

Agreement No. 2574200C00816

AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND YOUNG MEN'S CHRISTIAN ASSOCIATION OF SAN FRANCISCO (DBA YMCA OF GREATER SAN FRANCISCO)

This Agreement is entered into this date _____, 2025, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and Young Men's Christian Association of San Francisco (DBA YMCA of Greater San Francisco), hereinafter called "Contractor."

* * *

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

Whereas, it is necessary and desirable that Contractor be retained for the purpose of providing Parent Partner Program services.

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—Services

Exhibit B—Payments and Rates

2. Services to be performed by Contractor

In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, 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 **EIGHT HUNDRED NINETY-SIX THOUSAND NINE HUNDRED EIGHT DOLLARS** (\$896,908). 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.

4. Term

Subject to compliance with all terms and conditions, the term of this Agreement shall be from September 1, 2025 to August 31, 2027.

5. Termination

This Agreement may be terminated by Contractor or by the Director or his/her designee at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work/services actually completed to the work/services required by the Agreement.

County may terminate this Agreement, or a portion of the services referenced in the Attachments and Exhibits based upon the unavailability of Federal, State, or County funds by providing written notice to Contractor as soon as is reasonably possible after County learns of said unavailability of outside funding.

County may terminate this Agreement for cause. In order to terminate for cause, County must first give Contractor notice of the alleged breach. Contractor shall have five business days after receipt of such notice to respond and a total of ten calendar days after receipt of such notice to cure the alleged breach. If Contractor fails to cure the breach within this period, County may immediately terminate this Agreement without further action. The option available in this paragraph is separate from the ability to terminate without cause with appropriate notice described above. In the event that County provides notice of an alleged breach pursuant to this section, County may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. County has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and County shall use reasonable judgment in making that determination.

6. Contract Materials

At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as "contract materials") prepared by Contractor under this Agreement shall become the property of County and shall be promptly delivered to County. Upon termination, Contractor may make and retain a copy of such contract materials if permitted by law.

7. Relationship to Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent contractor and not as an employee of County and that neither Contractor nor its employees acquire any of the rights, privileges, powers, or advantages of County employees.

8. Hold Harmless

a. General Hold Harmless

Contractor 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 required of Contractor 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 Contractor or its employees/officers/agents;
- (B) damage to any property of any kind whatsoever and to whomsoever belonging;
- (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; 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, Contractor'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.

The duty of Contractor 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.

9. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion of it to a third party or subcontract with a third party to provide services required by Contractor under this Agreement without the prior written consent of County. 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.

10. Insurance

10.1. General Requirements

Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this Section has been obtained and such insurance has been approved by County's Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. Contractor shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Contractor's coverage to include the contractual liability assumed by Contractor 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.

10.2. Workers' Compensation and Employer's Liability Insurance

Contractor shall have in effect during the entire term of this Agreement workers' compensation and employer's liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

10.3. Liability Insurance

Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor 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 Contractor's operations under this Agreement, whether such operations be by Contractor, 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:

(a) Comprehensive General Liability..... \$1,000,000

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

11. **Compliance With Laws**

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, regulations, and executive orders, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance, as well as any required economic or other sanctions imposed by the United States government or under state law in effect during the term of the Agreement. Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law, regulation, or executive order, the requirements of the applicable law, regulation, or executive order will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

12. **Non-Discrimination and Other Requirements**

12.1. General Non-discrimination

No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.

12.2. Equal Employment Opportunity

Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County upon request.

12.3. Section 504 of the Rehabilitation Act of 1973

Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of any services this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.

12.4. Compliance with County's Equal Benefits Ordinance

Contractor shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners, including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Contractor's employee is of the same or opposite sex as the employee.

12.5. Discrimination Against Individuals with Disabilities

The nondiscrimination requirements of 41 C.F.R. 60-741.5(a) are incorporated into this Agreement as if fully set forth here, and Contractor and any subcontractor shall abide by the requirements of 41 C.F.R. 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

12.6. History of Discrimination

Contractor certifies that no finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other investigative entity. If any finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or other investigative entity, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Failure to comply with this Section shall constitute a material breach of this Agreement and subjects the Agreement to immediate termination at the sole option of the County.

12.7. Reporting; Violation of Non-discrimination Provisions

Contractor shall report to the County Executive Officer the filing in any court or with any administrative agency of any complaint or allegation of discrimination on any of the bases

prohibited by this Section of the Agreement or the Section titled "Compliance with Laws". Such duty shall include reporting of the filing of any and all charges with the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other entity charged with the investigation or adjudication of allegations covered by this subsection within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include a general description of the circumstances involved and a general description of the kind of discrimination alleged (for example, gender-, sexual orientation-, religion-, or race-based discrimination).

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Executive Officer, including but not limited to the following:

- i. termination of this Agreement;
- ii. disqualification of the Contractor from being considered for or being awarded a County contract for a period of up to 3 years;
- iii. liquidated damages of \$2,500 per violation; and/or
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Executive Officer.

To effectuate the provisions of this Section, the County Executive Officer shall have the authority to offset all or any portion of the amount described in this Section against amounts due to Contractor under this Agreement or any other agreement between Contractor and County.

12.8. Compliance with Living Wage Ordinance

As required by Chapter 2.88 of the San Mateo County Ordinance Code, Contractor certifies all contractor(s) and subcontractor(s) obligated under this contract shall fully comply with the provisions of the County of San Mateo Living Wage Ordinance, including, but not limited to, paying all Covered Employees the current Living Wage and providing notice to all Covered Employees and Subcontractors as required under the Ordinance.

13. **Compliance with County Employee Jury Service Ordinance**

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that Contractor shall have and adhere to a written policy providing that its employees, to the extent they are full-time employees and live in San Mateo County, shall receive from the Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that the Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Contractor has no employees in San Mateo County, it is sufficient for Contractor to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Contractor certifies that it has no full-time employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Contractor

shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code." The requirements of Chapter 2.85 do not apply unless this Agreement's total value listed in the Section titled "Payments", exceeds two-hundred thousand dollars (\$200,000); Contractor acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value exceeds that threshold amount.

14. Retention of Records; Right to Monitor and Audit

(a) Contractor shall maintain all required records relating to services provided under this Agreement for three (3) years after County makes final payment and all other pending matters are closed, and Contractor shall be subject to the examination and/or audit by County, a Federal grantor agency, and the State of California.

(b) Contractor shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by County.

(c) Contractor agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

15. Merger Clause; Amendments

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement 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 not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

16. 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.

17. 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.

In the case of County, to:

Name/Title: Nikon Guffey, Children and Services Program Manger
Address: 31 Tower Road, San Mateo, CA 94402
Telephone: (650) 387-4637
Email: nguffey@smcgov.org

In the case of Contractor, to:

Name/Title: Deidra Somerville, PhD, Executive Director, Mental Health Services Branch
Address: 169 Steuart St., San Francisco, CA 94105
Telephone: (650) 437-5745
Email: dsomerville@ymcasf.org

18. 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.

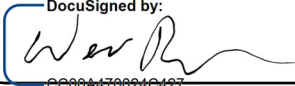
19. Rehabilitation Act of 1973

Refer to the attachment required to be completed by the Contractor.

SIGNATURE PAGE TO FOLLOW

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

For Contractor: Young Men's Christian Association of San Francisco (DBA YMCA of Greater San Francisco)

 DocuSigned by: C000A470004C427...	8/21/2025	Wesley "Chip" Rich
Contractor Signature	Date	Contractor Name (please print)

COUNTY OF SAN MATEO

By:

President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:

Clerk of Said Board

Exhibit A – Services

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:

A. Program Administration, Contractor will:

- 1) Develop and implement a Parent Partner (PP) program to recruit, train, and support parents to become advocates and community leaders.
- 2) Provide services to parents that are strength-based, family-centered, and that mentor, empower, and provide peer support to parents currently involved in the child welfare system. Contractor will:
 - i. Match peer parents with families based on needs, strengths, and cultural background.
 - ii. Establish regular check-ins between peer parents and families to provide support.
 - iii. Integrate family-centered practices such as goal setting, advocacy, and resource navigation.
 - iv. Collaborate with caseworkers, attorneys, and service providers to ensure coordinated support.
- 3) Monitor child safety and well-being while empowering parents toward reunification or stability.
- 4) Recruit, hire, train, and supervise a minimum of two (2) FTE Parent Partners who have personal experience navigating the California child welfare system, have successfully reunited with their child(ren), and have stayed out of the child welfare system and have been sober for a minimum of two (2) years. Contractor will:
 - i. Develop criteria for selecting peer parents.
 - ii. Create a structured training program covering child welfare processes, trauma-informed care, and strength-based approaches.
 - iii. Provide ongoing professional development and peer mentoring opportunities.
 - iv. Ensure peer parents receive certifications (if required) in areas such as advocacy, mental health support, and crisis intervention.
- 5) Ensure new parent partners receive weekly supervision for six (6) months or longer if needed. Contractor will also provide bi-weekly supervision after the first six (6) months if the scope is appropriate as identified and approved by County. In addition, Contractor will:
 - i. Develop supervision guidelines outlining expectations, frequency, and goals.
 - ii. Train program director and associate program director in reflective supervision and strength-based coaching.
- 6) Ensure experienced parent partners receive reflective supervision at least twice monthly.
- 7) Conduct weekly supervision sessions with staff focusing on case discussions, skill-building, and emotional support. These weekly supervision sessions will provide case consultation and problem-solving opportunities to help Parent Partners navigate challenges. Contractor will:
 - i. Implement shadowing or mentorship with Parent Partner based in Hope SF communities for additional guidance.
 - ii. Conduct midpoint and final evaluations to assess progress and readiness for reduced supervision.

- 8) Ensure appropriate training of parent partners which includes but is not limited to the role of a parent partner, appropriate use of one's "story" in supporting parents, strength based and family centered practice, and engagement. Parent Partners will complete the following trainings:
 - i. Contractor's staff mandated trainings, such as CPR/First Aid, De-escalation, and preventing harassment and discrimination.
 - ii. Tailored and specific training that covers the role of PPs, use of one's story, strength-based and family centered approach, and engagement.
 - iii. Section 1 trainings (prior to Parent Partner meeting with clients):
 - a. Mandated Reporter Training
 - b. Child Welfare 101
 - c. Motivational Interviewing 101 offered by A Better Way (ABW)
 - d. Boundaries and Safety Issues
 - iv. Section 2 trainings (complete within 1 year of hire date):
 - a. Domestic Violence Training
 - b. Mental Health- Mental Health First Aid (MHFA) with ABW
 - c. Cultural Competency offered by the CONTRACTOR and/or supplemented by ABW
 - d. Advocacy and organizing training
 - v. Section 3 trainings (additional trainings):
 - a. Training Regarding Professional Boundaries
 - b. Trauma Informed Practice
 - c. Strengths Based Services
 - d. Restorative Justice Practice
- 9) Ensure the parent partners engage in community and stakeholder planning and advocacy activities to ensure that the parent voice is represented in programmatic and community settings. Contractor will:
 - i. Identify key community stakeholders (e.g., child welfare agencies, policymakers, service providers, advocacy groups).
 - ii. Develop a clear advocacy plan outlining goals, priorities, and key messages.
 - iii. Provide training for Peer Parent Partners on advocacy, public speaking, and stakeholder engagement.
 - iv. Build partnerships with local organizations to strengthen collaborative advocacy efforts.
 - v. Ensure Peer Parent Partners participate in child welfare planning meetings at local and state levels.
 - vi. Organize and attend community forums, task forces, and advisory boards to represent parent perspectives.
 - vii. Engage in policy discussions to influence program development and legislative decisions.
 - viii. Facilitate focus groups and listening sessions with parents to gather input for advocacy efforts.
 - ix. Host community education events to inform parents about their rights, services, and resources.
 - x. Develop peer-led advocacy groups to empower parents in the child welfare system.
 - xi. Collaborate with media and public relations efforts to highlight parent experiences and success stories.
 - xii. Establish a feedback loop where Peer Parent Partners bring community concerns back to child welfare agencies.

- xiii. Track engagement metrics (e.g., number of meetings attended, policy changes influenced).
- xiv. Collect qualitative feedback from parents and stakeholders on advocacy effectiveness.
- xv. Adapt strategies based on evaluation findings and community needs.
- xvi. Collaborate with County to develop a referral, tracking, and monitoring process for families receiving services. Contractor will identify which of their existing methods and practices can apply to this program. In addition, Contractor will work with County to develop a system unique to this program's needs.

B. Parent Partner Responsibilities, Contractor will:

- 1) Collaborate and maintain regular contact with the assigned CFS social worker and psychiatric social worker on service provisions to ensure that service plan goals are being addressed.
- 2) Provide support and information to parents about the child welfare system and their rights and responsibilities.
- 3) Serve as a liaison between families and the services and systems they engage with, aiding families in comprehending these systems and assisting those within the systems to gain a better understanding of families.
- 4) Provide support and education to parents on court processes and expectations.
- 5) Provide support, modeling, and applicable linkages to resources to assist families in meeting their safety, permanency, and well-being goals.
- 6) Ensure that the parent partner services provided are consistent with and incorporated into each family's child welfare service plan.
- 7) Participate in Child and Family Team (CFT) meetings, court hearings, and/or other appointments as requested by the client family.
- 8) Attempt initial contact with a family within 48 hours of receiving the referral.
- 9) Provide caregiver(s) support with the comfort calls and overall contact with the resource parent(s) as described in CFS' Transitions Program (this program is in development by CFS) that connects bio parents to resource parents of children in family reunification.
- 10) Provide continued support as new cases move through Emergency Response, Investigations, and Family Reunification and/or Family Maintenance.
- 11) Attend and participate in Child Abuse Prevention Council (CAPC) meetings and/or other related prevention meetings as required by County.

C. Additional Requirements, Contractor will:

- 1) Ensure services provided to program participants are, at a minimum, available in Spanish and English.
- 2) Be flexible in providing services in terms of location, time of day, and day of the week (including weekends) to meet family needs.
- 3) Individual services shall be provided in community settings that are driven by the preferences and needs of the parents being served. This includes in-home services.
- 4) Ensure services are easily accessible to program participants.
- 5) Ensure staff are trained on racial equity, cultural competence, trauma-informed care, working with diverse populations, and any other related principle/practice necessary to serving clients under the Agreement.
- 6) Implement and/or maintain policies related to racial equity, cultural competency, working with diverse populations, trauma-informed care, and any other practices or principles required by County.

- 7) Certify Live Scan fingerprinting and criminal background checks will be or have been conducted for any employees and/or subcontractors, assignees, and volunteers who, while performing services under the Agreement, will have direct and individual contact (meaning the parent/caregiver is not present during the interaction) with children under the age of 18.
- 8) Align to child welfare principles of the Integrated Core Practice Model (ICPM) ensuring programming is developed in a trauma-informed and culturally and linguistically competent manner, offers individualized services in the least restrictive settings in collaboration with community-based organizations and families, meets families where they are at and recognizes their strengths, and achieves positive outcomes including reducing the need for removals into foster care. For more information about the ICPM, please visit the State of California's ICPM webpage: <https://www.cdss.ca.gov/inforesources/the-integrated-core-practice-model/about-icpm>
- 9) Adjust, or add, related services upon request by County to meet program goals, as agreed to by both parties in writing as long as it does not exceed the obligation amount.

D. Performance Measures, Contractor will:

- 1) Ensure 85% of participants indicate they increased their knowledge around parent rights, child welfare, and mental health systems.
- 2) Ensure 90% of participants referred participate/engage in the program.
- 3) Provide documented services to all referred families.
- 4) Secure sustained engagement with at least 75% of all families, who signed consent for service, with an engaged family defined as one that has met with a peer parent twice per month or five times per quarter, minimally.

E. Reporting Requirements, Contractor will:

- 1) Submit monthly and annual performance reports of activities to County.
 - i. Monthly reports are due fifteen days following the end of the month and shall contain the following information:
 - a. Number of CFT meetings attended during the month; and
 - b. Unduplicated number of new clients served during the month with a signed consent form; and
 - c. Number of parent contacts per Peer Parent Partner FTE (calls, meeting, any contact outside of CFT) provided on a Service Delivery Log; and
 - d. Parent Participation survey results to self-report knowledge and experience after participating in the Peer Parent Program.
 - ii. Monthly Report (Service Delivery Log) shall contain data on progress toward meeting program service and outcome objectives. This format should be cumulative, providing a total and compared overall to the specific yearly service and outcome objectives. The log is due no later than 15 days following the end of the month.
 - iii. Annual Reports are due 45 days following the end of the fiscal year and shall summarize the contract activities and reference the tasks as described in the Program Administration, Peer Partner Responsibilities, Additional Requirements, and Performance Measures. The report shall contain data on progress toward meeting service and outcome objectives, including sustained engagement rates (percentage of parents with three or more Parent Partner contacts). This report will also include accomplishments and challenges encountered by the Contractor, and two

client vignettes. Contractor will allow County a two-week review period. County will provide feedback and Contractor will incorporate feedback/make modifications prior to finalizing the report.

F. Additional Reporting Requirement, Contractor will:

Enter required Family First Prevention Services Act State Block Grant Funding Source data into CWS-CARES beginning October 2026. The data will include monitoring of model fidelity, tracking outcomes, meeting programmatic evaluation, and engaging in continuous quality improvement.

Exhibit B – Payments and Rates

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms and conditions of the Agreement, County shall pay Contractor based on the following fee schedule.

A. Contractor will:

1. Invoice County monthly for actual costs incurred based on the Budget shown in this Exhibit B. Except for the month of June, invoices are due electronically to HSA-CFScontracts@smcgov.org by the 15th of each month for the prior month's service. Due to County's year-end close process, invoices for services rendered in June are due July 3. 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. Contractor will invoice County for indirect costs using the 15% de minimis rate, calculated off modified total direct costs (MTDC)*. Documentation supporting these costs must be retained and made available for audit purposes. Invoices will include at a minimum the following:
 - Vendor Address
 - CFS Address: 1 Davis Drive, Floor 2, Belmont, CA 94002
 - Remit payment address
 - Agreement Number
 - Description of service (Category)
 - Cost of service
 - "see attached" – if/when backup documentation or reports are provided in addition to the invoice.

B. County will:

1. Pay Contractor upon receipt and approval of invoice and backup documentation within 45 days. Payment is dependent on submission of supporting documentation. Payment may be delayed if supporting documentation is not received.
2. Have the option to adjust budget line items and funding across years, to meet program goals, as agreed to by both parties in writing, as long as it does not exceed the total obligation amount.

C. Budgets (on following page)

Budgets	Year 1	Year 2	Year 3
Personnel Expense			
Program Director	\$ 45,000	\$ 38,625	\$ 7,725
Associate Program Director 1 FTE	\$ 75,000	\$ 66,042	\$ 13,208
Parent Peer Partner 2 FTE (\$26/hr x 2080 x 2)	\$ 110,000	\$ 94,467	\$ 18,833
Benefits	\$ 52,355	\$ 45,410	\$ 9,082
subtotal personnel	\$ 282,355	\$ 244,544	\$ 48,848
Operating Expenses - MTDC			
Training and Professional Development	\$ 10,000	\$ 8,333	\$ 1,667
Program Supplies	\$ 6,000	\$ 5,000	\$ 1,000
Outreach and Marketing	\$ 8,000	\$ 6,667	\$ 1,333
Local Transportation and Travel	\$ 9,000	\$ 7,500	\$ 1,500
Community Events and Workshops	\$ 13,000	\$ 10,833	\$ 2,167
subtotal operating expenses MTDC	\$ 46,000	\$ 38,333	\$ 7,667
Operating Expenses - NON MTDC			
Office Rent and Utilities	\$ 40,000	\$ 33,334	\$ 6,666
Office Supplies and Equipment	\$ 8,000	\$ 6,667	\$ 1,333
Technology	\$ 8,000	\$ 6,667	\$ 1,333
Insurance and legal fees	\$ 5,000	\$ 4,167	\$ 833
Contingency fee	\$ 3,500	\$ 2,914	\$ 585
subtotal operating expenses NON MTDC	\$ 64,500	\$ 53,749	\$ 10,750
Admin Expense			
Administrative expense	\$ 49,253	\$ 42,425	\$ 8,484
subtotal admin expense	\$ 49,253	\$ 42,425	\$ 8,484
Total Expenses	\$ 442,108	\$ 379,051	\$ 75,749

ATTACHMENT I

Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended

The undersigned (hereinafter called "Contractor(s)") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.

The Contractor(s) gives/give this assurance in consideration of for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor(s), its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

The Contractor(s): (Check a or b)

- ☐ a. Employs fewer than 15 persons.
- ☒ b. Employs 15 or more persons and, pursuant to section 84.7 (a) of the regulation (45 C.F.R.

84.7 (a), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

Name of 504 Person:

Deidre Somerville

Name of Contractor(s):

YMCA of Greater San Francisco, Mental Health Branch

Street Address or P.O. Box:

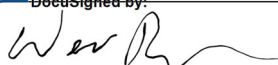
1530 Buchanan

City, State, Zip Code:

SF CA 94115

I certify that the above information is complete and correct to the best of my knowledge

Signature/Title:

DocuSigned by:

 CC00A470024C427...

Date:

8/21/2025

*Exception: DHHS regulations state that: "If a recipient with fewer than 15 employees finds that, after consultation with a disabled person seeking its services, there is no method of complying with (the facility accessibility regulations) other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the disabled person to other providers of those services that are accessible."