

**AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
EDGEWOOD CENTER FOR CHILDREN AND FAMILIES**

THIS AMENDMENT TO THE AGREEMENT, entered into this _____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and EDGEWOOD CENTER FOR CHILDREN AND FAMILIES (ECCF) 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, the parties entered into an Agreement on June 5, 2012 for services to support children being placed with relatives rather than being placed in out of home foster placements in the amount of \$615,255 for the term of July 1, 2012 through June 30, 2014; and

WHEREAS, the parties wish to amend the Agreement to add funds in the amount of \$655,255 for a total obligation of \$1,270,509 to continue services and extend the term to June 30, 2016; and

WHEREAS, ECCF will receive Cost of Living Adjustments (COLA) effective January 1, 2014 as approved by the Board of Supervisors, on December 10, 2013, Resolution #072915 in the amount of \$24,272 for a new total obligation of \$1,294,782.

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

- 1. Section 2- Services to be performed by Contractor** of the Agreement is amended to read as follows:
In consideration of the payments set forth herein and in Exhibits B1, D1, and D2 Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth herein and in Exhibits A1, and Exhibit E1.

2. **Section 3- Payments** of the Agreement is amended to read as follows:
In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibits A1 and E1, County shall make payment to Contractor based on the rates and in the manner specified in Exhibits B1, D1, and D2. The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable. In no event shall the County's total fiscal obligation under this Agreement exceed **ONE MILLION TWO HUNDRED NINETY FOUR THOUSAND SEVEN HUNDRED EIGHTY TWO DOLLARS, (\$1,294,782).**

3. **Section 4- Term and Termination** of the Agreement is amended to read as follows:
Subject to compliance with all terms and conditions, the term of this Agreement shall be from **July 1, 2012 through June 30, 2016.**

This Agreement may be terminated by Contractor, the Director of 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 the County and shall be promptly delivered to the County. Upon termination, the 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.

4. Original Exhibits A, B, D, and E are replaced with Revised Exhibits A1, B1, D1, and E1 (rev. 01/14).
5. Exhibit D2 – Budget for FY 2015-16 is added to the Agreement.
6. All other terms and conditions of the Agreement dated **June 5, 2012**, between the County and Contractor shall remain in full force and effect.

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

EDGEWOOD CENTER FOR CHILDREN AND FAMILIES
Matt Madaus, CEO



Contractor's Signature

Date: _____

Services

July 1, 2014 through June 30, 2016

In consideration of the payments set forth in Exhibits B1, D1, and D2 Contractor shall provide the following services:

1. Needs Assessment and Implementation/Community Capacity Building:

Partner with San Mateo County Children and Family Services (CFS) to expand outreach efforts to families served by San Mateo County Self-Sufficiency Division.

Assess the needs of kinship families in San Mateo County (by city) by providing 3 All-Staff section meeting presentations, annual Kinship caregiver Satisfaction Survey. Edgewood will work with Children and Family Services (CFS) to prioritize the needs for Kinship families identified in the needs assessment. After the needs are prioritized through a collaborative process with CFS, Edgewood will work with CFS to implement solutions to the needs/issues identified.

In order to build and strengthen the skills of the HSA and CBO staff that work with Kinship families, the information provided in the presentations will include the issues that Kinship families encounter.

2. Information and Referral

Provide information and referrals to San Mateo County Kinship/Non-Related Extended Family Member (NREFM) families. These families are either San Mateo County residents or San Mateo County CFS cases residing in other counties.

Edgewood Center will track how many Kinship families, children, and youth are receiving Kinship services.

3. Case Management

Provide case management services up to six months [case management is expected to always include information on KinGAP for Kinship families] to San Mateo County Kinship/NREFM families. Case management will be goal-oriented and strength-based. The case management's empowerment approach will include an individual assessment, customized intervention, and is outcome-driven. Case management can be a combination of home visiting and community-based interventions. Case management also includes participation in Team Decision Making (TDM) meetings [particularly at change of placements and case closures]. TDM meetings are team based multi-disciplinary planning meetings.

4. Support Groups

Conduct monthly support groups in Half Moon Bay and weekly bilingual [based upon the location's predominant non-English language] support groups in East Palo Alto, Redwood City, San Carlos, South San Francisco, and Daly City. Support group

facilitators shall come from the community where the support group occurs as much as possible.

5. Counseling/Family Group Conferencing/Team Decision Making (TDM) Meetings

Provide family conferencing services for KinGAP, Non-Needy Relative and Informal Kinship families. Family conferencing is a family-centered decision making model designed to empower families and unite clients and social service professionals in the common goal of child safety and well-being. The evidence-informed model of care planning also identifies and finds supportive adults who may be resources for a child and builds action plans based on consensual decisions to promote safety, stability, and permanency in the lives of high-risk children. Family Conferencing is a voluntary process through which families develop plans to ensure long-term protection of the child. Provide Team Decision Making (TDM) Meetings for KinGAP, Non-Needy Relative, and Informal Kinship families.

6. Recreation/Respite

Provide recreation activities and family events to Kinship caretakers as deemed available through funding.

7. Tutoring

Link Kinship families with tutoring services in their community.

Payment Schedule
July 1, 2014 through June 30, 2016

In consideration of the services provided by Contractor in Exhibits A1 and E1, County shall pay Contractor upon receipt and approval by the Director of Human Services Agency or her designee in the manner described below:

1. County shall pay Contractor monthly for actual cost, incurred as shown in Exhibits D1 and D2 (Contractor's Budget) upon receipt of itemized invoices. **Total for FY 2014-15 is \$327,628 and for FY 2015-16 is \$327,627. Cost will not exceed SIX HUNDRED FIFTY FIVE THOUSAND TWO HUNDRED FIFTY FIVE DOLLARS, (\$655,255) FOR FY 2014-15 and FY 2015-16 combined.** Payments will be made within thirty (30) working days upon receipt of Contractor's invoice.
2. County may withhold all or part of the Contractor's total payment if the Human Services Agency Director or her designee reasonably determines that Contractor has not satisfactorily performed the services described in Exhibits A1 and E1.
3. **Cost of Living Adjustments fee schedule are as follows and Contractor is to submit invoices to the County for payments:**

FY 2013-14 -	\$4,614
FY 2014-15 -	\$9,829
FY 2015-16 -	<u>\$9,829</u>
Total	\$24,272

4. **In no event shall the total exceed ONE MILLION TWO HUNDRED NINETY FOUR THOUSAND SEVEN HUNDRED EIGHTY TWO DOLLARS, (\$1,294,782) for the entire term of the Agreement.**
5. Invoices shall be sent to: San Mateo County Human Services Agency
Pravin Patel, Human Services Agency Manager
1 Davis Drive
Belmont, CA 94002
6. Provision of services is subject to availability of State Funds and acceptable program performance. In the event that the County does not receive the adequate funding from the State, the contract may be re-negotiated and/or rescinded.
7. County will give thirty (30) days' prior written notice to Contractor of County's intent to withhold payment.
8. If County reasonably determines that circumstances warrant immediate action, County may withhold payment immediately, without the thirty (30) day waiting period, upon County's written notice with justification to Contractor.

FY2015 Edgewood Kinship Support Network Budget

Exhibit D1 FY 2014-15

Personnel Expenses		Service Deliverables		Total units
		Information and referral		
Monica Gadda	CEO of the Region		250 families	
Jamila McCallum	Program Director	Case Management	120 families	
José Ocampo	Program Manager	Support groups	6 groups	
Priscilla Portillo	Bilingual Case Manager	Family Conferences	100 hours	
David Rages	Senior Case Manager	Respite	160 hours	
Mysie Hollands	SG Facilitator	Unit Presentations	3 activities	
Alicia Jimenez	SG Facilitator	Unit Presentations	3 activities	
Jade Martinez	Activities Assistant	ILP	0 youth	
	Sub total			
	Benefits @ 30%			
	TOTAL			
Operating Expenses				
Rent	\$18,360			
Office Supplies	\$1,225			
Staff Travel	\$7,140			
Professional & Consultant Services	\$0			
Respite/ Recreation	\$2,400			
Family Emergencies Fund	\$0			
Postage	\$1,300			
Food	\$8,160			
ILP Stipends	\$0			
Laundry & Kitchen	\$350			
Outside Printing & Graphics	\$0			
Utilities	\$3,060			
Cell Phones/ Telecom	\$4,395			
Vehicle Maintenance	\$1,530			
Operating Total	\$47,920			
Personnel & Operating	\$284,891			
Indirect @ 15%	\$42,734			
TOTAL Budgeted	\$327,625			
CONTRACT Amount	\$327,627			
Difference	\$2			

FY2016 Edgewood Kinship Support Network Budget

Exhibit D2- FY 2015-16

Personnel Expenses		Service Deliverables		Total units
Monica Gadda	CEO of the Region	Information and referral	225 families	
Jamila McCallum	Program Director	Case Management	120 families	
Jose Ocampo	Program Manager	Support groups	6 groups	
Priscilla Portillo	Bilingual Case Manager	Family Conferences	100 hours	
David Rages	Senior Case Manager	Respite	160 hours	
Mysie Hollands	SG Facilitator	Unit Presentations	3 activities	
Alicia Jimenez	SG Facilitator	ILP	0 youth	
Jade Martinez	Activities Assistant			
	Sub total			
	Benefits @ 30%			
	TOTAL			
Operating Expenses				
Rent				
Office Supplies				
Staff Travel				
Professional & Consultant Services				
Respite/ Recreation				
Family Emergencies Fund				
Postage				
Food				
ILP Stipends				
Laundry & Kitchen				
Outside Printing & Graphics				
Utilities				
Cell Phones/ Telecom				
Vehicle Maintenance				
	Operating Total			
	Personnel & Operating			
	Indirect @ 15%			
	TOTAL Budgeted			
	CONTRACT Amount			
	Difference			

Outcomes and Reporting Requirements
July 1, 2014 through June 30, 2016

1. Needs Assessment and Implementation/Community Capacity Building
 - Conduct needs assessment of kinship families in San Mateo County (by city) through:
 - Provide 3 all-staff section meeting presentations;
 - The annual Kinship caregiver Satisfaction Survey.
2. Information and Referral
 - Provide information and referral services to 250 Kinship/NREFM families in FY14-15 and 225 Kinship/NREFM families in FY15-16.
3. Case Management
 - Provide case management services [case management is expected to always include information on KinGAP for Kinship families] to 120 Kinship/NREFM unduplicated families per year.
 - 80% of families receiving case management services will report increased self-advocacy skills as demonstrated by an improvement in measurement scores;
 - 95% of children will remain in Kinship/NREFM placements or will be returned to their birth parent(s).
4. Support Groups
 - Conduct weekly support groups in East Palo Alto, Redwood City, San Carlos, South San Francisco, and Daly City.
 - A target of seven unduplicated individuals per support group per week will attend;
 - 80% of individuals attending the support groups will report receiving appropriate support.
 - Begin providing monthly support groups on the Coastside in Half Moon Bay.
5. Counseling/Family Group Conferencing
 - Provide 100 hours of family conferencing services for KinGAP, Non-Needy Relative, and Informal Kinship families.
 - 80% will report increased functioning as a result of the family conferencing;
 - 80% will report increase advocacy ability as demonstrated by an improvement in measurement scores.

6. Recreation/Respite

- Edgewood will provide Kinship caretakers with 160 hours of respite through child care, recreation activities, summer camperships, and family events.

HSA will provide Contractor a Quarterly Outcome Reporting Template based on the Logic Model. Contractor will be responsible for submitting quarterly activity reports, 6-month and year-end narrative reports, and year-end financial reports to:

San Mateo County Human Services Agency
Pravin Patel, Human Services Agency Manager
1 Davis Drive
Belmont, CA 94002

Quarterly Activity reports are due on:

FY 2014-15

October 15, 2014
January 31, 2015
April 15, 2015
July 31, 2015

FY 2015-16

October 15, 2015
January 31, 2016
April 15, 2016
July 31, 2016

6-month report is due on:

January 31, 2015 and July 31, 2016

Year-end report and year-end financial reports are due on:

July 31, 2015 and July 31, 2016