



X24403

AMD. 1

REQUEST FOR COUNTY CONTRACT REVIEW

Approval Authority:	FIRST 5 (see County Contract #R40214)					
Date Submitted:	6/15/2022	Contact Person:	Shelly Miller	Phone #.:	552.3844	
Vendor #	Contractor Name: Hmong Cultural Center of Butte County					
Title of Contract:	Tu Tus Menyuum X24403			Amendment #:	1	
Description:	Contractor shall provide culturally appropriate family strengthening services.					
Is this a NEW INDEPENDENT CONTRACTOR OR SOLE PROPRIETOR? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES -- file a W-9 before this contract can be approved						
Cost Center:	CF - Children and Families Commission		Spend Category:	Professional and Specialized Services		
			Program:	First 5 Strong Families		
Maximum Amt. Payable:	Not to exceed \$450,000					
Duration:	Start Date:	7/1/2021	End Date:	6/30/2026	Total Years/Mo:	5 years
Funding Source:	Children & Families Trust Fund 7950		Date Approved by Commission:	4/29/2022		
Does Contract require Business Associate Agreement (HIPAA)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If yes, see attached)					

HOW WAS CONTRACTOR SELECTED AND PRICE DETERMINED?

<input type="checkbox"/> Contract is for less than \$25,000 and therefore solicitation is not required and/or quotes were obtained to verify pricing
<input type="checkbox"/> Based on Competitive Solicitation No: __-__; greatest value & responsive/responsible offer/ proposal/bid that fulfills Strategic Plan.
<input type="checkbox"/> Non-Competitive Process:
<input type="checkbox"/> Based on First 5 Policies & Procedures.
<input type="checkbox"/> Sole Source Justification Attached (Approved by Children and Families Commission on _____)
<input checked="" type="checkbox"/> Amendment only – no change to contract duration or maximum amount payable

CONFLICT OF INTEREST

In the last 24 months, Contractor was, or employed, former County employee(s), or close relative(s) who will be directly involved with the scope-of-work defined in this contract. If checked complete the following:

Employee Name: _____ Date of Separation: _____

The UNDERSIGNED HEREBY CERTIFIES that the attached contract and the processes that produced it are in compliance with the First 5 Butte County Children & Families Commission Policies and Procedures, and as directed by the Commission board.

Anna Bauer, Director, First 5 Butte County Children & Families Commission	<small>DocuSigned by:</small> <small>AB4ADEEC15034AF...</small> Signature of Agency Director or Delegate	6/15/2022 09:48:41 PDT
		Date

FOR REVIEW RECORDS ONLY:

Review	Received	Log Out	Comments or Notations	Reviewer
Contracts Division:	6/15/2022	6/16/2022	X24403 AMD. #1	
County Counsel:	6/21/2022	6/23/22		

FOR COMMISSION USE ONLY:

Name	Role	Email Address	Order of Receipt	Notes
Seng Yang	Signatory	ssyang@hmongculturalcenter.net	1	
Ge Yang	Receives a copy	gyang@hmongculturalcenter.net	After full execution	

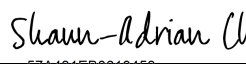
X24403
Contract
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First 5 Butte County Children & Families Commission Contract Amendment

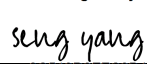
This Amendment to Contract X24403 is between the First 5 Butte County Children and Families Commission, a political subdivision of the State of California, hereinafter referred to as "Commission," and the Contractor indicated in the Variable Information Table below, hereinafter referred to as "Contractor."

Contract Title: Tu Tus Menyuum		Amendment Number: 1	
Previous Contract Price	Not to exceed \$450,000	Date of Contract:	July 1, 2021
Net Change this Amendment	\$0	Previous End Date:	June 30, 2026
Revised Contract Price	Not to exceed \$450,000	New End Date:	June 30, 2026
Contractor Contact Information		Commission Contact Information	
Contractor	Hmong Cultural Center of Butte County		First 5 Butte County Children & Families Commission
Address	1704 Oro Dam Blvd West	Address	82 Table Mountain Blvd., Suite 40
City, State & ZIP	Oroville Ca, 95965	City, State & Zip	Oroville, CA 95965
Project Manager	Ge Yang	Project Manager	Shelly Miller
Telephone	530.534.7474	Telephone	530.552.3844
Email	gyang@hmongculturalcenter.net	Email	SMiller@ButteCounty.net
<p><u>Description of Additional Changes:</u> (If any provision of the Contract is being modified by this Amendment, include the amended form of the modified provision below.)</p> <p>Item 1. Amend to extinguish Attachment III, Scope of Work, and replace with Attachment III, Scope of Work, Amendment 1, hereto attached and incorporated herein.</p> <p>Item 2. Amend to extinguish Attachment IV, Budget, and replace with Attachment IV, Budget, Amendment 1, hereto attached and incorporated herein.</p>			
<p>All other terms of this Contract shall remain in full force and effect and are hereby reaffirmed as originally stated or as previously amended by prior written amendment to this contract.</p>			

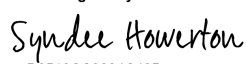
First 5 Butte Children & Families Commission

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 Dr. Shaun-Adrián Choflá, Chair Date

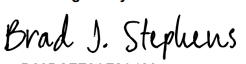
Hmong Cultural Center of Butte County

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 Seng Yang, Executive Director Date

REVIEWED FOR CONTRACT COMPLIANCE
 Contracts Division, GSD

DocuSigned by:

 6/16/2022 | 08:11:57 PDT
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 By Date

REVIEWED AS TO FORM
 BRAD J. STEPHENS, Interim Butte County Counsel

DocuSigned by:

 6/23/2022 | 09:15:08 PDT
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 By Date

ATTACHMENT III
SCOPE OF WORK
AMENDMENT 1

Effective July 1, 2021 to June 30, 2022:

Unless indicated otherwise herein, the Contractor shall furnish all labor, materials, transportation, supervision and management, and pay all taxes required to complete the project described below:

Contractor's Responsibility

Contractor shall provide the following culturally appropriate, family strengthening services through the Tu Tus Menyuan program. Services will be provided throughout Butte County and will be inclusive of all caregivers, with particular emphasis on fatherhood engagement. The Hmong Cultural Center of Butte County shall maintain adequate staffing and supervision support to provide Tu Tus Menyuan program services. All programs and services for families with children ages 0-5 shall be provided free of charge.

1. CONTRACTOR shall maintain a case load of at least 24 families who receive case management services per quarter (see definition of case management below).
2. CONTRACTOR shall facilitate at least 3 Menyuan Family Circles (MFC) per month, one in Chico and two in Oroville (see definition of MFC below). Each month MFC's will serve a minimum of 60 duplicated 0-5 year olds and their families.
3. CONTRACTOR shall offer the Parent Education Support Course (PESC) at least twice annually (see below for PESC definition).
4. CONTRACTOR shall convene the Parent Advisory Team (PAT) at least quarterly for direction and review of the Tu Tus Menyuan program.
5. Starting July 1, 2022, CONTRACTOR shall host Hmong language early-literacy events at least monthly.
6. At least quarterly, CONTRACTOR shall identify and offer opportunities for program staff to attend and participate in wellness activities and trainings that address secondary trauma, stress management and work-life balance.
7. At least quarterly, CONTRACTOR shall identify and offer opportunities for program staff to attend and participate in activities and trainings that promote cultural competence, humility and awareness.
8. CONTRACTOR shall provide the Commission with the phone numbers of their program participants who are currently participating or who have exited from services in the previous quarter so they may receive a satisfaction survey.

Definitions:

Case Management: Direct supportive services received at least monthly, that result in families overcoming challenges that hinder and negatively impact a families ability to create, develop and maintain a healthy environment conducive to the fullest potential growth of the family and its child(ren). Services take an approach sensitive to the Hmong culture, traditions, beliefs and practices of the family. Case management services include: Home visits; Navigation of community resources; Budgeting and time management; Coordination with employment, education and legal support services; Assisting families in identifying and building relationships with natural supporters; Parenting and family education information and support; Resource and referrals; Transportation to appointments and resources.

Menyuan Family Circle (MFC): Social events held monthly that include culturally appropriate activities intended to build strong relationships between young children and their caregivers through positive childhood experiences.

Parent Education Support Course (PESC): A locally developed educational support course for parents and caregivers of children aged 0-5 that consists of seven culturally appropriate lessons that cover early childhood

ATTACHMENT III
SCOPE OF WORK
AMENDMENT 1

development and preparation for preschool. Attendees become educated in ways to strengthen their family while providing a high quality home environment for their children.

Effective July 1, 2022:

Unless indicated otherwise herein, the Contractor shall furnish all labor, materials, transportation, supervision and management, and pay all taxes required to complete the project described below:

Contractor's Responsibility

Contractor shall provide the following culturally appropriate family strengthening services through the Tu Tus Menyuum program. Services will be provided throughout Butte County and will be inclusive of all caregivers, with particular emphasis on fatherhood engagement. The Hmong Cultural Center of Butte County shall maintain adequate staffing and supervision support to provide Tu Tus Menyuum program services. All programs and services for families with children ages 0-5 shall be provided free of charge. This work is authorized by the Commission in alignment with its 2021-2026 Strategic Plan: **Strong Families Initiative**.

1. CONTRACTOR shall maintain a case load of at least 24 families who receive case management services per quarter (see definition of case management below).
2. CONTRACTOR shall facilitate at least 3 Menyuum Family Circles (MFC) per month, one in Chico and two in Oroville (see definition of MFC below). Each month MFC's will serve a minimum of 60 duplicated 0-5 year olds and their families.
3. CONTRACTOR shall offer the Parent Education Support Course (PESC) at least twice annually (see below for PESC definition).
4. CONTRACTOR shall convene the Parent Advisory Team (PAT) at least quarterly for direction and review of the Tu Tus Menyuum program.
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Menyuum Family Circle (MFC): Social events held monthly that include culturally appropriate activities intended to build strong relationships between young children and their caregivers through positive childhood experiences.

ATTACHMENT III
SCOPE OF WORK
AMENDMENT 1

Parent Education Support Course (PESC): A locally developed educational support course for parents and caregivers of children aged 0-5 that consists of seven culturally appropriate lessons that cover early childhood development and preparation for preschool. Attendees become educated in ways to strengthen their family while providing a high-quality home environment for their children.

Commission Responsibilities

1. Commission staff will provide guidance and support as needed and requested.
2. Commission staff will process approved invoices and submit to Butte County Auditor within 14 business days of receipt.
3. Commission staff will provide written feedback on quarterly data reports within 30-days of receipt

ATTACHMENT IV
BUDGET
AMENDMENT 1

Effective July 1, 2021 to June 30, 2022:

	Budget Line Item	Budget	Narrative (explain how dollar amount is the right amount for the Scope of Work, per line item)
A.	Personnel (list positions, FTE % on project, rate)		
	Program	58,760	.5 FTE Program Manager will provide management oversight and direct supervision. .85 FTE Project Assistant will provide direct services to families
	Total salaries	58,760	
	Payroll Costs and Benefits	11,752	Employer share of payroll taxes
	Personnel Expenses Subtotal	70,512	
B.	Program		
	Direct service costs	6,400	Materials, supplies and food for Menyuan Family Circle Events. Educational support items for tabling at community outreach events. Printing and mailing educational and Informational brochures and fliers to participants.
	Local mileage	960	Within county travel for program staff
	Staff training and conferences	500	Conference and training fees, airfare, lodging, per diem, ground transportation for program staff positions
	Program Expenses Subtotal	7,860	
C.	Administrative		
	Occupancy	4,800	Office space, utilities and maintenance
	IT and telephone	1,460	Office telephone, website maintenance
	Office supplies	1,000	General office supplies
	Administrative Expenses Subtotal	7,260	
D.	Direct Expenses Subtotal	85,632	A+B+C
E.	Indirect Costs	12,845	Not to exceed 15% of operating costs
F.	Total Budget	98,477	

Budget will be negotiated annually. The Commission shall utilize performance measures to determine Contractor annual budget, and reserves the right to withhold or add funds to the contract based on Contractor performance and Commission priorities

ATTACHMENT IV
BUDGET
AMENDMENT 1

Effective July 1, 2022 to June 30, 2023:

Hmong Cultural Center of Butte County
Tu Tus Menyuum Program
FY 2022-23

	Budget Line Item	Budget	Narrative (explain how amount is the right amount for the scope of work)
A.	Personnel (list positions, FTE % on project, rate)		
	Program Personnel	\$58,760	<i>.5 FTE Program Manager will provide management oversight and direct supervision. .85 FTE Project Assistant will provide direct services to families.</i>
	Total salaries	\$58,760	
	Payroll Costs and Benefits	\$11,752	<i>Payroll Costs and Benefits @ 20%</i>
	Personnel Expenses Subtotal	\$70,512	
B.	Program		
	Direct service costs	\$8,200	<i>Program promotion/advertising materials, outreach incentives, MFC materials and supplies.</i>
	Local mileage	\$960	
	Training	\$200	<i>Conference fees, lodging, per diem meals, ground transportation for program staff</i>
	Program Expense Subtotal	\$9,360	
C.	Administrative		
	Occupancy	\$3,600	<i>Rent, Utilities and maintenance</i>
	IT & Telephone	\$960	<i>Communication Services</i>
	Office supplies	\$1,200	<i>Pens, paper, pencils, paper clips, clip board, inkcartridge, etc.</i>
	Administrative Expenses Subtotal	\$5,760	

ATTACHMENT IV
BUDGET
AMENDMENT 1

D.	Direct Expenses Subtotal (A+B+C)	\$85,632	
E.	Indirect Costs (max. 15% of direct)	\$12,845	<i>Indirect cost @ 15%</i>
F.	Total Budget	\$98,477	

Budget Contingency Clause

It is mutually agreed that if Children and Families Act revenues for the current year, and/or any subsequent years covered under this Agreement, do not result in the appropriation of sufficient funds for the program, this Agreement shall no longer be in full force and effect. In this event, the Commission shall have no liability to pay any funds whatsoever to CONTRACTOR, or to furnish any other considerations under this Agreement, and CONTRACTOR shall not be obligated to perform any provisions of this Agreement.

If funding for any Fiscal Year is reduced or deleted due to changes in voter approved revenues, statutes, or voter initiatives for the purposes of this program, the Commission shall have the option to either cancel this Agreement with no liability occurring to the Commission or offer an Agreement amendment to CONTRACTOR to reflect the reduced amount.

In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by statutes, voter initiatives, or regulations which may affect the provisions or terms of funding of this Agreement in any manner.

Certificate Of Completion

Envelope Id: 0AA27BA1033F4FFCA8EA952868945049
 Subject: Please DocuSign: CFC-HCCBC-X24403 Amd 1
 Source Envelope:
 Document Pages: 8
 Certificate Pages: 6
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed

Envelope Originator:
 Shelly Miller
 smiller@buttecounty.net
 IP Address: 63.198.28.28

Record Tracking

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 Storage Appliance Status: Connected

Holder: Shelly Miller
 smiller@buttecounty.net

Location: DocuSign

Pool: StateLocal
 Pool: First Five Butte County

Location: DocuSign

Signer Events

seng yang
 ssyang@hmongculturalcenter.net
 Security Level: Email, Account Authentication
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Signature

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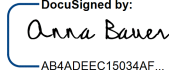
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Anna Bauer
 abauer@buttecounty.net
 First Five Butte County
 Security Level: Email, Account Authentication
 (None)

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Electronic Record and Signature Disclosure:

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Shelly Miller
 smiller@buttecounty.net
 Program Analyst
 First 5 Butte County Children and Families
 Commission
 Security Level: Email, Account Authentication
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 Showerton@buttecounty.net
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Christine Waybright
 CoCoContractReview@buttecounty.net
 Security Level: Email, Account Authentication (None)

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 CoCoContractReview@buttecounty.net
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Brad J. Stephens
 CoCoContractReview@buttecounty.net
 Security Level: Email, Account Authentication (None)

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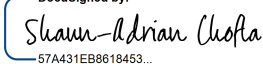
Christine Waybright
 CoCoContractReview@buttecounty.net
 Security Level: Email, Account Authentication (None)

Completed
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Shaun-Adrian Chofla
 choflash@butte.edu
 Chair
 Security Level: Email, Account Authentication (None)

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 Signature Adoption: Pre-selected Style
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Electronic Record and Signature Disclosure:
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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Ge Yang gyang@hmongculturalcenter.net Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/23/2022 10:29:41 AM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	6/23/2022 10:29:41 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, First Five Butte County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact First Five Butte County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: abauer@buttecounty.net

To advise First Five Butte County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at abauer@buttecounty.net and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from First Five Butte County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to abauer@buttecounty.net and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with First Five Butte County

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to abauer@buttecounty.net and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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