

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO  
AND  
YOUNG MEN'S CHRISTIAN ASSOCIATION OF SAN FRANCISCO**

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_ ,  
20\_\_\_\_\_, by and between the COUNTY OF SAN MATEO, hereinafter called  
"County," and YOUNG MEN'S CHRISTIAN ASSOCIATION OF SAN FRANCISCO  
hereinafter called "Contractor";

**W I T N E S S E T H:**

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

WHEREAS, it is necessary and desirable that Contractor be retained for the  
purpose of a Core Services Provider.

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO  
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—Scope of Services  
Exhibit B—Payments and Rates  
Exhibit C—Monitoring  
Attachment I—§ 504 Compliance

**2. Services to be performed by Contractor**

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

### **3. Payments**

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth herein 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 Two Hundred Seventy Six Thousand Once Hundred Thirty One Dollars (\$276,131).

### **4. Term and Termination**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from June 1, 2014, through June 30, 2016.

This Agreement may be terminated by Contractor, the Director of the Human Services Agency or his/her designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as 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 materials. 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 portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

### **5. Availability of Funds**

County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon 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.

### **6. 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.

### **7. Hold Harmless**

**7.1 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.

#### 7.2 Intellectual Property Indemnification.

Contractor hereby certifies that it owns, controls, or licenses and retains all right, title, and interest in and to any intellectual property it uses in relation to this Agreement, including the design, look, feel, features, source code, content, and other technology relating to any part of the services it provides under this Agreement and including all related patents, inventions, trademarks, and copyrights, all applications therefor, and all trade names, service marks, know how, and trade secrets ("IP Rights") except as otherwise noted by this Agreement. Contractor warrants that the services it provides under this Agreement do not infringe, violate, trespass, or constitute the unauthorized use or misappropriation of any IP Rights of any third party. Contractor shall defend, indemnify, and hold harmless County from and against all liabilities, costs, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to any claim by a third party that the services provided under this Agreement infringe or violate any third-party's IP Rights provided any such right is enforceable in the United States. Contractor's duty to defend, indemnify, and hold harmless under this Section applies only provided that: (a) County notifies Contractor promptly in writing of any notice of any such third-party claim; (b) County cooperates with Contractor, at Contractor's expense, in all reasonable respects in connection with the investigation and defense of any such third-party claim; (c) Contractor retains sole control of the defense of any action on any such claim and all negotiations for its settlement or compromise (provided Contractor shall not have the right to settle any criminal action, suit, or proceeding without County's prior written consent, not to be unreasonably withheld, and provided further that any settlement permitted under this Section shall not impose any financial or other obligation on County, impair any right of County, or contain any stipulation, admission, or acknowledgement of wrongdoing on the part of County without County's prior written consent, not to be unreasonably withheld); and (d) should services under this Agreement become, or in Contractor's opinion be likely to become, the subject of such a claim, or in the event such a third party claim or threatened claim causes County's reasonable use of the services under this Agreement to be seriously endangered or disrupted, Contractor shall, at Contractor's option and expense, either: (i) procure for County the right to continue using the services without infringement or (ii) replace or modify the services so that they become non infringing

but remain functionally equivalent.

Notwithstanding anything in this Section to the contrary, Contractor will have no obligation or liability to County under this Section to the extent any otherwise covered claim is based upon: (a) any aspects of the services under this Agreement which have been modified by or for County (other than modification performed by, or at the direction of, Contractor) in such a way as to cause the alleged infringement at issue; (b) any aspects of the services under this Agreement which have been used by County in a manner prohibited by this Agreement.

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.

#### **8. Assignability and Subcontracting**

Contractor shall not assign this Agreement or any portion thereof 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.

#### **9. Insurance**

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.

- (1) **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, (a) that 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) that it will comply with such provisions before commencing the performance of work under this Agreement.
- (2) **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 by 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 amount specified below.

Such insurance shall include:

- |     |   |             |
|-----|---|-------------|
| (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.

#### **10. 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 handicap 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 Contractor 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.

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

**11. 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 handicapped individual 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 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.* With respect to the provision of benefits to its employees, Contractor shall comply with Chapter 2.84 of the County Ordinance Code, which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse. In order to meet the requirements of Chapter 2.84, Contractor must certify which of the following statements is/are accurate:

☐ Contractor complies with Chapter 2.84 by:

- ☒ offering the same benefits to its employees with spouses and its employees with domestic partners.
- ☐ offering, in the case where the same benefits are not offered to its employees with spouses and its employees with domestic partners, a cash payment to an employee with a domestic partner that is equal to Contractor's cost of providing the benefit

to an employee with a spouse.

- ☐ Contractor is exempt from having to comply with Chapter 2.84 because it has no employees or does not provide benefits to employees' spouses.
- ☐ Contractor does not comply with Chapter 2.84, and a waiver must be sought.

E. *Discrimination Against Individuals with Disabilities.* The Contractor shall comply fully with the nondiscrimination requirements of 41 C.F.R. 60-741.5(a), which is incorporated herein as if fully set forth.

F. *History of Discrimination.* Contractor must check one of the two following options, and by executing this Agreement, Contractor certifies that the option selected is accurate:

- ☒ No finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or any other investigative entity.
- ☐ Finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or other investigative entity. If this box is checked, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination.

G. *Violation of Non-discrimination provisions.* 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 bidding on 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 examine Contractor's employment records with respect to compliance with this Section and/or to set off 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.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission, or any other entity charged with the investigation of allegations 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 the name of the complainant, a copy of such complaint, and a description of the circumstance. Contractor shall provide County with a copy of their response to the Complaint when filed.

#### **12. Compliance with County Employee Jury Service Ordinance**

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that a contractor shall have and adhere to a written policy providing that its employees, to the extent they 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 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."

#### **13. Retention of Records, Right to Monitor and Audit**

(a) Contractor shall maintain all required records 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 of County, a Federal grantor agency, and the State of California.

(b) Reporting and Record Keeping: Contractor shall comply with all program and fiscal reporting requirements set forth by appropriate 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 representatives, 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.

**14. Merger Clause & Amendments**

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated herein 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.

**15. Controlling Law and Venue**

The validity of this Agreement and of its terms or provisions, 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 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.

**16. 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: Selina Toy-Lee, Director, Collaborative Community  
Address: 1 Davis Drive – Belmont, CA 94402  
Telephone: (650) 802-5120  
Facsimile: (650) 631-5663  
Email: SToy-Lee@smchsa.org

**In the case of Contractor, to:**

Name/Title: Linda Griffith, VP Risk Management & Legal Affairs  
Address: 50 California Street, Suite 650 – San Francisco, CA  
Telephone: (415) 281-6725  
Facsimile: (650) 877-8643  
Email: lgriffith@ymcasf.org

**17. Electronic Signature**

If 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, both boxes below must be checked. Any party that agrees to allow digital signature of this Agreement may revoke such agreement at any time in relation to all future documents by providing notice pursuant to this Agreement.

For County: ☒ If this box is checked by County, County consents to the use of electronic signatures in relation to this Agreement.

For Contractor: ☐ If this box is checked by Contractor, Contractor consents to the use of electronic signatures in relation to this Agreement.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

By: \_\_\_\_\_  
President, Board of Supervisors, San Mateo  
County

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Clerk of Said Board

YMCA of San Francisco

 \_\_\_\_\_  
Contractor's Signature

Date: 4/16/14

(Revised 7/1/13)

## **Exhibit A**

### **Scope of Services**

1. **Clients to be Served:** Low income families, individuals, single parents, seniors and disabled individuals needing assistance in meeting basic human needs relating to housing, food, shelter, clothing, financial support, energy assistance, advocacy, case management, counseling, and follow-up. Low-income families and individuals needing help in assessing appropriate resources to meet their needs including education, employment, health, child care and legal assistance. Services will be provided in English and Spanish.
2. **Client Services:** Contractor will provide safety net services to **one thousand two hundred (1200)** unduplicated individuals and families per year for the term of this Agreement in the following service areas: South San Francisco, San Bruno and Brisbane, and in the ways outlined in A through L below.

The Contractor will provide the following services, supporting activities and related information from July 1, 2014 through June 30, 2016, with the month of June, 2014 designated as a start-up month with designated staff at the Young Men's Christian Association (YMCA) in place to receive training and guidance from HSA and any other Core agencies willing to provide guidance.

Definitions for and additional information regarding each category set forth below are located in the \*Core Service Procedure Manual at section 15 Glossary, page 318. Contractor and County agree that the definitions set forth in the Glossary of the Core Services Manual are incorporated by reference as it is fully set forth in this Agreement.

[\\*Please note: The Core Service Procedure Manual will serve only as a glossary resource for the purposes of this contract.](#)

- A. Contacts with residents of the County by phone, walk-ins or outreach;
  - B. Comprehensive needs assessment and referrals;
  - C. Emergency material assistance (food, clothing, shelter, and transportation) based on a comprehensive needs assessment that identifies needs;
  - D. Access or referral to emergency shelter, food and clothing;
  - E. Financial assistance to help maintain current housing, through referrals;
  - F. Assistance with public transportation via Human Services Agency (HSA) supplied bus passes;
  - G. Housing assistance, through referrals;
  - H. Participation in the Inclement Weather Program;
  - I. Holiday Help/Distribution programs registration and needs screening;
  - J. Client feedback forms (both suggestions and concerns);
  - K. Housing services to families through the Season of Sharing Housing Assistance Fund and other assistance programs; and
  - L. Quarterly/annual performance measure reporting to HSA.
3. **Effects of Service:** Services will allow County residents in crisis to stabilize their situation over the short-term and to receive assistance in working towards long-term solutions to emergency situations.

**4. Other Contractor Responsibilities:**

- A. Contractor will provide a written policy to HSA for review, pursuant to which recipients of service shall have the opportunity to express and have considered their views, grievances and complaints regarding the delivery of services.
- B. Contractor agrees to report to HSA on a quarterly basis its services and activities under this contract and to accept appropriately referred clients from the County for its contract services as part of its client base.
- C. Contractor will establish written procedures and provide them to HSA for review to ensure that all contractor employees, volunteers, consultants, subcontractors or agents performing services under this Agreement report child abuse or neglect to a child protective agency defined in Penal Code Section 11165(K).
- D. Contractor will provide HSA with a current budget which clearly states the total contractor budget. In addition, the contractor will maintain all pertinent records and data collection forms that reflect activities listed in this contract for a period of three (3) years. The Contractor will notify HSA in a timely manner of any major changes to the agency budget, financial statements or board composition/meeting schedules.
- E. Contractor will comply with the requirements to implement an interim client data system to track client needs and services provided, and upon implementation, the new case management system developed for use by the Core Agency Network agencies in San Mateo County. Additional specific requirements will be available upon implementation of the new system.
- F. Contractor will enter or supply client data in the Homeless Management Information System (HOPE/HMIS) as requested by HSA. Contractor will need to supply a computer for HOPE/HMIS data entry that is running a version of Internet Explorer no less than 5.5 and no greater than version 8.0. (Note: A new HMIS system is expected to be brought on-line in the July 2015 time-frame and Contractor will be expected to participate in the implementation and use of the new HMIS.)
- G. Contractor will develop and maintain a written policy on client confidentiality and will assure that the staff is trained and follows the policy.
- H. Contractor will participate in HOPE (Housing Our People Effectively) activities as mutually agreed upon. HOPE is a ten year action plan that brings together the business, non-profit, and public sector communities to address the challenging issue of homelessness at its core, rather than manage it at the margins. The HOPE Plan projected an end to Homelessness in 2015, and this will need to be revisited. Contractor is expected to participate in any activities surrounding the revision of this plan.

(Note: The HOPE acronym is used in two ways in this contract, 1) our local HMIS system is called the HOPE system and 2) the 10 year plan to end homelessness is also called the HOPE plan. Both acronyms stand for Housing Our People Effectively.)

5. **Service Integration:** Contractor and a designated HSA representative will coordinate service delivery so that clients receive timely and accurate services. Contractor will coordinate training to insure that its staff is knowledgeable and up to date on the services provided by HSA, other community agencies and understand how these services benefit the community.
6. **Intake:** Contractor shall use a standard form for intake. After addressing any emergency needs, if Contractor identifies a client as being eligible for CalWORKS or other HSA services, that client will be referred to HSA staff for further assistance. If further Core services are needed, HSA staff will refer the client back to the Contractor. If the client is not eligible for HSA services, then the client remains with Contractor for services.
7. **Release of Information:** A signed client consent to services and release of information between the Contractor and HSA will be obtained.
8. **Working Relationship:** Contractor will participate in decision-making with regards to issues that impact Contractor's obligations under this Agreement. HSA encourages communication between HSA and Contractor staff. Contractor will meet with the HSA contract monitor to coordinate programs and to develop and monitor Contractor's progress at the discretion of HSA or upon request from the Contractor.
9. **Education and Training:** Contractor's staff will participate in training provided by HSA as necessary to improve coordination and delivery of services.
10. Contractor will engage in activities and provide information for the County's performance management system. Activities include, but are not limited to:
  - Attending bi-monthly Core Service Agency Network meetings;
  - Attending planning and informational meetings;
  - Participate in the development of program performance and outcome measurements;
  - Collect and submit data necessary to fulfill measurement requirements;
  - Participate in technical assistance and training events offered by the HSA and seek technical assistance and training necessary to fulfill measurement requirements;
  - Participate in a review of performance and outcome information; and
  - Comply with performance measure implementation guidelines as specified by HSA.

**County Responsibilities:**

The County, through HSA will:

- Provide technical assistance and support to assist Contractor's implementation of the County's performance reporting and management initiative;
- Issue and review performance reporting and management implementation guidelines;
- Conduct review of performance and outcome information; and
- Perform annual site visits.

**Exhibit B  
Payments and Rates**

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

County will pay a One-time start-up payment of \$10,799 based on the cost below:

**Start-Up Costs, June 2014**

**Personnel Costs - Annually**

FT Program Coordinator/Case Worker (Bilingual Spanish) 150 hours/month; \$21/hour. <i>Manages and oversees quality of services, complies with County reporting, collaboration and program requirements, execute case worker services.</i>	\$ 4,042
FT Case Worker (Bilingual Spanish) 150 hours/month; \$19/hour. <i>Executes case worker services and complies with all program Reporting requirements.</i>	\$ 3,707

\*Taxes and benefits included in calculation

<b>TOTAL PERSONNEL</b>	<b>\$ 7,749</b>
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**Non-Personnel Costs**

Program supplies Food storage racks, desks, supplies, file cabinets, forms production	\$ 2,000
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**Administrative Costs**

10% of contract Payroll, HR management, legal, risk management, administrative support	<b>\$1,030</b>
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<b>TOTAL</b>	<b>\$10,779</b>
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Thereafter, the County will pay the Contractor a quarterly amount not to exceed \$33,169, upon receipt and approval of invoice and performance reports. The Contractor shall submit invoices within 30 days of the end of the service month and the County shall pay the invoices within 20 working days following receipt of invoice and required reports.

The total amount shall not exceed \$276,131 for the term of the Agreement.

All quarterly reports and invoices are to be submitted to:

Human Services Agency Center on Homelessness  
Attention: Beth Falls, Contract Monitor  
472 Harbor Boulevard, Building C  
Belmont, CA 94002

County may terminate this Agreement or a portion of the services referred to in Exhibit A, based upon availability of federal, state, or County funds by providing a thirty (30) day written notice to Contractor. The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable.



## **Exhibit C** **Monitoring**

### **Program Monitoring**

On a quarterly basis, Contractor will report the actual number of unduplicated individuals and families provided services in the following categories: Emergency material assistance, emergency shelter services and case management to provide those services.

Contractor will continue to work with the Human Services Agency to refine outcome measures. Below are the baseline measures contractor is expected to perform:

- A. Emergency Services: The estimated outcome for FY 14-16 will be one-thousand two hundred (1200) services of one or more of the following types of emergency assistance including clothing, food, shelter vouchers and transportation. Delivery of the service itself will be the outcome.
- B. Homelessness Prevention: All rental assistance and move-in costs will be tracked. A follow-up, six months after the assistance ends will be completed to determine housing status. Clients should be informed of the follow-up at time of assistance and three stable contact phone numbers of those likely to know client's whereabouts will be collected. The estimated outcome of the number of eligible households provided rental assistance will be fifty (50) per year of the agreement and the percentage of known clients still housed after six months will be seventy-five percent (75%) of those helped.
- C. Client services delivered, tracked and reported.
- D. Documentation of successfully funded commitments of new or increased revenues for the fiscal years 2014/15 and 2015/16.
- E. County Performance Reporting (formerly known as Outcome Based Management Reports) – Format to be supplied to contractor by the Human Services Agency.
- F. Contract Service Report due Quarterly in advance of quarterly payment to contractor.
- G. Contractor will provide to County, on demand, all requested income and demographic data about the recipients of services under this Agreement. These data may include race, family size, income, sex and handicap status, if any, of the head of household.
- H. Contractor will participate in regular meetings with HSA designated staff to develop and monitor contractor's progress by providing the HSA monthly financial statements and other required information.
- I. Contractor will agree to and participate in site review/contract compliance visits with the HSA designated staff. When and if pertinent, program review documents will be sent in advance of the scheduled site visit from the HSA designated staff to the contractor. Visits will occur at least once per year, with increased frequency if issues arise or areas of improvement are identified and require follow-up.

- J. Contactor will provide County with and annual audit report. The audit report must include a statement of compliance with OMB Circular A-133 "Audits of States", Local Governments and Non-Profit Organizations.

**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: Andy Vamis

Name of Contractor(s): YMCA of San Francisco

Street Address or P.O. Box: 50 California St., #660

City, State, Zip Code: San Francisco, CA 94111

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

Signature: Jinda Moffitt

Title of Authorized Official: VP, Risk Management & Legal Affairs

Date: 4/16/14

\*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."