

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
SAN MATEO COUNTY BEHAVIORAL HEALTH AND RECOVERY SERVICES AND  
SAN MATEO COUNTY OFFICE OF EDUCATION**

The purpose of this Memorandum of Understanding (MOU) is to describe and make explicit the agreement between San Mateo County (County) Behavioral Health and Recovery Services (BHRS) and the San Mateo County Office of Education (SMCOE) regarding the Measure K funding grant allocated to implement United for Youth Vision 2030 services for youth and transition-aged youth. These Measure K funds are for the development and implementation of strategies and activities identified in the United for Youth Vision 2030: A Blueprint for School and Transition-Age Youth Well-Being. The activities funded pursuant to this MOU are limited to those not eligible for State funding or are necessary to leverage or build capacity to pull down State funding.

**1. Exhibits and Attachments**

The following attachments are incorporated into this MOU by this reference:

- Attachment 1 – United for Youth Vision 2030 Blueprint
- Attachment 2 – United for Youth Grant Process

**2. Background Information**

In 2023, the SMCOE Coalition for Safe Schools and Communities (Coalition) launched the United for Youth effort in partnership with county school districts and more than 20 public agencies and community-based organizations, including BHRS, with input from youth and caregivers. [United For Youth Vision 2030 2024.10.22 digital.pdf](#).

Measure K funds shall be disbursed to grantees through this MOU for projects included within the scope of priorities identified in the United for Youth Vision 2030. These funds will be disbursed as grants. Grantees shall be selected through a Request for Proposals process described herein. SMCOE shall contract with grantees for the provision of project services funded through this MOU and shall monitor their progress on United for Youth priority areas.

The County shall provide the Measure K funds through BHRS to SMCOE.

**3. Term and Termination**

a. Term

Subject to compliance with all terms and conditions, the term of this MOU shall be from February 25, 2025, through June 30, 2027.

b. Amendment/Modification Process

All subsequent modifications or amendments shall be in writing and signed by the parties.

c. Termination

This MOU may be terminated by either party at any time without a requirement of good cause upon thirty (30) days' written notice to the other party. Funding for individual grantees for fiscal years 2025-26 and/or 2026-27 may be reduced or withdrawn for cause upon ten (10) days written notice to the grantee.

**4. Scope of Work**

The SMCOE will work collaboratively with BHRS to launch the United for Youth Vision 2030. SMCOE will collaborate with school and community partners to enhance their understanding of the United for Youth Vision Plan. Services provided by SMCOE include but are not limited to the following:

- a. Assist in identifying specific goals, strategies, and actions that school and community partners can prioritize, and encourage the partners to apply for Measure K-funded grants through an SMCOE RFP process.
  - The primary goal is to foster positive youth behavioral health outcomes.
- b. To support applicants, the SMCOE will provide both a technical assistance team and a funding review team.
- c. Develop and manage an RFP process to award Measure K funded grants.
  - SMCOE will evaluate annually the outcomes of each funded project.
- d. SMCOE's data analytics team will help develop metrics to track the successful implementation of the grants and assess the impact of funded initiatives countywide.
- e. SMCOE will develop a sustainability plan that is vetted and informed by the Leadership Team. The sustainability goal will be to identify and leverage diversified funding for the ongoing needs of United for Youth Vision 2030, including opportunities for state or federal funding. SMCOE will engage in sustainability planning a minimum of one year prior to the grant funding end date.

**5. Oversight and Governance**

Oversight and guidance for the grant process will be provided by the following three key groups and individuals.

- a. Leadership Team:
  - Director of BHRS
  - Deputy Director of Children and Youth Services, BHRS
  - Clinical Services Manager, BHRS
  - County Superintendent

- Executive Director, Research and Systems Planning
- Director, Coordinated Youth Behavioral Health
- Director, Grants, Partnerships, and Operations
- Deputy Director, Finance/Fiscal Manager, BHRS
- Executive Director, Internal Business Services

The Leadership Team will:

- 1) Choose proposal Rating Team members
- 2) Review grantee recommendations by the Rating Team
- 3) Make final grantee selections
- 4) Reach consensus on timely needs and changes (budget, unforeseen project events, out of scope events).

b. Director of Coordinated Youth Behavioral Health

Director is responsible for the day-to-day project oversight, calling on the Leadership Team for timely decisions, and working closely with other stakeholders, which may include a Coalition subcommittee focused on United for Youth.

**6. Grant Process:**

The BOS has allocated \$500,000 annually for three grant years (totaling \$1.5 million) to support the priorities outlined in the United for Youth plan. The Director of CYBH, in collaboration, will manage the funding, distributing it as grants through the process defined in Attachment 2: United for Youth Grant Process.

**7. Number and Size of Grants:**

The Leadership Team will determine the number and size of the grants. Possible options include:

- Two or three grant awards (\$166,000-\$200,000)
- Five or six grant awards (\$67,000-\$80,000)
- A higher number of smaller grant awards (\$20,000 to \$60,000)
- Subgrantee awards will be reimbursed for actual costs incurred.

**8. Grant Criteria and Review:**

- a. Proposals must be developed around at least one of the following five United for Youth strategic priorities:

**Priority One:**

Increase a wide variety of prevention and education efforts that promote social-emotional well-being

**Priority Two:**

Improve early identification of youth behavioral health needs and simplify connections to appropriate behavioral health services

**Priority Three:**

Expand access to full range of youth-centered behavioral health treatment services

**Priority Four:**

Invest in the existing and emerging behavioral health workforce and promote diversity and sustainability

**Priority Five:**

Leverage all available public and private funding and other resources

b. All Proposals Must Identify at Least One Key Purpose

- Elevation of youth leadership/youth voice
- Powerful partnerships
- Innovative strategies

c. All Proposals Must Articulate An Explicit Equity Outcome and a Plan for Sustainability

d. Proposal Review

- 1) The Leadership Team will convene a diverse Rating Team to read and score all proposals using a grant rating rubric created by qualified staff from SMCOE. The Rating Team will include individuals who previously participated as members of the United for Youth Steering Committee, which represents 20 different organizations that support youth behavioral health and well-being, and or other additional stakeholders. Determination of the process for selection of the Rating Team will be agreed upon by the Leadership Team prior to issuance of the RFPs.
- 2) The Rating Team will review and rate proposals.
- 3) Rating Team make recommendations to the Leadership Team.
- 4) The Leadership Team will review the recommendations and make final approvals on the chosen applications for funding.
- 5) Projects will be approved for the full term of the grant period and evaluated annually.

**9. Performance Measures and Metrics:**

Director of CYBH will collaborate with the SMCOE Research and Systems Planning Team to develop a reporting system for establishing baselines and measuring progress

and outcomes for each grant. These may include:

- Pre- and post-surveys, along with other quantitative metrics
- Qualitative data collection
- Equity impacts
- Sustainability measures
- Communication strategies (e.g., newsletters, press releases, social media)

Additionally, the Director of CYBH will gather content from the individual grantees for alternative monitoring and reporting, such as storytelling, community presentations, and stakeholder engagement.

Grantees will provide monthly updates to the Director of CYBH, which will be incorporated into:

- Monthly reports provided to BHRS
- Quarterly newsletters provided to BHRS
  - Newsletters may include:
    - Progress of projects
    - Any relevant data reflecting the number of youth being served, including demographics
    - Highlighted success stories
- Biannual and annual financial reports provided to BHRS
  - Financial reports will include:
    - Budget to actual expenditure reports of each subgrantee award by budgeted category as defined in the RFP
    - Budget to actual expenditures of all SMCOE financial expenditures

The SMCOE is responsible for monitoring each grantee and ensuring progress on goals and objectives. SMCOE will provide BHRS with quarterly reports on October 15, January 15, April 15, and July 15 of each year under this MOU, reporting on each grantee's progress on goals and objectives. The first quarterly report is due on July 15, 2025, and the last quarterly report is due on July 15, 2027. Quarterly reports will be provided to the BHRS Deputy Director of Children and Youth Services. Ongoing grantee funding for FY 2025-26 and FY 2026-27 may be subject to achievement of performance outcome measures targets.

At the conclusion of each grant year, SMCOE will hold a convening to address the progress United for Youth and its mental health partners have made. Each grantee will have the opportunity to share their project's outcomes and impact.

Invoicing:

SMCOE shall invoice BHRS monthly for all expenses, to include SMCOE incurred and those of subgrantees. The invoices shall clearly summarize services provided with the appropriate back-up documentation. The County may withhold payment for any and all

services for which the required documentation is not provided, or if the documentation provided does not meet professional standards and/or agree with the invoice submitted. Invoices shall be submitted by the 15<sup>th</sup> of the month. Invoices should be submitted to:

Name: Benson Lui, Accountant II  
 Address: 2000 Alameda De Las Pulgas, Suite 280  
 San Mateo, CA 94403  
 E-mail: [blui@smcgov.org](mailto:blui@smcgov.org)

**10. Proposed Timeline for Grant Awards**

| Action                         | Date  | Responsible Party   |
|--------------------------------|---|---|
| Request for Proposals released | February 25, 2025   | Leadership Team/Director, Coordinated Youth Behavioral Health |
| Proposal due date              | March 25, 2025  | Applicants  |
| Selection of proposals         | TBD   | Rating Team/Leadership Team                                   |
| Award letters released         | No later than April 25, 2025  | Leadership Team   |
| Monthly reports                | Due the last working day of the month from June 2025 - June 2027                                    | Director, Coordinated   |
| Quarterly reports              | July 15, 2025 & 2026<br>October 15, 2025 & 2026<br>January 15, 2026 & 2027<br>April 15, 2026 & 2027 | Director, Coordinated Youth Behavioral Health                 |
| Final report                   | June 30, 2027   | Director, Coordinated Youth Behavioral Health                 |
| Celebration event              | TBD   | Leadership Team/Coalition                                     |

**11. Funding/Financial Responsibilities**

BHRS will pay SMCOE up to a maximum of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) for each of three grant years (2024-25, 2025-26, and 2026-27). The total maximum available is ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000). Unspent funds may be rolled forward to be available for claiming in a following grant year. Funding shall be available per the

following table. Funds may not be spent for services after the end of the grant period.

a.

| Grant Year | Grant Term                             | Funding Amount |
|------------|--|----------------|
| 1          | February 25, 2025 – June 30, 2025      | \$500,000      |
| 2          | July 1, 2025 – June 30, 2026           | \$500,000      |
| 3          | July 1, 2026– June 30, 2027            | \$500,000      |
|            | Total Measure K Grant Payable to SMCOE | \$1,500,000    |

- b. Payments will be made by BHRS to the SMCOE to be used to fund projects approved by the Leadership Team through the RFP process.
- c. The SMCOE Business Team (Business Team) will oversee, manage, and account for Measure K funds allocated by the BOS. Additionally, the Director of CYBH will collaborate with grantees and the Business Team to compile quarterly summaries, reporting on data, expenses, and overall impact.
- d. At the end of each grant year the Business Team shall reconcile actual costs for each project with funding received. The Business Team shall provide to BHRS a detailed actual costs payment report within 30 days of the end of each grant year. That report shall include the amount of any unspent funds to be rolled forward and available for claiming in the following fiscal year.
- e. Within thirty (30) days of the end of the grant term SMCOE shall return to BHRS any unspent funds with the provision of actual cost detailed payment information.
- f. Up to 7% of yearly funds will be used to cover the indirect costs for management of the grants

**12. Contact Information**

The following is contact information of the persons responsible from each party/entity for the completion and maintenance of this MOU.

**San Mateo County Behavioral Health and Recovery Services**

Name: Jei Africa  
Director, BHRS  
Address: 2000 Alameda de las Pulgas, Suite 235  
Telephone: (650) 573-3926  
Email: [jafrica@smcgov.org](mailto:jafrica@smcgov.org)

**San Mateo County Office of Education**

Name: Nancy Magee, San Mateo County Superintendent of Schools  
Address: 101 Twin Dolphin Drive  
Redwood City CA 94065  
Telephone: (650) 802-5554  
Email: [nmagee@smcoe.org](mailto:nmagee@smcoe.org)

**For San Mateo County Behavioral Health and Recovery Services**

\_\_\_\_\_  
Jei Africa – Director  
Behavior Health and Recovery Services

\_\_\_\_\_  
Date

**For San Mateo County Office of Education**

\_\_\_\_\_  
Nancy Magee  
San Mateo County Superintendent of Schools

\_\_\_\_\_  
Date