

AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND STAR VISTA

This Agreement is entered into this ____ day of _____ 20____, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and Star Vista, 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 a holistic system of care of youth-centered services through the Seeking Safety Program and family-centered programming through the Family Skills Training and Victim Impact Awareness (VIA) for adolescents.

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
Attachment I—§ 504 Compliance

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 **FIVE HUNDRED SIXTY EIGHT THOUSAND, SEVEN HUNDRED FIFTY TWO DOLLARS AND ZERO CENTS, (\$568,752.00)**. 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 July 1, 2017, through June 30, 2020.

5. Termination

This Agreement may be terminated by Contractor or by the Chief Probation Officer 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 (5) business days after receipt of such notice to respond and a total of ten (10) 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 of 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

a. 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.

b. 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.

c. 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
- (b) Motor Vehicle Liability Insurance... \$1,000,000
- (c) Professional 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, and regulations, 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. 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 or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement.

Further, Contractor certifies that it and all of its subcontractors will adhere to all applicable provisions of Chapter 4.106 of the San Mateo County Ordinance Code, which regulates the use of disposable food service ware. Accordingly, Contractor shall not use any non-recyclable plastic disposable food service ware when providing prepared food on property owned or leased by the County and instead shall use biodegradable, compostable, reusable, or recyclable plastic food service ware on property owned or leased by the County.

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

12. Non-Discrimination and Other Requirements

a. 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.

b. 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.

c. 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.

d. 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.

e. 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.

f. 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.

g. Reporting; Violation of Non-discrimination Provisions

Contractor shall report to the County Manager 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 Manager, 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 Manager.

To effectuate the provisions of this Section, the County Manager 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.

h. 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.

Compliance

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 if this Agreement's total value listed in the Section titled "Payments", is less than one-hundred

thousand dollars (\$100,000), but Contractor acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value meets or 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 facsimile to the telephone number listed below or 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: John T. Keene, Chief Probation Officer
Address: 222 Paul Scannell Road, San Mateo, CA 94402
Telephone: 650.312.8816
Facsimile: 650.312.5597
Email: jkeene@smcgov.org

In the case of Contractor, to:

Name/Title: Sara Larios Mithell, Ph.D
Address: 610 Elm Street, Suite 212, San Carlos, CA 94070
Telephone: 650.591.9623
Email: smitchell@star-vista.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. Payment of Permits/Licenses

Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

* * *

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

For Contractor: **Star Vista**


Contractor Signature

7/12/17
Date

Star Vista
Contractor Name (please print)

COUNTY OF SAN MATEO

By:

President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:

Clerk of Said Board

Budget Unit: 32511-5856

Exhibit A

Star Vista

Services

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

Insights Program: Intake Assessment & Service Planning

An initial intake and assessment are performed upon receipt of the referral for therapeutic services. A thorough psychosocial assessment is conducted with the intent of establishing an understanding of the service needs and severity of co-occurring substance use and mental health disorders with an emphasis on trauma-informed care. These assessments offer an opportunity for our intake counselors to design and structure adequate and appropriate treatment plans and therapeutic support through individual, group and/or family therapy. Individual Outpatient treatment is a strength-based approach utilizing cognitive behavioral therapy (CBT) and motivational interviewing techniques to address co-occurring substance use and mental health disorders.

Total Hours: 105

Insights Program: Individual Counseling Services (Mental Health & Substance Abuse)

Individual Outpatient treatment is a strength-based approach utilizing cognitive behavioral therapy (CBT) and motivational interviewing techniques to address co-occurring substance use and mental health disorders.

Total Hours: 1,260

Insights Program: Seeking Safety Group Counseling (Group Mental Health & Substance Abuse)

A youth-centered treatment model to address mental health, Post-Traumatic Stress Disorder (PTSD), and substance abuse issues. Seeking Safety is a cognitive behavior present-focused therapy to help youth attain safety from trauma/substance abuse and stressors/PTSD.

Total Hours: 360

Insights Program: Multi-Family Group/Family Skills Training

A family-centered cognitive behavioral therapy (CBT) model to provide parents, caretakers and other family members with new skills to support pro-social behaviors, and train families to deal with particularly challenging adolescents.

Total Hours: 120

Victim Impact Awareness (VIA) Services: Education Preparation Sand Series

VIA services to approximately sixty (60) youth residing in San Mateo County. The program shall include interactive educational activities and facilitation that teaches empathy and support toward active reparation to victims (Alternative Dispute Resolution Program).

A. Staffing

Contractor's staff shall possess at least a Bachelor's degree. Contractor shall provide annual training that includes specific training for this project.

B. Services

Contractor shall provide facilitators designated to class planning, delivery of course material, assessment, and/or therapy sessions:

1. Contractor will provide services to Probation referred youth who have committed a crime where there is a victim. The youth shall attend seven (7) sessions of Victim Impact Awareness classes.

2. Contractor shall provide seven (7) seventy-five (75) minute interactive sessions four (4) times per year. Sites and times of classes shall be mutually agreed-upon by the County and Contractor.
3. Contractor shall recruit, schedule, provide assistance to, and debrief guest speakers for classes.
4. Contractor shall track attendance and submit attendance records for classes and counseling sessions.
5. Contractor shall meet weekly with Probation staff to review the curriculum and to select special topics for the lesson plans for classes.
6. Contractor shall make referrals to other service providers for crisis intervention, family support, or other services as appropriate, when they cannot meet the needs themselves.
7. Contractor shall assess potential participants in terms of appropriateness for the program including gang participation, type of offense, special needs and provide alternative services when appropriate.
8. Contractor shall conduct and document phone calls to parents on a youth's progress.
9. Contractor shall administer a youth self-report survey that is supplied by the County and shall forward the completed surveys to Probation staff.
10. Contractor shall attend quarterly meetings with Probation and the Juvenile Mediation Program to assess the previous quarter and plan for the next quarter.

Total Hours: 240

VIA Services: Additional Staffing Support

Total Hours: 20

Exhibit B**Star Vista****Payments**

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

- A. In no event shall County's total fiscal obligation under this Agreement exceed **FIVE HUNDRED SIXTY EIGHT THOUSAND, SEVEN HUNDRED FIFTY TWO DOLLARS AND ZERO CENTS, (\$568,752.00).**

Payment Schedule
Table A

A. Direct Personnel Costs							
Services (by Type)	Staff	Rate	Indicator	FY17-18	FY18-19	FY19-20	Project Total
Insights Program: Intake Assessment & Service Planning	1	\$31	Clients	70	70	70	210
			Hours	105	105	105	315
			Total	\$3,255	\$3,255	\$3,255	\$9,765
Insights Program: Individual Counseling Services (Mental Health and Substance Abuse treatment)	1	\$31	Clients	70	70	70	210
			Hours	1260	1260	1260	3780
			Total	\$39,060	\$39,060	\$39,060	\$117,180
Insights Program: Seeking Safety Group Counseling (Group Mental Health and Substance Abuse treatment)	2	\$28	Clients	70	70	70	210
			Hours	360	360	360	1080
			Total	\$20,160	\$20,160	\$20,160	\$60,480
Insights Program: Multi-Family Groups/Family Skills Training	2	\$31	Clients	70	70	70	210
			Hours	120	120	120	360
			Total	\$7,440	\$7,440	\$7,440	\$22,320
VIA Services: Educational Preparation and Series	1	\$36	Clients	60	60	60	180
			Hours	240	240	240	720
			Total	\$8,640	\$8,640	\$8,640	\$25,920
VIA Services: Additional Staffing Support	1	\$33	Clients	60	60	60	180
			Hours	120	120	120	360
			Total	\$3,960	\$3,960	\$3,960	\$11,880
SUB-TOTAL				\$82,515	\$82,515	\$82,515	\$247,545
Personnel: Indirect Costs Rate (not to exceed 10%)				\$8,252	\$8,252	\$8,252	\$24,755
TOTAL Direct Personnel Cost				\$90,767	\$90,767	\$90,767	\$272,300

Table B

B. Indirect Personnel Costs							
Indirect Services	Staff	Rate	Indicator	FY17-18	FY18-19	FY19-20	Project Total
Insights Program: Data Collection and Evaluation	1	\$25	Hours	130	130	130	390
			Total	\$3,250	\$3,250	\$3,250	\$9,750
Insights Program: Clinical Supervision - Individual	1	\$47	Hours	154	154	154	462
			Total	\$7,238	\$7,238	\$7,238	\$21,714
Insights Program: Clinical Supervision - Group	2	\$47	Hours	38	38	38	114
			Total	\$3,572	\$3,572	\$3,572	\$10,716
Insights Program: Management, Program Oversight, Program Training	1	\$48	Hours	655	655	655	1965
			Total	\$31,440	\$31,440	\$31,440	\$94,320
Insights Program: Administrative Assistant	1	\$21	Hours	655	655	655	1965
			Total	\$13,755	\$13,755	\$13,755	\$41,265
VIA Services: Data Collection and Evaluation	1	\$25	Hours	60	60	60	180
			Total	\$1,500	\$1,500	\$1,500	\$4,500
VIA Services: Program Management	1	\$44	Hours	96	96	96	288
			Total	\$4,224	\$4,224	\$4,224	\$12,672
B. Indirect Personnel Costs Total				\$64,979	\$64,979	\$64,979	\$200,301

Table C

C. Direct Operating Costs				
Item	FY17-18	FY18-19	FY19-20	Project Total
Insights Program Expenses: Office/Program Supplies, Printing, Postage	\$1,939	\$1,939	\$1,939	\$5,816
Insights Program: Mileage Reimbursement	\$600	\$600	\$600	\$1,800
Insights Program Rent/Office Space: 25% of Redwood City and Daly City Offices	\$22,800	\$22,800	\$22,800	\$68,400
Insights Program: Telephone/Internet	\$1,500	\$1,500	\$1,500	\$4,500
Insights Program: Recruitment, Filing Fees, Staffing Costs	\$600	\$600	\$600	\$1,800
Insights Program Client Costs: Food, Drug & Lab Testing	\$2,000	\$2,000	\$2,000	\$6,000
VIA Services: Class Supplies	\$700	\$700	\$700	\$2,100
VIA Services: Facility Rentals and Office Space	\$3,500	\$3,500	\$3,500	\$10,500
VIA Services: Office Supplies	\$200	\$200	\$200	\$600
C. Direct Operating Costs Total	\$33,839	\$33,839	\$33,839	\$101,516

Totals

	FY17-18	FY18-19	FY19-20	Project Total
A. Direct Personnel Costs Total	\$90,766.50	\$90,766.50	\$90,766.50	\$272,299.50
B. Indirect Personnel Costs Total	\$64,979.00	\$64,979.00	\$64,979.00	\$194,937.00
C. Direct Operating Costs Total	\$33,838.50	\$33,838.50	\$33,838.50	\$101,515.50
GRANT TOTAL	\$189,584.00	\$189,584.00	\$189,584.00	\$568,752.00

- B. Contractor shall submit invoices and activity reports according to the schedule below:
- C. Contractor shall mail original, signed, hard copies of invoices and activity reports to **Michelle Mendez, Management Analyst**, San Mateo County Probation Department, 222 Paul Scannell Drive, San Mateo, CA 94402. In addition, contractor shall email copies of the original, signed invoices and activity reports to both **Michelle Mendez, Management Analyst** at mcmendez@smcgov.org AND **Benson Lui, Fiscal Services** at blui@smcgov.org.

Invoice Due Dates

Service Period	Invoice Due Date	Invoice/Report Content
FY 2017-18- Q1 07/1/2017 – 09/30/2017	October 15, 2017	Service description Units of services delivered Number of youth served
FY 2017-18- Q2 10/01/2017 – 12/31/2017	January 15, 2018	Service description Units of services delivered Number of youth served
FY 2017-18-Q3 01/01/2018 – 03/31/2018	April 15, 2018	Service description Units of services delivered Number of youth served
FY 2017-18- Q4 04/01/2018 – 06/30/2018	July 15, 2018	Service description Units of services delivered Number of youth served
Fiscal Year 2017-18	<i>August 1, 2018</i>	Annual Program Report <i>on Services Delivered and Performance Measure Outcomes</i>
FY 2018-19- Q1 07/01/2018 – 09/30/2018	October 15, 2018	Service description Units of services delivered Number of youth served
FY 2018-19- Q2 10/01/2018 – 12/01/2018	January 15, 2019	Service description Units of services delivered Number of youth served
FY 2018-19-Q3 01/01/2019 – 03/31/2019	April 15, 2019	Service description Units of services delivered Number of youth served
FY 2018-19- Q4 04/01/2019 – 06/30/2019	July 15, 2019	Service description Units of services delivered Number of youth served
Fiscal Year 2018-19	<i>August 1, 2019</i>	Annual Program Report <i>on Services Delivered and Performance Measure Outcomes</i>

FY 2019-20- Q1 07/01/2019 09/30/2019	October 15, 2019	Service description Units of services delivered Number of youth served
FY 2019-20- Q2 10/01/2019 – 12/31/2019	January 15, 2020	Service description Units of services delivered Number of youth served
FY 2019-20-Q3 01/01/2020 – 03/31/2020	April 15, 2020	Service description Units of services delivered Number of youth served
FY 2019-20- Q4 04/01/2020 – 06/30/2020	July 15, 2020	Service description Units of services delivered Number of youth served
Fiscal Year 2019-20	August 1, 2020	Annual Program Report on Services Delivered and Performance Measure Outcomes

Performance Measures

		FY 2017-18 Target	FY 2018-19 Target	FY 2019-20 Target
Insights	Percentage of participants that will make progress towards their identified goal.	75%	75%	75%
	Percentage of participants that will show improvement in decision making.	75%	75%	75%
	Percentage of participants that will show improvement in relationship building.	75%	75%	75%
Victim Impact Awareness	Percentage of youth who demonstrate an increased understanding of the impact of their criminal behavior on victims and the community.	80%	80%	80%
	Percentage of youth who engage in mediation and accomplish a plan of reparation with their victims.	25%	25%	25%

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:

Lillian Doherty

Name of Contractor(s):

Starvista

Street Address or P.O. Box:

610 Elm Street, ste 212

City, State, Zip Code:

San Carlos, CA 94070

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

Signature:

SS Mitchell

Title of Authorized Official:

Chief Executive Officer

Date:

7/12/17

*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 handicapped person to other providers of those services that are accessible."