

Agreement No. _____

Board Resolution No. 081379

MEASURE K GRANT AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND HOPE: HEALING, OVERDOSE PREVENTION AND EDUCATION

This Agreement is entered into this 26th day of August 2025 by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and HOPE: Healing, Overdose Prevention and Education, hereinafter called "Grantee."

* * *

WHEREAS, the Grantee has applied to the County seeking a grant for the purpose of funding the matters set forth in its Project described in Exhibit A (the "Grant");

WHEREAS, the County has approved the grant of certain funds to Grantee pursuant to the terms set forth in this Agreement;

NOW, THEREFORE, it is agreed by the parties to this Agreement as follows:

1. Exhibits and Attachments

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

Exhibit A-Project Description
Exhibit B-Reporting and Invoicing

2. Grant

County hereby grants to Grantee a sum not to exceed Ten Thousand Dollars and Zero Cents (\$10,000) in consideration of and on the condition that the sum be expended for the sole purpose of carrying out the objectives of Grantee's Project as identified in Exhibit A, and in no event shall the County's total fiscal obligation under this Agreement exceed this amount. Grantee agrees to assume any obligation to secure and furnish any additional funds that may be necessary to carry out its Project.

Funds granted under this Agreement shall not be disbursed until execution of this Agreement by County and Grantee.

County shall disburse grant funds to Grantee 30 calendar days after receipt of a satisfactory invoice. Invoices should be accompanied by back up documentation (e.g., receipts for professional services rendered, salary and benefits back up, etc.) and submittal of any required summary reports outlined in Exhibits A or B. The County reserves the right to change the disbursement method during the term of this Agreement.

The disbursement schedule is as follows:

- **Payment 1-** Invoice for up to 50% of the grant (\$5,000), upon submission of receipts/invoices showing expenditures and proof of performance measures, timesheets, and activity logs on items funded by the grant and listed in Exhibit A and/or B.
- **Payment 2-** Invoice for remainder of the grant (\$5,000), upon submission of receipts/invoices showing expenditures and proof of performance measures, timesheets, and activity logs on items funded by the grant and listed in Exhibit A and/or B, including photographs and use of Measure K logo as approved by the County.

INVOICES: Requests for grant disbursement should be (1) on the organization's official letterhead, (2) include date of invoice, amount requested, and Agreement number, and (3) submitted to the attention of:

County Executive's Office

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500 County Center, 5th Floor
Redwood City, CA 94063
CEO_AP_Inbox@smcgov.org

3. Term & Termination

Subject to compliance with all terms and conditions, the term of this Agreement shall begin August 26, 2025, and continue through June 30, 2026. This Agreement will not automatically renew, nor shall it create any reliance on the possibility of future grants.

County may terminate this Agreement based upon the unavailability of Federal, State, or County funds by providing written notice to Grantee within a reasonable time after County learns of said unavailability of funding. Grantee acknowledges that this Agreement may be subject to approval of the Board of Supervisors, and assumes all risk of possible non-appropriation and non-approval of funds.

County may suspend and/or terminate this Agreement if Grantee fails to comply with the terms of this Agreement and may, in its sole discretion, withhold or cancel pending and future disbursements of grant funds and/or require Grantee to return some or all funds disbursed under this Agreement.

4. Relationship of Parties

Notwithstanding any publicity or other references to the County required to be made in connection with the Project as set forth in Exhibit A, Grantee understands and agrees that the Project performed under this Agreement is not performed by Grantee as an independent contractor of the County or as an employee of County and that neither Grantee nor its employees acquire any of the rights, privileges, powers, or advantages of County contractors or County employees. Grantee acknowledges and agrees that it is not, and will not hold itself out as, an agent, partner, or co-venturer of the County, and that this Agreement is not intended to and does not create an agency, partnership, or joint venture between the Parties.

5. Project Administration

The Parties agree that the Project as described in Exhibit A shall not be altered without a written amendment to this Agreement, signed by both the County and the Grantee. Grantee shall provide written reports to the County's authorized representative in accordance with Exhibit B.

6. Hold Harmless

Grantee shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services performed of Grantee in furtherance of the Project under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

- (A) injuries to or death of any person, including Grantee or its employees/officers/agents/volunteers;
- (B) damage to any property of any kind whatsoever and to whomsoever belonging;
- (C) any sanctions, penalties, or claims of damages resulting from Grantee's failure to comply with any applicable federal, state, or local laws or regulations; or
- (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Grantee's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

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The duty of Grantee to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

7. Insurance

a. General Requirements

Prior to its receipt of any funds pursuant to this Grant Agreement, Grantee shall obtain all insurance required under this Section and such insurance shall be subject to the approval by County's Risk Management, and Grantee shall use diligence to obtain such insurance and to obtain such approval. Grantee shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Grantee's coverage to include the contractual liability assumed by Grantee pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy.

b. Liability Insurance

Grantee shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Grantee and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Grantee's operations under this Agreement, whether such operations be by Grantee, any subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below.

c. Motor Vehicle Liability Insurance

Grantee agrees that it shall not allow its staff or volunteers to operate a motor vehicle to transport Narcan dispensers purchased under this grant agreement. Grantee agrees that where it arranges for transport/delivery of Narcan dispensers purchased under this grant agreement, Grantee shall ensure that the delivery agency is appropriately insured:

☒ Comprehensive General Liability... \$1,000,000

(Applies to all agreements)

☐ Motor Vehicle Liability Insurance... \$1,000,000

(To be checked if motor vehicle used in performing services)

☐ Professional Liability..... \$1,000,000

(To be checked if Grantee is a licensed professional)

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may,

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notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend any further payment pursuant to this Agreement.

8. Assignability and Subcontracting

Grantee shall not assign this Agreement or any portion of it to a third party. Except as set forth in Exhibit A, Grantee shall not subcontract with a third party to perform the Project. Any such assignment or subcontract without County's prior written consent shall give County the right to automatically and immediately terminate this Agreement without penalty or advance notice and the County shall have the right to a refund of all funds disbursed under this Agreement.

9. Compliance With Laws

All services to be performed by Grantee in connection with the Project shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, and regulations, including, but not limited to, any laws related to payment of prevailing wages pursuant to the California Labor Code. In connection with the Project, Grantee bears responsibility to obtain, at Grantee's expense, any license, permit, or approval required from any agency.

10. Merger Clause: Amendments

This Agreement, including Exhibits, constitutes the sole Agreement of the parties regarding the Grant, and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties concerning the Grant that are not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

11. Controlling Law: Venue

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

12. Notices

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

Performance Measures:	In the case of Grantee, to:
Board of Supervisors, District 3 Chief of Staff: Gina Quiney 500 County Center, 5th Floor Redwood City, CA 94063 Email: gquiney@smcgov.org Phone: (650) 363-4569	HOPE: Healing, Overdose Prevention, and Education Reannah Karstedt, Treasurer 1403 Madeira Drive Pacifica, CA 94044 Email: reannah@hope4change650.org Phone: (650) 787-1740

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In the case of County, to:

County Executive's Office
Molly Ortiz, Administrative Assistant II
500 County Center, 5th Floor
Redwood City, CA 94063
Email: mortiz@smcgov.org
Phone: (650) 363-1810

13. Electronic Signature

Both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

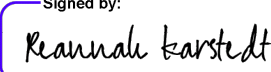
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THIS AGREEMENT IS NOT VALID UNTIL SIGNED BY ALL PARTIES. NO FUNDS WILL BE DISTRIBUTED UNTIL THIS DOCUMENT HAS BEEN SIGNED BY THE COUNTY'S AUTHORIZED DESIGNEE.

For Grantee: HOPE Healing, Overdose Prevention and Education

Signed by:		
	8/20/2025	HOPE: Healing, Overdose Prevention & Education
_____ (signature) Authorized Representative Grantee	_____ Date	_____ Name of Grantee
Reannah Karstedt		
_____ (please print name) Authorized Representative Grantee		

For County:

	August 26, 2025	CHIEF FINANCIAL OFFICER
_____ (Signature) Authorized Designee County of San Mateo	_____ Date	_____ Job Title (please print)
ROBERTO MANCHIA		80125-6265
_____ (please print name) Authorized Designee County of San Mateo		_____ Budget Unit
		BOSD3
		_____ Measure K JL Code

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Exhibit A

The County and Grantee agree that the grant funds shall only be used to further the goals of the following Project, described below and in the August 26, 2025, Board transmittal and resolution, incorporated herein by reference:

The grant will be used to purchase Narcan dispensing devices for targeted businesses within San Mateo County's third supervisorial district and Grantee will work with interested businesses to install the devices.

The Grantee will be responsible for their ongoing maintenance, ensuring that they are well-stocked and functioning properly.

The County will not be responsible for delivery or transport of Narcan dispensers purchased under this grant agreement. Grantee agrees that it shall not allow its staff or volunteers to operate a motor vehicle to transport Narcan dispensers purchased under this grant agreement. Grantee agrees that where it arranges for transport/delivery of Narcan dispensers purchased under this grant agreement, Grantee shall ensure that the delivery agency is appropriately insured.

Dispensers cost approximately \$300-\$500 each, depending on the specific model needed for each business, and will be strategically placed in locations that are accessible 24/7 and anonymous, such as pharmacies, health clinics, libraries, cannabis dispensaries, tobacco retailers, college campuses, transit hubs, hotels, and bars. Individual units of Narcan (Naloxone) are provided free of charge from the Naloxone Distribution Project, a state-funded program through the California Department of Public Health.

In no event shall the County's fiscal obligation under this Agreement exceed \$10,000.

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In accordance with the terms of this Grant Agreement, Grantee will provide, or cause to be provided the services for the Project detailed in Exhibit A and will report back to the County regarding various performance measures including, but not limited to, those noted below. Such reporting data shall be delivered to the County no later than June 30, 2026. In addition, Grantee agrees to provide descriptive information about the Project funded by the Measure K grant upon reasonable request of the County, including, but not limited to, the County Executive's Office, the County Communications Officer, or the Supervisorial District Office.

<u>Performance Measure</u>	<u>Target</u>
Purchase and install Narcan dispensers in San Mateo County's third supervisorial district.	100% Complete

Payment will be made within 30 days of receipt of an adequate invoice by the County Executive's Office, Accounting Unit. County shall have the right to withhold payment if County determines the quantity and/or quality of the work performed is unacceptable.

Grantee shall provide County with a written itemized invoice that allows the County to reconcile the work performed. Grantee shall provide a description of monthly expenses, evidence of work performed, or of costs incurred, including, but not limited to, performance measures, timesheets, activity logs, copies of bills, and/or packing slips.

Grantee shall include a written certification that the costs were actually incurred for the Project and that the supporting documentation is true, correct and complete.

All invoices shall include the agreement number, project location, dates of service and specified work completed.

Pursuant to Section 2 of the Grant Agreement, County's fiscal obligation shall not exceed \$10,000.

Remit invoices to:	Performance Measures:
County Executive's Office Molly Ortiz, Administrative Assistant II 500 County Center, 5th Floor Redwood City, CA 94063 Email: CEO_AP_Inbox@smcgov.org Phone: (650) 363-1810	Board of Supervisors, District 3 Chief of Staff: Gina Quiney 500 County Center, 5th Floor Redwood City, CA 94063 Email: gquiney@smcgov.org Phone: (650) 363-4569



REQUEST TO VARY INSURANCE REQUIREMENTS

ATTORNEY CLIENT PRIVILEGED COMMUNICATION

Department/Division: County Executive's Office	Name and title of requestor: Jennifer Orellana/Administrative Assistant
Date response from Risk needed: 8/22/25	(If less than 5 business dates from request, reason for urgency):
Name of vendor: HOPE: Healing, Overdose Prevention and	Function of vendor (brief description of services to be provided): The vendor has been given grant funds to be used to purchase Narcan dispensing devices for business within San Mateo County's third supervisorial district and vendor will install and maintain the devices.
Duration of contract: August 26, 2025 - June 30, 2026	
Total amount of contract: \$10,000.00	

SECTION 1: Proposed variation from template insurance requirements (summarize/describe proposed changes, please do not copy and paste proposed text)

The following are provided as examples only and are not an exhaustive list:

- Vendor does not have the minimum amount of liability insurance
- Vendor does not have auto insurance

Vendor does not have auto insurance, umbrella liability, and worker's compensation and employers' liability.

Did department attorney review and advise that the risks of the variation were reasonable? (if not, request will be rejected)

Yes ☒

No ☐

Name of department attorney: Jennifer Haulk and Melissa Andrikopoulous	Date of review: 7/30/25
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SECTION 2: Explain why the risks are reasonable (work with department attorney on this) and state facts supporting your request.

The following are provided as examples only and are not an exhaustive list:

- Vendor does not have the minimum amount of liability insurance (\$1M) but vendor is self-insured and has reserves of \$3M for any claims. The chances of vendor's liability reaching \$1M are remote because [insert reason].
- Vendor only has \$500K in liability insurance but the chances of liability exceeding that amount are low because [insert reason].
- Vendor does not have auto insurance because vendor's workers do not drive for work.

This grant of \$10,000 is to enable grantee to purchase and install Narcan dispensers in various businesses within SMC District 3 so that people can easily access lifesaving Narcan/Naloxone medication in the event of an opioid overdose. The scope and duration of the work performed under the contract is narrow and limited. Grantee is a small organization with no employees and is staffed solely by volunteers. Grantee has taken out a policy of commercial general liability listing the County as an additional insured – a million dollars per occurrence, twenty thousand dollars for medical expenses, a million dollars for personal injury, two million of general aggregate. The purchase of Narcan dispensers involves no risk, and installation of the dispensers is

Section below is for Risk Management authorization – send to Risk Management **ONLY IF INSTRUCTED TO DO SO**

Risk Management Name: Zhanna Abuel

Risk Management Signature: Zhanna Abuel

Digitally signed by
Zhanna Abuel
Date: 2025.08.18
18:10:52 -07'00'

Date: _____