

**THIRD AMENDMENT TO
SOLANO COUNTY STANDARD CONTRACT #2014-104**

This THIRD AMENDMENT TO SOLANO COUNTY STANDARD CONTRACT #2014-104 (“Third Amendment”) is entered into as of the 12th day of September 2017, between the County of Solano, a political subdivision of the State of California, for the benefit of First 5 Solano Children and Families Commission (“**Commission**”), and Solano Family and Children’s Services (“**Contractor**”) (collectively, the “Parties”).

WHEREAS, the Parties entered into that certain Solano County Standard Contract known as contract number 2014-104, dated September 1, 2014 (“**Agreement**”), for trainings to providers of services to children 0-5 and their families; and

WHEREAS, the Parties entered into a First Amendment to the Agreement on September 6, 2016 to allocate additional funding for services; and

WHEREAS, the Parties entered into a Second Amendment to the Agreement on June 13, 2017 to extend the Agreement for an additional year; and

WHEREAS, now the Parties desire to amend the Agreement as set forth below.

NOW THEREFORE, Commission and Contractor mutually agree to amend the Agreement as follows:

- A. Section 4 of the Agreement is deleted and replaced in its entirety with the following: The maximum amount of this Contract is: Up to \$530,833 for the term of the contract; with up to \$45,833 for Year 1 (9/12/2014 – 6/30/2015); up to \$55,000 for Year 2 (7/1/2015 – 6/30/2016); up to \$175,000 for Year 3 (7/1/2016 – 6/30/2017); and up to \$255,000 for Year 4 (7/1/2017 – 6/30/2018).
- B. Exhibit A (Scope of Work) of the Agreement is amended to add an updated Scope of Work for Year 4 (FY2017/18), which is attached and incorporated into this Third Amendment as Exhibit A-1.3.
- C. Exhibit B (Budget) of the Agreement is amended to add an updated Budget for Year 4 (FY2017/18), which is attached to and incorporated into this Third Amendment as Exhibit B-1.3.
- D. Except as expressly set forth in this Third Amendment, the terms and conditions of the Original Agreement shall remain unchanged and continue in full force and effect.

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IN WITNESS WHEREOF, the Parties have executed this Third Amendment as of the day and year first written above.



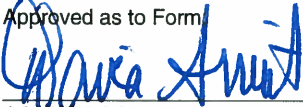
CONTRACTOR	COUNTY OF SOLANO
<u>Solano Family and Children's Services</u> CONTRACTOR'S NAME	
 SIGNATURE	Birgitta E. Corsello _____ DATED
<u>Kathy Lago, Executive Director</u> PRINTED NAME AND TITLE	<u>Solano County Administrator</u> TITLE
	Approved as to Content:
<u>421 Executive Court North</u> ADDRESS	 DEPARTMENT HEAD OR DESIGNEE 8/28/17 DATED
Fairfield CA 94534	Approved as to Form:
CITY STATE ZIP CODE	 COUNTY COUNSEL 8/28/17 DATED

EXHIBIT A-1.3
SCOPE OF WORK

YEAR 4 FY2017/18

Activity	TASKS	SERVICE COUNTS		OUTCOME
<i>Contractor will perform the following activities:</i>	<i>What services, events and other actions make up the program?</i>	<p><u># Served:</u> The counts of services provided (to unduplicated clients) and people served over the course of the program.</p> <p><u>Service Unit Type/Length of Time:</u> The level of services rendered (how often and how long).</p>		<p><u>Outcome:</u> The percentage and number of people for whom the program will affect a desired change.</p> <p>The required percentage must be met regardless of total number served.</p>
	Tasks Within Activity	# Served	Service Unit Type/ Length	Outcome
<p>Activity 1 PEAK Prevention - Parent, provider and caregiver education, training and consultation</p>	<p>A. Provide at least 10 workshops and/or educational activities for a minimum of 60 parents/caregivers to increase their knowledge on topics such as typical and atypical development, recognizing red flags, community resources, early childhood health and mental health, and improving parent-child relationships.</p>	<p>10 workshops and/or educational activities</p> <p>60 parents/caregivers</p>	<p>Workshops minimum 1 hour or Educational Activity 15-30 minutes in length</p>	<p>85% of parents/caregivers will demonstrate increased knowledge of workshop/educational activity topic, as demonstrated by pre/post survey (workshop) or staff documentation (educational activity)</p>
	<p>B. Provide at least 20 workshops and/or educational activities for a minimum or 110 providers, to include Childcare Providers, Medical/Mental Health Providers, and Community Partner Providers, on topics such typical and atypical development, recognizing red flags in young children, use of basic ASQ3 and ASQSE, and improving the mental health of children and parents.</p>	<p>20 workshops and/or educational activities</p> <p>110 providers</p>	<p>Workshops minimum 1 hour, or Educational Activity 15-30 minutes in length</p>	<p>85% of providers will demonstrate increased knowledge of workshop topic, as demonstrated by pre/post survey (workshop) or staff documentation (educational activity)</p>

Activity	TASKS	SERVICE COUNTS		OUTCOME
Activity 2 Linkages – Help Me Grow (HMG)	A. Provide customer service to support the Help Me Grow (HMG) system with centralized access via the call center/web portal. Ensure call center staff coverage during Solano Family and Children’s services business hours; and, ensure a response to a call, email, or fax is received within one business day	1,000 calls/fax referrals/web inquiries	15-30 minutes on average	90% of families accessing Help Me Grow will be provided a referral to at least one program or service
	B. Triage and assign PEAK agency referrals that are coming through the HMG line for mental/developmental health screenings	2 partners		95% of referrals will be assigned to a provider within 2 business days
	C. Maintain the HMG Solano website and social media sites			Report out in narrative each quarter
	D. Families with more than one high risk factor will be paired with an HMG Family Navigator to ensure family’s understanding of services, ensure successful access and linkage, and teach families how to advocate for their needs	200 clients	30 minutes or more	20% of families accessing Help Me Grow will be provided Family Navigation for assistance in accessing multiple services
	E. Follow up within 30 days with clients who received a referral to identify disposition of referral per HMG national reporting requirements (e.g., placed on a waiting list, not connected to services, unable to connect)	Number of HMG calls who received a referral and documented follow-up calls	As appropriate based on familial need	100% of Help Me Grow clients who received a referral will have a documented follow up response
Activity 3 Outreach – Help Me Grow (HMG)	A. Community Outreach: In order to increase referrals, HMG staff will work to engage children, families and partners by participating in community outreach events; and, conducting targeted outreach to community providers	16 community outreach events 12 community/service provider meetings, presentations, or one on one meetings	2+ hour community outreach events 30-60 min provider meetings/presentations/one on one meetings	16 community outreach events meetings/presentations 12 community/service provider meetings, presentations, or one on one meetings.

Activity	TASKS	SERVICE COUNTS		OUTCOME
	B. Healthcare Provider Outreach: HMG staff will conduct targeted outreach to child healthcare providers to establish partnerships that result in referrals	Contact 72 child healthcare providers and present the features and benefits of HMG, either through a phone conversation or in person meeting, Conduct a minimum of 8 one on one meetings or group presentations with 36 child healthcare providers	10-30 minutes 15 minutes – 1 hour	Establish partnerships with 12 new child healthcare providers, with these providers actively referring clients to Help Me Grow
Activity 4 Coordination - Help Me Grow (HMG)	A. Connect with HMG national and state efforts to ensure that the four core components of the HMG system model are implemented to fidelity	Minimum 6 meetings, calls, events, or trainings per year	1-8 hours	Ensure fidelity to National HMG model
	B. Collect and report all HMG data per HMG California requirements.			Report data to HMG CA as needed and report out in narrative each quarter
	C. Maintain the HMG Solano resource data base and increase the number of identified resources	Add 20 new resources per year		20 new resources entered annually in the HMG Solano resource database
	D. Address barriers to effectively connecting clients to services in the community by contacting resource providers to set up systems for effective referrals	As needed based on barriers discovered		Report out in narrative each quarter
	E. Convene and facilitate an HMG Solano Steering Committee to analyze data, identify gaps, and recommend system improvements	4 meetings, one per quarter	1-2 hours	Report out in narrative each quarter

EXHIBIT B-2
CONTRACTOR BUDGET

Year 4 FY2017/18

Line Item	FTE	Commission	Other	Total
<u>Personnel</u>				
Manager	.32	33,986.06		33,986.06
R&R II - Call Center	1.00	48,038.64	1,019.04	49,057.68
R&R I – Call Center	.40	21,110.01		21,110.01
R&R II – Outreach	.45	32,551.46	3,312.00	35,863.46
R&R II – Trainer	.45	27,819.92	2,651.53	30,471.45
Benefits		10,876.12		10,876.12
Subtotal Personnel		174,382.21	6,982.57	181,364.78
<u>Operating Expenses</u>				
Rent & Utilities		7,506.70		7,506.70
Telephone/Communications		14,125.00		14,125.00
Office Supplies & Materials		1,500.00		1,500.00
Office Equipment/Equipment Rental		5,200.00		5,200.00
Postage/Mailing/Printing		8,799.36		8,799.36
Training/Conference		3,500.00		3,500.00
Travel		2,800.00		2,800.00
Outreach		12,136.66		12,136.66
Subtotal Operating Expenses		55,567.72		55,567.72
<u>Indirect Costs</u>				
Indirect Costs		25,050.07		25,050.07
Subtotal Indirect Costs		25,050.07		25,050.07
Grand Total Expenses		255,000.00	6,982.57	261,982.57