

September 12, 2005

Marin Advocates for Children (CASA)  
Charles Mead  
30 North San Pedro Road #275  
San Rafael, CA 94903

Dear Mr. Mead:

At the request of The Marin County Board of Supervisors you will find an agreement between the County of Marin and Marin Advocates for Children in the amount of \$40,000 to support the CASA program.

Please review the agreement, sign where indicated, and return to me. After it has been executed by the Board of Supervisors, I will mail you the check and a conformed copy of the agreement for your files. If you have any questions or concerns, please do not hesitate to call.

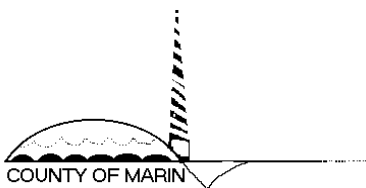
Within 60 days of completion of the agreed upon scope or prior to the end of the contract period, a notice of completion is requested to be provided to the Marin County Administrator's Office for review.

Sincerely,

Lisa DeCarlo  
Administrative Analyst  
415-499-6406  
[ldecarlo@co.marin.ca.us](mailto:ldecarlo@co.marin.ca.us)

Enclosure

**COMMUNITY SERVICE AGREEMENT**



**THIS AGREEMENT**, made and entered into this day \_\_\_\_\_ of \_\_\_\_\_, 2005 by and between the **COUNTY OF MARIN**, a political subdivision of the State of California (hereinafter referred to as "County") and Marin Advocates for Children (Tax I.D. No. 680170143 D), (hereinafter referred to as "Contractor").

**WITNESSETH:**

In consideration of the mutual promises set out below Contractor and County agree as follows:

1. (A) The contract scope, (B) the time within which said scope is to be performed, (C) the contract amount, and (D) the schedule for payment as specified in Exhibit "A", attached hereto and by this reference incorporated herein.

2. **ADDITIONAL PROVISIONS.** Those additional provisions unique to this Agreement are set forth in Exhibit "B".

3. **GENERAL PROVISIONS.** The general provisions set forth in Exhibit "C" are part of this Agreement. Any inconsistency between said general provision and any other terms or conditions of this Agreement shall be controlled by the other term or condition insofar as it is inconsistent with the general provisions.

4. **DESIGNATED REPRESENTATIVES.** The County Administrator is the representative of the COUNTY and will administer this Agreement for the COUNTY. Charles Mead, Executive Director, is the authorized representative for CONTRACTOR. Changes in designated representatives shall occur only by advance written notice to the other party.

5. **EXHIBITS.** All Exhibits referred to herein are attached hereto and by this reference incorporated herein. Exhibits include:

- Exhibit "A" – Scope and Payment
- Exhibit "B" – Additional Provisions
- Exhibit "C" – General Provisions

6. **AGREEMENT DATE.** The Agreement Date is \_\_\_\_\_, 2005.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day here first above written.

COUNTY OF MARIN ("COUNTY")

"CONTRACTOR"

By: \_\_\_\_\_  
President, Marin County Board of Supervisors

\_\_\_\_\_  
Marin Advocates for Children  
Charles Mead Director  
30 North San Pedro Road #275  
San Rafael, CA 94903

**EXHIBIT "A"**  
**SCOPE AND PAYMENT**

**A.1 CONTRACT SCOPE**

Funds will be used as follows:

- \$25,000 to partially offset staff salary costs for the Program Director and Case Supervisor supervising 110 CASA volunteers serving 138 children who are dependents of the court.
- \$7,500 to partially offset support staff salary costs providing administrative assistance for volunteer training sessions, monthly volunteer communications and CASA report preparation for the Court on active cases.
- \$7,500 for partial coverage of the occupancy costs of CASA staff on-site at the Marin Advocates for Children location.

**A.2 CONTRACT TERM**

July 1, 2005 through June 30, 2006

**A.3 PAYMENT**

BASE CONTRACT FEE. COUNTY shall pay CONTRACTOR a contract fee not to exceed **FORTY THOUSAND (\$40,000)**. Payment shall be made upon execution of agreement by the County. In no event shall total contract amount paid to CONTRACTOR under this Provision A.3 exceed **FORTY THOUSAND (\$40,000)** without an amendment to this Agreement approved by the County of Marin.

**EXHIBIT "B"**  
**ADDITIONAL PROVISIONS**

**NOTICE OF COMPLETION**

Within SIXTY (60) days of completion of the agreed upon scope or prior to the end of the contract period as specified in A.1, a notice of completion must be provided to the Marin County Administrator's Office for review.

**EXHIBIT "C"**  
**GENERAL PROVISIONS**

**C.1 COMPLIANCE WITH APPLICABLE LAWS**

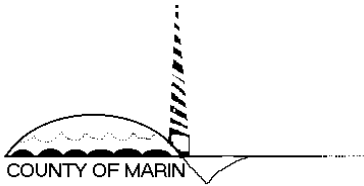
The Contractor shall comply with any and all Federal, State and local laws affecting the services covered by this Contract.

**C.2 NONDISCRIMINATORY EMPLOYMENT**

Contractor and/or any permitted subcontractor, shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and /or any permitted subcontractor understands and agrees that Contractor and /or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all Federal, State and local statutes, regulations and ordinances.

**C.3 BOOKS OF RECORD AND AUDIT PROVISION**

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this contract. Contractor will permit County to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from County. Contractor shall refund any moneys erroneously charged.



## NOTICE OF COMPLETION FORM

---

As noted in the accompanying cover letter and in Exhibit "B" of the enclosed agreement, please sign and date this form once the agreed upon scope has been completed.

**Mail To:** Marin County Administrator's Office  
Attention: Lisa DeCarlo  
3501 Civic Center Drive, Room 325  
San Rafael, CA 94901

**Or Fax To:** 415-507-4104, Attention: Lisa DeCarlo

**CONTRACTOR/ORGANIZATION NAME:** Marin Advocates for Children

**CONTRACT PERIOD:** July 1, 2005 through June 30, 2006

**APPROVED CONTRACT AMOUNT:** \$40,000

**CONTRACT SCOPE:** Funds will be used as follows:

- \$25,000 to partially offset staff salary costs for the Program Director and Case Supervisor supervising 110 CASA volunteers serving 138 children who are dependents of the court.
- \$7,500 to partially offset support staff salary costs providing administrative assistance for volunteer training sessions, monthly volunteer communications and CASA report preparation for the Court on active cases.
- \$7,500 for partial coverage of the occupancy costs of CASA program.

I hereby certify that the agreed upon scope as described above and in Exhibit "A" has been fully completed without exception.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_