

**FIRST AMENDMENT TO STANDARD CONTRACT
BETWEEN COUNTY OF SOLANO AND SOLANO COUNTY OFFICE OF EDUCATION**

This First Amendment ("First Amendment") is entered into as of the 1st day of February 2022, between the COUNTY OF SOLANO, a political subdivision of the State of California ("County") and SOLANO COUNTY OFFICE OF EDUCATION, ("Contractor").

1. Recitals

- A. The parties entered into a Contract dated July 1, 2021 (the "Contract"), in which Contractor agreed to support and maintain 2 Friday Night Live chapters throughout the County to reduce rates of ATOD use among youth.
- B. The County now needs to amend the Contract ("First Amendment") to add additional hours to expand the reach of the Friday Night Live Program (FNL).
- C. This First Amendment represents an increase of \$36,222 to the Contract.
- D. The parties agree to amend the Contract as set forth below.

2. Agreement

A. Amount of Contract

Section 3 is deleted in its entirety and replaced with: "The maximum amount of this Contract is \$92,907."

B. Scope of Work

Exhibit A is deleted in its entirety and replaced with the Budget attached to and incorporated by this reference as Exhibit A-1.

C. Budget

Exhibit B-1 is deleted in its entirety and replaced with the Budget attached to and incorporated by this reference as Exhibit B-1.1

3. 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

SOLANO COUNTY OFFICE OF EDUCATION

By _____
Birgitta E. Corsello
County Administrator

By Becky Lentz  02/25/2022
06:50 PM EST
Becky Lentz
Director, Internal Business Services

APPROVED AS TO FORM

APPROVED AS TO CONTENT

By Lori Mazzella  03/03/2022
11:58 AM EST
County Counsel

By Gerald Huber  03/03/2022
11:45 AM EST
Gerald R. Huber, Director
Health and Social Services Department

EXHIBIT A-1
SCOPE OF WORK

Contractor will provide the following services in support of Solano County Public Health Division, Health Promotion and Community Wellness Bureau's (HPCWB), Alcohol, Tobacco, and Other Drugs (ATOD) prevention program. This scope of work outlines the activities to support an active Friday Night Live (FNL) program in Solano County. The expected outcome will be one (1) countywide youth coalition with representation from at least 5 Solano County communities that will focus on a minimum of three (3) projects that engage young people in preventing ATOD use and improving mental health among Solano County youth.

Definitions: The funding source for each activity is delineated below. SAPT funds are the Substance Abuse Prevention and Treatment Block Grant, FNL set-aside, and are required activities from the funder, Department of Health Care Services (DHCS). CGF refers to County General Funds for activities that the County has determined increase the effectiveness of the required SAPT-funded activities. PPSDS refers to the DHCS reporting system, Primary Prevention Substance Use Disorder Data Service. The Google Drive is set up by the County for submitting progress not reported to DHCS.

A. WORK ACTIVITIES

Contractor will:

Prevention Service Category	Youth Engagement and Education
Justification for Strategy selected using recent data	<p>Friday Night Live Contractor will provide the following services in support of Solano County Public Health Division, Health Promotion and Community Wellness Bureau's (HPCWB), Alcohol, Tobacco, and Other Drugs (ATOD) prevention program. This scope of work outlines the activities to support an active Friday Night Live (FNL) program in Solano County. The expected outcome will be one (1) countywide youth coalition with representation from at least 5 Solano County communities that will focus on a minimum of three (3) projects that engage young people in preventing ATOD use and improving mental health among Solano County youth.</p> <p>Definitions: The funding source for each activity is delineated below. SAPT funds are the Substance Abuse Prevention and Treatment Block Grant, FNL set-aside, and are required activities from the funder, Department of Health Care Services (DHCS). CGF refers to County General Funds for activities that the County has determined increase the effectiveness of the required SAPT-funded activities. PPSDS refers to the DHCS reporting system, Primary Prevention Substance Use Disorder Data Service. The Google Drive is set up by the County for submitting progress not reported to DHCS.</p>

Activity	Key Tasks	Start/End Date	Tracking/ Evaluation Measures	Responsible Party
<p>1. Coordination and management of FNL and FNL activities</p>	<p>1. Provide leadership, youth development training, technical assistance, and advisor training to FNL Chapters located in Solano County.</p>	<p>July 2021 – June 2022</p>	<p>Record of assistance provided</p>	<p>Program Manager and Designated Staff</p>
	<p>2. Organize, develop, and implement one (1) Solano County-wide FNL chapter to serve as the model for school-based chapters. Membership will be comprised of a minimum of one student representative from at least five (5) communities within Solano County, including representatives from school based FNL chapters.</p>	<p>July 2021 – November 2021</p>	<p>Coalition activities reported monthly</p>	<p>Program Manager and Designated Staff</p>
	<p>3. Notify all FNL chapters of funding opportunities offered through CFNLP or other statewide or community partners as they become available. Provide assistance to FNL chapters interested in securing these funds.</p>	<p>January 2022 – April 2022</p>	<p>Progress reported in Google Drive</p>	<p>Program Manager</p>
	<p>4. Complete a minimum of ten (10) meetings either virtual or in-person with the county-wide chapter to provide project guidance, training, and oversee overall activities.</p>	<p>July 2021 – June 2022</p>	<p>Meeting minutes submitted to Google Drive</p>	<p>Program Manager and Designated Staff</p>
	<p>5. Complete the FNL Youth Development Survey for the RoadMap chapter and encourage all FNL chapters to participate in the survey.</p>	<p>June 2022</p>	<p>Survey completed</p>	<p>Program Manager and Designated Staff</p>
	<p>6. Designate at least one (1) staff member to be responsible to perform data entry for services funded with Substance Abuse Prevention and Treatment funds. Staff person will participate in training to learn how to perform reporting according to expectations outlined by the Department of Health Care Services.</p>	<p>June 2022</p>	<p>Date entry complete</p>	<p>Program Manager</p>

County of Solano
Standard Contract

<p>2. Mandatory Meetings and communication with Health & Social Services (H&SS)</p>	<ol style="list-style-type: none"> 1. Participate in all Alcohol Tobacco and Other Drugs (ATOD) Prevention Collaborative and Contractor meetings as required by H&SS to provide FNL updates. 2. Attend three (3) local coalition meetings at least once per year to provide FNL updates and identify potential collaborations. 3. Attend all monthly FNL Coordinator Conference calls for program updates and technical assistance. 4. Submit contract-related news and information regarding events and key successes to ATOD Coordinator when appropriate. Submitted content may be shared on the VibeSolano Facebook, Instagram, Twitter, and/or website. Submissions should include photos (with parent permissions when needed) and hashtags whenever possible and be succinct for minimal editing. Engage with these VibeSolano platforms in a reciprocal manner whenever feasible. 	<p>July 2021 – June 2022</p>	<p>Meeting attendance reported</p>	<p>Program Manager</p>
		<p>July 2021 – June 2022</p>	<p>Meeting attendance reported in Google Drive</p>	<p>Program Manager and Designated Staff</p>
		<p>July 2021 – June 2022</p>	<p>Meeting attendance reported</p>	<p>Program Manager</p>
		<p>July 2021 – June 2022</p>	<p>New Submitted</p>	<p>Program Manager</p>
<p>3. Trainings for Staff and FNL chapters</p>	<ol style="list-style-type: none"> 1. Attend the California Friday Night Live Partnership (CFNLP) Leadership Training Institute to learn best practices and strategies for successful chapter development and RoadMap projects. 	<p>February 2022 – June 2022</p>	<p>Record of Training attendance</p>	<p>Program Manager and Designated Staff</p>
	<ol style="list-style-type: none"> 2. In partnership with the CFNLP, offer training to FNL school-based chapters and the county-wide chapter on youth development and best practices for FNL development and project completion. 	<p>July 2021 – November 2021</p>	<p>Training completed and reported in Google Drive</p>	<p>Program Manager and Designated Staff</p>
<p>Period 1 for CRRSAA and ARPA</p>	<ol style="list-style-type: none"> 1. Register FNL youth to attend FNL Youth Summit and coordinate transportation, parking, hotel, meals and other incidentals. 	<p>February 2022 – June 2022</p>	<p>Receipts and invoice</p>	<p>Program Manager and Designated Staff</p>

<p>ARPA FNL Mentorship</p>	<p>2. Coordinate annual advisor training for 2 advisors to include materials and supplies.</p>	<p>February 2022 – June 2022</p>	<p>Receipts and invoice</p>	<p>Program Manager and Designated Staff</p>
	<p>3. Coordinate 2 trainings for the end of year evaluation meeting.</p>	<p>February 2022 – June 2022</p>	<p>Receipts and invoice</p>	<p>Program Manager and Designated Staff</p>
	<p>1. Create and open an application process for youth mentors. Identify and interview prospective youth applicants.</p>	<p>February 2022 – June 2022</p>	<p>List of applicants</p>	<p>Program Manager and Designated Staff</p>
	<p>2. Identify and secure safe space for mentors and mentees to meet or safe/secure on-line space.</p>	<p>February 2022 – June 2022</p>	<p>Invoice for location/online site</p>	<p>Program Manager and Designated Staff</p>
	<p>3. Conduct trainings and orientation for new youth mentors.</p>	<p>February 2022 – June 2022</p>	<p>Proof of youth mentorship training and orientation attendance.</p>	<p>Program Manager and Designated Staff</p>
	<p>4. Identify and designate trained adult supervisors. Ensure adult supervisors attend mandatory orientation.</p>	<p>February 2022 – June 2022</p>	<p>List of adult supervisors. Proof of training and orientation and attendance.</p>	<p>Program Manager and Designated Staff</p>
<p>5. Create a selection process for mentees. Perform outreach to recruit at-promise youth to participate in mentorship program.</p>	<p>February 2022 – June 2022</p>	<p>List of applicants. Updates with youth who have been selected.</p>	<p>Program Manager and Designated Staff</p>	
<p>6. Match mentors with mentees and schedule at least 2 hours of mentorship hours per week</p>	<p>February 2022 – June 2022</p>	<p>Mentor/mentee/adult supervisor record sheet. Mentorship log</p>	<p>Program Manager and Designated Staff</p>	

	<p>7. Ensure participants in mentorship program have safe transportation to mentorship site (if in-person).</p> <p>8. Conduct pre-test and post-test of mentors and mentees for evaluation. Provide analysis of test results.</p> <p>9. Build retention strategy for participants and conduct quarterly evaluation survey to improve retention and participant satisfaction.</p>	<p>February 2022 – June 2022</p> <p>February 2022 – June 2022</p> <p>February 2022 – June 2022</p>	<p>Invoice/ correspondence from transportation organization.</p> <p>Pre and post test data and analysis report.</p> <p>Copy of satisfaction survey/results. Copy of retention plan.</p>	<p>Program Manager and Designated Staff</p> <p>Program Manager and Designated Staff</p> <p>Program Manager and Designated Staff</p>
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B. REPORTING REQUIREMENTS

1. Weekly, and no later than one week after the end of each month, input service data in the FNL/CL module of the PPSDS system or other system required by the Department of Health Care Services. Notify H&SS via email when each month's data entry is complete. In addition, respond in a timely manner to all requests by County staff for quarterly and/or year-end data review and clean-up for quarterly and/or year-end reports to meet Department of Health Care Services reporting deadlines.
2. Submit invoices at least quarterly in the required format to HSSContracts-VC@solanocounty.com, with an electronic copy to the Contract Manager.

EXHIBIT B-1.1
BUDGET DETAIL

			SABG Prime FNL	CRRSSA Period 1	ARPA Period 1
Classified Personnel Salaries					
Program Manager - .20 FTE			19,550.00	2,072	1,243
Youth Activities Specialist - .20 FTE			8,827.00	407	1,061
Secretary/Program Analyst - .07 FTE			3,188.00	595	595
Employee Benefits			16,566.00	1,584	1,458
Materials and Supplies				2,150	1,000
Services and Operating Expenses					
Travel, Conference, Mileage & Meeting Expenses			1,600.00	12,413	4,463
Personalized Promotional Items.			500.00		
Copying and Duplicating Operations - (phone, utilities, etc.) 2.5%			1,203.00	116	109
Consultants and Subcontractors				3,600	
Subtotal			51,434.00	22,937	
Indirect Costs (10.21%)			\$ 5,251.00	2,342	1,014
		Total Program Expenditures	\$ 56,685.00	\$25,279	\$10,943

Grand Total: \$92,907