

**Community Tech Network
Amendment Number 1
to the Agreement to Provide
Access to Technology Program
Funding Amount: \$924,922.00
Term: 03/01/2023 to 12/31/2024
Agreement Number: AA-CTN-TECH-2324**

This Amendment Number 1 ("Amendment") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and Community Tech Network, a California non-profit Corporation - Public Benefit (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 One Hundred Sixty-Two Thousand, Nine Hundred Four Dollars (\$162,904) for a new total of Nine Hundred Twenty-Four Thousand, Nine Hundred Twenty-Two Dollars (\$924,922); and
2. Replace Exhibit A: Scope of Work; and
3. Replace line item budget table in Exhibit B: Fiscal Provisions/Budget.

RECITALS

WHEREAS, County and Contractor entered into that certain Agreement, dated March 1, 2023, for Access to Technology Program services; and

WHEREAS, County and Contractor desire to amend the Agreement to provide additional funding and replace the scope of work;

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 Nine Hundred Twenty-Four Thousand, Nine Hundred Twenty-Two Dollars (\$924,922), 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.

Exhibit A: Scope of Work*Effective Date: 3/30/2024***Access to Technology**

TIME FRAME: 3/1/2023 – 09/30/2024 FUNDING: Older Adults Recovery and Resilience (OARR) – Intergenerational Activities

GEOGRAPHIC SERVICE AREA(S): County-wide

PROGRAM AREA: **Access to Technology**

A. Funding Purpose and Overview:

The California Department of Aging (CDA) released a non-competitive grant opportunity to all California county Human Services Departments to implement the Access to Technology Program (ATT), a pilot program to connect older adults and adults with disabilities to technology to help reduce isolation, increase connections, and enhance self-confidence.

B. Program Goals:**1. Infrastructure**

- a. Connect older adults and adults with disabilities to technology, providing them with greater access to resources and information.
- b. Improve broadband infrastructure to provide high-speed internet access and other advanced telecommunications services for end-users and maximize technology utilization.
- c. Provide older adults and adults with disabilities with enhanced vital services, such as telehealth; social engagement/isolation prevention; and information on nutrition, transportation, and long-term support services through broadband access/internet connectivity.

2. Combating Isolation

- a. Reduce social isolation and improve well-being by expanding access and increasing connections and communication with family members, friends, caregivers, healthcare professionals, community resources, and services.
- b. Provide maximum benefit to the greatest number of older adults and adults with disabilities who currently lack broadband access and access to technology.

3. Building Self-Confidence and Self-Empowerment

- a. Enhance self-confidence by working to eliminate fears and doubts over ability to use technology and develop the confidence that comes from familiarity with and knowledge of the advantages and benefits that technology can offer.

- b. Educate older adults and adults with disabilities on how to use technology to assist in the basics of daily living, such as paying bills and grocery shopping, thereby helping them to continue living independently in their communities.

C. Program Requirements: Under this Agreement, Contractor will:

1. Provide the following program activities:
 - a) Enroll program participants in the Access to Technology program to receive a device, which may include but not limited to laptops, tablets, and smartphones
 - b) Delivery of the device to the program participant
 - c) Configure broadband data plans for the device
 - d) A Learner Booklet to each participant
 - e) Up to 5 hours of Digital Literacy Training delivered both online and in person as needed
2. Provide services to participants 60 years of age and older and adults with disabilities who may be one or more of the following:
 - a) Low-income
 - b) Minority
 - c) Limited English proficient
 - d) Socially isolated
 - e) Residing in rural areas
 - f) Have the greatest economic and social need
 - g) Are at risk for institutional placement

Details of Program Activities:

1. Purchase and deliver devices at no cost to eligible participants. Before delivery, devices must be configured with a 6-month broadband data plan for accessing the internet. Activation of the data plan begins the date the device is delivered to the participant and ends no later than September 30, 2024. Depending on date of delivery, some participants may receive less than 6 months of their data plan.
2. Assist participants to obtain reliable low-cost/no-cost internet service and data plan options prior to the contract term date of September 30, 2024 for services to begin approximately on October 1, 2024 to mitigate the potential of gaps in internet service.
3. Research discount plans to meet participant's needs if participant does not have free internet access through their residence.
4. Engage up to 10 local non-profit organizations to serve to make participant referrals and/or provide space for Contractor to provide training classes at their location.

5. Develop and provide education and training on the use of technology which includes but is not limited to how to set up the device for use; Wifi and Bluetooth connectivity; creating accounts to join virtual meetings and activities; assisting and scheduling various appointments; using Facetime and other apps to connect with family members, friends, caregivers, health care professionals, community resources and services.
6. Deliver curriculum-based, training by in-person or virtual to groups or one-on-one sessions. Each participant may receive up to five one-hour virtual training sessions in the participant's preferred language.
7. Provide training and tech advice in English, Spanish, Tagalog, Mandarin, Cantonese, Russian, and Vietnamese to ensure serving diverse participants.
8. Support for program sustainability by offering *DigitaLIFT Navigator* training to organizations to up referral partner program staff and volunteers to provide ongoing Digital Literacy training and tech support at their locations.
9. Create and provide a digital equity outreach plan to promote the program and build collaborations for potential support during and after the grant ends. This plan will include county/government programs, non-profit organizations, and other digital equity providers.
10. Create the procedures to track and report the work, including the process to issue and track the recipients who received the devices.
11. Develop and administer program evaluations and quality assurance tools which may include but not limited to participant satisfaction surveys and questionnaires.
12. Implement pre-and post-surveys with participants to measure and track their knowledge level and ability to use technology as well as their level of isolation and future topics or changes needed in the curriculum to better suit participant needs.
13. Collect and maintain data for reporting to include but not limited to:
 - a) Participants' first and last name
 - b) Total number of participants to whom service is provided
 - c) Expenditures related to providing such service
 - d) Type and number of devices and equipment purchased
 - e) Services being provided such as internet data plans and digital literacy training
 - f) Other forms to track devices and equipment purchased for this program

D. Contract Funding:

1. Agree not to use contract funds to pay the salary or expenses of any individual who is engaging in activities designed to influence legislation or appropriations pending before the Congress (22 CCR § 7364 (a) 2).
2. Comply with budget reduction in the event the service levels specified in Section 5 are not attained (22 CCR § 7364 (a) 3).

E. Service Compliance:

1. Ensure contract is in full contract compliance within 120 days of the beginning date of the contract. County shall evaluate the contractor's capacity to fulfill contract goals if full compliance by this time period has not occurred (22 CCR § 7364 (c)).
2. Comply with program standards, service priorities, and responsibilities consistent with statewide standards as they are released or identified by AAA or state licensing body.

F. Service Changes: Proposed changes affecting the provision of services such as changes in paid program staff and program structure/activities must be communicated in writing via email to AAA Program Staff within 10 (ten) days of proposed date of the change.

Exhibit B: Fiscal Provisions/Budget**9. Budget**

LINE ITEMS FOR PROGRAM COST CATEGORIES	OARR FUNDS	MATCH		NON-MATCH		PROGRAM INCOME	TOTAL	Original budget	Difference
		CASH	IN-KIND	CASH	IN-KIND				
PERSONNEL							0		
Salaries	318,334						318,334	258,730	59,604
Benefits	72,248						72,248	70,478	1,770
TOTAL PERSONNEL	\$390,582		\$0	\$0	\$0	\$0	\$390,582	\$329,208	61,374
TRAVEL & TRAINING									0
Staff Travel	2,155						2,155	2,650	-495
Staff Training							0		0
TOTAL TRAVEL & TRAINING	\$2,155	\$0	\$0	\$0	\$0	\$0	\$2,155	\$2,650	-495
EQUIPMENT									0
Expendable Equipment	209,696						209,696	79,500	130,196
Non-expendable Equipment							0		0
TOTAL EQUIPMENT	\$209,696	\$0	\$0	\$0	\$0	\$0	\$209,696	\$79,500	130,196
CONSULTANTS	\$0						\$0		0
Salesforce Administrator	19,042						19,042	10,833	8,209
Digital Literacy Trainers, Program Coordinator	67,464						67,464	64,800	2,664
TOTAL CONSULTANTS	\$86,506						\$86,506	\$75,633	10,873
OTHER COSTS:							0		0
Rent/Bldg. Maintenance	7,980						7,980	4,200	3,780
Communications	0						0	1,500	-1,500
Utilities (Internet Service for devices + phone for	56,330						56,330	35,550	20,780
Office Supplies	0						0	5,000	-5,000
Printing	318						318	15,000	-14,682
Postage							0	6,000	-6,000
Employee Screening/Testing	0						0	211	-211
Repairs & Maintenance							0		0
Outreach/Advertising	8,673						8,673	10,000	-1,327
Outside Services							0		0
Insurance	589						589	310	279
Publications/Members							0		0
Technology tools	9,976						9,976	5,000	4,976
Tablet Shipping	24,673						24,673	4,800	19,873
Partner subaward	55,100						55,100	55,100	0
TOTAL OTHER COSTS	\$163,639	\$0	\$0	\$0	\$0	\$0	\$163,639	\$217,571	-53,932
** INDIRECT COSTS	\$72,344						\$72,344	\$57,456	14,888
TOTAL PROGRAM COSTS	\$924,922	\$0	\$0	\$0	\$0	\$0	\$924,922	\$762,018	162,904

Except as expressly modified in this Amendment, the terms and conditions of Agreement Number AA-CTN-TECH-2324 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

Community Tech Network

By: *Kami Griffiths*
Name: Kami Griffiths
Title: Executive Director
Date: 3/27/2024

By: _____
Name: Angela Struckmann
Title: Director, Human Services Department
Date: _____

APPROVED AS TO SUBSTANCE FOR COUNTY

By: _____
Name: Paul Dunaway
Title: Director, Adult & Aging Services 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: _____