - c. Pregnant with no other children, or
 - d. A caretaker relative of a child less than twenty-four (24) months of age.
- III. CONTRACTOR will utilize the evidence-based Parents as Teachers home visiting model to provide the following services:
 - a. Continuous home visiting services until:
 - i. The participants completes the evidence-based home visiting program; or
 - ii. The participant terminates their own participation; or
 - iii. The participant is terminated from home visiting services due to non-participation or non-responsiveness; or
 - iv. The participant has completed a minimum of twenty-four (24) months of home visiting services, or the child turns twenty-four (24) months old, whichever is later.
 - b. Provide home visiting services that are not mandatory, unannounced, or random.
 - c. Provide coaching and guidance through regular, planned home visits. Participants will receive information about strategies to improve their family's health and provide better developmental opportunities for their children.
 - d. Use standardized data collection tools (e.g., screenings, assessments, questionnaires, interviews) to evaluate the status and track progress in educational development, health, and other domains for the child and the adult. Screening tools shall be used to monitor child growth and development and identify developmental delays and risks.

- e. Establish a collaborative case management plan that builds on the strengths established during the home visiting period and the family's associated connections to childcare. This includes:
 - i. Assessing the family's needs.
 - ii. Developing a case plan.
 - iii. Monitoring progress in achieving case plan objectives.
 - iv. Ensuring provision of all services specified in the case plan.
- f. Organize regular multi-disciplinary meetings to discuss and review the CalWORKs participants. Individuals who should be included, but not limited to: Home Visitor, CalWORKs eligibility worker, and CalWORKs Welfare-to-Work workers.
- g. Provide resource and referrals to the participant for the following, however not limited to:
 - i. Prenatal, infant, and toddler care.
 - ii. Infant and child nutrition.
 - iii. Developmental screening and assessments.
 - iv. Parent education, parent and child interaction, child development, and child care.
 - v. Job readiness and barrier removal.
 - vi. Domestic violence and sexual assault, mental health, and substance abuse treatment.
- h. Encourage CalWORKs participants to enroll their child in a high-quality, early learning setting, or participate in playgroups, or other child enrichment activities.

IV. CONTRACTOR shall provide up to a cumulative maximum of \$1,000 in material goods funds per CalWORKs family that is enrolled in HVP. The maximum limit of \$1,000 may be used through the span of the HVP enrollment and is a lifetime limit. CONTRACTOR must purchase the identified need(s) for the participant and provide the purchase(s) directly to the participant. No advanced purchase(s) prior to need identification shall be made. Material Goods are identified as follows:

- a. Material goods may not be used as incentives to engage or participate.
- b. Material goods does not need to be spent on one item or at one point in time as they may be spent on multiple items and throughout the length of participant engagement in HVP.
- c. Material goods funds may be used on items for a participant's household related to the care, health, and safety of the child and family. Examples include, but are not limited to:
 - i. Child safety kits.
 - ii. Car seats.
 - iii. Appliance Repairs.
 - iv. Adaptive Equipment for children with disabilities.
 - v. Food – only if deemed an immediate need.
 - vi. Resources related to child/family language or literacy needs.

- V. CONTRACTOR will hire and maintain sufficient qualified staff, as required by the CalWORKs HVP, to serve home visiting referrals and demonstrate a commitment to quality care.
- VI. CONTRACTOR will collaborate with other service providers to leverage and expand resources and referrals.
- VII. CONTRACTOR will participate in local multi-disciplinary groups that focus on home visiting. The purpose of these groups is to share best practices, improve service delivery, ensure systems integration, and develop solutions to issues that may arise.
- VIII. CONTRACTOR shall provide to and ensure all home visiting staff participate in annual training as follows:
 - a. Provide cultural competency and implicit bias training to staff.
 - b. Provide strengths-based practices for working with families with unmet needs.
 - c. Attend HHSA- SSSD's annual compliance training.
 - d. Attend training to receive information about CalWORKs, CalFresh, Medi-Cal, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), and other programs with county-specific information about how the home visiting professionals can help a parent access additional services for which he/she may be eligible and troubleshoot problems with benefits or eligibility that would impact access to services.
- IX. CONTRACTOR shall report to HHSA- SSSD the following listed data elements by the 15th day of the month following the report month.
 - a. Number of children receiving developmental screening and referrals for further assessment and outcome.
 - b. Date of 1st home visit after enrollment.
 - c. Service referrals by type.
 - d. Services accessed by type.
 - e. Number of home visits attempted.
 - f. Number of home visits completed.
 - g. Duration of families enrollment in home visiting services.
 - h. Additional data requested by the California Department of Social Services or HHSA- SSSD.
- X. CONTRACTOR shall obtain and maintain information on all home visiting families and made available to HHSA- SSSD when requested. Information shall include at minimum:
 - a. Rates of participation in early learning programs.
 - b. Parental satisfaction with their gains in parenting skills and knowledge.
 - c. Food and housing stability.
 - d. Workforce training, employment, and financial stability.
 - e. Participation in educational programs or English as a Second Language (ESL) programs, or both, if applicable.
 - f. Access to immigration services and remedies.

- g. Indicators of HVP workforce capacity, including demographics, characteristics, composition, including employer and certification status, and future training needs of the home visiting workforce.
 - h. Child welfare referrals and outcomes.
 - i. Additional descriptive and outcome indicators as appropriate.
- XI. CONTRACTOR will agree to and participate in site review/contract compliance visits with HHSA SSSD designated staff.
- XII. CONTRACTOR will participate in monthly or as needed meetings of CONTRACTOR and COUNTY staff to discuss the progress and participation of all referrals. Expenditures to date and the need for possible contract amendments will be reviewed.

EXHIBIT "B-4"
CALWORKS HOME VISITING PROGRAM (HVP)
COMPENSATION

The administrative compensation to be paid by COUNTY to CONTRACTOR for services required under this Agreement shall include various administrative costs.

CONTRACTOR shall submit claims for payment **within forty-five (45) days** of the end of the month in which services are provided as identified in the claim. CONTRACTOR understands and accepts that COUNTY will not pay such claims if presented more than forty-five (45) days after the month provision of such service(s) were provided.

PROJECT BUDGET	
PERSONNEL	
Executive Director	6,908
Program Director	11,107
Program Manager	24,416
Family Support Specialists (Home Visitors)	72,387
Resource Specialist	1,655
Program Compliance	1,623
Human Resources Manager	4,368
Program Accounting	6,061
Subtotal Personnel	128,525
Benefits (30% of Personnel)	38,557
TOTAL PERSONNEL	167,082
OPERATING EXPENSES	
Occupancy Including Mortgage	3,460
Dues & Fees	1,950
Material Goods	15,000
IT Hardware/Software/Support	3,298
Office Supplies	5,200
Program Supplies	2,000
Program Insurance	1,200
Professional Services	3,600
Staff Development / Training	5,200
Telephone & Telecommunications	920
Utilities	1,000
TOTAL OPERATING EXPENSES	42,828
PROGRAM ADMINISTRATION (10%)	20,991
TOTAL PROGRAM EXPENSES	230,901

With approval of Director of COUNTY's Health and Human Services Agency (HHSA) or designee, CONTRACTOR may modify the maximum amount of individual budget items as long as the dollar amount of any individual budget item is not reduced to less than 10% of its original amount, and the total dollar amount for all budget items remains unchanged.

Funding for subsequent fiscal years is based on a State allocation that varies from year to year. CONTRACTOR understands that the contract maximum will be adjusted annually accordingly, through written amendment, and that future performance shall be contingent upon receipt of sufficient State funds for subsequent fiscal years.