



Contract Number

19-592 A-4

SAP Number

4400012548

Children and Family Services

Department Contract Representative	Kris Bussard
Telephone Number	(909) 386-8395
Contractor	Child Care Resource Center, Inc.
Contractor Representative	Ellen Cervantes
Telephone Number	(808)717-1060
Contract Term	September 1, 2019 through June 30, 2024
Original Contract Amount	\$11,206,140
Amendment Amount	\$11,384,387
Total Contract Amount	\$22,590,527
Cost Center	5017041000

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 4:

It is hereby agreed to amend Contract No. 19-592, effective immediately upon execution, as follows:

SECTION II. CONTRACTOR SERVICE RESPONSIBILITIES

Amend Paragraph F to read as follows:

- F. Provide navigation services to eligible families, which include but are not limited to:
1. Engaging with resource parents at initial referral to assist parents in finding and securing a childcare provider of their choosing. Evidence must be provided to the County that attempts at this early engagement were completed via phone or in person prior to commencing services;
 2. Securing a subsidized childcare placement as soon as possible, if eligible. If the family is potentially eligible for a subsidized placement, work should begin to secure this placement as soon as the case opens, and the case should be transitioned as soon as such a placement is available;
 3. Completing childcare program applications;
 4. Developing a plan for long-term childcare appropriate to the child's age and needs; and

5. Working with eligible families, the child's extended family, social worker, probation officer, and Child and Family Team (CFT) to assess childcare opportunities and provide client education to resource families based on the child's age and needs.

Amend Paragraph K to read as follows:

- K. Request an extension to provide the monthly payments for childcare, if necessary, from the County thirty (30) days prior to the end of the initial six (6) month period. Provide the County with an explanation for the extension request. Clients should not be automatically extended for another six (6) months without an approved reason, as solely determined by the County. The County may, on a case-by-case basis, approve an extension not to exceed twelve (12) months. Written approval from CFS must be obtained prior to providing additional services.

SECTION III. CONTRACTOR GENERAL RESPONSIBILITIES

Add Paragraphs MM through OO to read as follows:

- MM. In performing services at County facilities, Contractor personnel (including subcontractors) shall:
 1. Conduct themselves in a businesslike manner,
 2. Comply with the policies, procedures, and rules of the County regarding health and safety, and personal, professional, and ethical conduct,
 3. Comply with the finance, accounting, banking, Internet, security, and/or other applicable standards, policies, practices, processes, procedures, and controls of the County, and
 4. Abide by all laws applicable to the County facilities and the provision of the Services, and all amendments and modifications to each of the documents listed in subsections (2), (3), and (4) (collectively, "County Policies").
 - a. County Policies, and additions or modifications thereto, may be communicated orally or in writing to Contractor or Contractor personnel or may be made available to Contractor or Contractor personnel by conspicuous posting at a county facility, electronic posting, or other means generally used by County to disseminate such information to employees or contractors.
 - b. Contractor shall be responsible for the promulgation and distribution of County Policies to Contractor personnel to the extent necessary and appropriate.
- NN. Neither party shall be liable for failure or delay to perform obligations under this Contract, which have become practicably impossible because of circumstances beyond the reasonable control of the applicable party. Such circumstances include without limitation, natural disasters or acts of God; acts of terrorism; labor disputes or stoppages; war; government acts or orders; epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies; or any other cause, whether similar in kind to the foregoing or otherwise, beyond the party's reasonable control. Written notice of a party's failure or delay in performance due to force majeure must be given to the other party no later than thirty (30) days following the force majeure event commencing, which notice shall describe the force majeure event and the actions taken to minimize the impact thereof. All delivery dates under this Contract affected by force majeure shall be tolled for the duration of such force majeure. The parties hereby agree, when feasible, not to cancel but reschedule the pertinent obligations and deliverables for mutually agreed dates as soon as practicable after the force majeure condition ceases to exist.
- OO. On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>), as well as any sanctions imposed under state law (<https://www.dgs.ca.gov/OLS/Ukraine-Russia>). The EO directs state agencies and their

contractors (including by agreement or receipt of a grant) to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should it be determined that Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. Contractor shall be provided advance written notice of such termination, allowing Contractor at least thirty (30) calendar days to provide a written response. Termination shall be at the sole discretion of the County.

SECTION V. FISCAL PROVISIONS

Amend Paragraph A to read as follows:

- A. The maximum amount of payment under this Contract shall not exceed \$22,590,527, and shall not exceed the annual amount stated below, of which \$11,295,263 may be federally funded, and shall be subject to availability of funds to the County.

FY 19/20 \$ 2,466,808

FY 20/21 \$ 2,466,808

FY 21/22 \$ 2,862,812

FY 22/23 \$ 7,067,311

FY 23/24 \$ 7,726,788

SECTION VIII. TERM

Amend Section VIII. TERM to read as follows:

This Contract is effective as of September 1, 2019 and is extended from its amended expiration date of June 30, 2023 to expire on June 30, 2024, but may be terminated earlier in accordance with provisions of Section IX of the Contract.

ATTACHMENTS

Amend ATTACHMENT C –

Amend Program Budget July 1, 2022 – June 30, 2023.

Add Program Budget for the period of July 1, 2023 - June 30, 2024.

All other terms and conditions of Contract No. 19-592 remain in full force and effect.

This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

SAN BERNARDINO COUNTY

►

Dawn Rowe, Chair, Board of Supervisors

Dated: _____
SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By _____
Deputy

Childcare Resource Center

(Print or type name of corporation, company, contractor, etc.)

By ► _____
(Authorized signature - sign in blue ink)

Name Michael Olenick, Ph. D.

(Print or type name of person signing contract)

Title President and Chief Executive Officer

(Print or Type)

Dated: _____

Address 20001 Prairie Street

Chatsworth, CA 91311

FOR COUNTY USE ONLY

Approved as to Legal Form

► _____
Kaleigh Ragon, Deputy County Counsel

Date _____

Reviewed for Contract Compliance

► _____
Patty Steven, HS Contracts Unit

Date _____

Reviewed/Approved by Department

► _____
Jeany Zepeda, Director

Date _____

CCRC
Program Budget
July 1, 2022 – June 30 2023

ATTACHMENT C

I. PROGRAM COSTS

List only those items of cost which are chargeable, in whole or part, to the program.

Salaries and benefits are chargeable to the program based on actual cost to the organization, subject to not exceeding the budget amount.

A. Navigators Cost:

	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	TOTAL COST
1 Job Title: Navigator 1			
Salary	65,000	100.00%	65,000
Benefits	20,000	100.00%	20,000
2 Job Title: Navigator 2			
Salary	48,697	100.00%	48,697
Benefits	26,850	100.00%	26,850
3 Job Title: Navigator 3			
Salary	56,000	100.00%	56,000
Benefits	17,000	100.00%	17,000
4 Job Title: Navigator 4			
Salaries	24,000	100.00%	24,000
Benefits	9,000	100.00%	9,000
5 Job Title: Navigator 5			
Salaries	24,000	100.00%	24,000
Benefits	9,000	100.00%	9,000
6 Job Title: Program Assistant			
Salaries	18,000	100.00%	18,000
Benefits	7,000	100.00%	7,000
7 Job Title: Case Management, Supervisor			
Salary	75,000	100.00%	75,000
Benefits	21,000	100.00%	21,000
5 Job Title: Case Management, Manager			
Salary	140,000	15.00%	21,000
Benefits	60,000	15.00%	9,000
6 Rent			
6.1 Victorville Office	408,900	6.11%	25,000
6.2 San Bernardino Office	579,888	1.03%	6,000
7 Maintenance			
7.1 Victorville Office	46,800	3.21%	1,500
8 Security			
8.1 Victorville Office	65,598	6.56%	4,300
8.2 San Bernardino Office	64,965	0.93%	603
9 Utilities			
9.1 Victorville Office	33,442	5.98%	2,000
10 Mileage	2,345	100.00%	2,345
11 Telephone	811,805	1.12%	9,100
12 Insurance	478,926	0.63%	3,000
13 Office/ Program Supplies	18,575	100.00%	18,575
14 Training	35,750	100.00%	35,750
15 Outreach and Staffing support	181,093	100.00%	181,093
Subtotal			739,813
16 10% De Minimis Rate			70,881
Total Navigator Cost			810,694

CCRC
Program Budget
July 1, 2022 – June 30 2023

ATTACHMENT C

Trauma-Informed Care:

		TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	TOTAL COST
1	Job Title: Trauma-Informed Care 1			
	Salary	62,000	100.00%	62,000
	Benefits	15,500	100.00%	15,500
2	Job Title: Trauma-Informed Care 2			
	Salary	75,000	100.00%	75,000
	Benefits	18,750	100.00%	18,750
3	Job Title: Trauma-Informed Care 3			
	Salary	140,000	25.00%	35,000
	Benefits	35,000	25.00%	8,750
4	Job Title: Trauma-Informed Care 4			
	Salary	87,500	40.00%	35,000
	Benefits	21,875	40.00%	8,750
5	Job Title: TIC Supervisor			
	Salary	50,000	40.00%	20,000
	Benefits	17,500	40.00%	7,000
6	Job Title: Trauma-Informed Care Manager			
	Salary	120,000	50.00%	60,000
	Benefits	36,000	50.00%	18,000
7	Job Title: Trauma-Informed Care Dir			
	Salary	200,000	10.00%	20,000
	Benefits	50,000	10.00%	5,000
8	Job Title: Trauma-Informed Care Assistant			
	Salary	30,000	100.00%	30,000
	Benefits	8,000	100.00%	8,000
9	Rent			
	7.1 Palmdale/AV Office	408,900	0.51%	2,100
	7.2 San Bernardino Office	579,888	1.21%	7,000
10	Maintenance			
	8.1 Palmdale/AV Office	46,800	2.14%	1,000
11	Security			
	9.1 Palmdale/AV Office	65,598	0.76%	500
	9.2 San Bernardino Office	64,965	1.54%	1,000
12	Utilities			
	10.1 Palmdale/AV Office	33,442	1.50%	500
13	Mileage	3,159	100.00%	5,000
14	Telephone	811,805	0.49%	4,000
15	Insurance	478,926	0.52%	2,500
16	Equipment	-	100.00%	-
17	Office/ Program Supplies	4,735	100.00%	105,000
18	Training	870	100.00%	25,000
19	Other	-	100.00%	36,054
	Subtotal			616,404
18	10% De Minimis Rate			60,730
Total Trauma-Informed Care:				677,134

Voucher costs are chargeable to the program for the amount that was paid to the clients.

CCRC
Program Budget
July 1, 2022 – June 30 2023

ATTACHMENT C

C. Voucher

	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	
1 Voucher	5,072,257.27	100.00%	5,072,257
2 10% De Minimis Rate	507,225.73	100.00%	507,226
Total Voucher:			5,579,483

	TOTAL:			
	Total Navigator Cost			810,694
	Total Trauma-Informed Care:			677,134
	Total Voucher:			5,579,483
	Total All Charges			7,067,311

CCRC
Program Budget
July 1, 2023 – June 30 2024

ATTACHMENT C

I. PROGRAM COSTS

List only those items of cost which are chargeable, in whole or part, to the program.

Salaries and benefits are chargeable to the program based on actual cost to the organization, subject to not exceeding the budget amount.

A. Navigators Cost:

	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	TOTAL COST - Scenario#1
1 Job Title: Navigator 1			
Salaries	70,501	100%	70,501
Benefits	35,043	100%	35,043
2 Job Title: Navigator 2			
Salaries	70,501	100%	70,501
Benefits	35,043	100%	35,043
3 Job Title: Navigator 3			
Salaries	70,501	100%	70,501
Benefits	35,043	100%	35,043
4 Job Title: Navigator 4			
Salaries	70,501	100%	70,501
Benefits	35,043	100%	35,043
5 Job Title: Navigator 5			
Salaries	70,501	100%	70,501
Benefits	35,043	100%	35,043
6 Job Title: Navigator 6			
Salaries	70,501	100%	70,501
Benefits	35,043	100%	35,043
7 Job Title: Program Assistant			
Salaries	43,700	100%	43,700
Benefits	17,362	100%	17,362
8 Job Title: Case Management, Supervisor			
Salaries	79,100	100%	79,100
Benefits	22,700	100%	22,700
9 Job Title: Case Management, Manager			
Salaries	92,000	15%	13,800
Benefits	35,300	15%	5,295
10 Job Title: Child Care Financial Assistance, Director			
Salaries	153,100	5%	7,655
Benefits	54,200	5%	2,710
11 Rent			
11.1 Victorville Office	408,900	12.11%	49,500
11.2 San Bernardino Office	579,888	1.12%	6,500
12 Maintenance			
12.1 Victorville Office	49,140	11.19%	5,500
13 Security			
13.1 Victorville Office	68,878	13.79%	9,500
13.2 San Bernardino Office	68,213	1.47%	1,000
14 Utilities			
14.1 Victorville Office	35,114	14.24%	5,000
15 Mileage	9,668	100%	9,668
16 Telephone	959,969	1.40%	13,396
17 Insurance	577,678	0.87%	5,000
18 Office/ Program Supplies	4,920	100%	4,920
19 Training	22,165	100%	22,165
20 Outreach & Staffing support	111,021	100%	111,021
Subtotal			1,068,756
21 10% De Minimis Rate			101,276
Total Navigator Cost			1,170,032

CCRC
Program Budget
July 1, 2023 – June 30 2024

ATTACHMENT C

B. Trauma-Informed Care:

	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	TOTAL COST
1 Job Title: Trauma-Informed Care 1			-
Salaries and Benefits	86,853	100%	86,853
FTE = 1	1.00		
2 Job Title: Trauma-Informed Care 2			-
Salaries and Benefits	83,100	100%	83,100
FTE = 1	1.00		
3 Job Title: Trauma-Informed Care 3			
Salaries and Benefits	83,100	100%	83,100
FTE = 1	1.00		
4 Job Title: Trauma-Informed Care 4			
Salaries and Benefits	83,100	100%	83,100
FTE = 1	1.00		
5 Job Title: Trauma-Informed Care 5			
Salaries and Benefits	83,100	100%	83,100
FTE = 1	1.00		
6 Job Title: Trauma-Informed Care 6			
Salaries and Benefits	83,100	100%	83,100
FTE = 1	1.00		
7 Job Title: Program Assistant			
Salaries and Benefits	73,154	50%	36,577
FTE = 0.50	0.50		
8 Job Title: TIC Supervisor			-
Salaries and Benefits	90,593	100%	90,593
FTE = 1.0	1.00		
9 Job Title: TIC Supervisor			-
Salaries and Benefits	105,572	50%	52,786
FTE = 0.50	0.50		
10 Job Title: Trauma-Informed Care Manager			-
Salaries and Benefits	160,596	25%	40,149
FTE = 0.25	0.25		
11 Job Title: Trauma-Informed Care Director			-
Salaries and Benefits	200,130	10%	20,013
FTE = 0.10	0.10		
6 Rent			14,326
6.1 San Bernardino Office	579,888	2.5%	14,326
7 Maintenance			1,265
7.1 Palmdale Office	49,140	2.6%	1,265
8 Security			2,503
8.1 Palmdale Office	68,878	1.0%	684
8.2 San Bernardino Office	68,213	2.7%	1,819
9 Utilities			
9.1 Palmdale Office	35,114	2.5%	863
10			
10.1 Palmdale Office	592,000	0.85%	5,032
11 Telephone	959,969	0.6%	5,764
12 Insurance	577,678	0.5%	2,783
13 Mileage	11,279	100%	11,279
14 Training	47,525	100%	47,525
15 Office/ Program Supplies	36,379	100%	36,379
16 Printing	10,000	100%	10,000
17 Postage	10,000	100%	10,000
Subtotal			890,190
18 10% De Minimis Rate			87,083
Total Trauma-Informed Care:			977,273

Voucher costs are chargeable to the program for the amount that was paid to the clients.

CCRC
Program Budget
July 1, 2023 – June 30 2024

ATTACHMENT C

C. Voucher:

	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO GRANT	TOTAL COST
1 Voucher	5,072,257.27	100%	5,072,257
2 10% De Minimis Rate	507,225.73	100%	507,226
Total Voucher:			5,579,483
<hr/>			
TOTAL:			
Total Navigator Cost			1,170,032
Total Trauma-Informed Care:			977,273
Total Voucher:			5,579,483
Total All Charges			7,726,788