

**STANDARD AGREEMENT AMENDMENT**

STD 213A (Rev 6/03)

☒ Check here if additional pages are added: 1 Page(s)

Agreement Number <b>16-10698</b>	Amendment Number <b>A01</b>
Registration Number:	

## 1. This Agreement is entered into between the State Agency and Contractor named below:

State Agency's Name

Also known as CDPH or the State

**California Department of Public Health**

Contractor's Name

(Also referred to as Contractor)

**County of Nevada**2. The term of this **October 1, 2016** through **September 30, 2019**  
Agreement is:3. The maximum amount of this **\$ 263,106**Agreement after this amendment is: **Two Hundred, Sixty Three Thousand, One Hundred Six Dollars**

## 4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

- I. **Purpose of amendment:** This amendment is due to LAUNCH funding reductions that became effective for Fiscal Year(FY) 2017/2018 and FY 2018/2019. FY 2017/2018 is being reduced by \$52,127 and FY 2018/2019 is being reduced by \$74,624 respectively. This amendment also extends the contract term 3 months by adding FY 2019/2020 to the contract in the amount of \$21,926. The total amount of this Agreement shall not exceed \$263,106. Additionally this amendment adds Paragraph B to the Amounts Payable clause of Exhibit B, Budget Detail and Payment Provisions, and corrects the term start date. This amendment also revises the Contractor's name from Nevada County Public Health Department to County of Nevada.
- II. Certain changes made in this amendment are shown as: Text additions are displayed in **bold and underline**. Text deletions are displayed as strike through text (i.e., ~~Strike~~).

(Continued on next page)

All other terms and conditions shall remain the same.

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.****CONTRACTOR**

Contractor's Name (If other than an individual, state whether a corporation, partnership, etc.)

**County of Nevada**

By(Authorized Signature)

Date Signed (Do not type)

Printed Name and Title of Person Signing **Edward Scofield,**  
~~Hank Weston~~, chair, Board of Supervisors

Address

**500 Crown Point Circle, Suite 110, Grass Valley, CA 95945****STATE OF CALIFORNIA**

Agency Name

**California Department of Public Health**

By (Authorized Signature)

Date Signed (Do not type)



Printed Name and Title of Person Signing

**Jeffrey Mapes, Chief, Contracts Management Unit**

Address

**1616 Capitol Avenue, Suite 74.262, MS 1802, P.O. Box 997377,  
Sacramento, CA 95899-7377****CALIFORNIA  
Department of General Services  
Use Only**☐ Exempt per:

III. Exhibit A, Scope of work, is hereby replaced in its entirety.

IV. Exhibit B – Budget Detail and Payment Provisions, item #4, amounts payable is revised as follows:

4. Amounts Payable

**A.** The amounts payable under this contract shall not exceed:

- 1) \$87,702 for the budget period of ~~07/01/16~~ **10/01/16** through 06/30/17
- 2) ~~\$139,829~~ **87,702** for the budget period of ~~10/01/17~~ **07/01/17** through 06/30/18
- 3) ~~\$140,400~~ **65,776** for the budget period of 07/01/18 through 06/30/19
- 4) **\$21,926 for the budget period of 07/01/19 through 09/30/19.**

**B. Payment allocations shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are fulfilled and/or goods are received.**

V. Exhibit B, Attachments II And III are hereby replaced in their entirety.

VI. Exhibit B, Attachment IV, Budget Year 4, is hereby incorporated.

**Exhibit A**  
**Scope of Work**

**1. Service Overview**

**County of Nevada**, Nevada County Public Health Department (NCPHD) agrees to provide the following services to the California Department of Public Health (CDPH).

California Project LAUNCH (Linking and Addressing the Unmet Needs for Children's Health) is a program funded by the Substance Abuse and Mental Health Services Agency that replicates specific successful early childhood strategies resulting in improved mental health, reduced substance use, increased parenting skills, and improved maternal and child health. Under this contract, NCPHD will replicate the strategies of mental health consultation into home visiting programs, Parent Cafes, and systems integration by participating in technical assistance and training provided by the lead local health jurisdiction, Alameda County Public Health and its contractors.

Nevada County First 5 will be the subcontractor implementing the Program and the Parent Cafes as the primary provider of these services. Parent Cafes are a series of structured small group conversations that bring parents together to discuss issues important to them. The goal is to engage parents in building protective factors needed to prevent maltreatment and promote healthy outcomes for their children.

This agreement provides further support for the population currently served by the Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program. The program will help improve outcomes for families who reside in at-risk communities through evidence-based home visiting programs.

The Local Health Jurisdiction (LHJ), Nevada County Public Health Department, agrees to provide the services presented in this Scope of Work (SOW) from the CDPH's Maternal, Child and Adolescent Health (MCAH) Division.

The purpose of the SOW is to provide parameters for implementing the Project LAUNCH replication grant to achieve positive outcomes for children and families in the county of Nevada.

**2. Service Location**

Project LAUNCH will take place in the county of Nevada.

**3. Service Hours**

The services shall be provided during County working hours and days, except official holidays.

**Exhibit A**  
**Scope of Work**

**4. Project Representatives**

A. The project representatives during the term of this agreement will be:

<b>California Department of Public Health</b> Fiona Humphrey <b><u>Michael Neff</u></b> , Contract Analyst <b><u>Manager</u></b> Telephone: (916) 650-0326 <b><u>341-6726</u></b> Fax: (916) 650-0309 Email: Fiona.Humphrey <b><u>Michael.Neff</u></b> @cdph.ca.gov	<b><u>County of Nevada County Public</u></b> <b><u>Health Department</u></b>  Cynthia Wilson, MS, RN, PHN, IBCLC Telephone: (530) 265-7269 Fax: (530) 271-0894 Email: Cynthia.wilson@co.nevada.ca.us
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B. Direct all inquiries to:

<b>California Department of Public Health</b> Financial Management & Contract Operations Attention: Fiona Humphrey <b><u>Michael Neff</u></b> , Contract Analyst <b><u>Manager</u></b> 1615 Capitol Avenue, Suite 73.560, MS 8305 P.O. Box 997420 Sacramento, CA 95899-7420 Telephone: (916) 650-0326 <b><u>341-6726</u></b> Fax: (916) 650-0309 Email: Fiona.Humphrey <b><u>michael.neff</u></b> @cdph.ca.gov	<b><u>County of Nevada County Public</u></b> <b><u>Health Department</u></b>  Attention: Cynthia Wilson MCAH Director 500 Crown Point Circle, Suite 110 Grass Valley, CA 95945 Telephone: (415) 575-5671 Fax: (530)265-7269 Email: Cynthia.wilson@co.nevada.ca.us
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C. **All payments from CDPH to the Contractor; shall be sent to the following address:**

<b><u>Remittance Address</u></b>
<b><u>Contractor: County of Nevada</u></b> <b><u>Attention: Cynthia Wilson</u></b> <b><u>Address: 500 Crown Point Circle, Suite 110</u></b> <b><u>City, Zip: Grass Valley, CA 95945</u></b> <b><u>Phone: (415) 575-5671</u></b> <b><u>Fax: (530)265-7269</u></b> <b><u>E-mail: Cynthia.wilson@co.nevada.ca.us</u></b>

D. Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement.

**5. Subcontractor Requirements**

Subcontracts may be used in performance of the scope of work.

**Exhibit A**  
Scope of Work

**6. Reporting Requirements**

All activities in this SOW shall take place from receipt of funding beginning October 1, 2016 through June 30, 2016 ~~7~~ for fiscal year 2016-17 and from July 1, 2017 through June ~~September~~ 30, 2019 for fiscal years 2017/2018, and 2018/2019, and **2019/2020** contingent on availability of funds and spending authority.

The table below summarizes a list of reports due to CHVP. Specifics related to the contents of reports are described further in this SOW and located under *Performance Measure and/or Deliverables* of each objective.

<b>Reporting</b>	<b>From</b>	<b>To</b>	<b>Due Date</b>
1 <sup>st</sup> Status Report	<del>October 1</del> <b><u>December 15</u></b>	June 30	July 31
2 <sup>nd</sup> Status Report	July 1	June 30	July 31
3 <sup>rd</sup> Status Report	July 1	June 30	July 31
Final Status Report	July 1	<del>June</del> <b><u>September 30</u></b>	<del>July 31</del> <b><u>September 30</u></b>

7. See the following pages for a detailed description of the services to be performed.

**Exhibit A**  
Scope of Work

Attachment I

**Goal 1:** Coordination with California Home Visiting Program (CHVP) to support the development and implementation of LAUNCH activities.

Major Objective	Major Functions, Tasks and Activities	Time Line	Staff Responsibilities	Performance Measure and/or Deliverables
1. Create guidelines for establishing cross-agency participation in technical assistance and activity implementation.	1.1 Participate in LAUNCH activities with specific emphasis on enhancing cross-agency coordination and collaboration; addressing mental health needs in home visiting programs; and increasing parent engagement through Parent Cafes.	October 2016 to <del>June 2019</del> <b><u>September 2019</u></b>	Director of Public Health Nursing  First 5	1.1.1 Meet with project director at least three times a year  1.1.2 Monitor provision of Technical Assistant (TA) as needed through emails, phone calls and meeting requests.
	1.2 Participate in the development of Project LAUNCH technical assistance and implementation activities.	October 2016 to <del>June 2019</del> <b><u>September 2019</u></b>	Director of Public Health Nursing  First 5	1.2.1 Submit annual progress reports on staffing and activity details.

**Exhibit A**  
Scope of Work

Attachment I

**Goal 2:** Develop mental health consultation in home visiting.

Major Objective	Major Functions, Tasks and Activities	Time Line	Staff Responsibilities	Performance Measure and/or Deliverables
2. Establish support activities to assist in implementation of mental health consultation into home visiting programs.	2.1 Participate in LAUNCH training opportunities and technical assistance activities.	October 2016  May 2017	Director of Public Health Nursing  First 5	2.1.1 Assessment compiled and reviewed to determine needs around mental health consultation.  2.1.2 Create and submit plan to replicate mental health consultation into home visiting programs.
	2.2 Implement and/or pilot mental health consultation into home visiting programs.	June 2017	Director of Public Health Nursing  First 5	2.2.1 Mental health consultation appointments scheduled with home visitors. 2.2.2. Document the number of home visitors consulting with the Mental Health Specialist (MHS), the mental health needs being addressed and the number of clients referred to the MHS.

**Exhibit A**  
Scope of Work

Attachment I

**Goal 3:** Develop and strengthen the implementation of Parent Cafes to build family engagement and leadership.

<b>Major Objective</b>	<b>Major Functions, Tasks and Activities</b>	<b>Time Line</b>	<b>Staff Responsibilities</b>	<b>Performance Measure and/or Deliverables</b>
3. Oversee and assist in the development and implementation of the Parent Cafe model.	3.1 Participate in LAUNCH training opportunities and technical assistance activities.	October 2016  May 2017	Director of Public Health Nursing  First 5	3.1.1 Complete needs assessment to determine needs around Parent Cafes.  3.1.2 Develop and submit a plan on initiation and provision for Parent Cafes.
	3.2 Implement and/or strengthen local Parent Cafes in targeted areas.	June 2017	Director of Public Health Nursing  First 5	3.2.1 Submit attendance report for Parent Cafes.  3.2.2 Provide survey to families attending Parent Cafes with questions on if an increase in parenting knowledge is achieved through participation.



**Exhibit A**  
Scope of Work

Attachment I

**Goal 4:** Participate in the Project LAUNCH Substance Abuse and Mental Health Services Administration (SAMHSA) evaluation, working with SAMHSA-designated evaluator and ensure all data, surveys and interviews are satisfied as requested.

<b>Major Objective</b>	<b>Major Functions, Tasks and Activities</b>	<b>Time Line</b>	<b>Staff Responsibilities</b>	<b>Performance Measure and/or Deliverables</b>
4. Complete and report all data, surveys and interviews.	4.1 Participate in external evaluation activities associated with the contract.	October 2016 to <del>June 2019</del> <b><u>September 2019</u></b>	Director of Public Health Nursing  First 5	4.1.1 Provide quarterly reports for progress on mental health consultation and Parent Cafe strategies.  4.1.2 Submit all SAMSHA required surveys and interviews regarding Project LAUNCH, including client level data, Parent Cafe attendance information, home visitors trained and home visiting clients served.

**Exhibit B, Attachment II**  
**Budget**  
**Year 2**  
**(10/01/17 through 06/30/18)**

<b>Personnel</b>	Annual Salary	Amendment Annual Salary	FTE %	Amendment FTE %	Original Annual Cost	Amendment Annual Cost
Position Title						
Director of Public Health Nursing <b>(in-kind)</b>	<del>\$ 117,189</del>	<b>\$ 124,385</b>	<del>7.50%</del>	<b>5.00%</b>	<del>\$ 8,789</del>	<b>\$ 0</b>
<b>Total Salaries</b>					<del>\$ 8,789</del>	<b>\$ 0</b>
<b>Fringe Benefits</b> (58.33 <del>0</del> % Personnel)					<del>\$ 5,127</del>	<b>\$ 0</b>
<b>Total Personnel and Fringe Benefits</b>					<del>\$ 13,916</del>	<b>\$ 0</b>
<b>Operating</b>						
Training (Training to support Scope of Work Goals 2 and 3.)					<del>\$ 1,457</del>	<b>\$ 300</b>
<b>Total Operating</b>					<del>\$ 1,457</del>	<b>\$ 300</b>
<b>Equipment (major equipment &gt;\$5,000)</b>					<b>\$ 0</b>	<b>\$ 0</b>
<b>Total Equipment</b>					<b>\$ 0</b>	<b>\$ 0</b>
<b>Travel</b>						
<u>Travel (Travel to support Scope of Work Goals 2 and 3.)</u>					<b>\$ 0</b>	<b>\$ 1,200</b>
<b>Total Travel</b>					<b>\$ 0</b>	<b>\$ 1,200</b>
<b>Subcontracts</b>						
First 5 <u>of Nevada County</u> (Supports Scope of Work Goals 1,2,3 and 4.)					<del>\$ 120,977</del>	<b>\$ 86,202</b>
<b>Total Subcontracts</b>					<del>\$ 120,977</del>	<b>\$ 86,202</b>
<b>Other Costs</b>					<b>\$ 0</b>	<b>\$ 0</b>
<b>Total Other Costs</b>					<b>\$ 0</b>	<b>\$ 0</b>
<b>Indirect Costs</b> (25 <b>0</b> % of Total Personnel and Fringe Benefits)					<del>\$ 3,479</del>	<b>\$ 0</b>
<b>Total Costs</b>					<del>\$ 139,829</del>	<b>\$ 87,702</b>

**Exhibit B, Attachment III**  
**Budget**  
**Year 3**  
**(07/01/18 through 06/30/19)**

<b>Personnel</b>						
Position Title	Annual Salary	Amendment Annual Salary	FTE %	Amendment FTE %	Original Annual Cost	Amendment Annual Cost
Director of Public Health Nursing <b>(in-kind)</b>	<del>\$ 119,533</del>	<b>\$ 121,946</b>	<del>7.50%</del>	<b>5.00%</b>	<del>\$ 8,965</del>	<b>\$ 0</b>
<b>Total Salaries</b>					<del>\$ 8,965</del>	<b>\$ 0</b>
<b>Fringe Benefits</b> (58.33 <b>0</b> % Personnel)					<del>\$ 5,229</del>	<b>\$ 0</b>
<b>Total Personnel and Fringe Benefits</b>					<del>\$ 14,194</del>	<b>\$ 0</b>
<b>Operating</b>						
Training (Training in support of Scope of Work Goals 2 and 3.)					<del>\$ 1,184</del>	<b>\$ 1,125</b>
<b>Total Operating</b>					<del>\$ 1,184</del>	<b>\$ 1,125</b>
<b>Equipment (major equipment &gt;\$5,000)</b>						
					<b>\$ 0</b>	<b>\$ 0</b>
<b>Total Equipment</b>					<b>\$ 0</b>	<b>\$ 0</b>
<b>Travel</b>						
					<b>\$ 0</b>	<b>\$ 0</b>
<b>Total Travel</b>					<b>\$ 0</b>	<b>\$ 0</b>
<b>Subcontracts</b>						
First 5 <b>of</b> Nevada County (Supports Scope of Work Goals 1,2,3 and 4.)					<del>\$ 121,473</del>	<b>\$ 64,651</b>
<b>Total Subcontracts</b>					<del>\$ 121,473</del>	<b>\$ 64,651</b>
<b>Other Costs</b>						
					<b>\$ 0</b>	<b>\$ 0</b>
<b>Total Other Costs</b>					<b>\$ 0</b>	<b>\$ 0</b>
<b>Indirect Costs</b> (25 <b>0</b> % of Total Personnel and Fringe Benefits)					<del>\$ 3,549</del>	<b>\$ 0</b>
<b>Total Costs</b>					<del>\$ 140,400</del>	<b>\$ 65,776</b>

**Exhibit B, Attachment IV**  
**Budget**  
**Year 4**  
**(07/01/19 through 09/30/19)**

**Personnel**

Position Title	Annual Salary	FTE %	Annual Cost
Director of Public Health Nursing (in-kind)	\$ 116,073	5.00%	<u>\$ 0</u>

**Total Salaries** \$ 0

**Fringe Benefits** (0% Personnel)

\$ 0

**Total Personnel and Fringe Benefits** \$ 0

**Operating**

Training (Training in support of Scope of Work Goals 2 and 3.)

\$ 375

**Total Operating** \$ 375

**Equipment (major equipment >\$5,000)**

\$ 0

**Total Equipment** \$ 0

**Travel**

Travel (Travel to support Scope of Work Goals 2 and 3.)

\$ 0

**Total Travel** \$ 0

**Subcontracts**

First 5 of Nevada County (Supports Scope of Work Goals 1,2,3 and 4.)

\$ 21,551

**Total Subcontracts** \$ 21,551

**Other Costs**

\$ 0

**Total Other Costs** \$ 0

**Indirect Costs** (0% of Total Personnel and Fringe Benefits)

\$ 0

**Total Costs** \$ 21,926