

**THE CALIFORNIA PARENTING INSTITUTE**  
**Amendment Number 1**  
to the Agreement to Provide  
**PARENT MENTORING PROGRAM SERVICES**

Funding Amount: \$1,335,312

Term: 7/1/2023 to 6/30/2026

Agreement Number: FYC-CPI-PMP-2325

Funding Source: 2011 Realignment and Federal Foster Care – Family First Transition  
Act Funding Certainty Grant – Assistance Listing Number (ALN) 93.658

This Amendment Number 1 ("Amendment") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and The California Parenting Institute, a California non-profit Corporation, (hereinafter "Contractor").

As provided by Article 13.7, Merger, the parties hereby evidence their intent and desire to amend the Agreement. The parties mutually desire to amend said Agreement to make the following changes:

1. Revise Article 2. Payment, to increase the Agreement amount by Eight Hundred Five Thousand, Three Hundred Twelve Dollars (\$805,312.00) for a new total of One Million, Three Hundred Thirty-Five Thousand, Three Hundred Twelve Dollars (\$1,335,312.00); and
2. Revise Article 3. Term of Agreement to extend the term;
3. Revise Article 9.10. Nondiscrimination to include reference to Exhibit D;
4. Replace Exhibit A. Scope of Work;
5. Replace Exhibit B: Fiscal Provisions/Budget;
6. Insert Exhibit D: Assurance of Compliance; and
7. Insert Exhibit E: Additional Federal Requirements.

**RECITALS**

WHEREAS, County and Contractor entered into that certain Agreement, dated July 1, 2023, for the Parent Mentor Program; and

WHEREAS, County and Contractor desire to amend the Agreement to provide additional funding for increased parent mentor services and the reinstatement of parent orientation services;

NOW, THEREFORE, the parties hereto are desirous of modifying the Agreement in accordance with the terms and conditions set forth herein and hereto agree as follows:

## SPECIFIC PROVISIONS

### 2. Payment.

For all services and incidental costs required hereunder, Contractor shall be paid on a cost reimbursement basis in accordance with the budget set forth in "Exhibit B: Fiscal Provisions/Budget" (hereinafter "Exhibit B"), attached hereto and incorporated herein by this reference. Contractor shall be paid an amount not to exceed One Million, Three Hundred Thirty-Five Thousand, Three Hundred Twelve Dollars (\$1,335,312.00), without the prior written approval of County. Expenses not expressly authorized by the Agreement shall not be reimbursed. Unless otherwise noted in this agreement, payments shall be made within the normal course of county business after presentation of an invoice in a form approved by the County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by the County.

### 3. Term of Agreement.

The term of this Agreement shall be from 07/01/2023 to 06/30/2026 unless terminated earlier in accordance with the provisions of Article 4 below.

9.10. Nondiscrimination. Without limiting any other provision hereunder, Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment practices and in delivery of services because of race, color, ancestry, national origin (including limited English proficiency), religious creed, belief or grooming, sex (including sexual orientation, gender identity, gender expression, transgender status, pregnancy, childbirth, medical conditions related to pregnancy, childbirth or breast feeding, sex stereotyping), marital status, age, medical condition, physical or mental disability, genetic information, military or veteran status, or any other legally protected category or prohibited basis, including without limitation, the County's Non-Discrimination Policy. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.

9.10.1. Contractor understands and agrees that administrative methods and/or procedures which have the effect of subjecting individuals to discrimination or otherwise defeating the objectives of the applicable and aforementioned laws will be prohibited.

9.10.2. Contractor shall provide County with a copy of their Equal Employment Opportunity and Affirmative Action policies upon request and shall sign and submit to County an Assurance of Compliance, attached hereto as "Exhibit D: Assurance of Compliance" (hereinafter "Exhibit D"), and incorporated by this reference, in order to certify that contractor is in compliance with the State and Federal laws related to equal employment opportunity and delivery of services.

9.10.3. Contractor and subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

9.10.4. Any and all subcontracts to perform work under this Agreement shall include the nondiscrimination and compliance provisions of this article and subcontractors shall agree to, sign and submit to Contractor a copy of the Assurance of Compliance, Exhibit D. Contractor shall maintain copies of these Assurances and submit copies to County upon County's request.

**Exhibit A: Scope of Work**

Effective 7/1/2024

**I. Parent Orientation Program****A. Program Design**

The Parent Orientation Program is intended to benefit referred parents/guardians by increasing their knowledge of the Child Welfare and Dependency Court Systems and encouraging them to engage in child welfare services offered toward a goal of family reunification. Parent Orientation will be open to both parents and guardians that enter Family Reunification services. As such the Contractor will provide a Parent Orientation Program curriculum that includes but is not necessarily limited to:

1. Overview of the Child Welfare/Foster Care System including Emergency Response and Family Maintenance efforts made prior to Juvenile Court intervention and the system processes/practices thereafter. This should also include common terminology that is specific to child welfare services, roles of various players in the Child Welfare/Foster Care System, as well as:
  - a. What to expect during initial Jurisdiction/Disposition Investigation.
  - b. What to expect during the Family Reunification or Court Family Maintenance case.
  - c. What happens if Family Reunification cannot occur.
2. Overview of the Juvenile Dependency Court System including Protective Warrant and Petition Filing processes and the names, frequency, and purposes of hearings thereafter. This should also include roles of various players in the Court system and appropriate presentation at Court.
3. How to handle conflict/disagreement/dissatisfaction with Social Worker or other FY&C staff.
4. Role of and relationship with foster caregivers.
5. Explanation of Team Decision Making (TDM) and T.E.A.M., and Family Team Meetings.
6. Case-planning and services available/potentially offered – how need for services is assessed.
7. Visits with children – how arranged, what to expect, etc.
8. Emotional Regulation (in first session) – techniques for calming oneself.
9. Inclusion of various players in the systems as guest speakers during orientation sessions, including but not limited to: FY&C Social Workers; Foster Parents; Attorneys; Service Providers; Former Foster Youth; Parent/Parent Mentors.

**B. Service Provision**

**Service Goal:** Contractor shall provide parent orientation services.



|                               |  |
|-------------------------------|--|
| <b>Annual goal:</b>           | An estimated 40-50 families per year   |
| <b>Average participation:</b> | No more than 10 participants per class   |
| <b>Duration of services:</b>  | TBD  |
| <b>Direct service staff:</b>  | .75 Licensed Clinician. Bilingual Clinician is preferred, or another arrangement to provide bilingual services may be made with agreement between the County and Contractor. |

### **C. Contractor Responsibilities**

Contractor will:

1. Attempt to engage and provide group orientation to each parent referred to the program. This series will consist of a minimum of six (6) hours of training.
2. If requested, meet individually with the referred parent(s) to assess need and respond to questions.
3. Provide a licensed clinician (Ph.D., MFT, LCSW, LPCC) as facilitator of the orientation sessions and for individual appointments. Facilitator shall possess:
  - a. Knowledge of Child Welfare and Juvenile Dependency Court Systems.
  - b. Experience working with families in the Child Welfare and Juvenile Dependency Court Systems.
  - c. Ability to establish relationship/rapport with parents.
  - d. Non-judgmental attitude of and approach to parents involved in the Child Welfare and Juvenile Dependency Court Systems.
  - e. Knowledge of emotional regulation techniques (or can subcontract for teaching these techniques).
  - f. Ability to assess clients' needs for additional services.
4. Outreach to all referred parents to explain and invite them to Orientation. Outreach may be coordinated with Parent Mentor Program Outreach as mutually agreed upon by the County and the Contractor.
5. Provide a maximum of three (3) Parent Orientation sessions per cohort specifically on child welfare practices and one (1) additional session on Parent Education, specifically focused on parenting during Visitation services.
6. Content for sessions shall be mutually agreed upon by the County and Contractor
7. Limit each group session to a maximum of ten (10) participants.
8. Demonstrate flexibility/diversity in scheduling of sessions to allow for parents who might work or have other responsibilities during weekdays.
9. Provide some food and beverage during group sessions.
10. Provide a binder/folder of Orientation syllabus and materials to each parent.

11. Provide orientation in Spanish and translation of all materials for Spanish-speaking parents. If orientation cannot be held in Spanish, interpreting services will be provided.
12. Provide on-site supervision for children whose parent(s) is/are participating in sessions.
13. Demonstrate ability to provide services, in both English and Spanish, to clients residing throughout Sonoma County.
14. Conduct Client Survey to obtain information from participant parents regarding the program, processes, information provided, value of program, etc.
15. Provide sessions in person and remotely as designed and mutually agreed upon by contractor and county.
16. Encourage parents to participate in existing support groups sponsored by the Contractor.
17. Train and advise all Parent Mentors of the provisions regarding confidentiality of all proceedings and personal identifying information as referenced in Sections 9.12.2. – 9.12.4 of this Agreement. Contractor will further have written acknowledge of the advisement by all Parent Mentor participating in any dependency proceedings.

#### **D. Communication, Reporting, and Evaluation Responsibilities**

Contractor will:

1. Communicate with the FY&C Social Worker as follows:
  - a. Contractor will submit, to each assigned FY&C social worker a final report (at completion of sessions) detailing client's participation and engagement in the sessions.
  - b. Contractor may also communicate with social worker via phone or email if a client is displaying difficulty or resistance to the process/program to collaborate on how to address the resistance and so the social worker may address it with the client.
2. Maintain accurate client files and records to satisfy County reporting requirements. The provider shall maintain records, collect data, and provide reports as requested by the County. Reports may include, but not be limited to, the following:
  - a. If utilizing Apricot is mutually agreed upon, all reporting data will be entered into the HSD web-based data system per the specifications mutually agreed upon during the database development process.
  - b. Reporting data, including class attendance, will be entered in a timely fashion, generally within five (5) business days of the activity taking place, by the Contractor and reviewed regularly by FY&C Social Work and Administrative staff.

- c. Quarterly reports will be run by FY&C staff on the 20<sup>th</sup> of the month following the last month of the quarter. If the 20<sup>th</sup> falls on a weekend or holiday, the report will be run the following workday.

|                          |            |
|--------------------------|------------|
| July through September   | October 20 |
| October through December | January 20 |
| January through March    | April 20   |
| April through June       | July 20    |

- d. Contractor will work with FY&C to jointly develop an evaluation plan which may include the following components: logic model; service and targets form; analysis of outputs; indication of desired client outcomes; and related tools for measuring progress toward outcomes.

## **II. Parent Mentor Program**

### **A. Program Design**

The Parent Mentor program is a valued support for families with child welfare cases. Input from Parent Mentors, as adults with lived experience with child welfare services is also invaluable as part of child welfare system-level planning efforts.

Parent Mentors are parents (mothers and fathers) who have first-hand experience with the Child Welfare and Juvenile Dependency Court systems. They have successfully reunified with their child(ren). In addition, they will have continued to maintain stability in their own lives and will be clean and sober. They will possess an understanding of how the Child Welfare system works, an appreciation of what it takes to be successful, and personal qualities that lend themselves to collaboration on various levels. The preferred Parent Mentor will possess a positive attitude, sincerity, and a willingness to provide support and help to others.

Ideally, Parent Mentors will not have been involved in the Child Welfare system for the preceding twenty-four (24) months. However, a potential mentor may be considered for hire one year post successful reunification with recommendation from their assigned social worker and FYC Section Manager approval.

The program design shall also include the option of Parent Mentor Trainees. Trainees are parents that successfully completed Family Reunification at least one year prior to becoming employed as a Trainee. Trainees will work alongside Mentors with families and receive all appropriate trainings for 6 to 12 months. Trainees will be eligible for hire upon meeting the minimum requirements to be a Mentor.

The Parent Mentor program will also share the philosophy, values and goals of the Quality Parenting Initiative (QPI) program. Parent Mentors and program leadership will participate in QPI planning efforts and reinforce the values of QPI within the Parent Mentor program.

## **B. Service Provision**

|                                  |  |
|----------------------------------|--|
| <b>Service Goal:</b>             | Contractor shall provide parent mentoring services.      |
| <b>Annual goal:</b>              | An estimated seventy to ninety (70-90) families per year |
| <b>Average caseload per FTE:</b> | Fifteen to twenty (15-20) active families per month      |
| <b>Duration of services:</b>     | Average of nine to eighteen (9-18) months                |
| <b>Direct service staff:</b>     | 4.0 full time Parent Mentors/Trainees                    |

## **C. Contractor Responsibilities**

1. Recruit, hire, train, and supervise four (4) Parent Mentors and/or Parent Mentor Trainee.
2. Maintain a structure of training and recruitment opportunities for potential parent mentors. Submit a written recruitment and training plan annually that will be reviewed by the County.
3. With sufficient advanced notice, ensure presence of at least one (1) Parent Mentor at each Juvenile Dependency Court Detention Hearing.
4. When possible, ensure that at least one (1) Parent Mentor is Spanish-speaking and, preferably, bi-cultural and that the group of Parent Mentors are reflective of the background of involved clients. When possible, ensure that at least (1) Parent Mentor is male.
5. Review cases regularly to ensure appropriate active caseload, appropriate boundaries are maintained with parents and balance is maintained between support and advocacy for parents and partnership/support for social worker and department needs.
6. Send written materials/notifications about existing support groups regularly to FYC staff.
7. Maintain a structure/curriculum for support group meetings. Provide support groups at different times of day, including evenings.
8. Provide, via assigned Parent Mentors, initial and on-going support to parents in FY&C's Family Reunification program.
9. Ensure Parent Mentor participation in Court hearings as well as in TDM, TEAM meetings and Caregiver/Birthparent Introductions as arranged and facilitated by FY&C.
10. Provide resources and guidance to help Parent Mentors strengthen the family functioning and overall child well-being of the parents they mentor.
11. Collaborate with FY&C for the maintenance, monitoring, and evaluation of the Parent Mentor program.
12. Provide reflective, dynamic supervision sessions for Parent Mentors on a regular basis. The supervision will focus on maintaining appropriate boundaries and their role as a Parent Mentor and will be provided by an experienced trauma-informed mental health professional.

13. Provide short term, solution focused support to families that previously participated in Parent Mentor services and whose child welfare cases have since closed, but the parent has requested specific help in order to not risk re-entry into child welfare services.
14. Ensure that Parent Mentors are able to participate in child welfare services planning meetings as invited and available to share their perspectives and expertise.
15. Maintain a structure to train prospective Parent Mentors by providing instruction, shadowing and mentoring within a Parent Mentor position.

#### **D. Parent Mentor Job Duties**

1. Arrive at the Juvenile Dependency Courtroom prior to each Detention Hearing and offer assistance to attending parents.
2. Encourage and support parents to participate and complete components of their Family Reunification Case Plan.
3. Coach parents to be effective self-advocates on behalf of their child welfare case and completion of case plan goals.
4. Maintain a professional, supportive relationship with parents that demonstrates effective and professional boundaries consistent with the position. Offer parents a consistent level of service to the degree possible.
5. Develop a viable trusting relationship with the parents assigned.
6. Maintain confidentiality as well as work with assigned parents on maintaining an open and honest relationship with their Family, Youth, & Children's (FY&C) Services Social Workers.
7. As a Mandated Reporter, report incidence of suspected abuse and neglect that are observed directly. If a Parent Mentor hears (but does not observe) incidence of abuse or neglect, Parent Mentors will address any concerns with their supervisor who is a Mandated Reporter.
8. With prior supervisor approval and as available, provide support to clients during non-traditional work hours.
9. Model social skills in the areas of relationship building, behavior, conflict resolution, appropriate attire, demeanor, attitude, etc.
10. Provide emotional support and encouragement to parents before and after supervised visits.
11. Facilitate support groups for families that are/have participated in the parent mentor program.
12. If available, share expertise as part of system planning efforts related to child abuse prevention, partnership between parents and caregivers, etc.
13. Coach assigned parents on how to behave appropriately in court, meetings, case plan component groups/sessions, etc.

14. Coach/train assigned parents in time management, calendar maintenance, transportation use, organization of Court and FY&C documents, making telephone calls, etc.
15. Support parents by helping them to complete case plan requirements including doing tasks with the parent but not for the parent.
16. Support and encourage assigned parents in connection/reconnection with family, community, faith community, appropriate friends, and other potential natural supports.
17. Accompany assigned parents to court hearings (if requested), and Team-Decision Making (TDM) and/or Together to Engage, Act and Motivate (TEAM) meetings facilitated by FY&C.
18. Testify when called upon in court as to the parent's frequency and engagement in parent mentor services as defined by numbers of hours.
19. Share information about available benefits, services, etc. that are not necessarily associated with the child welfare case but will benefit the parent and her/his child(ren). Broach and discuss difficult issues with parents.
20. Support parents to develop appropriate relationships with resource parents and caregivers.
21. Parent Mentors will not be required to supervise visits between parents and children.

#### **E. Communication, Reporting, and Evaluation Responsibilities**

1. Contractor will receive Parent Mentor referrals via Apricot, the County's web-based database system.
2. Contractor will enter initial contact notes into Apricot ideally within 10 days and within thirty (30) working days of the referral date at most.
3. Contractor will track hours of contact for each client to measure client engagement. Every thirty (30) days the program manager will evaluate participants to determine who has reached the 3-, 6-, or 9-month interval and enters the data into Apricot for all participants served. Data is entered by the 5<sup>th</sup> of the following month.
4. All reporting data will be entered into Apricot per the specifications mutually agreed upon and reflected in the workflow protocol.
5. Quarterly reports will be run by FY&C staff using Apricot on the 20<sup>th</sup> of the month following the last month of the quarter. If the 20<sup>th</sup> falls on a weekend or holiday, the report will be run the following workday.
 

|                          |            |
|--------------------------|------------|
| July through September   | October 20 |
| October through December | January 20 |
| January through March    | April 20   |
| April through June       | July 20    |
6. Contractor will work with FY&C to jointly develop an evaluation plan which may include the following components: logic model; service and targets form;

analysis of outputs; indication of desired client outcomes; and related tools for measuring progress toward outcomes

7. Program Outcomes:

- a. 35% of referred families will engage in services.
  - i. Of those that engage in at least three (3) months of service, 50% of them will report an increase in level of motivation and hopefulness in achieving their child welfare case plan goals sense of commitment/motivation to complete their child welfare case plan goals.
  - ii. Of those that engage in at least nine (9) months of service, 65% of them will report an increase in level of motivation and hopefulness in achieving their child welfare case plan goals sense of commitment/motivation to complete their child welfare case plan goals.

**III. Results Based Accountability (RBA) Performance Measures (for both programs)**

- A. Contractor shall ensure that at least one (1) management or supervisory staff member attends Anti-Racist Results Based Accountability (AR-RBA) Training, led by Sonoma County Human Services Department Upstream Team.
- B. Contractor shall work with County to collect client level data on race/ethnicity for all program participants.
- C. At the request of the County, contractor shall meet with County designated staff to develop a set of AR-RBA performance measures and an overall plan for AR-RBA implementation specifically related to the contract.
- D. At the request of the County, Contractor shall participate in AR-RBA Turn the Curve meetings twice annually to review and discuss performance measure outcomes.
- E. At the request of the County, Contractor shall provide data on outcomes in each performance measure area. Data shall be provided quarterly on dates established by the County.

**IV. County Responsibilities (for both programs)**

- A. County shall ensure that Contractor receives notifications of disposition hearings no later than one calendar day prior to the hearing.
- B. County shall communicate and/or collaborate with Contractor regarding referred families only when necessary to support the client's attainment of their CPS case plan goals.
- C. County shall convene and participate in program problem resolution, technical assistance and communication.
- D. County shall ensure that Contractor receives annual training on court processes and parameters for testifying.
- E. County shall initiate contact with Parent Mentors if updates about support to particular parents is necessary. County social workers shall respect boundaries

around not sharing details of support provided if not directly related to the case or safety of children.

- F. County shall provide training on mandated reporting, court processes, etc. at the request of the Contractor.
- G. County social workers shall recruit and engage parents that are successfully closing their child welfare case in the opportunity of training to be a parent mentor, as provided by the contractor. County staff shall focus recruitment for male Mentors as well as bilingual/bicultural Spanish speaking mentors.
- H. County shall maintain a process for review and approving exceptions to policies for who is eligible to be a Parent Mentor on a case-by-case basis.
- I. County shall work with Contractor to develop and implement program evaluation as resources allow.
- J. County will provide all software licenses, technical support and ongoing assistance for the implementation of Apricot, the web-based database system.



**Exhibit B: Fiscal Provisions/Budget**  
Effective 7/1/2024

**1. Fiscal Responsibilities**

In consideration of the obligations to be performed by Contractor herein, Contractor shall be reimbursed for its actual costs, in accordance with the agreed upon budget included herein by reference. Notwithstanding the foregoing, the total amount to be paid to Contractor under the terms of this Agreement shall in no case exceed the amount stated in Article 2 of this agreement.

1.1. Claiming and Documentation. Contractor shall receive reimbursement for actual costs by submitting an invoice by the tenth working day of each month. All costs reported by Contractor shall be supported by appropriate accounting documentation. The documentation shall establish that County is charged a fair and equitable portion of any indirect or shared costs attributable to services performed under this Agreement. Invoices shall be submitted to:

County of Sonoma Human Services Department  
Family, Youth & Children's Services Division  
Attn: Regina de Melo (rdemelo@schsd.org)  
1202 Apollo Way  
Santa Rosa, CA 95407

1.2. Allowable Costs. No amount or rate negotiated and included in the Contractor's program budget summary or budget backup shall be considered to be an allowable cost in and of itself; such amounts or rates are subject to final approval upon presentation of documentation establishing that actual costs were incurred and are allowable in accordance with Code of Federal Regulations Title 2 CFR Sections 200.420-475.

1.3. No Supplantation. Contractor must not claim reimbursement under this Agreement for expenditures reimbursed or financed by any other federal, state or local government source, such as Medi-Cal or private insurance. No supplantation of program financing by Contractor is contemplated or allowed.

1.4. Financial Records. Contractor understands and accepts its obligation to establish and maintain financial records of all program expenditures.

1.5. Procurement. No procurement is authorized which is not specifically identified and approved herein. Procurement of all services, supplies, and equipment by purchase, lease or rental shall be performed in conformance with Code of Federal Regulations 2 CFR 200.318-326, General Procurement Standards. For purposes of this Agreement, procurement for goods, including equipment, shall mean purchase, lease or rental of any item with a single value exceeding \$7,000 or services with a single value exceeding \$5,000, per County of Sonoma procurement thresholds.

1.6. Funding Contingency. Notwithstanding anything contained in the Agreement to the contrary, Contractor acknowledges that any payments to be made to it as provided herein shall be expressly contingent upon the receipt of sufficient funds by County. This contingency is for the express benefit of County and may be waived only by giving express written and executed notice to Contractor.

1.7. Modification of Funding. County reserves the right to modify levels of funding for programs and renegotiate Agreement budgets, if needed, due to increases or decreases in funding from the state. County also reserves the right to request changes in program design in order to accommodate changes made by the state. The County Human Services Director has authority to request and approve program design changes.

## 2. Budget Adjustments.

2.1. Request. Request for transfer of funds between line items shall be submitted on a "Budget Modification Form" (Sub-schedule M01) as provided by the County. The Contractor must provide justification and supporting documentation for the requested revision.

2.2. Approval. The County Human Services Director is authorized to approve and execute a "Budget Modification Form", which details the transfer of funds between Budget line items, and to approve such changes without an Amendment to this Agreement so long as they do not result in an increase in County's maximum financial obligation.

2.2.1. Equipment. Requests to purchase or lease equipment in excess of \$7,000 and not included in original budget shall require County approval prior to purchase.

## 3. Financial Management Systems

3.1. Generally-Accepted Accounting Principles. Contractor shall maintain a financial management system which ensures control over the use of funds received by Contractor in accordance with generally-accepted accounting principles. Contractor must comply with the provisions for cost allocations contained in Federal Office of Management and Budget 2 CFR Part 200, Subpart E. The inability of Contractor to demonstrate compliance will cause a corresponding reduction in reimbursement.

3.2. Separate Account. All funds under this Agreement are not required to be maintained in a separate account, but funds on deposit provided through this Agreement shall be accounted for separately in accordance with Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards [2 CFR Part 200].

3.3. Program Income. Program Income is revenue generated by the Contractor from contract-supported activities. If activities of program participants or of staff funded under this Agreement result in any income to Contractor, that income shall be reported to County for directions as to disposition in accordance with instructions received by County from the State of California. In the event Contractor receives any compensatory credits and refunds, such as those resulting from workers' compensation dividend checks and annual insurance reductions, for which County has previously reimbursed Contractor, then Contractor shall remit such compensatory credits and refunds to County.

3.4. Indirect Cost Rate. Contractor is responsible for having an Agency indirect cost rate plan, when claiming indirect costs under this Agreement.

## 4. Audits.

4.1. Contractors who receive federal funding which taken together total over \$750,000 in a single fiscal year are required to have a single agency audit in accordance with the Federal Office of Management and Budget, 2 CFR Part 200, Subpart F. A copy of this audit must be forwarded to the County by the auditor as soon as it is complete.

4.2. If Contractor expends less than \$750,000 in federal awards in the fiscal year it may not charge the cost of an audit to the federal award.

5. Repayment.

5.1. Contractor is responsible for the repayment of all audit exceptions and disallowances taken by County, state, or federal agencies related to activities conducted by Contractor under this Agreement.

5.2. Where unallowable costs have been claimed and reimbursed, they will be refunded to the program that reimbursed the unallowable cost using a cash refund or offset to a subsequent claim.

6. Funding.

6.1. All or part of this Agreement may be paid with Federal funding. Federally awarded funds must be used in accordance with Federal statutes and regulations.

6.2. Federally awarded funds must be used in accordance with Federal statutes and regulations. As a pass-through entity, the County is required to provide certain information regarding Federal award(s) to Contractor as a Sub-recipient. County will provide required information regarding the Federal Award upon receipt of funding documents from the funding source.

6.3.

| Federal Award Identification Details       |   |
|--|---|
| Federal Award Project Description          | Foster Care – Family First Transition Act Funding Certainty Grant |
| Federal Agency                             | U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES                     |
| Assistant Listing Number                   | 93.658  |
| Federal Award Identification Number (FAIN) | 2201CAFCGP  |
| Funding Amount                             | \$540,000   |

7. Budgets.

| Fiscal Year 2023-2024 |         |
|-----------------------|---------|
| Line Item Description | Amount  |
| Staff Salaries        | 196,244 |
| Staff Benefits        | 29,437  |

|  |                  |
|--|------------------|
| Rental / Lease of Facility             | In-Kind          |
| Utilities / Building Maintenance       | In-Kind          |
| Telephone / Communications             | 5,500            |
| Insurance Expense                      | In-Kind          |
| Equipment Rental / Lease / Maintenance | In-Kind          |
| Office Supplies / Expenses             | 2,230            |
| Books / Educational Materials          | In-Kind          |
| Staff Mileage / Travel                 | 7,500            |
| Staff Training / Conferences           | In-Kind          |
| Indirect Costs @ 10%                   | 24,090           |
| <i>Fiscal Year 2023-24 Total</i>       | <i>\$265,000</i> |
|  |                  |
| Fiscal Year 2024-2025                  |                  |
| <b>Line Item Description</b>           | <b>Amount</b>    |
| Staff Salaries                         | 387,109          |
| Staff Benefits                         | 61,349           |
| Rental / Lease of Facility             | In-Kind          |
| Utilities / Building Maintenance       | In-Kind          |
| Telephone / Communications             | 10,000           |
| Insurance Expense                      | In-Kind          |
| Equipment Rental / Lease / Maintenance | 2,500            |
| Office Supplies / Expenses             | 4,400            |
| Books / Educational Materials          | In-Kind          |
| Staff Mileage / Travel                 | 20,000           |
| Staff Training / Conferences           | 1,000            |
| Indirect Costs @ 10%                   | 48,636           |
| <i>Fiscal Year 2024-25 Total</i>       | <i>\$534,994</i> |
|  |                  |
| Fiscal Year 2025-2026                  |                  |
| <b>Line Item Description</b>           | <b>Amount</b>    |
| Staff Salaries                         | 390,404          |
| Staff Benefits                         | 61,349           |

|  |                    |
|--|--------------------|
| Rental / Lease of Facility                 | In-Kind            |
| Utilities / Building Maintenance           | In-Kind            |
| Telephone / Communications                 | 7,000              |
| Insurance Expense                          | In-Kind            |
| Equipment Rental / Lease / Maintenance     | 2,500              |
| Office Supplies / Expenses                 | 4,400              |
| Books / Educational Materials              | In-Kind            |
| Staff Mileage / Travel                     | 20,000             |
| Staff Training / Conferences               | 1,000              |
| Indirect Costs @ _10____%                  | 48,665             |
| <i>Fiscal Year 2025-26 Total</i>           | <i>\$535,318</i>   |
| <b>TOTAL CONTRACT AMOUNT NOT TO EXCEED</b> | <b>\$1,335,312</b> |

**Exhibit D: Assurance of Compliance**  
**ASSURANCE OF COMPLIANCE WITH NONDISCRIMINATION IN STATE AND**  
**FEDERALLY ASSISTED PROGRAMS**  
 Effective 7/1/24

CONTRACTOR HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 USC §§ 3601 et seq.), Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Food Stamp Act of 1977 as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code, Section 51 et seq., as amended; California Government Code Section 11135-11139.5, as amended; California Government Code Sections 12960 and 12940 (c), (h) (1), (i), and (j); California Government Code Section 4450; Title 22, California Code of Regulations 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act; Section 1808 of the Removal of Barriers to Inter Ethnic Adoption Act of 1996 (California Government Code Section 7290-7299.8); Sonoma County Ordinance 4291, and other applicable federal, state and local laws, as well as their implementing regulations (including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, 28 CFR Parts 35 & 42, 41 CFR Parts 60 et seq., and 29 CFR Part 38), by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex (including pregnancy, childbirth, or related conditions, sexual orientation, gender identity, gender expression, transgender status and sex stereotyping), color, disability, medical condition (including AIDS and/or HIV), national origin (including limited English proficiency), race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and CONTRACTOR HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, Contractor agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on Contractor directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

5/6/2024  
 Date

Robin Bowen  
 Signature

**Exhibit E: Additional Federal Requirements**  
Effective 7/1/2024

1. Environmental Standards. Contractor shall comply with mandatory state standards and policies related to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy Conservation Act, PL 94-163.

If Contractor receives more than \$100,000 under this Agreement, Contractor shall comply with all applicable federal standards, orders, or requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Federal Water Pollution Control Act, Environmental Protection Agency Regulations [40 CFR, Part 15 and Executive Order 11738], and Public Contract Code Section 10295.3.

2. Union Organizing. Funds provided under this Agreement shall not be used to assist, promote, or deter union organizing.
3. Conflict of Interest and Standards of Conduct. Contractor shall disclose to County in writing any potential conflict to County per 2 CFR 200.112 and 2 CFR 200.318(c). Standards of Conduct shall include but is not limited to conflict of economic interest as well as conducting business with relatives (nepotism) or close personal friends and associates.
4. Grievances and Complaint System. Contractor will establish and maintain a grievance and complaint procedure in compliance with Uniform Guidance 2 CFR Part 200, and all applicable Federal regulations and State statutes, regulations and policies.
5. Prohibition on Certain Telecommunications and Video Surveillance. Contractor is prohibited from obligating or expending these federal funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract to procure or obtain equipment, services, or systems that uses *covered* telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, as described in Public Law 115-232, section 889.
6. Ukraine- / Russia-Related Sanctions. Contractor shall comply with [federal economic sanctions](#) in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. Failure to comply may result in the termination of contracts or grants, as applicable.
7. Lobby Certification. If Contractor receives more than \$100,000 under this Agreement, Contractor shall comply with regulations regarding Lobbying by signing Exhibit E-1, Certification Regarding Lobbying.
8. Debarment Certification. Contractor shall comply with the regulations implementing Executive Order 12549, Debarment and Suspension, Uniform Guidance 2 CFR Part 200, Appendix I by signing Exhibit E-2, Certification Regarding Debarment.
9. Drug Free Workplace. Contractor shall comply with the government-wide requirements for a drug-free workplace codified at 29 CFR Part 98 and as certified by Contractor in Exhibit E-3.

**Exhibit E-1: Lobbying Certification**  
**CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements which exceed \$100,000) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

California Parenting Institute  
Grantee/Contractor Organization

Parent Mentoring Services  
Program/Title

Robin Bowen, Executive Director  
Name and Title of Authorized Signatory

Robin Bowen  
Signature

5/6/2024  
Date



**Exhibit E-2: CERTIFICATION REGARDING DEBARMENT,  
SUSPENSION, and OTHER RESPONSIBILITY MATTERS**

By signing this certification, Contractor certifies under penalty of perjury under state and federal laws that Contractor will comply with the regulations implementing Executive Order 12549, Debarment and Suspension, Uniform Guidance 2 CFR Part 200, Appendix I that the primary principal, to the best of their knowledge and belief, that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsifications or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for, or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with, commission of any of the offenses enumerated in paragraph (b) of this certification, and
- d) Have not within a three-year period preceding this application/ proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the primary principal is unable to certify to any of the statements in this certification, such principal shall attach an explanation.

Robin Bowen  
Name (Typed)

FYC-CPI-PMP-2325 A1  
Registration (Contract) No.

Executive Director  
Title

California Parenting Institute  
Organization Name

Robin Bowen  
Signature

5/6/2024  
Date

**Exhibit E-3: Certification Regarding Drug Free Workplace**

**CERTIFICATION**

The undersigned hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug free workplace. The undersigned will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  - a) The dangers of drug abuse in the workplace;
  - b) The person's or organization's policy of maintaining a drug-free workplace;
  - c) Available counseling, rehabilitation and employee assistance programs;
  - d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c) that every employee who works on the proposed contract.
  - a) Will receive a copy of the drug free policy statement, and
  - b) Will agree to abide by the terms of the statement as a condition of employment on the contract.

I hereby swear that I am duly authorized legally to bind this organization to the above described certification. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

California Parenting Institute  
Contractor Organization

Parent Mentor Services  
Program/Title

Robin Bowen, Executive Director  
Name and Title of Authorized Signatory

Robin Bowen  
Signature

5/6/2024  
Date

Except as expressly modified in this Amendment, the terms and conditions of Agreement Number FYC-CPI-PMP-2325 shall remain in full force.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be fully executed by their authorized representatives.

This Amendment shall be effective on and as of the date of the last signature.

CONTRACTOR

COUNTY OF SONOMA

The California Parenting Institute

By: Robin Bowen  
Name: Robin Bowen  
Title: Executive Director

By: \_\_\_\_\_  
Name: Angela Struckmann  
Title: Director, Human Services  
Department

Date: 5/6/2024

Date: \_\_\_\_\_

APPROVED AS TO SUBSTANCE FOR  
COUNTY

By: Donna Broadbent  
Name: Donna Broadbent  
Title: Director, Family, Youth & Children  
Division

[ ] EXEMPT FROM COUNTY COUNSEL  
REVIEW

APPROVED AS TO FORM FOR COUNTY

By: Sharmalee Rajakumaran  
County Counsel

[ ] CERTIFICATES OF INSURANCE ON FILE  
WITH COUNTY

[ ] INSURANCE REQUIREMENT CHANGES  
APPROVED, WAIVED, OR EXEMPTED  
BY RISK MANAGEMENT

By: \_\_\_\_\_