

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



Contract Number

20-493 A-5

SAP Number

4400014518

Preschool Services Department

Department Contract Representative Lydia Gitonga
Telephone Number (909) 386-8314

Contractor Child Care Resource Center
Contractor Representative Aileen Krikorian
Telephone Number (818) 717-1000, ext. 6312
Contract Term July 1, 2020 – June 30, 2023
Original Contract Amount \$5,672,517
Amendment Amount \$ 99,310
Total Contract Amount \$5,771,827
Cost Center 5912122220

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 5

It is hereby agreed to amend Contract No. 20-493, effective July 1, 2022 as follows:

SECTION II. CONTRACTOR SERVICE RESPONSIBILITIES

Paragraph X and DD are amended to read as follows:

X. Health:

- 5. Contractor shall notify PSD within one (1) hour of any safety issues (e.g., lack of running water, lack of electricity, etc.) that may result in a temporary closure of either site. If the Contractor must permanently close a classroom, contractor shall notify PSD of closure within twenty-four (24) hours of permanent closure.

DD. Contractor shall submit to the County such reports as may be required by ACF Head Start Performance Standards, USDA Regulations and Policy, or by the County, according to, but not limited to, the following schedule:

- 2. Federal year-end estimation of final expenditures – Due annually to PSD by May 31st or upon PSD’s request.
- 4. Monthly Financial Reports including invoices – Due to PSD by the 15th day of the month following the reporting period. June invoice must be submitted no later than July 15th.
- 6. Non-Federal Share (local contributions) is 25% of the annual total revenue received by Contractor. Failure to meet the required Non-Federal Share amount per month may result in withholding of payments based upon the amount by which the Contractor is below the required aggregate rate. Non-Federal Share Packets should be turned in monthly with corresponding invoices no later than the 15th day of the month following the collection month. If a Non-Federal Share waiver is needed it must be submitted to PSD forty-five (45) days prior to June 30th.

Non-Federal Share contributions may be in cash or in kind, fairly evaluated, including plant, equipment, or services including donations, parent volunteer time, and school to home activities. Providers shall review and submit all PSD non-federal share forms turned in monthly by the parents and other donors.

- 10. Property Inventory – Due to PSD annually by April 15th for all purchases made through March 31st with a certification of physical inventory verified.

SECTION V. FISCAL PROVISIONS

Paragraph A, S and T is amended to read as follows:

- A. The maximum amount of cost reimbursement under this Contract shall not exceed \$5,771,827, of which \$5,771,827 may be federally funded, and shall be subject to availability of funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor’s services and expenses incurred in the performance hereof, including travel and per diem.

Original Contract	\$1,491,608	July 1, 2020 through June 30, 2021
	\$1,491,608	July 1, 2021 through June 30, 2022
	\$1,491,608	July 1, 2022 through June 30, 2023
Amendment No. 1	\$ 95,812	Increase for July 1, 2020 through June 30, 2021
Amendment No. 2	\$ 64,070	Increase for July 1, 2020 through June 30, 2023
Amendment No. 3	\$544,221	Increase for July 1, 2021 through June 30, 2022
	\$379,590	Increase for July 1, 2022 through June 30, 2023
Amendment No. 4	\$114,000	Increase for July 1, 2021 through June 30, 2022
Amendment No. 5	\$ 38,080	Increase for July 1, 2022 through June 30, 2023 for COLA
	\$ 61,230	Increase for July 1, 2022 through June 30, 2023 for First Five Increase

- S. The Contractor shall request a budget amendment, in writing, in advance of expenditures: 1) when aggregate expenditures are expected to exceed an approved budget category by more than ten percent (10%) or \$5,000, whichever is less; or 2) to add a new budget line item. No budget revision may result in an increase of the maximum dollar amount stated in Section VII, Paragraph A. The written request must specify the changes requested, by line item and amount, and must include written justification to meet Federal regulations that anticipated expenses are allowable, necessary and reasonable. Contractor may submit a maximum of three (3) budget revision requests per fiscal year. Prior to implementation of a budget revision, the County shall approve (or deny) the budget revision request. The deadline to submit final budget revision requests for the fiscal year is April 30th. The County has the authority to approve line item budget changes to the budget herein, as long as these changes do not exceed the total contract amount stated in Paragraph A of this Section. County shall notify the Contractor in writing of the status of the budget revision request within fourteen (14) calendar days of receipt of the Contractor’s written request. The County

reserves the right to deny the Contractor's invoice for expenditures in excess of the approved budgeted line item amount. Should the Contractor's request require Federal government approval, County will notify the Contractor of the funding source's approval or disapproval. Contractor may not take any action on the request without prior written approval from the County. Any action taken by the Contractor prior to receipt of County approval may be grounds for disallowance.

- T. Contractor shall maintain record control over all non-expendable property purchased, including all office machinery and office furniture, regardless of value. Record control means: (1) written records furnishing item description, serial and/or model number, source of the property, who holds title to the property, acquisition cost, the location, use and condition of the property, and document number and date; (2) all pieces of property shall be tagged for purpose of identification; (3) an inventory of property shall be submitted to the County annually no later than April 15th of each year and shall include the date inventory was taken along with the name and signature of the employee performing inventory; (4) no disposal, loss or destruction of property shall be undertaken without prior approval from PSD. Once approved, all loss or destruction of property shall be documented and include the date of disposal or the sales price of the property. Copies of such documentation shall be furnished to the County within thirty (30) days following any occurrence referred to in (4). Non-expendable property is any article having a service life in excess of one (1) year and which cannot be correctly described as either materials or supplies. Title to this property, whether purchased or donated as non-federal share contribution, shall be determined in accordance with ACF guidelines. Any purchase in excess of five thousand dollars (\$5,000) not approved in the original budget must approved in writing by the County. County will secure any advance prior approvals of equipment \$5,000 or more with Federal funds. These amounts are per item, including taxes, shipping, and installation.

ATTACHMENT A:

Attachment A – Program Budget FY 2021-21 dated September 17, 2021 is replaced with the attached updated Attachment A – Program Budget FY 2021-22 dated October 31, 2022.

This Contract 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 Contract (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 Contract upon request

All other terms and conditions of Contract No. 20-493 remain in full force and effect.

SAN BERNARDINO COUNTY

▶ *Dawn M. Rowe*
Dawn M. Rowe, Chair, Board of Supervisors

Dated: JAN 10 2023

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIR OF THE BOARD.



By *Lynn Monell*
Lynn Monell, Clerk of the Board of Supervisors, San Bernardino County Deputy

Child Care Resource Center
(Print or type name of corporation, company, contractor, etc.)

By *Michael Olenick*
Michael Olenick (Dec 6, 2022 17:27 PST)
(Authorized signature - sign in blue ink)

Name Dr. Michael Olenick
(Print or type name of person signing contract)

Title Chief Executive Officer
(Print or Type)

Dated: December 6, 2022

Address 2001 Prairie Street
Chatsworth, CA 91311

FOR COUNTY USE ONLY

Approved as to Legal Form
Adam Ebright
Adam Ebright, Deputy County Counsel
Date December 21, 2022

Reviewed for Contract Compliance
Patty Steven
Patty Steven, Contract Manager
Date December 26, 2022

Reviewed/Approved by Department
Jacquelyn Greene
Jacquelyn Greene, Director
Preschool Services Department
Date December 21, 2022

Attachment A – Program Budget

Child Care Resource Center
 20001 Prairie Street
 Chatsworth, CA 91311
 Operating Expense Analysis FY22-23
 10/31/2022
 Contract: 20.493

(GAB)	BASIC	2.28% COLA	T & TA	FIRST 5	Previously Funded COVID-19 (GRSA)	Previously Funded COVID-19 (ARP)	Proposed Budget FY22-23
A Personnel							
A04 Program Managers & Content Area Experts	\$119,819.00	\$2,731.00	\$0.00	\$19,528.00	\$0.00	\$0.00	\$142,078.00
A05 Program Managers & Content Area Experts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A17 Other - Family & Community Partn. Personnel	\$74,067.00	\$1,683.00	\$0.00	\$152,378.00	\$0.00	\$0.00	\$228,134.00
A18 PDM - Managers	\$52,441.00	\$1,196.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53,637.00
A19 Clerical Personnel	\$15,436.00	\$352.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,788.00
A17 PDM - Fiscal Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A19 PDM - Other Administrative Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A19 Other - Maintenance Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A21 Other Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$261,763.00	\$5,968.00	\$0.00	\$171,906.00	\$0.00	\$0.00	\$439,637.00
B Fringe benefits							
B04 Social Security(FICA),State disability,Unempl.	\$18,313.00	\$6,562.00	\$0.00	\$14,371.00	\$0.00	\$0.00	\$39,246.00
B05 Health/Dental/Life Insurance	\$39,123.00	\$0.00	\$0.00	\$30,702.00	\$0.00	\$0.00	\$69,825.00
B05 Retirement	\$18,313.00	\$6,563.00	\$0.00	\$14,371.00	\$0.00	\$0.00	\$39,246.00
B04 Other Fringe	\$7,492.00	\$2,685.00	\$0.00	\$5,879.00	\$0.00	\$0.00	\$16,056.00
Total	\$83,241.00	\$15,810.00	\$0.00	\$65,323.00	\$0.00	\$0.00	\$164,374.00
C Travel							
C04 Staff Out-of-Town Travel	\$0.00	\$0.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00
Total	\$0.00	\$0.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00
D Equipment							
D02 Classroom/Outdoor/Home-based/FCC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
D03 Vehicle Purchase	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
D04 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E Supplies							
E01 Office Supplies	\$3,554.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,554.00
E02 Child and Family Services Supply	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
E04 Other Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$3,554.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$4,554.00
F Contractual							
F04 Other Contracts	\$1,086,492.00	\$12,840.00	\$15,500.00	\$0.00	\$7,367.00	\$42,432.00	\$1,164,631.00
Total	\$1,086,492.00	\$12,840.00	\$15,500.00	\$0.00	\$7,367.00	\$42,432.00	\$1,164,631.00
H Other							
H02 Rent	\$58,106.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58,106.00
H04 Utilities, Telephone	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
H03 Building Maintenance/Repair & Other Occupan	\$3,520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,520.00
H06 Building & Child Liability Insurance	\$868.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$868.00
H07 Incidental Alterations/Renovations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
H08 Local Travel	\$5,900.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$6,000.00
H13 Parent Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
H15 Accounting and Legal Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
H15 Publications/Ads/Printing	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
H16 Training or Staff Development	\$1,000.00	\$0.00	\$2,900.00	\$0.00	\$0.00	\$0.00	\$3,900.00
H17 Other	\$9,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,100.00
Total	\$88,594.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$91,594.00
Indirect Cost							
10% De Minimis	\$146,554.00	\$3,462.00	\$0.00	\$0.00	\$737.00	\$4,243.00	\$154,996.00
Total	\$146,554.00	\$3,462.00	\$0.00	\$0.00	\$737.00	\$4,243.00	\$154,996.00
Subtotal	\$1,670,288.00	\$38,060.00	\$25,000.00	\$237,223.00	\$8,104.00	\$46,675.00	\$2,053,936.00
Non-Federal Share (NFS)							
NFS - First 5 Pass Thru 7/1/22 - 6/30/23	\$176,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$176,000.00
Subtotal - NFS - First 5 Pass Thru	\$176,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$176,000.00
NFS - Other	\$247,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$247,800.00
Total NFS	\$423,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$423,800.00
TOTAL with NFS	\$2,053,936.00	\$38,060.00	\$25,000.00	\$237,223.00	\$8,104.00	\$46,675.00	\$2,449,066.00