

AGREEMENT NO. _____

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| Original Agreement No. | PA-26-24 SS-25-015 |
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**AMENDMENT TO COUNTY OF MENDOCINO
AGREEMENT NO. PA-26-24, SS-25-015**

This Amendment to Agreement No. PA-26-24, SS-25-015 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. PA-26-24, SS-25-015 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 \$63,329 from \$38,750 to \$102,079; and

WHEREAS, it is the desire of COUNTY and CONTRACTOR to update the Exhibit A, Definition of Services, to include navigation accountability, training and coaching accountability, and a year-end summary; and

WHEREAS, it is the desire of COUNTY and CONTRACTOR to update the Exhibit B, Payment Terms, to include updated line items and invoicing expectations.

NOW, THEREFORE, we agree as follows:

1. The total contracted amount set out in the Initial Agreement is hereby increased by \$63,329 from \$38,750 to \$102,079.
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: 03/10/2026

Budgeted: Yes
Budget Unit: 5010
Line Item: 86-3118
Org/Object Code: SSOT
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: 03/06/2026

CONTRACTOR/COMPANY NAME

By: [Signature]
Dan McIntire, Chief Executive Director

Date: 3/10/2026

NAME AND ADDRESS OF CONTRACTOR:

NORTH COAST OPPORTUNITIES, INC.
413 North State Street
Ukiah, CA 95482
707-467-3200
DMcIntire@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: [Signature]
COUNTY COUNSEL

Date: 03/06/2026

EXECUTIVE OFFICE/FISCAL REVIEW:

By: [Signature]
Deputy CEO or Designee

Date: 03/06/2026

Signatory Authority: \$0-25,000 Department; \$25,001-\$75,000 Purchasing Agent; \$75,001+ Board of Supervisors
Exception to Bid Process Required/Completed EB-26-39
Mendocino County Business License: Valid
Exempt Pursuant to MCC Section: Located within city limits in Mendocino County

EXHIBIT A

DEFINITION OF SERVICES

The lack of access to child care for potential foster families seeking to take in a foster child is one of the top barriers to placing young foster children with families. The passage of Senate Bill (SB) 89 established the Emergency Child Care Bridge Program for Foster Children (Bridge Program). The Bridge Program provides a monthly payment or voucher for child care for up to six (6) months and a child care navigator. Vouchers may be extended for an additional six (6) month period, not to exceed twelve (12) months, at the discretion of the Mendocino County Department of Social Services (MCDSS), Family and Children's Services (FCS) Deputy Director. Child care navigator will assist eligible families with finding a child care provider, securing a subsidized child care placement, completing child care applications and developing a plan for long term child care. Trauma-informed care training and coaching is also provided to child care providers who care for children in foster care.

I. CONTRACTOR shall provide:

- A. Child Care Navigation: Child care navigator, employed by CONTRACTOR, shall work with eligible families referred from MCDSS FCS, along with FCS Social Workers, child, and family teams to assess child care opportunities and provide consumer education to the family based on child's age and needs. Child care navigator shall be knowledgeable about the entire child care subsidy system and able to provide timely, accurate, and complete information to eligible families. Child care navigator shall:
1. Assist the family, FCS Social Worker, child, and family team members with accessing child care at time of placement, as well as identifying child care options appropriate to child's age and needs.
 2. Connect the family to information and resources about school readiness and child care, to empower families and improve their ability to access resources and make informed decisions about child care needs of the child.
 3. Assist the family in identifying potential opportunities for an ongoing child care subsidy, if eligible.
 4. Assist the family in completing appropriate child care program applications and enrolling child in a child care program.
 5. Develop an overall, long-term child care plan for child, including plans, where possible, to minimize child care transitions or disruptions.

Eligibility for navigator services shall not be contingent on child's receipt of child care payment or voucher, and may continue beyond the six (6) or twelve (12) month voucher eligibility period. Eligible families shall have a choice in selecting child care providers. Child care providers that are otherwise eligible for child care subsidy, are eligible for Bridge Program funds.

- B. Trauma-Informed Care Training: CONTRACTOR shall provide access to trauma-informed care training for all child care programs operating in Mendocino County. The California Child Care Resource and Referral Network will develop and coordinate training content to be used by CONTRACTOR. Training shall include, but is not limited to, infant and toddler development, and research-based, trauma-informed best care practices for children in the child welfare system. CONTRACTOR shall also provide child care providers in Mendocino County with access to coaching to assist them in applying training techniques and strategies for working with children, and children of parenting youth, in foster care.
 - 1. All training expenditures must be for required materials necessary for training and coaching child care providers working with children, and children of parenting youth, in the foster care system to practice Trauma Informed Care.
 - 2. All travel costs related to Trauma-Informed Care Training must be a required and necessary component of training.

- C. Data tracking and reporting to FCS by the tenth (10th) of each month to include the following:
 - 1. Children who transition from the Bridge Program to other subsidized child care and non-subsidized child care by age.
 - 2. Children unable to secure stable child care placement prior to Bridge Program voucher expiring by age.
 - 3. Number of Bridge Program eligible families served by child care navigators.
 - 4. Date navigation services started and ended per family per referral.
 - 5. Number of families receiving Bridge Program vouchers served by child care navigators.
 - 6. Number of trauma-informed trainings offered.
 - 7. Number of trauma-informed trainings provided.

8. Number of child care providers that attended trauma-informed care trainings.
 9. Number of coaching sessions.
 10. Number of child care providers that received coaching sessions.
 11. General Comments section completed jointly between FCS and CONTRACTOR, if additional comments are needed.
 12. Navigation Accountability:
 - a. Maintain service logs documenting each family served, referral date, services provided, and outcomes.
 - b. Submit monthly navigation performance metrics (families served, placements secured, subsidy approvals, follow-up outcomes).
 - c. Designate a Navigation Lead responsible for oversight and quality assurance.
- D. Training and Coaching Accountability:
1. Provide a minimum of twelve (12) trauma-informed care trainings and twenty-four (24) coaching sessions annually.
 - a. Trainings shall be conducted monthly, with coaching sessions provided at least twice (2x) per month to reinforce trauma-informed practices.
 - b. If trainings and coaching sessions were offered but no one participated, explain marketing and outreach effort.
 2. Maintain attendance records, training materials, and certificates of completion for all providers trained.
 3. Require pre- and post-training evaluation surveys to measure knowledge gained and application of trauma-informed practices.
 4. Submit monthly training compliance reports (provider trained, dates/topics, coaching sessions completed, evaluation results).

5. Designate a Training Coordinator responsible for monitoring provider participation and ensuring fidelity to trauma-informed care principles.

E. Year-End Summary:

1. Provide a year-end summary detailing outcome achieved including the number of families and children served through navigation, providers trained/coached in trauma-informed care, topics of trainings, and knowledge gained.

II. COUNTY shall:

A. Identify families eligible for the Bridge Program, who reside in California, based on the following criteria:

1. Approved Resource Families through a County or a Foster Family Agency;
2. Families that have a child placed with them for an emergency or compelling reason, and are in the process of resource family approval;
3. Licensed foster family homes or certified family homes;
4. Approved homes of relatives or nonrelative extended family members;
5. Parenting foster youth and nonminor dependent parents under jurisdiction of juvenile court; and
6. Tribally Approved Homes.

B. Offer eligible families listed above to receive a child care payment or voucher when they are caring for foster children, birth through age twelve (12), foster children with exceptional needs, or foster children who are severely disabled up to age twenty-one (21), and when the eligible family:

1. Has work or school responsibilities that preclude eligible families from providing care when foster child is not in school; and/or
2. Is required to participate, without child, in activities associated with parenting a child that are beyond the scope of ordinary parental duties, including but not limited to, attendance at judicial reviews, case conferences, and family training.

- C. Refer eligible families to CONTRACTOR for assistance in locating child care.
- D. Issue time-limited emergency child care vouchers or payments to eligible families to help pay for child care costs.
- E. Disburse child care payments either directly to the family or to child care provider. All vouchers and payments, whether paid directly to the family or child care provider, shall be in accordance with Regional Market Rate (RMR) ceilings for subsidized child care payment rates. Child care providers that are otherwise eligible for a child care subsidy, are eligible for Bridge Program funds. Payments or vouchers shall be provided for up to six (6) months until child is successfully enrolled into long-term, subsidized child care. Eligibility may be extended for an additional six (6) month period, not to exceed twelve (12) months, at the discretion of the FCS Deputy Director, if the family is unable to secure long-term subsidized child care during the initial six (6) month period. While enrolled in the Bridge Program, if the family secures a subsidized child care placement prior to the completion of the six (6) or twelve (12) month period, FCS shall terminate the vouchers of payment provided via the Bridge Program.
- F. Collect and submit monthly data and outcomes to the California Department of Social Services based on the Monthly Status Report form (CCB 18) developed by the California Department of Social Services. FCS shall track and report the following:
 - 1. Families and children eligible for Bridge Program vouchers.
 - 2. Families and children issued Bridge Program vouchers and those issued vouchers for the first time.
 - 3. Types of placements in which children who receive Bridge Program vouchers are placed.
 - 4. Types of child care settings used by children who receive Bridge Program vouchers.
 - 5. Length of time between child being approved for a Bridge Program voucher and child's first day in the selected child care setting.
 - 6. Length of time children are enrolled in the Bridge Program.

7. Number of Bridge Program eligible families referred to child care navigators.
- III. Confidentiality: COUNTY and CONTRACTOR, and their officers, employees, and agents, shall comply with WIC section 10850, 45 Code of Federal Regulations (CFR) section 205.50 and all other applicable provisions of law which provide for the confidentiality of records and prohibit records from being opened for examination for any purpose not directly connected with the administration of public social services. Confidential information gained by access to any records from contact with foster children and their caregivers shall be used only in connection with the conduct of the program under this Agreement, or as otherwise permitted by law.
- IV. Dispute Resolution Process: If a dispute arises between FCS and CONTRACTOR, FCS and CONTRACTOR shall use customary and available problem-solving methods and resources in efforts to resolve differences. Any disagreements or conflicts regarding a process or case will be resolved as follows:
- A. The FCS Deputy Director and CONTRACTOR's Rural Communities Child Care Manager shall meet and confer to resolve differences.
 - B. If the FCS Deputy Director and CONTRACTOR's Rural Communities Child Care Manager are unable to resolve differences, the Social Services Director and CONTRACTOR's Director shall meet and confer to resolve the differences.
 - C. If issues that are regulatory or statutory in nature cannot be resolved adequately at the local level through the above procedures, the matter in dispute shall be referred in writing to the appropriate state administrative office(s) for clarification and direction.
- V. Fiscal Year 2025-26 State General Funding allocation for Child Care Navigator and Trauma-Informed Care Training: This Agreement may be adjusted to reflect the Fiscal Year 2025-26 State General Funding allocation for Child Care Navigator and Trauma-Informed Care Training after the County Fiscal Letter (CFL) for Fiscal Year 25-26 is published.
- VI. Grounds for Termination: In the event that any other contract, or agreement, as being related to or necessary for the performance of this Agreement, terminates or expires, this Agreement may be terminated upon the effective date of the termination of that contract or agreement, even if such termination occurs with less than thirty (30) days written notice.

[END OF DEFINITION OF SERVICES]

EXHIBIT B

PAYMENT TERMS

- I. COUNTY shall pay CONTRACTOR as per the following instructions:
- A. Child Care Navigation: Costs to provide childcare navigation not to exceed a total of Eighty-Six Thousand Two Hundred Forty-Seven Dollars (\$86,247) (State General Fund).
 - B. Trauma-Informed Care Training: Costs to provide trauma-informed care training not to exceed a total of Fifteen Thousand Eight Hundred Thirty-Two Dollars (\$15,832) (State General Fund).
 - C. Services furnished under this Agreement shall be reimbursed as per the following budget:

| ANNUAL SERVICE | NAVIGATION | TIC TRAINING |
|--|------------------------|-----------------|
| Salary | \$55,306 | \$9,304 |
| Fringe/Benefits (37% of salary) | \$20,463 | \$3,442 |
| Child Care Training Material, Travel, training, and training for staff | \$0 | \$663 |
| Occupancy (monthly) | \$2,852 | \$1,023 |
| SUBTOTAL | \$78,621 | \$14,432 |
| Indirect (9.7% of subtotal per invoice) | \$7,626 | \$1,400 |
| TOTAL PER PROGRAM | \$86,247 | \$15,832 |
| TOTAL | Up to \$102,079 | |

- D. CONTRACTOR shall submit invoices and invoice documentation requirements to COUNTY by the twentieth (20th) of each month.
- 1. Submit data tracking and reporting outlined under Exhibit A. C. 1. – 12.
 - 2. Provide supporting documentation for all salary and fringe benefit costs claimed under this Agreement.
 - a. Itemized payroll and fringe benefits records.
 - b. Itemized actual monthly costs incurred while providing child care navigation and trauma informed care training including hours spent on providing services.

E. CONTRACTOR shall submit invoices and documentation to:

Mendocino County Department of Social Services
P.O. Box 1060
Ukiah, CA 95482
Attn: Erin Roberts
FCSInvoices@mendocinocounty.gov

F. Data identified in Exhibit A Section I.C., of CONTRACTOR's duties shall be submitted monthly via email to Family and Children's Services staff, Michaela Barlow, at barlowmi@mendocinocounty.gov and included with each invoice.

G. Funds under this Agreement shall be claimed up to but not exceeding the amount of the allocation received by COUNTY.

H. Unspent funds in either category (child care navigation and/or trauma-informed care training) shall not be used to subsidize funding in the other category or the emergency child care vouchers.

I. Funding in each of the categories shall be used until the State General Fund allocation is exhausted.

II. Payments under this Agreement shall not exceed One Hundred Two Thousand Seventy-Nine Dollars (\$102,079) for the term of this Agreement.

III. This Agreement may be amended if the final allocation from the California Department of Social Services for Fiscal Year 2025-26 results in higher or lower State General Fund amounts in either or both service categories.

[END OF PAYMENT TERMS]