

FIRST 5 MONTEREY COUNTY

FUNDED PARTNER AGREEMENT AMENDMENT for FY 2021/22 – FY 2022/23



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Pediatric Group of Monterey -
Stanford Children's Health

Cristina Sotelo
Therapist

Francine Rodd
Executive Director

COLLABORATIVE PARTNER AGENCY	Monterey County Probation Department
LEAD AGENCY of INTEGRATED SERVICE COLLABORATIVE:	Door to hope
PROJECT:	Integrated Service Collaboratives
CONTACT PERSON:	Heriberto Estrada, Probation Services Manager
TELEPHONE/EMAIL:	831-784-5797/estradaH1@co.monterey.ca.us
ADDRESS:	20 E. Alisal St., Salinas, CA 93905

This letter is an amendment to the funding Agreement between MONTEREY COUNTY CHILDREN & FAMILIES COMMISSION, publicly known as FIRST 5 MONTEREY COUNTY, referred to as "F5MC", and MONTEREY COUNTY PROBATION DEPARTMENT, referred to as "FUNDED PARTNER", for services related to implementing an Integrated Service Collaborative.

Changes to the FY 2017/18 – FY 2020/21 Agreement are as described below:

- I. Term of Agreement:** The total Term of Agreement has been extended from four (4) years to six (6) years, through and including June 30, 2023 and now covers the period July 1, 2017 to June 30, 2023.
- II. Grant Award:** FUNDED PARTNER is awarded an additional grant, not to exceed \$267,170, for the extended Term of July 1, 2021 – June 30, 2023.
- III. Reporting:** Below is a table of bi-annual reports with their due dates for July 1, 2021 – June 30, 2023.

Report:	FY 21/22 DUE	FY 22/23 DUE
FIRST Bi-Annual Report & Expenditure Report (July 1 st – Dec 31 st)	January 31, 2022	January 31, 2023
SECOND Bi-Annual Report & Expenditure Report (Jan 1 st – June 30 th)	July 31, 2022	July 31, 2023

- IV. Budget & Scope of Work Revisions:** Each FUNDED PARTNER is allowed to request a Budget Revision twice per fiscal year. A Budget Revision comprises of making adjustment between budget lines within the same fiscal year. The Budget Revision request is due on or before April 1st. Budget Revision completed forms are due on or before April 15th (see chart below for due dates).

All Budget Revisions must be discussed and approved by the F5MC Program Manager and must continue alignment with the Scope of Work (Exhibit A). Upon request from the FUNDED PARTNER (on or prior to April 1st of the current fiscal year), a Budget Form for the current fiscal year will be provided by F5MC for completion by FUNDED PARTNER including budget reallocations and justification for requested changes. F5MC, at its sole discretion, may or may not approve Budget Revision requests. Upon FUNDED PARTNER request and mutual agreement, F5MC will notify FUNDED PARTNER in writing of the approved Budget Revision.

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Below is a table of available Budget Revisions with the request and completed form due dates.

Budget Revisions	FY 21/22 DUE	FY 22/23 DUE
Budget Revision <i>Request</i> Submitted to F5MC	April 1, 2022	April 1, 2023
Budget Revision Form <i>Completed/Submitted</i> to F5MC	April 15, 2022	April 15, 2023

V. Scope of Work Revisions: All Scope of Work Revisions must be discussed and approved by the

F5MC Program Manager and must continue alignment with the Budget (Exhibit B). Upon FUNDED PARTNER request and mutual agreement, F5MC will notify FUNDED PARTNER in writing of the approved SOW Revision.

VI. Exhibit A: Scope of Work for July 1, 2021 – June 30, 2023 (attached).

VII. Exhibit B: Budget for July 1, 2021 – June 30, 2023 (attached).

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APPROVALS

Whereas all services provided herein are in furtherance of the goals and objectives in the F5MC Strategic Plan Framework July 2017- June 2023 and address Strategic Priority 2: Enhance access to resources, programs, and services for young children and their families through community-based coordination, collaboration, and integration, and supports implementation of all three of F5MC's Strategic Priorities.

Whereas, on September 28, 2020, the Commissioners delegated authority to the Executive Director to negotiate, execute, and amend a contract with FUNDED PARTNER for the services described in this Agreement.

IT IS HEREBY MUTUALLY AGREED that the parties will adhere to the provisions of the original Agreement and the amended provisions described in this letter.

FIRST 5 MONTEREY COUNTY APPROVAL

Approval for F5MC signatures

AS
AD

5/27/2021 | 1:37 PM PDT

DocuSigned by:

Francine Rodd

5/27/2021 | 3:29 PM PDT

Signature

Date

Francine Rodd, Executive Director

DocuSigned by:

Kerstine A. Curtis

5/27/2021 | 3:17 PM PDT

Signature

Date

Kerstine A. Curtis, Controller

FUNDED PARTNER AGREEMENT APPROVAL

Signature

Date

Todd Keating, Chief Probation Officer

DocuSigned by:

AK Brereton

Anne K. Brereton
Deputy County Counsel
County of Monterey

5/27/2021 | 5:19 PM PDT

DocuSigned by:

Gary Giboney

Deputy Auditor Controller
Auditor-Controllers Office
County of Monterey

5/28/2021 | 8:07 AM PDT

FUNDED PARTNER Staff Authorized to make Agreement Changes –			
Please indicate the name(s) of additional Staff (beyond Staff Signing above) who have the authority to make changes to the Scope of Work and/or Budget.			
Staff Member Name	Title within FP Organization	Check as appropriate	
		SOW	Budget
Todd Keating	Chief Probation Officer	X	X

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Project Summary

Monterey County Probation Department (Collaborative Partner Agency) has collaborated with Door to Hope (Lead Agency) to provide services for an Integrated Service Collaborative (Collaborative) for the First 5 Monterey County (F5MC) *Strengthening Connections and Advancing Quality in Early Childhood Development* Strategic Funding Cycle for an initial 4 years (FY 2017/18 – FY 2020/21) and is being extended for 2 additional years (FY2021/22 – 2022/23).

Working with the Lead Agency, F5MC, as well as other Collaborative related contractors, consultants, and community service providers, the Collaborative Partner Agency will support the provision of cohesive, coordinated, comprehensive care, and support for children ages pre-natal through 5 and their families in all F5MC priority zip codes.

Target projections are based on a typical year of full programming capacity and may be modified in collaboration with F5MC in response to changes related to the co-development of tools, protocols, and capacity building efforts. The following activities and services will be provided:

A. Collaborative Management Activities

1. Participate in process of obtaining MOUs and maintain relationships with MOU partners.
2. Co-develop common tools and protocols with F5MC.
3. Participate in the development of organizational systems and protocols for contract management, communication and decision-making within the Collaborative and with Community Collaborators.
4. Participate in Agency and/or Collaborative level professional development opportunities that align with the F5MC Quality Framework.
5. Support Lead Agency to provide parent engagement opportunities in the development and guidance of the Collaborative.
6. Participate in activities and initiatives that influence early childhood development systems, policies, and practices, including but not limited to Bright Beginnings and the Central Coast Early Childhood Advocacy Network.
7. Maintain adequate culturally and linguistically qualified staff to implement activities and services (including providing services year-round and on nights and weekends to meet family needs).
8. Participate in Medi-Cal Administrative Activities (MAA) and other opportunities to diversify or leverage funding as determined in collaboration with F5MC.

B. Collaborative Integration Team Activities

1. Support the Collaborative's outreach to:
 - a. Raise awareness of resources available through the Collaborative to families.
 - b. Connect the Collaborative with community-wide, multi-disciplinary service providers.
 - c. Coordinate with other resource and referral entities to maintain up-to-date information on resources, programs, and services available to support young children and their families.
2. Welcome families to the Collaborative by establishing a connection with the family, sharing information about the Collaborative, developing an understanding of the family, offering appropriate screening, connecting the family with appropriate information and assistance, and implementing the informed consent process when appropriate.

	FTE Dedicated to Activity	Target #s for Aggregate Data			
		Prenatal Parent(s) (do not duplicate w/adults)	# children 0 – 35 mos.	# children 36 – 60 mos.	# Adults
3. Support family access to developmental screening for children through age five and/or relevant family screening.	.25		50	38	108

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<p>4. Support family access to care coordination/case management to families with a consistent person. This includes:</p> <ul style="list-style-type: none"> a. reviewing the family context; b. developing a Shared Care Plan; c. offering and follow-up on comprehensive referrals to meet the families' needs; and d. providing focused meetings for specific children/families ("roundtables"). 	.50				
5. Support family access to appropriate and comprehensive referrals to families that are part of Care Coordination.					
6. Participate as needed in Multi-Disciplinary Review Team at least once per month to review complex cases in collaboration with F5MC and other required partners.					
7. Participate in Reflective Supervision for the Integration Team at least once per month facilitated by a qualified professional.					
Service Target #s					
C. Collaborative Partner Agency Direct Services					
1. Provide Mental Health Counseling – 7 sessions per adult				35	
2. Provide Group Parenting Education Classes – 8 PEACCE Classes per Year				40	
D. Evaluation, Monitoring, and Continuous Quality Improvement					
1. Collaborate with the F5MC Evaluation team to collect data for the purposes of monitoring, continuous quality improvement, tracking implementation, measuring change in outcomes and impact and reporting/communication. The steps in the process will include but are not limited to the following:					
<ul style="list-style-type: none"> a. Implement the informed consent process with each family as needed. b. Implement data sharing agreements and protocols. c. Collect and enter data in the F5MC or other identified data system on a regular/monthly basis following all applicable privacy laws. d. Conduct data quality assurance protocols on a regular basis. e. Communicate with F5MC Program Staff about challenges in meeting targets as described in the F5MC CGM Collaborative Thresholds. f. Incorporate continuous quality improvement practices into the Collaborative management and direct services. g. Participate in ongoing capacity building for evaluation, monitoring, and continuous quality improvement. h. Incorporate real-time data into regular communications and decision-making. 					
E. Other F5MC Funded Partner Activities					
1. Participate in F5MC Funded Partner meetings.					
2. Provide tobacco-cessation referral services and information to clients.					
3. Participate in the distribution of the Kit for New Parents.					

Exhibit A: SCOPE OF WORK

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Exhibit B: BUDGET

Lead Agency Name: Door to Hope					
Collaborative Partner Name: Monterey County Probation Department					
	FY21/22		Two Year Budget		Total
Budget Line	FTE	F5MC % of FTE	21/22	22/23	Budget
Subcontractor Agency Program Personnel Expenses					
<p>Subcontractor Agency Project Management and Integration Team Personnel: Lead Agency may implement directly or subcontract. Include only services provided by Lead Agency employees here and list each employee position separately. Include holidays, vacation, sick time, and expected raises/COLAs in salary calculations, as applicable. If subcontracted, please include in Individual or Agency Subcontractors sections below.</p>					
Child Advocate	1.0	32.70%	21,802	21,802	43,604
Child Advocate	1.0	32.70%	22,000	22,000	44,000
Office Assistant II	1.0	14.70%	7,026	7,026	14,052
Subtotal Agency Personnel	3.00		50,828	50,828	101,656
Agency Personnel Taxes and Benefits*	68.48%		34,807	34,807	69,614
SUBTOTAL Lead Agency Personnel Expenses			85,635	85,635	171,270
*As a % of wages & salaries - Includes only employer portion of FICA, Medicare, SUI, ETT, health/dental/vision/life ins premiums, worker's comp., and retirement contributions for employees. Benefits are reimbursed on actual expenditures.					
Program Expenses					
Therapist - Eduardo Eizner			47,950	47,950	95,900
SUBTOTAL Program Expenses			47,950	47,950	95,900
SUBTOTAL Agency Personnel Expenses, Program Expenses, and Program Support Expenses subject to Admin/Indirect Rate			133,585	133,585	267,170
ADMIN/INDIRECT (15% max.)** Enter Percent		0.00%	0	0	0
**Rate calculation must be provided and should be based on most recent audited financial statements.					
GRAND TOTAL			133,585	133,585	267,170

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Exhibit B: BUDGET NARRATIVE

A	B
Budget Line Name	Budget Line Description
PROGRAM PERSONNEL EXPENSES	
Child Advocate	Child Advocates will perform as a team to identify children who are at risk. Through home visitation, teams will provide case management, support and referrals. .327% FTE Child Advocate is based on the Total Annual Salary of \$66,666 for FY 21/22 & FY 22/23 = \$21,802 . The balance of the cost is supported by the Probation Department. (No increase of salaries from FY 22/23 due to unknown contract negotiation)
Child Advocate	Child Advocates will perform as a team to identify children who are at risk. Through home visitation, teams will provide case management, support and referrals. .327% FTE Child Advocate is based on the Total Annual Salary of \$67,314 for FY 21/22 & FY 22/23 = \$22,000 . The balance of the cost is supported by the Probation Department. (No increase of salaries from FY 22/23 due to unknown contract negotiation)
Office Assistant II	The Office Assistant will provide program based clerical support to the Child Advocate Program including data entry. 0.147 FTE Office Assistant II is based on the Total Annual Salary of \$47,784 for FY21/22 & FY 22/23 = \$7,026 . The balance of the cost is supported by the Probation Department. (No increase of salaries from FY 22/23 due to unknown contract negotiation)
Personnel Taxes and Benefits	For FY 21/22 & FY22/23 This amount is estimated at 68.48% of wages and covers employer taxes and employer paid employee benefits. (No increase of benefits from FY22/23 due to unknown contract negotiation)
PROGRAM EXPENSES	
Therapist	Counseling and education is a vital component to the emotional growth of a healthy family and a secure and safe environment. Therapist Eduardo Eizner offers both individual and family therapy in English and Spanish. In FY 21/22 & FY 22/23 the rate is \$137.00 per hour, hours are estimated at 350 hours per year.
ADMIN/INDIRECT EXP (15% max.)	Probation is not charging Admin/Indirect percentage/cost on this contract.