

**AMENDMENT ONE TO AGREEMENT  
BETWEEN THE COUNTY OF SAN MATEO AND  
FAMILY SERVICE AGENCY**

THIS AMENDMENT TO THE AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and FAMILY SERVICE AGENCY, 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 Agreement 68151 for a Case Management Program, a Congregate Nutrition Program, the Senior Employment Program, and a Transportation Program on July 18, 2006;

WHEREAS, the parties wish to amend the Agreement increasing funding for the Congregate Nutrition Program by \$1,153 for a total of \$257,026; and

WHEREAS, the parties wish to further amend the Agreement to add Section 23. Grievance Procedures:

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

1. Section 3 of the Original Agreement is amended to read as follows:

**3. Payments.**

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Schedule A, County shall make payment to Contractor based on the rates and in the manner specified in Schedule B (revised). 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 TWO HUNDRED FIFTY-SEVEN THOUSAND TWENTY-SIX DOLLARS (\$257,026).

2. Section 23 is added to the Original Agreement as follows:

**23. Grievance Procedures**

Consumers of services funded through Aging and Adult Services (AAS) shall have the opportunity to file a written complaint against an AAS-funded program or an employee or volunteer of that program. All service providers must have a

written grievance/complaint process for reviewing and attempting to resolve consumer complaints. Should the complaint not result in resolution at the provider level, the consumer or his/her representative may bring the complaint to AAS. The levels of resolution are as follows:

<u>First Level:</u>	The service provider (AAS subcontractor)
<u>Second Level:</u>	The Health Services Manager over the Commissions and Provider Services Unit
<u>Third Level:</u>	The AAS Director
<u>Final Level:</u>	The Health Department Director

A copy of the policy and procedures for handling complaints is available through Aging and Adult Services at 650-573-2700.

3. Schedule B of the Original Agreement is deleted and replaced and incorporated herein as Schedule B (revised) as attached.
4. **All other terms and conditions of the agreement dated July 18, 2006, 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: \_\_\_\_\_  
Rose Jacobs Gibson, President, Board of  
Supervisors, San Mateo County

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

ATTEST:

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

FAMILY SERVICE AGENCY

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

Date: 2/22/07

## **SCHEDULE B – AMENDMENT ONE**

### **FAMILY SERVICE AGENCY**

#### **FY 2006-2007 FISCAL SUMMARY**

Contractor shall operate the following Older Americans Act (OAA) and/or Community-Based Services (CBSP) program(s): a Case Management Program, a Congregate Nutrition Program, the Senior Employment Programs, and a Transportation Program. Services described in this Schedule B reflect program funding and payment methods during fiscal year July 1, 2006 through June 30, 2007. These programs shall operate in accordance with the California Department of Aging and/or state licensing regulations, applicable federal laws, and the standards and requirements established by Aging and Adult Services of San Mateo County.

#### **I. CASE MANAGEMENT PROGRAM**

Aging and Adult Services will pay the contractor in consideration of Case Management Program services rendered through OAA funds, the rate of one-twelfth of the total reimbursement for this program per month, as long as this amount does not exceed the total cost of case management services rendered.

The maximum reimbursement for the Case Management Program during the contract term July 1, 2006 through June 30, 2007 shall not exceed TEN THOUSAND DOLLARS (\$10,000).

#### **II. CONGREGATE NUTRITION PROGRAM**

Aging and Adult Services (AAS) will pay the contractor in consideration of Congregate Nutrition Program services rendered through combined OAA and Nutrition Services Incentive Program (NSIP) funds, the rate of \$3.70 per meal.

AAS will pay the contractor a total of \$1,153 for equipment and supplies for the Congregate Nutrition Program.

The maximum reimbursement for the Congregate Nutrition Program during the contract term July 1, 2006 through June 30, 2007 shall not exceed THIRTY-SIX THOUSAND THREE HUNDRED THREE DOLLARS (\$36,303).

#### **III. SENIOR EMPLOYMENT PROGRAMS**

Aging and Adult Services will pay the contractor in consideration of Title IIIB, Employment/Second Career Program services rendered through IIIB OAA funds, the rate of one-twelfth of the total reimbursement or the actual cost of this program per month.

The maximum reimbursement for the Title IIIB, Employment/Second Career



Program during the contract term July 1, 2006 through June 30, 2007 shall not exceed NINETEEN THOUSAND DOLLARS (\$19,000).

Aging and Adult Services will pay contractor in consideration of Title V, Senior Community Services Employment Program services rendered through Title V OAA funds, the rate of one-twelfth of the total reimbursement or the actual cost of this program per month, as long as this amount does not exceed the total cost of senior community services employment services rendered.

The maximum reimbursement for the Title V, Senior Community Services Employment Program during the contract term July 1, 2006 through June 30, 2007 shall not exceed ONE HUNDRED AND SIXTY-FOUR THOUSAND SIX HUNDRED EIGHTY-SEVEN DOLLARS (\$164,687).

#### **IV. TRANSPORTATION PROGRAM**

Aging and Adult Services will pay contractor in consideration of Transportation Program services rendered through IIIB OAA funds, the rate of one-twelfth of the total reimbursement of this program per month, as long as this amount does not exceed the total cost of transportation services rendered.

The maximum reimbursement for the Transportation Program during the contract term July 1, 2006 through June 30, 2007 shall not exceed TEN THOUSAND SIXTY DOLLARS (\$10,060).

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Contractor agrees to the following:

- A. Contractor is responsible for covering the cost of all components of each program outlined above and shall be reimbursed for actual expenditures on the approved budget for each program;
- B. A mid-year review, scheduled for January, will require a reconciliation of year-to-date outcomes. Based on these outcomes, a budget revision may be required;
- C. Submit client intake forms as appropriate, monthly program reports and invoices by the tenth (10<sup>th</sup>) of each month. (Invoices submitted more than two months past the month of service may not be reimbursed. Statistical reports submitted more than one month past the month of service may result in withholding of payments until reports are brought current.);
- D. Offer services throughout the twelve-month contract period, unless prior written approval is received from Aging and Adult Services;
- E. Submit a closing report by July 31, 2007;

- F. Program Income must be reported and expended under the same terms and conditions as the program funds from which it is generated; and
- G. Program Income must be used to pay for current allowable costs of the program in the same fiscal year that the income was earned.

The maximum reimbursement for contracted services between San Mateo County Aging and Adult Services and Family Service Agency is \$240,050 in OAA and NSIP funds, and \$16,976 in County General Funds for general program support for a total amount of TWO HUNDRED FIFTY-SEVEN THOUSAND TWENTY-SIX DOLLARS (\$257,026) for the contract term July 1, 2006 through June 30, 2007.