

**FIRST AMENDMENT TO STANDARD CONTRACT
BETWEEN COUNTY OF SOLANO and CONTRA COSTA FAMILY JUSTICE ALLIANCE**

This First Amendment to County of Solano Standard Contract ("First Amendment") is entered into as of the 15th day of June 2024, between the COUNTY OF SOLANO, a political subdivision of the State of California ("County") and Contra Costa Family Justice Alliance, a 501(c)(3) non-profit organization, ("Contractor").

1. Recitals

- A. The parties entered into a contract dated January 1, 2023 (the "Contract"), in which Contractor agreed to provide the lead agency role and services overseeing day-to-day operations of the Solano Family Justice Center.
- B. The County now needs Contra Costa Family Justice Alliance to continue to provide the lead agency role and services overseeing day-to-day operations of the Solano Family Justice Center for an additional Fiscal Year.
- C. This First Amendment represents an increase of \$615,000 and a one-year extension of the Contract.
- D. The parties agree to amend the Contract as set forth below.

2. Agreement.

A. Term of Contract

Section 2 is amended as follows: The Term of this Contract is January 1, 2023 – June 30, 2025.

B. Amount of Contract

Section 3 is amended as follows: The maximum amount of this Contract is \$1,646,168.

C. Scope of Work

Exhibit A and Attachment A-1 are deleted in their entirety and replaced with the Scope of Work attached to and incorporated into this First Amendment as Exhibit A-1.

D. Budget

1. Section 1 of Exhibit B is amended to read:

1. Compensation

The contract budget for July 1, 2023 – June 30, 2024 shall be payable in accordance with the Budget Detail attached and incorporated into this Exhibit B as Attachment B-1 and based upon actual expenditures. The contract budget for July 1, 2024 – June 30, 2025, shall be payable in accordance with the Budget Detail attached and incorporated into this Exhibit B as Attachment B-6 and based upon actual expenditures.

2. Section 3 of Exhibit B is amended to read: Contractor may request transfers between the budget line items set forth in Attachment B-6 by submitting to County a completed "Budget Modification Request Form," the form of which is attached to this Contract as Attachment B-5. Transfers between budget line items may be made only upon prior written approval of County, which approval may be withheld in the sole and absolute discretion of County.

///

2. Effectiveness of Contract.

Except as set forth in this First Amendment, all other terms and conditions specified in the Contract remain in full force and effect.

COUNTY OF SOLANO, a political
subdivision of the State of California

CONTRA COSTA FAMILY
JUSTICE ALLIANCE

By: _____
Bill Emlen, County Administrator

By:  _____
Susun Kim (Jun 12, 2024 16:06 PDT)
Susun Kim, Esq., Executive Director

APPROVED AS TO FORM

By:  _____
Carrie Blacklock,
Assistant County Counsel

EXHIBIT A-1
SCOPE OF WORK

A. CONTRACT DESCRIPTION:

Contractor will operate the Family Justice Center – Solano Center (FJC Solano) in Fairfield. The FJC Solano will be a multi-agency, multi-disciplinary center that provides services to domestic violence, sexual assault, and child abuse victims also addressing elder or dependent adult abuse and human trafficking. The FJC Solano will be a convenient location where victims and their families can go to receive an array of services to promote their safety and well-being.

The core concept is to provide one place where families can go to receive services to promote their safety and well-being, a “one-stop shop” for domestic violence and other victims of crime seeking assistance. The goal of the FJC Solano is provide a collaborative approach that utilizes direct service personnel that may include:

- Law enforcement personnel;
- Medical personnel;
- District attorneys and/or city attorneys;
- Victim Witness program personnel;
- Domestic violence shelter service staff;
- Rape crisis advocates;
- Domestic violence advocates;
- Human trafficking advocates;
- Social service agency staff members;
- Child welfare agency social workers;
- County health and social services department staff, to include welfare and public assistance workers;
- Non-profit agency counseling and mental health professionals;
- Civil legal service providers; and
- Supervised volunteers from partner agencies and volunteers serving the Center directly.

B. CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:

1. Serve in an operational leadership role for the FJC Solano, providing the day-to-day operational leadership role for the FJC Solano, meeting the outcomes set forth in Section D. In doing so, maintain FJC Solano operation hours of a minimum of 35 - 40 hours per week.
2. Specify and assign an individual to act as the FJC Solano Center Director. County shall have the right to pre-approve an individual to act as the Center Director, or to require Contractor to remove a previously appointed Center Director, and Contractor shall cooperate reasonably to fulfill County’s request and to select an alternate Center Director. Concerns related to the Center Director will be addressed with the Contractor’s Executive Director.
3. With review and approval of County, maintain and establish effective Policies and Procedures to ensure coordinated services are provided to victims to enhance the safety of victims and service providers who participate in affiliated survivor-centered support or advocacy. Policies and planning efforts should also include language and disability access.
4. Maintain Partnership Agreements and/or Memorandums of Understanding (MOU) with County departments and expand on-site and off-Site Partnership Agreements / MOUs as needed to accomplish desired outcomes as set forth in Section D.


SK

5. Provide training to staff and partners.
6. Track client and output/outcome data and maintain confidentiality of client records.
7. Provide quarterly written progress reports to the Solano County Board of Supervisors (BOS) via the County Administrator's Office to include de-identified data and statistics and presentations to the BOS as requested.
8. Ensure that the FJC Solano maintains a full membership, in good standing, in the California Family Justice Network.
9. Seek and obtain additional outside funding and agree to offset the total County contribution if additional funds are raised.
10. Be the lead agency to apply for grants and contracts.

C. COUNTY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. Provide the following operating expenses as in-kind support for operations of the Solano Family Justice Center located at 604 Empire Street, Fairfield, California:
 - a. Building, building maintenance and groundskeeping;
 - b. Utilities;
 - c. Phone and Internet Connection;
 - d. Alarm System;
 - e. Routine janitorial services.
2. Provide facility renovations, upon mutual agreement between Contra Costa Family Justice Alliance and the County, with approved budget from the Board of Supervisors.
3. Work with the Contra Costa Family Justice Alliance to obtain grants, contracts, and donations as needed, to include but not limited to letters of support, applications with pass through dollars, etc.

D. DESIRED ACTIVITIES AND OUTCOMES FOR THE PERIOD 07/01/2024 – 06/30/2025:

Activity	Tasks	Outputs	Outcomes
Data Collection	Data Collection	Utilize computer system and update/enforce policies to create reliable data collection	Provide vital information that informs community and Board of Supervisors
Navigation	Navigation	850 clients receive navigation services at the FJC Solano – comprehensive needs and risk assessment, goal setting, safety plans, and follow-up	Increased referrals and coordination
Crisis Support	Restraining order assistance	75 clients receive free legal assistance to prepare and file restraining order documents	Increased access to legal services
	Mental Health support	20 clients receive free mental health therapy	Increased access to mental health services
	Expand partnerships in Vallejo	Partner with new community agencies servicing Vallejo	Increased services for Vallejo residents
	Services for children and youth	200 children/youth will be connected to resources	Increased wellbeing of children/youth

Capacity Building and Training	Staff and Partner Training	10 - 12 training workshops on topics related to trauma informed care, interpersonal violence, and community resources	Increased capacity for trauma informed care
	Family Justice Institute	10 - 12 training workshops related to interpersonal violence, legal relief, and related issues	Shared understanding about interpersonal violence
	Domestic Violence Multidisciplinary Team	8 -10 meetings to review high danger DV cases	Improved identification of high danger cases
	Law Enforcement Outreach	Meet with chiefs of law enforcement agencies; 6 outreach presentations aimed at law enforcement partners	Build relationships and increased referrals
Community Building and Education	Survivor Engagement	2 survivor focus groups per year to seek feedback on Center services and partners	Increased survivor engagement and ownership
	Community and Community Partner Outreach	24 – 36 community outreach events (2 per month) to include voices of the LGBTQ+, military, medical community, K-12 educators, immigration / immigrant communities, and other underserved populations	Increased community capacity and engagement
Funding and Sustainability	Increase grant and donations – seek additional outside funding	A goal of \$300,000 in new grants/donations by June 2026	Increase sustainability for the FJC Solano’s future and ability to diversify funding
	Host Fundraiser	With help of Steering Committee and Fundraising Subcommittee Host 1 Fundraiser by June 30 2026	Increase community engagement and sustainability for the FJC Solano

ATTACHMENT B-6
BUDGET DETAILS

Family Justice Center - Solano Funding Period: 7/1/2024 - 6/30/2025		
PROJECT BUDGET	Budget	Budget Narrative
Personnel		
Salaries	\$ 352,506	To Include, but not limited to: Executive Director, Center Director, Program Manger, Project Assistant, Housing Specialist, Program Coordination, Navigator, and Training and MDT Staff
Fringe benefits at 22%	\$ 77,551	22% - taxes and employee benefits
A. Total Personnel	\$ 430,057	
Non-Personnel		
Rent, Utilities, Renovations, Telecommunications	in-kind	County
Services and Supplies	\$ 29,033	Office supplies, meeting materials, training, travel, software licenses, printing and coping, and misc
Client Support	\$ 50,000	Flexible financial assistance
Subcontractors	\$ 50,000	Communications, webiste, grant writer, Lawyers for Family Justice, mental health, etc.
B. Total Non-personnel	\$ 129,033	
C. Total Direct Cost Cost A+B	\$ 559,090	
D. 10 % Indirect Cost	\$ 55,910	10% indirect costs include: subscriptions and dues, accounting, audit, bank charges, postage, insurance, miscellaneous
E. GRAND TOTAL (C+ D)	\$ 615,000	