

**AMENDMENT TO AGREEMENT  
BETWEEN THE COUNTY OF SAN MATEO AND  
FAMILY CONNECTIONS**

THIS FIRST AMENDMENT TO THE AGREEMENT, is entered into this \_\_\_ day of \_\_\_\_\_, 2023, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Family Connections, hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, on June 29, 2021 the parties entered into an agreement (the "Agreement") for a term of July 1, 2021 through June 30, 2023 and a total obligation amount not to exceed \$440,000 to provide child abuse prevention services; and

WHEREAS, the parties wish to amend the Agreement to increase the term by 3 months for a new term of July 1, 2021 to September 30, 2023 and increase funding by \$55,000 for a new total obligation amount not to exceed \$495,000 to cover the cost to continue to provide child abuse prevention services for the additional term.

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:**

1. Section 3. **Payments** is hereby amended to read as follows:

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibits A and C, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed **FOUR HUNDRED NINETY-FIVE THOUSAND DOLLARS** (\$495,000). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this Agreement.

2. Section 4. **Term** is hereby amended to read as follows:

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2021 through September 30, 2023.

3. References made to [JLamadora@smcgov.org](mailto:JLamadora@smcgov.org) are hereby replaced with Carine Verduco [CVerduco@smcgov.org](mailto:CVerduco@smcgov.org).

4. Exhibit B – Payment Schedule, under Method and Rate of Payment, paragraph 2 is hereby amended to include additional invoice requirements and reads as follows:


2. Invoices must be submitted by the 10th day of the month following the billing period (e.g. invoice date for services rendered March 1 - March 31 are due by April 10). Invoices must be accompanied by a line-item accounting for monthly expenses and evidence of work performed, or costs incurred including but not limited to timesheets, copies of bills, and/or packing slips.

5. Exhibit B1 is hereby amended to include FY 2022-23 and FY 2023-24 budgets and are attached hereto.

6. **All other terms and conditions of the Agreement dated June 29, 2021 between the County and Contractor shall remain in full force and effect.**

In witness of and in agreement with this Agreement’s terms, the parties, by their duly authorized representatives, affix their respective signatures:

**For Contractor: Family Connections**

DocuSigned by:  <small>7A41492E0E66433</small>	4/27/2023   12:54 AM PDT	Eric Valladares
Contractor Signature	Date	Contractor Name (please print)



**For County:**

COUNTY OF SAN MATEO

By:  
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:  
Clerk of Said Board

Exhibit B1 – Budget

FY 2022-23

Line Item	Total Program Budget	Funding Request (detail how funds will be spent per line item)		
<b>Revenue</b>				
Individual Contributions	\$ 464,367			
Donations	\$ -			
HSA funding (amount requested)	\$ 220,000	\$ 220,000		
Special Events	\$ 182,000			
Foundations/Corporations	\$ 175,000			
Investment Income	\$ 1,200			
<i>Other government contracts (list each contract/funding on it's own line- please add in more rows if needed)</i>				
First 3	\$ 200,000			
City of Menlo Park	\$ 10,000			
San Mateo County Office of Ed	\$ 4,000			
In kind (facilities and maintenance)	\$ -			
In kind (other)	\$ -			
<b>Total Revenue</b>	<b>\$ 1,256,567</b>	<b>\$ 220,000</b>		
			<b>STAFFING DETAILS</b>	
<b>Expense</b>			general units - units funded partially or wholly via the funding requested under this contract	
			<b>STAFFING DETAILS</b>	
<b>Direct Personnel Expense</b>	<b>Full Cost</b>	<b>Cost to this Contract</b>	<b>% Attributed this Contract</b>	<b>cost for these FTE</b>
Program Director	\$ 95,000	\$ 9,500	0.10	\$ 9,500
Registrar	\$ 52,024	\$ -		
FAT Home Visitor	\$ 54,080	\$ 54,080	1.00	\$ 54,080
Family Educators	\$ 109,502	\$ -		
Lead Clinician	\$ 72,000	\$ 72,000	1.00	\$ 72,000
Clinical Coordinator/Supervisor	\$ 20,000	\$ 20,000	1.00	\$ 20,000
Administrative Staff	\$ 341,000	\$ -		
Benefits (Direct Labor)	\$ 185,902	\$ 32,895	0.25	\$ 32,895
<b>subtotal personnel</b>	<b>\$ 929,508</b>	<b>\$ 189,475</b>	<b>3.35</b>	<b>\$ 189,475</b>
<b>Operating Expenses</b>				
Supplies	\$ -			
Accounting and Legal Services	\$ -			
Payroll Service and Taxes	\$ 67,808			
Banking Services and Fees	\$ 5,000			
Dues, Subscriptions, IT Software	\$ 8,475	\$ 3,825		
Fundraising Expense	\$ 22,000			
Furniture and Equipment	\$ 5,000			
Insurance	\$ 13,000			
Rent	\$ 82,200			
Licenses and Fees	\$ 750			
Marketing	\$ 20,000			
Postage	\$ 2,500			
Materials / Printing	\$ 2,000			
Professional Development	\$ 7,000	\$ 2,000		
Training	\$ 3,500	\$ 3,500		
Family Activities	\$ 14,000			
Phone/IT Hardware	\$ 4,000	\$ 1,200		
Travel/Mileage	\$ 2,000			
Miscellaneous	\$ 34,826			
Outside Svcs/Clean & Supp	\$ -	\$ -		
<b>subtotal operating expenses</b>	<b>\$ 274,059</b>	<b>\$ 16,825</b>		
<b>Admin Expense</b>				
Administrative expense (note costs are pooled and allocated to sites; not allocated to sites by admin overhead and accounting)	\$ 53,000	\$ 20,000		
<b>subtotal admin expense</b>	<b>\$ 53,000</b>	<b>\$ 20,000</b>		
<b>Total Expenses</b>	<b>\$ 1,256,567</b>	<b>\$ 220,000</b>		

FY 2023-24

Program Name: Family Connections Child Abuse Prevention Services				
Quarter 1 FY 23-24 (July, August, September 2023)				
Line Item	Total Program Budget	Funding Request (detail how funds will be spent per line item)		
<b>Revenue</b>				
Individual Contributions	\$ 82,500			
Corporations and Foundations	\$ 59,938			
<b>HSA funding (amount requested)</b>	\$ 55,000	\$ 55,000		
Special Events Revenue	\$ 45,500			
	\$ -			
	\$ -			
<i>Other government contracts (list each contract/funding on it's own line-</i>				
First 5	\$ 50,000			
SMCOE EI + IP + HV	\$ 57,500			
<b>Total Revenue</b>	<b>\$ 350,438</b>	<b>\$ 55,000</b>		
			STAFFING DETAILS	
<b>Expense</b>			general units - units funded partially or wholly via the funding requested under this contract	
			STAFFING DETAILS	
<b>Direct Personnel Expense</b>	<b>Full Cost</b>	<b>Cost to this Contract</b>	<b>% Attributed this</b>	<b>cost for these FTE</b>
Director of Programs	\$ 110,000	\$ 5,500	0.2	\$ 22,000
Family Services Coordinator (PAT Home Visitor)	\$ 60,320	\$ 15,080	1.0	\$ 60,320
Lead Clinician	\$ 70,000	\$ 17,500	1.0	\$ 70,000
Director of Clinical Services	\$ 120,000	\$ 3,000	0.1	\$ 12,000
Clinical Coordinator/Supervisor	\$ 18,000	\$ 4,500	0.3	\$ 4,500
Benefits (Direct Labor) 5.5%	\$ 20,808	\$ 5,202		
<b>subtotal personnel</b>	<b>\$ 399,128</b>	<b>\$ 50,782</b>	<b>2.55</b>	<b>168,820.00</b>
<b>Operating Expenses</b>				
Supplies	\$ -	\$ -		
Rent	\$ -	\$ -		
Utilities	\$ -	\$ -		
Phones and Communication	\$ 1,100	\$ 275		
Mileage Reimbursement	\$ 100	\$ 25		
Materials / Printing	\$ -	\$ -		
Equipment	\$ -	\$ -		
Training	\$ -	\$ -		
Dues and Subscriptions	\$ 1,200	\$ 300		
Outside Svcs/Clean & Supp	\$ -	\$ -		
<b>subtotal operating expenses</b>	<b>\$ 2,400</b>	<b>\$ 600</b>		
<b>Admin Expense</b>				
Administrative expense (note costs are pooled and allocated to sites; not	\$ 14,470	\$ 3,618		
<b>subtotal admin expense</b>	<b>\$ 14,470</b>	<b>\$ 3,618</b>		
<b>Total Expenses</b>	<b>\$ 415,998</b>	<b>\$ 55,000</b>		