

AGREEMENT NO. \_\_\_\_\_

Amendment #1

Original Agreement No.	BOS-25-040
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**AMENDMENT TO COUNTY OF MENDOCINO  
AGREEMENT NO. BOS-25-040**

This Amendment to Agreement No. BOS-25-040 is entered into by and between the **COUNTY OF MENDOCINO**, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and **NORTH COAST OPPORTUNITIES, INC.**, hereinafter referred to as "CONTRACTOR," the date this Amendment is fully executed by all parties.

WHEREAS, Agreement No. BOS-25-040 was entered into on July 1, 2025 (the "Initial Agreement"); and

WHEREAS, upon execution of this document by COUNTY and CONTRACTOR, this Amendment will become part of the Initial Agreement and shall be incorporated therein; and

WHEREAS, it is the desire of COUNTY and CONTRACTOR to increase the total amount payable by \$375,607 from \$645,000 to \$1,020,607; and

WHEREAS, it is the desire of COUNTY and CONTRACTOR to update the Exhibit A, Definition of Services, to revise documentation and reporting requirements and to include monthly data requirements; and

WHEREAS, it is the desire of COUNTY and CONTRACTOR to update the Exhibit B, Payment Terms, to reflect the increased amount and revised budget line items, update the address for invoice submissions, and revise requirements for the submission of claims and reports.

NOW, THEREFORE, we agree as follows:

1. The total contracted amount set out in the Initial Agreement is hereby increased by \$375,607 from \$645,000 to \$1,020,607.
2. The Exhibit A, Definition of Services, set out in the Initial Agreement is hereby altered and a new Exhibit A is attached herein.
3. The Exhibit B, Payment Terms, set out in the Initial Agreement is hereby altered and a new Exhibit B is attached herein.

All other terms and conditions of the Initial Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**

**DEPARTMENT FISCAL REVIEW:**

By: DeNeese Parker  
DeNeese Parker, Social Services Director

Date: 04/07/2026

Budgeted: Yes  
Budget Unit: 5010  
Line Item: 86-3116  
Org/Object Code: SSCWCC  
Grant: No  
Grant No.: 'N/A'

**COUNTY OF MENDOCINO**

By: \_\_\_\_\_  
BERNIE NORVELL, Chair  
BOARD OF SUPERVISORS

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

**ATTEST:**  
DARCIE ANTLE, Clerk of said Board

By: \_\_\_\_\_  
Deputy

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

DARCIE ANTLE, Clerk of said Board

By: \_\_\_\_\_  
Deputy

**INSURANCE REVIEW:**

By: Darcie Antle  
Risk Management

Date: 04/03/2026

**CONTRACTOR/COMPANY NAME**

By: \_\_\_\_\_  
Daniel McIntire, Chief Executive Officer

Date: 4/7/2026

**NAME AND ADDRESS OF CONTRACTOR:**

North Coast Opportunities, Inc.  
413 N. State Street  
Ukiah, CA 95482  
707-263-4688 x 410  
tsedrick@ncoinc.org

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

**COUNTY COUNSEL REVIEW:**

APPROVED AS TO FORM:  
By: Lori Paul  
COUNTY COUNSEL

Date: 04/03/2026

**EXECUTIVE OFFICE/FISCAL REVIEW:**

By: Sara Per  
Deputy CEO or Designee

Date: 04/03/2026

Signatory Authority: \$0-25,000 Department; \$25,001-\$75,000 Purchasing Agent; \$75,001+ Board of Supervisors

## EXHIBIT A

### DEFINITION OF SERVICES

I. CONTRACTOR shall:

- A. Provide licensed and license-exempt child care services, including child care referrals, enrollments, and payment authorization to child care providers for California Work Opportunity and Responsibility to Kids (CalWORKs) clients requiring Stage One Child Care Services for their child(ren) twelve (12) years of age and under, and children up to the age of twenty-one (21) with disabilities. CONTRACTOR will follow Stage One Child Care guidelines set by California Department of Social Services (CDSS).
- B. Receive and respond to Stage One Child Care referrals from Mendocino County Department of Social Services (MCDSS).
- C. Screen referrals to determine which funding source (Stage One, Two or Three) best meets the eligibility of the family for their child care needs in accordance with CDSS and State Department of Education requirements.
- D. Make initial contact with client within ten (10) days from when referral is received.
- E. Notify the COUNTY if unable to reach client thirty (30) days after referral is received, and multiple contact attempts have been made.
- F. Enroll clients in full time Stage One Child Care, unless client requests part-time child care.
- G. If a child care facility chosen by a client requires a license, verify current status of licensure. If a client has chosen an exempt provider, complete a "Trustline" certification with the exempt provider. CONTRACTOR will not recommend or pay for child care provided by persons under the age of eighteen (18).
- H. Ensure that child care policies have been read and understood by clients. Provide necessary information to child care providers for provision of services.
- I. Notify client via written notice as required by CDSS during authorization period.
- J. Notify the COUNTY if client shall need to remain in Stage One Child Care at redetermination period.

- K. Receive and review all daily attendance sheets before authorizing payments.
- L. Process daily attendance sheets for provider claims and mail or direct deposit each payment.
- M. Account for Child Care Provider Union dues. CONTRACTOR will deduct provider dues based on monthly list received from Child Care Provider Union.
  - 1. CONTRACTOR will make payment directly to California Department of Human Resource (CalHR).
  - 2. CONTRACTOR will provide child care providers with a breakdown of the dues that were deducted.
- N. Provide MCDSS with back up documentation and reporting requirement as requested by MCDSS and/or the State for purposes of internal or external audits.
- O. Submit monthly data to MCDSS for the completion of CW 115 and 115A reports by the tenth (10th) of the month following the report period. Documents requested include, but are not limited to:
  - 1. Participant/children/provider information.
  - 2. Amount paid to provider per child.
- P. Be subject to monitoring by MCDSS, allowing full access to the information requested for monitoring purposes.

II. COUNTY shall:

- A. Send electronic Stage One Child Care referrals to CONTRACTOR.
- B. Provide new referral to CONTRACTOR for redetermination of Stage One Child Care when requested.
- C. Provide verification of benefits in instances CONTRACTOR determines Stage Two or Stage Three Child Care is appropriate for the family's child care needs.
- D. Send signed Welfare-to-Work plan (WTW2) or Plan to Meet Welfare-to-Work Rules and Get My Cash Aid Back (WTW29) to CONTRACTOR upon completion.

- E. Send Child Care Services Denial Notice of Action (NA 834) to clients when notified by CONTRACTOR they were unable to make contact with client after multiple attempts.
- F. Complete monthly CW 115 and 115A reports, to be submitted to CDSS.
- G. Provide representative of CalWORKs Job Services to act as liaison with CONTRACTOR.

[END OF DEFINITION OF SERVICES]

**EXHIBIT B**  
**PAYMENT TERMS**

I. COUNTY will reimburse CONTRACTOR as per the following instructions:

<b>ITEM</b>	<b>COST</b>
<b>A. Projected Child Care Costs</b>	\$800,000
<b>Childcare Costs</b>	<b>\$800,000</b>
<b>B. Direct Service Expenses</b>	
1. NCO Salary	\$108,866
2. Fringe Benefits (35.70% of salary)	\$38,865
3. Operating Expenses	\$18,000
<b>Subtotal Direct Service Expenses</b>	<b>\$165,731</b>
Base for Indirect Rate: 50% of Child Care Cost and Direct Service Expenses	\$565,731
<b>9.7% Indirect Rate (based on Direct Services-Related Expenses)</b>	<b>\$54,876</b>
<b>TOTAL (Child Care Costs, Subtotal, Indirect Rate)</b>	<b>\$1,020,607</b>

II. CONTRACTOR shall send invoices to:

Mendocino County Department of Social Services  
747 South State Street  
P.O. Box 1060  
Ukiah, CA 95482  
Attn: Erin Roberts

or  
EFASInvoices@mendocinocounty.gov

III. Submission of claims and reports will comply as follows:

- A. CONTRACTOR will submit invoices, supporting documents including child care payments, salary and operating expenses, and data reports by the twentieth (20<sup>th</sup>) day of the month for services provided the previous month, itemizing the actual monthly costs incurred providing Stage One Child Care.
- B. Invoices submitted past the due date must be accompanied by a letter explaining why the invoice is late. COUNTY has the sole authority to determine whether to approve or disapprove payment of the late invoice.
- C. COUNTY shall not approve payment of funds until CONTRACTOR has filed all reports required under this Agreement.
- D. COUNTY payments shall be made to:

North Coast Opportunities, Inc.  
413 N. State Street  
Ukiah, CA 95482

- IV. This is an annual Agreement and does not guarantee renewal in future years.
- V. Payments under this Agreement shall not exceed One Million Twenty Thousand Six Hundred Seven Dollars (\$1,020,607) for the term of this Agreement.

[END OF PAYMENT TERMS]