

**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, on June 19, 2008, the Human Services Agency executed Agreement Number 74200-08-D022 in the amount of \$23,700 for the term April 7, 2008 through December 31, 2008, wherein ECCF agreed to conduct research on Family Finding Best Practices; and

WHEREAS, the parties wish to enter into an Amendment to add funds to provide a Family Finding Pilot Program for FY 2008-09 in the amount of \$161,316 for a new total obligation of \$185,016 and extend the term by six months, from April 7, 2008 through June 30, 2009;

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

1. Exhibits and Attachments to the Agreement are hereby added to read as follows:

Exhibit A1—Scope of Work

Exhibit A2—Scope of Work (dated 9/08)

Exhibit B— Payment Schedule

Exhibit B1—Payment Schedule (dated 9/08)

Exhibit C—Assurance of Compliance with Section 504

Exhibit D—Contractor's Declaration Form

2. Paragraph 2: Contract Term is hereby amended to read as follows:
The term of this Agreement shall be from April 7, 2008 through June 30, 2009 unless terminated earlier by the County.

3. Paragraph 3:**Payments** is hereby amended to read as follows:

In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A1 and A2", County shall make payment to Contractor in the manner specified herein and in Exhibit "B and 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 total payment for services under this Agreement exceed **ONE HUNDRED EIGHT FIVE THOUSAND AND SIXTEEN DOLLARS (\$185,016)**.

4. All other terms and conditions of the Agreement dated June, 19, 2008 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: _____
Adrienne J. Tissier, President
Board of Supervisors

Date: _____

ATTEST:

By: _____
Clerk of Said Board

Edgewood Center for Children and Families

Contractor's Signature

Date: _____

**Scope of Work
August 18, 2008 through June 30, 2009**

I. Description of Services to be Performed by the Contractor

In consideration of the payments herein provided for, Contractor shall, under the general direction of the Director of Human Services Agency (HSA) or her authorized representative, provide services as described below. All payments under this Agreement must directly support services specified in this Agreement. Contractor will:

Deliverable 1. Family Finding Pilot Project

- Hire and Train staff to:
 - Coordinate with HSA staff;
 - Conduct Case reviews;
 - Facilitate Family Conferences;
 - Utilize search tools;
 - Conduct searches for significant adults;
 - Interview youth, family and significant adults; and
 - Facilitate relationship building.

Deliverable 2. Program Evaluation and outcomes

- Provide program evaluation tool;
- In conjunction with HSA, develop outcome measures and basis for evaluation; and
- Conduct program evaluation.

EXHIBIT B1

**Payment Schedule
August 18, 2008 through June 30, 2009**

1. Rate and Payment Schedule

In full consideration of services rendered in accordance with the terms of this Agreement, County shall pay contractor in the following manner unless otherwise specifically authorized by the Director of Human Services Agency or her designee.

- A. County shall pay Contractor for personnel and non-personnel expenses based on the budget table below in the following manner unless otherwise specifically authorized by the Director of the Human Services Agency or her designee. Total personnel and non-personnel costs shall not exceed **ONE HUNDRED SIXTY ONE THOUSAND THREE HUNDRED SIXTEEN DOLLARS (\$161,316)**.

Personnel	Hours	Cost
Family Finding Coordinator	1 FTE	\$47,617
Family Finding Specialist	1 FTE	\$38,959
Administrative Staff	.25 FTE	\$8,657
Benefits	@ 25%	\$23,808
Total Personnel		\$119,041
Phone and Computer		\$5,065
Travel*		\$12,500
Rent		3,669
Total Non-Personnel		\$21,234
Indirect		\$21,041
TOTAL BUDGET		\$161,316

Contractor to submit invoice quarterly as follows:

August 18, 2008 through September 30, 2008	\$23,810.56
October 1, 2008 through December 31, 2008	\$41,668.48
January 1, 2009 through March 31, 2009	\$41,668.48
April 1, 2009 through June 30, 2009	<u>\$41,668.48</u>

Total **\$148,816**

***Travel costs in the amount of \$12, 500 will be invoiced and reimbursed separately for Actual Expenditures.**

2. In no event shall the total exceed **ONE HUNDRED EIGHTY FIVE THOUSAND SIXTEEN DOLLARS (\$185,016)** for the term of the Agreement. Invoices shall be sent to: Ellen Bucci, Human Services Manager, County of San Mateo, Human Services Agency, 400 Harbor Blvd., Bldg. B, Belmont, CA 94002. Payment shall be made within 30 days after approval by the Human Services Agency Program Manager.
3. County may withhold all or part of the Contractor's total payment if the Director of the Human Services Agency or her designee reasonably determines that Contractor has not satisfactorily performed the services described in Exhibits A1 and A2.
4. County will give thirty (30) days prior written notice to Contractor of County's intent to withhold payment.
5. If the County reasonably determines that the 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.