

**AN AMENDMENT TO THE 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, it is necessary and desirable that Contractor be retained for the purpose of Kinship services.

WHEREAS, the parties entered into an Agreement on October 24, 2006 wherein ECCF agreed to provide administration of Kinship Support Services Program (KSSP) and Kinship Guardian Assistance Payment Program (KinGAP) for the term of July 1, 2006 through June 30, 2007 for a maximum payment amount of \$490,056; and

WHEREAS, the parties wish to amend the Agreement with ECCF to provide additional respite services in FY 2006-07 for an additional amount of \$150,000 and continue providing KSSP and KinGAP services for FY 2007-08 in the amount of \$503,396 for a new total maximum obligation of \$1,143,452 and extend the term to June 30, 2008; and

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

1. Paragraph 3 ("Payments") is hereby amended and restated in its entirety as follows:

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A1," County shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B1." 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. 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 ONE HUNDRED FORTY THREE THOUSAND FOUR HUNDRED FIFTY TWO DOLLARS (\$1,143,452)**.

2. Original Exhibit A will be replaced with Revised Exhibit A1, (rev. 4/19/07)
3. Original Exhibit B will be replaced with Revised Exhibit B1, (rev. 4/19/07)
4. Original Exhibit C will be replaced with Revised Exhibit C1, (rev. 4/19/07)
5. All other terms and conditions of the Agreement dated October 24, 2006 shall remain in full force and effect.
6. This Amendment, including any exhibits attached hereto, constitutes the entire understanding of the parties hereto with respect to the fourth amendment to the parties' Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. Any understandings, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall not be effective unless set forth in a writing executed by both parties.

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,

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

ATTEST:

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

Edgewood Center for Children and Families

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

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

**Edgewood Center for Children and Families  
July 1, 2006 through June 30, 2008  
Program Description**

In consideration of the payments set forth in Exhibit “B1 Contractor shall provide the following services:

PROGRAM FOCUS	INPUTS	OUTPUTS		OUTCOMES – IMPACT		
	<i>(What we invest)</i>	Activities <i>(What we do)</i>	Engagement <i>(Who we reach)</i>	Short Term <i>(Learning)</i>	Intermediate <i>(Action)</i>	Long Term <i>(Conditions)</i>
<b>Case Management</b>	Case Manager	<ul style="list-style-type: none"> <li>• Provide case management and other KSSP services.</li> <li>• Identify enrollment by foster care, KinGAP and other.</li> <li>• Identify Medical and Child-only TANF enrollment.</li> <li>• Identify demographic information of clients.</li> </ul>	<ul style="list-style-type: none"> <li>• 300 relative or NREFM caregivers and 400 children per year</li> <li>• 80% of the families who receive services will rate every outcome good or excellent</li> </ul>		<ul style="list-style-type: none"> <li>• 70% of the caregivers will report needing less help as demonstrated by an improvement in their pre and post scores.</li> </ul>	<ul style="list-style-type: none"> <li>• 95% of children placed in relative or NREFM care will remain with kin or NREFMs or returned to their birth parents.</li> </ul>
<b>Outreach</b>	Program Director, Program Coordinator	<ul style="list-style-type: none"> <li>• Conduct monthly presentations throughout the County with</li> </ul>	<ul style="list-style-type: none"> <li>• At least 12 presentations per year</li> <li>• Provide presentations to community and County staff.</li> </ul>			

	INPUTS	OUTPUTS		OUTCOMES – IMPACT		
	Community Workers	<p>community organizations who serve potential KSSP clients</p> <ul style="list-style-type: none"> <li>Identify who, where and how many attended the presentations.</li> </ul>				
<b>Support Groups</b>	Support Group Facilitator	<ul style="list-style-type: none"> <li>Each year, conduct weekly support groups in the various Edgewood sites. Conduct the support groups in English, Spanish, and other languages as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Relatives and NREFMs will attend the support group</li> <li>80% of the families will report knowing someone to talk to as demonstrated by an increase in the pre and post Family Needs Scale</li> </ul>			
<b>KinGAP</b>	KSN Community Worker	<ul style="list-style-type: none"> <li>Provide a KSN Commthatis focused entirely on families eligible for KinGAP.</li> <li>Inform eligible families of the KinGAP advantages and encourage them to participate in the KSN program.</li> </ul>	<ul style="list-style-type: none"> <li>Inform and educate all families referred by HSA about KinGAP.</li> <li>Offer services to up to 15 families per year.</li> </ul>			

	INPUTS	OUTPUTS		OUTCOMES – IMPACT		
Parent Education	Support Group Facilitator	<ul style="list-style-type: none"> <li>Each year, provide monthly training on parenting and physical and mental health.</li> </ul>	<ul style="list-style-type: none"> <li>Relative and NREFMs will attend the training</li> <li>80% of the families will rate the information and effectiveness of the training good or excellent</li> </ul>	70% of participants will report their intention to practice what they have learned		
Recreation	Recreation Coordinator	<ul style="list-style-type: none"> <li>Each year, provide bi-monthly recreation for caregivers and children.</li> <li>Maintain a calendar of events and post and distribute flyers.</li> </ul>	<ul style="list-style-type: none"> <li>Families will participate in recreational/respice activities</li> <li>80% of the families will report that recreational activities made a positive difference in their lives</li> </ul>			
Tutoring and Homework Aid	Tutoring Coordinator, volunteers	<ul style="list-style-type: none"> <li>Each year, provide tutoring and homework aid for school aged children.</li> </ul>	<ul style="list-style-type: none"> <li>Families will participate in tutoring and homework aid</li> <li>80% of the families will report that tutoring services made a positive difference in their lives.</li> </ul>			
Respice	Administrative Coordinator	<ul style="list-style-type: none"> <li>Provide 3,600 hours of respice services for caregivers with 0-13 year olds in FY 2006-07. This includes in-home, out-of-home, and site based respice. 4Cs will provide licensed or license-exempt providers for the respice care through a voucher program. Edgewood staff will track and coordinate</li> </ul>	<ul style="list-style-type: none"> <li>Families will participate in respice services offered in conjunction with 4Cs.</li> </ul>			

	INPUTS	OUTPUTS		OUTCOMES – IMPACT		
		the use of hours.				
<b>Summer Camp Subsidies</b>	ILS Case Manager	<ul style="list-style-type: none"> <li>• Provide summer camp subsidies for youth.</li> </ul>	<ul style="list-style-type: none"> <li>• 40 youth will participate in day and overnight camps in and around the Bay Area in FY 2006-07.</li> </ul>			
<b>Youth Activities Supplies</b>	ILS Case Manager	<ul style="list-style-type: none"> <li>• Includes computer programming, curriculum needs for tutoring program, college-bound readiness supplies for teens, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Approximately 100 duplicate children will benefit from increased activity materials and supplies in FY 2006-07.</li> </ul>			
<b>Independent Living Skills (ILS) Activities</b>	Aset Coach, Teen Program Assistant	<ul style="list-style-type: none"> <li>• Group activities for teens including: sporting events, college tours, music/art/cultural events, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Approximately 100 children will participate in ILS activities in FY 2006-07.</li> </ul>			

**Edgewood Center for Children and Families  
July 1, 2006 through June 30, 2008  
Payment Schedule**

In consideration of the services provided by Contractor in Exhibit "A1", County shall pay Contractor based on the following fee schedule:

**I. Payments for FY 2006-07**

1. County shall pay Contractor according to the following payment schedule listed below in consideration for services as described in Exhibit A1, and other services provided by Contractor pursuant to the Agreement.

Monthly payments will be made as follows:

**A. Operational Costs:**

October 2006	\$15,642
November 2006	\$ 3,911
December 2006	\$ 3,911
January 2007	\$ 3,911
February 2007	\$ 3,911
March 2007	\$ 3,911
April 2007	\$ 3,911
May 2007	\$ 3,911
June 2007	<u>\$100,884</u>
<b>TOTAL</b>	<b>\$143,903</b>

**B. Salaries & Benefits:** County shall pay Contractor for actual salaries and benefits associated with required program staffing as described in Exhibit A1. Costs will not exceed THREE HUNDRED SIXTY SIX THOUSAND ONE HUNDRED FIFTY THREE DOLLARS (\$366,153) for FY 2006-07. Contractor must provide detailed invoice with actual salaries and benefits for each staff on a format as specified by the County.

**C. Other Direct Costs:** County shall pay Contractor for other direct costs not to exceed ONE HUNDRED THIRTY THOUSAND DOLLARS (\$130,000) for FY 2006-07. Contractor will send one-time invoice for said costs.

**D. Payment for the above-referenced services shall not exceed SIX HUNDRED FORTY THOUSAND FIFTY SIX DOLLARS (\$640,056) for FY 2006-07.**

**II. Payments for FY 2007-08**

1. County shall pay Contractor according to the following payment schedule listed below in consideration for services as described in Exhibit A1, and other services provided by Contractor pursuant to the Agreement.

Monthly payments will be made as follows:

**A. Operational Costs:**

July 2007	\$ 2,315
August 2007	\$ 2,315
September 2007	\$ 2,315
October 2007	\$ 2,315
November 2007	\$ 2,315
December 2007	\$ 2,315
January 2008	\$ 2,315
February 2008	\$ 2,315
March 2008	\$ 2,315
April 2008	\$ 2,315
May 2008	\$ 2,315
June 2008	<u>\$ 2,318</u>
TOTAL	\$27,783

**B. Other Direct Costs:**

July 2007	\$ 1,208
August 2007	\$ 1,208
September 2007	\$ 1,208
October 2007	\$ 1,208
November 2007	\$ 1,208
December 2007	\$ 1,208
January 2008	\$ 1,208
February 2008	\$ 1,208
March 2008	\$ 1,208
April 2008	\$ 1,208
May 2008	\$ 1,208
June 2008	<u>\$ 1,212</u>
TOTAL	\$14,500

**C. Salaries & Benefits:** County shall pay Contractor for actual salaries and benefits associated with required program staffing as described in Exhibit A1. Costs will not exceed FOUR HUNDRED SIXTY ONE THOUSAND ONE HUNDRED THIRTEEN DOLLARS (\$461,113) for FY 2007-08. Contractor must provide detailed invoice with actual salaries and benefits for each staff on a format as specified by the County.

D. Payment for the above-referenced services shall not exceed \$FIVE HUNDRED THREE THOUSAND THREE HUNDRED NINETY SIX DOLLARS (\$503,396) for FY 2007-08.

III. In no event shall the total exceed ONE MILLION ONE HUNDRED FORTY THREE THOUSAND FOUR HUNDRED FIFTY TWO DOLLARS (\$1,143,452) for the term of the Agreement.

IV. Invoices shall be sent to: Lorena Gonzalez, Human Services Manager, County of San Mateo, Human Services Agency, 400 Harbor Blvd., Bldg. E, Belmont, CA 94002. Payments shall be made within 30 days upon receipt of Contractor's invoice.

V. All payments under this Agreement must directly support services specified in this Agreement.

VI. County may withhold all or part of Contractor's total payment if the Director of Human Services or his designee reasonably determines that Contractor has not satisfactorily performed the services described in Exhibit A1.

VII. County will give thirty (30) days prior written notice to Contractor of County's intent to withhold payment.

VIII. 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.

**Edgewood Center for Children and Families**  
**July 1, 2006 through June 30, 2008**  
**Program Monitoring**

1. Contractor will be responsible for submitting the required reports, on a format as approved and supplied by the Human Services Contract Monitor. All required reports submitted by the Contractor will be submitted at the following address:  
  
Human Services Agency  
Marissa Saludes, Contract Monitor  
400 Harbor Blvd. Bldg. B  
Belmont, CA 94002.
2. Contractor will submit quarterly activity report as follows:  
  
October 15, 2006, January 15, 2007, April 15, 2007, and July 15, 2007  
October 15, 2007, January 15, 2008, April 15, 2008, and July 15, 2008
3. Contractor will submit a Mid-year Narrative Report due on January 15, 2007 and January 15, 2008.
4. Contractor will submit a Year-end Narrative Report due on July 15, 2007 and July 15, 2008.
5. Contractor will submit a financial audit to the Contract Monitor as soon as it becomes available.
6. The Human Services Agency Contract Monitor will conduct site visit during the term of the Agreement to review all aspects of program operations and review Contractor's documentation related to required reports. This site visit will be arranged in advance with the Director of Edgewood Center for Children and Families.