

**FIRST AMENDMENT TO STANDARD CONTRACT BETWEEN  
COUNTY OF SOLANO and STANFORD SIERRA YOUTH & FAMILIES**

This First Amendment ("First Amendment") is entered into as of the 17th day of October 2023, between the COUNTY OF SOLANO, a political subdivision of the State of California ("County") and STANFORD SIERRA YOUTH & FAMILIES, ("Contractor").

1. Recitals

A. The parties entered into a contract dated July 1, 2023 (the "Contract"), in which Contractor will provide Parent Partner support to parents who are involved in the child welfare system and coordinate a Shared Leadership Advisory Group with those with lived experience.

B. The County now needs to amend the budget for Fiscal Year 2023/2024.

C. This First Amendment represents an increase of \$165,788.00 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: \$1,276,496.00

B. Scope of Work

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

C. Budget

Exhibit B, Section E, #3 has been deleted in its entirety and replaced with:

3. In adherence with 2 CFR part 200, subpart D, this Contract (subaward) must include the following information at the time of contract (subaward) execution. Significant changes to these data elements may require a modification form.
  - a) Subrecipient Name (which must match the name associated with its DUNS number): Stanford Sierra Youth & Families
  - b) Subrecipient DUNS number:
  - c) Federal Award Identification Number (FAIN): 2201CAFCGP, 2301CAFOST
  - d) Federal Award Date (date when the federal award was signed by authorized official of awarding agency): 05/18/2022, 06/08/2023, 09/30/22, 12/29/22, 06/28/23, 03/31/23
  - e) Subaward Period of Performance Start and End Date: July 1, 2023 - June 30, 2026
  - f) Amount of Federal Funds obligated by this action: \$865,534
  - g) Total Amount of Federal Funds obligated to the subrecipient: \$865,534
  - h) Total amount of Federal Award: \$1,276,496.00

- i) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA): County Administered, State Supervised Program provides foster care assistance and administrative costs to help provide safe and stable out-of-home care for children who have been abused, neglected, or exploited until they are safely returned home, placed permanently with adoptive families, or placed in other planned arrangements for permanency.
- j) Name of Federal awarding agency, pass-through entity and contact information for awarding official: Administration for Children and Families (ACF)
- k) CFDA Number and name: 93.658 Foster Care – Title IV-E
- l) Identification of whether the award is for research and development. Not Applicable
- m) Indirect cost rate for the Federal award (including if the de minimus rate is charged per 2 CFR 200.414 Indirect (F&A) costs): 10% de minimis rate

Exhibits B-1 to B-3 has been deleted in its entirety and replaced with the Budget attached incorporated into this First Amendment as Exhibits B-1.1, B-1.2, B-1.3, B-1.4 and B-1.5.

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

STANFORD SIERRA YOUTH & FAMILIES

By: \_\_\_\_\_  
Bill Emlen  
County Administrator

By: Laura Heintz  10/31/2023 08:06 PM EDT  
Laura Heintz  
Chief Executive Officer

APPROVED AS TO FORM

By: Lori Mazzella  10/31/2023 08:08 PM EDT  
Deputy County Counsel

## **EXHIBIT A**

### **SCOPE OF WORK**

#### **1. Contract Description**

##### *Parent Partner*

Contractor will provide Parent Partner services to parents and families involved in the child welfare system. These supports are provided to parents to access on a voluntary basis. These supports are designed to improve outcomes related to reoccurrence of abuse or neglect and timely reunification. Parent Partners are birth parents that have successfully navigated the Child Welfare system as clients and have returned to support other parents that are involved with that system. Parent Partnering Services will enhance parents' capacities to provide for their children's needs as well as improve reunification outcomes for youth and families. These family-centered services will empower parents to successfully advocate for and appropriately meet the need of their children. Using their shared lived experience, Parent Partners will serve as mentors, guides, and advocates for parents to increase parent engagement, give them voice in decision making, and empower them to access and navigate the Child Welfare system.

##### Key Functions of Parent Partners:

1. to ensure families (parents, caregivers, and youth) are equal partners – if not leaders – in the development and implementation of their service plans;
2. to represent the needs and perspectives of families (parents, caregivers, and youth) to internal and external stakeholders and decisions makers within the system of care;
3. to ensure that families (parents, caregivers, and youth) have access to a comprehensive array of prevention and support services that meet their individual needs; and
4. to ensure that these services are family-centered, easily accessible, respectful of culture, ethnic and other community characteristics, and stigma free. The Parent Partner serves as an advocate for parents/caregivers and considers the whole family in system planning.

##### *Shared Leadership Advisory Group*

Solano County Child Welfare Services (CWS) envisions a system that benefits from the voice of parents, youth, and community who have been touched by the Child Welfare system. To gather input, Child Welfare Services strives to create a Shared Leadership Advisory Group. The Contractor will assist in the creation of a Shared Leadership model that ensures that those with lived experience are authentically engaged and participate in meaningful work. The Contractor will provide oversight and coordination of a Shared Leadership Advisory Group. Child Welfare Services' vision is to be further connected with the community and those impacted by our involvement, and to partner with a goal of shared voice in decision making processes. Once developed, the Shared Leadership Advisory Group will meet regularly to vet Department practices and policies, provide feedback and ideas, and receive timely and current information regarding the state of Child Welfare Services.

#### **Work Activities**

##### *Parent Partner*

Contractor will:

Staff the program with at minimum a Family Partner Manager (0.35 FTE), Parent Partners (3.0 FTE), and Family & Youth Partnership Management (.06 FTE).

Each Parent Partner will serve up to 20-24 parents/families at any given time. If this caseload needs to be adjusted to allow for more intensive case management, the contractor will discuss this with the Department. The length of Parent Partnering involvement will be individualized and will vary depending on the amount

County of Solano  
Standard Contract

of time the case remains open, the extent of support the parent receiving service's needs, and the extent to which informal contacts occur after case closure.

The program will include two components: (1) the provision of peer mentoring services to assist parents who are engaged in the Court Family Maintenance and the Family Reunification process, and (2) representing the parents' voice and choice in stakeholder meetings to facilitate changes within the CWS system and inform ongoing practice.

A. Peer Mentor Services

*Recruitment, Training, & Referrals*

- i. Within the first three (3) months after contract start date, Contractor will recruit, select, train and support eligible Parent Partners to serve as mentors, guides and advocates for current parent clients.
- ii. The Contractor will recruit and hire individuals residing in Solano County who meet the cultural and language needs of the children and families served.
- iii. The Contractor will offer ongoing training and support to Parent Partners. The Contractor will work with CWS to identify training and support needs and collaborate on ways to offer this to the Parent Partners.
- iv. The Contractor will prioritize outreach to African American and Native American Families within Vallejo, Fairfield, and Suisun City, as well as, families with children under 1-year-old.
- v. The Contractor will work with CWS to create a referral form and process for referring parent clients, which may be continuously revisited as needed. Initial referrals for the program will be accepted at or around the Detention Hearing. If a family is not yet ready to engage, the Contractor will accept referrals from the Department at the time the family is ready to engage in the service.
- vi. The Contractor will attempt initial contact with a family within 48 hours of receiving the referral.

*Program Implementation*

The Parent Partners will:

- i. Engage with parent clients and provide mentorship and other supports to help address court ordered service plan requirements.
- ii. Provide support, modeling, and linkages to assist families in meeting their safety, permanency, and well-being goals.
- iii. Engage parents more fully in the child welfare case planning and services process and assure that the families' desired outcomes are addressed through their family/child's plan.
- iv. Participate in weekly home visits/phone calls with parent clients.
- v. Provide one-on-one support at critical moments to include accompanying parents to appropriate meetings, to include Child and Family Team meetings, court hearings, etc.
- vi. Provide linkage to community resources that will support the efficacy of the family system.
- vii. Participate in joint meetings with County Social Workers and parent clients and act as a bridge between the two to strengthen healthy relationships.
- viii. Support parent clients in developing natural support systems and coping mechanism skills to help in crisis management and family stability.
- ix. Provide information to youth and parents about the Child Welfare system used in Solano County, including their rights and responsibilities. Education shall include an overview of the Juvenile Court System, the importance of parent involvement in case planning, and the importance of the Child and Family Team Meeting.
- x. Serve as peer leaders, training child welfare staff on engagement strategies and collaborating with the department staff in designing and improving services.

**County of Solano  
Standard Contract**

- xi. Work with Child Welfare Services to develop a “Parent Handbook” for parents that will help them to complete the Child Welfare Services and Court process in a timely manner.
- xii. Adhere to County confidentiality expectations regarding parent client information.
- xiii. Maintain a flexible schedule in providing services in term of location, time of day (including evenings), and day of the week (including weekends) in order to meet family’s needs. As a community-based, needs-driven service provider, services will also be delivered where they are most likely to meet the youth and family’s needs – in their home, school, and/or community.

**B. Representation of Parents’ Voice and Choice**

- i. Participate in meetings with the County to monitor, improve and develop implementation of Child Welfare practices and policies.
- ii. Participate and provide feedback in County workgroups and committees to ensure that the parent client and community voices are incorporated into decisions around Child Welfare practice and policy.

**County will:**

- A. Provide client referrals for the Parent Partner program complete with client demographics, case identification numbers and case plan goals when available, provide support and technical assistance as needed to support on-going implementation.
- B. Provide CFT Meeting date/time information to parent partners.
- C. Provide opportunities for participation in County workgroups, including support and mentorship during meetings to ensure successful participation.
- D. Ensure Parent Partners have a meaningful presence within the CWS agency, to include providing space for co-location
- E. Identify County point of contact for program implementation.
- F. Orient CWS staff to the Parent Partner Program to ensure staff understand the goals and role of this contract. Also problem-solve challenges and difficulties as they arise.
- G. Administer contract meetings on at least a quarterly basis.
- H. Communicate current policy and protocol updates and revisions.
- I. Review and provide feedback on report documents, such as monthly and annual reports.

*Shared Leadership Advisory Group***Contractor will:**

- 1. Work closely with CWS to develop a structure and vision for the Shared Leadership Advisory Group
- 2. Connect with the community and those impacted by CWS involvement to market the group and develop membership
- 3. Engage, interview and screen families, youth, and community members to become potential members of the Advisory Group
- 4. Provide an orientation regarding the Advisory group to new members
- 5. Provide support and feedback to the Advisory group members as needed
- 6. Facilitate Shared Leadership Advisory Group meetings, at a frequency mutually agreed upon between the Contractor and CWS, and on days/times that work best for the majority of the group members
- 7. Create agendas and take notes for all Shared Leadership Advisory Group meetings
- 8. Meet with the Department at least quarterly.

County of Solano  
Standard Contract  
County Will:

1. Work closely with Contractor to develop a structure and vision for the Shared Leadership Advisory Group
2. Ensure high level leadership participate in the Shared Leadership Advisory Group
3. Collaborate on the development of agendas
4. Meet with the Contractor at least quarterly
5. Provide stipends to Advisory Group members

### **3. Performance Measures**

Contractor will:

- A. Conduct pre and post surveys to capture outcomes on performance measures, as well as client-satisfaction with the program. The Contractor will administer the Transition Readiness Scale and Satisfaction Surveys to all clients served.
- B. Ensure increased parent voice and leadership within the Child Welfare System.

Contractor will ensure the following outcomes for parents served by Parent Partners:

- A. At least 85% of engaged parents served experience the program as beneficial and supportive.
- B. At least 85% of engaged parent clients will report increased knowledge of the Child Welfare System.
- C. At least 85% of engaged parent clients will report having greater awareness of support systems and access to community resources in times of need.
- D. At least 85% of engaged parent clients will report decreased parental stress and barriers that prevent successful reunification and community connections.
- E. At least 85% of engaged parents served will attend their scheduled CFT meetings and will report feeling supported by their Parent Partner in these meeting.
- F. At least 85% of engaged parents served will participate in case planning and will report understanding of this process.
- G. At least 85% of engaged parents will show an increase of scoring on the Transition Readiness Scale from initial to final completion of the tool.

### **4. Reporting Requirements**

Contractor will submit monthly and quarterly performance reports of activities during the term of the Contract agreement. The County will collaborate with Contractor to determine how required data should be reported:

Contractor shall:

- A. Provide monthly reports due fifteen (15) days following the end of the month and shall contain the following information:
  - i. Number of referrals received by the program.
  - ii. Description of outreach and engagement methods and number/percent of new parents who opened in the program in the month.
  - iii. Unduplicated number of parent clients open in the program served during the month .
  - iv. Number of contacts by Parent Partners to parent clients and their level of engagement (service time parent client received in the month).
  - v. Number of CFT meetings attended during the month.
  - vi. Number of parents who completed the provided Transitional Readiness Scale and Satisfaction Surveys at discharge.

County of Solano  
Standard Contract

- B. Provide aggregate quarterly reports due fifteen (15) days following the end of the quarter and shall contain the following:
  - i. Referrals received including demographic information: Ethnicity, city of residence, age, marital status, age of children.
  - ii. Number of services provided by type((i.e. Mentorship, CFT, Court Hearing Support, Community Linkage, Case Management, etc.)etc.)
  - iii. Average days from referral to open (Length of Referral) and open to discharge (Length of Service Delivery).
  - iv. Discharge outcomes (i.e. parent engaged in Parent services, disengaged, parent partially or successfully completed service plan goals, etc.)
  - v. Results of the Transitional Readiness Scale and Satisfaction Surveys.
  - vi. Number of meetings and stakeholder events Parent Partners were invited to and participated in (i.e. CWS Collaborative program evaluation and policy development meetings, County Stakeholder meetings, etc.).
  - vii. Data needed and requested by the County to complete the annual Office of Child Abuse Prevention reporting.
  
- C. Provide the following information on an annual basis:
  - i. Data needed and requested by the County to complete the annual Office of Child Abuse Prevention report which is due each year by the end of September.
  - ii. In addition to the aggregate quarterly reports, a narrative addressing the following:
    - 1) Program evaluation information on the quality and appropriateness of services provided, including reporting on the progress of its goals and measurable objectives outlined in the SOW.

**EXHIBIT B-1.1**  
**Year One: 2023/2024 Parent Partner**

<b>LINE ITEM</b>	<b>FTE</b>	<b>Total</b>
<u>Personnel</u>		
Chief	.01	1,396
Program Director	.05	5,200
Program Manager	.35	25,375
Parent Partner	2.65	153,700
QI/FYP Support		34,676
Benefits @ 26%		57,290
<b>Subtotal Personnel</b>	<b>3.06</b>	<b>\$277,637</b>
<u>Operating Expenses</u>		
Program Support		16,760
Occupancy		9,000
Mileage		7,000
<b>Subtotal Operating Expenses</b>		<b>\$32,760</b>
<u>Indirect Costs</u>		
Indirect Costs @10%		31,040
<b>Subtotal Indirect Costs</b>		<b>\$31,040</b>
<b>Grand Total Expenses</b>		<b>\$341,437</b>



**EXHIBIT B-1.2**  
**Year One: 2023/2024 Shared Leadership Advisory Group**

<b>LINE ITEM</b>	<b>FTE</b>	<b>Total</b>
Program Director	.05	6,600
Coordinator	.50	40,000
QI/FYP Support		2,500
Benefits @ 26%		12,766
<b>Subtotal Personnel</b>	<b>.55</b>	<b>\$61,866</b>
<u>Operating Expenses</u>		
Program Support		3,013
Occupancy		1,618
Mileage		1,260
Supplies		5,000
<b>Subtotal Operating Expenses</b>		<b>\$10,891</b>
<u>Indirect Costs</u>		
Indirect Costs @10%		7,276
<b>Subtotal Indirect Costs</b>		<b>\$7,276</b>
<b>Grand Total Expenses</b>		<b>\$80,033</b>

County of Solano  
Standard Contract

**EXHIBIT B-1.3**  
**Year Two: 2024/2025 Parent Partner**

<b>LINE ITEM</b>	<b>FTE</b>	<b>Total</b>
<u>Personnel</u>		
Chief	.01	1,438
Program Director	.05	5,356
Program Manager	.35	26,136
Parent Partner	3.00	179,220
QI/ FYP Support		35,000
Benefits @ 26%		64,260
<b>Subtotal Personnel</b>	<b>3.41</b>	<b>\$311,410</b>
<u>Operating Expenses</u>		
Program Support		17,263
Occupancy		9,270
Mileage		7,210
<b>Subtotal Operating Expenses</b>		<b>\$33,743</b>
<u>Indirect Costs</u>		
Indirect Costs @10%		34,515
<b>Subtotal Indirect Costs</b>		<b>\$34,515</b>
<b>Grand Total Expenses</b>		<b>\$379,668</b>

**EXHIBIT B-1.4**  
**Year Two: 2024/2025 Shared Leadership Advisory Group**

<b>LINE ITEM</b>	<b>FTE</b>	<b>Total</b>
Program Director	.05	7,000
Coordinator	.50	42,000
QI/FYP Support		2,500
Benefits @ 30%		15,450
<b>Subtotal Personnel</b>	<b>.55</b>	<b>\$66,950</b>
<u>Operating Expenses</u>		
Program Support		3,074
Occupancy		1,650
Mileage		1,285
Supplies		5,000
<b>Subtotal Operating Expenses</b>		<b>\$11,009</b>
<u>Indirect Costs</u>		
Indirect Costs @10%		7,796
<b>Subtotal Indirect Costs</b>		<b>\$7,796</b>
<b>Grand Total Expenses</b>		<b>\$85,755</b>

**EXHIBIT B-1.5**  
**Year Two: 2024/2025 Shared Leadership Advisory Group**

<b>LINE ITEM</b>	<b>FTE</b>	<b>Total</b>
<u>Personnel</u>		
Chief	.01	1,481
Program Director	.05	5,517
Program Manager	.35	26,920
Parent Partner	3.00	184,597
QI/FYP Support		35,000
Benefits @ 26%		65,915
<b>Subtotal Personnel</b>	<b>3.41</b>	<b>\$319,430</b>
<u>Operating Expenses</u>		
Program Support		17,781
Occupancy		9,548
Mileage		7,426
<b>Subtotal Operating Expenses</b>		<b>\$34,755</b>
<u>Indirect Costs</u>		
Indirect Costs @10%		35,418
<b>Subtotal Indirect Costs</b>		<b>\$35,418</b>
<b>Grand Total Expenses</b>		<b>\$389,603</b>