

CONTRACT AMENDMENT

PLACER COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES

DESCRIPTION: Latino Supports, Parent Project®, and Youth Services
CONTRACT NO. HHS000080-A
BEGINS: July 1, 2020
ENDS: June 30, 2023
ADMINISTERING AGENCY: Health and Human Services, Children's System of Care

Description: First amendment to this contract with LATINO LEADERSHIP COUNCIL, INC. to modify the current scope and increase compensation by \$134,725 for a revised total of \$1,781,725.

WHEREAS, County of Placer (COUNTY) has contracted with **LATINO LEADERSHIP COUNCIL, INC.** (CONTRACTOR) to provide services and support to Latino families through cultural brokerage, individual and family therapy/treatment, adult and youth support groups and its Parent Project® program for those with a mental health condition or at risk for a mental health condition, and

WHEREAS, COUNTY has determined that the need for these services has increased since this Agreement was originally developed; and

WHEREAS, it is necessary to modify the current agreement to increase compensation commensurate with the demand for these services,

NOW, THEREFORE, IT IS AGREED BY BOTH PARTIES THAT, EFFECTIVE JULY 1, 2020 the following amendment is made to the original contract, additions are shown in bold, italics, and underline, and deletions are shown in strike-through:

1. Section 1, SERVICES, is hereby amended as follows:
 1. SERVICES: CONTRACTOR agrees to provide COUNTY with services and support to Latino families through cultural brokerage, individual and family therapy/treatment, adult and youth support groups and its Parent Project® program for those with a mental health condition or at risk for a mental health condition, as set forth in Exhibit A-1, titled **Revised** Scope of Services, attached hereto and incorporated herein by this reference.
2. Section 3, PAYMENT, is hereby amended as follows:
 3. PAYMENT: COUNTY will pay to CONTRACTOR as full payment for all services rendered pursuant to this Agreement in the amount set forth in Exhibit B-1, titled **Revised** Payment Provisions. The payment specified in Exhibit B-1 shall be the only payment made to CONTRACTOR for services rendered pursuant to this Agreement. The total amount of this contract and payments made under this Agreement shall not exceed ~~ONE MILLION SIX HUNDRED FORTY SEVEN THOUSAND DOLLARS (\$1,647,000)~~ **ONE MILLION SEVEN HUNDRED EIGHTY-ONE THOUSAND SEVEN HUNDRED TWENTY-FIVE DOLLARS (\$1,781,725)**. This rate shall be inclusive of all CONTRACTOR costs, including, but not limited to travel, transportation, lodging, meals, supplies, and incidental expenses except as otherwise might be specifically set forth in this Agreement. CONTRACTOR shall charge for travel according to the Federal General Services Administration (GSA) guidelines.
3. The first paragraph under Section 5, INVOICES, is hereby amended as follows:
 - 5.1 CONTRACTOR shall provide invoices to the COUNTY on a monthly basis, within 30 days of the close of each calendar month with the exception of June billing. For all CEC/Cash Claim contracts, invoices for actual services provided between June 1st and June 15th shall

be received by COUNTY by 5pm June 20th, and invoices for actual services provided between June 16th and June 30th shall be received by COUNTY by 5pm July 15th. For all other contracts, invoices for services provided during the month of June shall be received by COUNTY by 5:00 p.m. on July 15th. Exhibit B-1, titled **Revised** Payment Provisions shall indicate if this contract is reimbursed with funds from the CEC/Cash Claim. COUNTY will review, approve, and pay all valid invoices within 30 days of receipt. In the event of multiple invoices being submitted to the COUNTY at one time or insufficient documents supporting an invoice, payment by the COUNTY may be delayed beyond the 30 day timeline.

4. Section 6, EXHIBITS, is hereby amended as follows:

6. EXHIBITS: All exhibits referred to in this Agreement, and/or identified in the list of exhibits following the signature page, and / or otherwise attached to the Agreement are hereby incorporated herein by this reference and collectively, along with this base document, form the Agreement. In the event of any conflict or inconsistency between provisions contained in the base agreement or exhibits such conflict or inconsistency shall be resolved by giving precedence according to the following priorities: Exhibit A-1, Exhibit B-1, base agreement, then followed by any remaining exhibits. Responsibilities and obligations mandated by federal or state regulations or otherwise at law shall be liberally construed to meet legal requirements. Responsibilities and services of CONTRACTOR identified in more than one location will be construed such that the provisions mandating the greater obligations shall control.

5. Section 31 is hereby added as follows to comply with current County requirements:

31. SIGNATURES: This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together will constitute one and the same instrument. The Parties agree that an electronic copy of a signed contract, or an electronically signed contract, shall have the same force and legal effect as a contract executed with an original ink signature. The term "electronic copy of a signed contract" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed contract in a portable document format. The term "electronically signed contract" means a contract that is executed by applying an electronic signature using technology approved by the Parties.

6. Exhibit A, Scope of Services, is hereby amended as shown in Exhibit A-1, Revised Scope of Services, attached hereto and incorporated herein by this reference.

7. Exhibit B, Payment Provisions, is hereby amended as shown in Exhibit B-1, Revised Payment Provisions, attached hereto and incorporated herein by this reference.

8. All other terms and conditions of the original contract shall remain unchanged, and in full force and effect.

// Signatures on the following page

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this contract amendment as of the day first above stated:

LATINO LEADERSHIP COUNCIL, INC. ("CONTRACTOR")*
_____ Signature
_____ Print Name
<input type="checkbox"/> Chair of the Board, <input type="checkbox"/> President, or <input type="checkbox"/> Vice President
Date: _____
_____ Signature
_____ Print Name
<input type="checkbox"/> Secretary, <input type="checkbox"/> Asst. Secretary, <input type="checkbox"/> Chief Financial Officer, or <input type="checkbox"/> Asst. Treasurer
Date: _____

COUNTY OF PLACER ("COUNTY")
_____ Robert L. Oldham, Director, Department of Health & Human Services
Date: _____
Approved as to Form Office of Placer County Counsel
_____ Date: _____

EXHIBITS:

- Exhibit A-1 – **Revised** Scope of Services
- Exhibit B-1 – **Revised** Payment Provisions
- Exhibit C – Insurance and Indemnification Requirements
- Exhibit D – HIPAA Business Associate Agreement-Addendum
- Exhibit E – Reporting Exhibit
- Exhibit F – Mental Health Contracts - Special Terms and Conditions

With the exception of A-1 and B-1, exhibits are not attached. Please reference the original contract for those exhibits, which remain unchanged.

*Contract amendment must have two signatures, one in each of the two categories of corporate offices indicated above. Check the box indicating the corporate office of the signing party. The same person may sign the contract twice if that person holds an office in each of the two categories. (California Corporations Code § 313) One signature will suffice, if the corporation's board of directors has passed a resolution that gives one person authority to sign. A copy of the most recent resolution must be sent with the signed contract amendment, even if it is the same as the previous year.

REVISED SCOPE OF SERVICES

Latino Supports, Parent Project®, and Youth Services

1. Introduction

Placer County is seeking to continue a program of mental health services and supports in Western Placer County for Latino families. These services will include cultural brokers to those with mental illness or those at risk of developing mental illnesses, services to divert youth from at-risk behaviors, services to give parents the skills they need to raise their children in a new culture, and direct therapeutic interventions for those needing additional supports.

Latino Cultural Brokers, also known as Promotores, are trained para-professional community brokers providing culturally appropriate services for Latino populations, to assist them in navigating systems and accessing resources.

Parent Project® is a program that consists of activity-based instruction, support groups, and specific curriculum to address destructive adolescent behaviors. These behaviors often belie a substance abuse or mental health problem. Parent Project® teaches concrete prevention, identification and intervention strategies to address school attendance/performance, relationships and family dynamics, alcohol and other drug use, violence, and running away.

2. Contractor Requirements

Promotores must be English/Spanish bilingual/bi-cultural and knowledgeable of the local community and its resources.

Therapists must be English/Spanish bilingual and bi-cultural, licensed and in good standing with the California Board of Behavioral Sciences (BBS) or Board of Psychology. Registered interns, in good standing with the BBS, may be used for groups and/or support services.

Parent Project® facilitators must be English/Spanish bilingual/bi-cultural and knowledgeable of the local community and its resources.

3. Subcontract Requirements

County reserves the right to approve or disapprove the selection of subcontractors and with advance written notice, require the substitution of subcontractors and require the Contractor to terminate subcontracts entered into in support of this Agreement. Upon written notice from County requiring the substitution and/or termination of a subcontract, the Contractor shall take steps to ensure the completion of any work in progress and select a replacement, if applicable, within 30 calendar days, unless a longer period is agreed to by County.

County assumes no responsibility for the payment of subcontractors used in the performance of this Agreement. Contractor accepts sole responsibility for the payment of subcontractors used in the performance of this Agreement.

The Contractor is responsible for all performance requirements under this Agreement even though performance may be carried out through a subcontract.

The Contractor shall ensure that all subcontracts for services include provision(s) requiring compliance with applicable terms and conditions specified in this Agreement.

Unless otherwise stipulated in writing by County, the Contractor shall be the subcontractor's sole point of contact for all matters related to performance and payment under this Agreement.

4. Latino Supports

- 4.1 Cultural Brokerage - Promotores: Contractor shall assign promotores to work with community partners, County, and service providers to help remove or lessen obstacles Latinos face in accessing services and support. This includes attending necessary community meetings (e.g., CCW, forums, focus groups, etc.), County meetings, and other system transformative activities. Contractor shall assign promotores to assist monolingual Spanish and bilingual Latino individuals in navigating systems and accessing resources. Promotores shall also provide translation, advocacy, support, transportation, and direct services assistance as needed. These promotores shall take “on-call” referrals from County, organizations, and community members for individuals and families needing resources for various mental health and child welfare situations **and will receive specialized training to connect and support those who have experienced sexual assault.** Contractor shall assign promotores to “on-call” referrals from Placer County schools participating in Positive Behavioral Interventions and Supports with Placer County Office of Education. Contractor shall perform assessments for 500 unduplicated individuals per year, provide linkage to other community-based services and/or case management support through Contractor.
- 4.2 Individual and Family Therapy/Treatment: Monolingual Spanish-speaking families/individuals may be referred to Contractor for screening and subsequent therapy, as appropriate. Promotores shall conduct the screening and refer eligible clients for therapy when indicated. Contractor shall contract with bilingual/bicultural therapists to provide short-term therapy to up to 36 Monolingual Spanish-speaking families/individuals per year during evenings, weekends, and shall provide priority scheduling for clients who are in crisis. Contractor shall monitor outcomes and make referrals to other services if necessary. Therapists shall complete Biopsychosocial Assessments, Treatment, and Progress Notes in accordance with regulations.
- 4.2.1 Parent Mental Health Groups Facilitation Training for Promotores: Contractor shall provide mental health trainings for a minimum of 12 promotores so they can facilitate family discussions around mental health.
- 4.2.2 Contractor, with assistance of The Landing Spot, shall utilize bilingual/bicultural therapists to provide therapeutic services and support groups for self-identified Latino/a LGBTQ individuals and their families facing cultural barriers and challenges related to gender identity and sexual orientation.
- 4.3 Adult Support Services: Contractor shall provide promotores-facilitated weekly groups “Superacion Personal” **women’s groups or “Los Cuates” men’s group** to at least 24 unduplicated individuals per year in Auburn, Roseville and Lincoln, to address depression, anxiety, health, etc. These groups shall be open to men and women and be provided in Spanish **and may be facilitated virtually to increase access for those with transportation or childcare barriers.**
- Contractor shall support peer-to-peer weekly groups “Rincon de las Comadres” to a at least 36 unduplicated individuals per year in Auburn, Roseville, and Lincoln to

address depression, anxiety, health, etc. These groups shall be open to men and women and be provided in Spanish.

Contractor shall provide 4 sessions of "Personas de Sabiduria," a community mental health forum, in Roseville, Lincoln, Rocklin and Auburn. These forums will be delivered in Spanish to at least 80 Latino adults. The forum allows individuals to share their stories of recovery and resiliency from mental health and substance use disorders. Contractor shall provide bilingual, bi-cultural experts to lead workshops about various mental health/health issues. This community forum will build resiliency and hope for recovery; along with an increased awareness of available supports and services.

5. Parent Project®: Contractor shall provide Parent Project® curriculum to parents in the Western Placer County area. Parent Project® sessions shall be offered, in Spanish, at least two (2) times per fiscal year. Each session shall run for 16 weeks and shall include weekly 2- or 3-hour classes. Sessions can be offered in Auburn, Roseville, and Lincoln communities depending on greatest need. Each session shall enroll an average of 30 adults, thereby serving at least 60 per fiscal year. As part of the Parent Project, Contractor shall also offer childcare and youth groups, with children in 3 groups, ages 0-6, 7-12 and 13+, with an average of 50 children/youth per 16-week session.

Contractor shall provide childcare for children ages 0-6 and refreshments during the Parent Project® classes. Contractor shall provide groups and cultural activities for the children and youth over age 6 during the Parent Project® classes. Contractor shall conduct a holistic assessment of each family's strengths and needs and provide linkages and referrals to additional community resources and services.

6. Youth Services and Supports: Contractor shall provide programs and activities that are designed to decrease negative outcomes for Latino youth, related to risk of mental illness or mental illness symptoms.

Contractor shall facilitate mental health groups to address depression, cultural stressors, discrimination outside and internal to Latino communities, challenges related to biculturalism, education achievement gaps, violence, gender discrimination and other topics requested by the youth. Youth groups will be co-facilitated by promotores or trained facilitators. At least 30 youth shall be served each fiscal year.

Contractor shall, with the assistance of subcontractors Auburn Hip Hop Congress/Arts Action Academy, provide weekly writing and reciting classes in Auburn and Lincoln. The program serves at least 30 youth per fiscal year. Contractor and subcontractor will collaborate to encourage increased Latino/a youth participation and to connect Latino/a families to cultural supports as requested. These classes will be free to teens and young adults and will provide an outlet for self-expression, through writing and discussion, for personal growth and mental well-being.

Contractor shall, with the assistance of subcontractors YEAGA and Peace 4 the Streets, provide individual youth mentorship and monthly leadership groups for at least 45 youth identified as needing additional supports. Mentorship will be offered to youth living in Lincoln, Roseville and Auburn.

Contractor shall, with the assistance of local school districts and/or community colleges, organize Latino Prep Education Summits, to engage at least 100 Latino students throughout the year on opportunities for personal growth and development.

7. Evaluation: In accordance with MHSA requirements, a comprehensive and continuous evaluation process is required. Outcomes will be measured using applicable evidence-based tools which may include, but are not limited to, the Participant Perception of Care, Eyeberg Child Behavior Inventory (ECBI), Patient Health Questionnaire (PHQ-9), and the Generalized Anxiety Disorder-7 (GAD-7). Performance Measures include reduced suffering, school dropout, stigma and discrimination, and negative outcomes (anxiety, depression, isolation, child removal, suicide), improved family relationships, school performance, and linkage to treatment.
8. Outreach and Engagement: Develop and implement an outreach and engagement strategy to assist in the dissemination of mental health and wellness related information and stigma reduction and to recruit and retain key stakeholders. Contractor shall inform the Latino community of the availability of these services. Contractor shall ensure that the Latino families are knowledgeable about the nature and intent of the services and what to expect. Outreach efforts, oral and written, must be available in Spanish.
9. Assessment and Referral: Contractor and all subcontractors shall assure that the staff providing the services are trained and knowledgeable about safety issues, mandated reporting requirements, mental health and substance abuse issues, and can make necessary referrals and linkages.
10. Focus Population: Latino families in Western Placer County.
11. Staff Orientation: All staff shall receive a program orientation that includes information on program goals and objectives, policies and procedures, job duties and responsibilities and standards of performance. All employee files shall contain signed confirmation that an orientation was provided that meets these requirements.
12. Training: Training shall be designed to ensure that all program requirements are met and that, in addition, all staff are capable of assessing risk and making appropriate and timely referrals as warranted by the participants. Completion of training shall be documented in each employee's file.
 - 12.1 Applicable contractor staff shall complete Parent Project® facilitator training which is a 40-hour, 5-day course.
13. Recordkeeping: The Contractor shall maintain detailed records of participant enrollment and participation and measurable outcomes and any other data required for monthly, quarterly and annual reports as outlined in Exhibit E.
14. Site Requirements: Services are to be provided in locations where families feel comfortable, including an office setting, client homes, school sites, or in other locations within the community.
15. Computer/Data Requirements: The Contractor must have the capability of creating data spreadsheets, accessing the internet-based County MHSA Data Portal, and electronically sending data reports to the County MHSA Coordinator or representative as requested.

16. Budget/Allowable Costs: Funds may be used of staffing, purchasing curriculum and supplies, and other operating expenses that are directly related to the planning and implementation of this Agreement. Funds may not be used to renovate or purchase a facility.
17. Required Program Documentation: The Contractor shall participate in a county driven program evaluation to include, but not limited to, program/activity outcomes (e.g., demographic information, consumer satisfaction, cost effectiveness data, etc.), and client outcomes, if applicable. Contractor shall submit reports and data in accordance with Exhibit E. All Contractors are subject to modification of data collection, fiscal reporting, and evaluation practices in accordance with MHPA regulatory authorities.
18. Program Acknowledgement in Distribution of Information: All Mental Health Services Act-funded activities, brochures, advertisements, flyers, electronic media, goods, publications, etc. must include the following acknowledgement: "Funding has been provided, in part, by the County of Placer Mental Health Services Act."
19. Community Planning Process: Contractor shall participate in MHPA Community Planning Process (i.e., Campaign for Community Wellness) and/or sub-committees.
20. Mental Health Cost Report: Pursuant to Section 14705 (c) of the California Welfare and Institutions Code, COUNTY must provide cost reporting to the State in relation to this contract. CONTRACTOR agrees to provide COUNTY with an annual cost report in accordance with the California Department of Health Care Services (DHCS) requirements no later than October 31st for the preceding fiscal/contractual year. It is agreed between COUNTY and CONTRACTOR that the report referenced above is intended to represent the CONTRACTOR'S actual cost as presented in the required year-end cost report. Should the year-end cost report reflect a rate that is less than that stated herein, CONTRACTOR agrees to reimburse COUNTY for all amounts paid in excess of the year-end cost report rate. Reimbursement shall be remitted to COUNTY not later than December 31st for the preceding fiscal/contractual year.
21. Cultural Competence: CONTRACTOR shall provide services pursuant to this Agreement in accordance with current State statutory, regulatory and policy provisions related to cultural and linguistic competence as defined in California State Department of Mental Health (DMH) Information Notice No: 10-02, 2010 Cultural Competence Plan Requirements (CCPR), which establishes new standards and criteria for the entire County Mental Health System, including Medi-Cal services, MHPA, and Realignment as part of working toward achieving cultural and linguistic competence. The CCPR standards and criteria as cited in California Code of Regulations, Title, 9, Section 1810.410, are applicable to organizations/agencies that provide mental health services via Medi-Cal, MHPA, and/or Realignment.
22. Completion of Services: All services described in this Agreement shall be completed and all funds allocated hereunder must be fully expended by no later than June 30, 2023.

REVISED PAYMENT PROVISIONS

This is a cost reimbursement contract. CONTRACTOR will be reimbursed based on its actual cost, in accordance with the two budgets below, and subject to other limitations and specifics contained in this Agreement and at law.

This payment provision is subject to modification with written approval of the County Contract Administrator and the Revenue and Budget Manager, not to exceed the total payment indicated in Section 3 of the main Agreement, and limited to moving identified funding amounts between lines while not exceeding the yearly maximum FY 2020-2023 Budget.

Parent Project®, Counseling Services, Promotor(a) Support, and Youth Services
FY 2020-2023 Budget

Salary & Benefits	CSS ST Latino Supports	PREVENTION Parent Project & Youth Groups	TOTAL
Executive Director			
CFO and Bookkeeper			
Wellness Manager			
Promotora Manager/Program Mgr			
Facilitator - Parent Project			
Promotor/a III			
Promotora II			
Promotora I			
Project Support / <u>Program Assistant /</u> Evaluation			
Childcare			
2020-2021 Subtotal, Salaries for Benefits & Taxes	\$171,110	\$118,892	\$290,002
2021-2022 Subtotal, Salaries for Benefits & Taxes	\$171,110	\$138,892	\$310,002
2022-2023 Subtotal, Salaries for Benefits & Taxes	\$171,110 \$240,307	\$118,892 \$131,195	\$290,002 \$371,502
2020-2021 Benefits & Taxes @ 35% (not on ED, CFO, Bookkeeper)	\$43,050	\$24,021	\$67,071
2021-2022 Benefits & Taxes @ 35% (not on ED, CFO, Bookkeeper)	\$43,050	\$31,021	\$74,071
2022-2023 Benefits & Taxes @ 35% (not on ED, CFO, Bookkeeper)	\$43,050 \$67,269	\$24,021 \$28,327	\$67,071 \$95,596
2020-2021 Subtotal Salary & Benefits	\$214,160	\$142,913	\$357,073
2021-2022 Subtotal Salary & Benefits	\$214,160	\$169,913	\$384,073
2022-2023 Subtotal Salary & Benefits	\$214,160 \$307,576	\$142,913 \$159,522	\$357,073 \$467,098

Program Costs			
Therapy (Wellness Together, LGBTQ, other)			
Facilitator-Rincon de las Comadres			
Mileage / <u>Staff Travel</u>			
Copies, printing			
Books/ <u>Program</u> Supplies			
<u>IT Equipment & Support</u>			
Food			
Youth & Family Supports			
Promotora / <u>Staff</u> Training			
LLC Forum			
<u>Honoraria / Speaker</u>			
<u>Basic Client Needs - Clothing, Health/Wellness Items</u>			
<u>Leadership Consultant</u>			
2020-2021 Subtotal Program Costs	\$75,323	\$69,300	\$144,623
2021-2022 Subtotal Program Costs	\$75,323	\$52,300	\$127,623
2022-2023 Subtotal Program Costs	\$75,323 \$78,079	\$69,300 \$85,744	\$144,623 \$163,823
2020-2021 Indirect Costs	\$28,547	\$18,757	\$47,304
2021-2022 Indirect Costs	\$28,547	\$8,757	\$37,304
2022-2023 Indirect Costs	\$28,547 \$34,047	\$18,757	\$47,304 \$52,804
2020-2021 TOTAL	\$318,030	\$230,970	\$549,000
2021-2022 TOTAL	\$318,030	\$230,970	\$549,000
2022-2023 TOTAL	\$318,030 \$419,702	\$230,970 \$264,023	\$549,000 \$683,725
Total Costs 2020-2023	\$954,089 \$1,055,762	\$692,914 \$725,963	\$1,647,000 \$1,781,725

Purchase of cash equivalents including, but not limited to, gift cards and cash stipends shall require the CONTRACTOR to submit a full accounting of the distribution of such cash equivalents to the individual recipients on a quarterly basis throughout the term of this Agreement, including recipient name, signature, amount, date of distribution, the form of distribution (i.e. cash stipend or gift card) and the merchant name if the distribution is in the form of a gift card or comparable instrument. All cash equivalents that are purchased but not distributed prior to the expiration or termination of this Agreement shall be surrendered to the COUNTY, and any balance that is not reconciled shall be refunded by CONTRACTOR to the COUNTY within 30 days.