

**Letter of Agreement  
City & County of San Francisco and  
California Department of Social Services**

The City & County of San Francisco (CCSF) and the California Department of Social Services (CDSS) hereby agree to the following terms and conditions set forth in this Letter of Agreement (Agreement).

**A. TERMS**

1. This Agreement is effective upon approval by both parties and applicable for Fiscal Year 2022-23 and subsequent fiscal years subject to approved amendments by the parties identifying applicable contracts and corresponding allocations. This Agreement may be terminated by either party by providing 60 days written Notice of Termination to the other party or in the event, the California Department of Finance removes the CCSF as the designated county. In the event that the CCSF elects to terminate the Agreement, the CCSF agrees to continue to manage the Contract Special Account until a new county is designated and a transfer of funds can be facilitated, not to exceed 90 days.
2. In accordance with Government Code section 30029.8, the CCSF has elected to be the designated county to establish a Contract Special Account within the Protective Services Subaccount of the County Local Revenue Fund 2011. The Contract Special Account shall be utilized solely to receive an allocation pursuant to subparagraph (A) of paragraph (1) of subdivision (a) of Section 30029.5 and paragraph (3) of subdivision (b) of Section 30029.5 from the California State Controller's Office.
3. The CCSF agrees to manage the Contract Special Account for the sole purpose of reimbursing the CDSS for satisfactory services performed on behalf of the 58 counties per the terms of the contracts that are specified in this Agreement. The CCSF agrees to manage the Contract Special Account in accordance with standard accounting principles.

**B. INVOICING AND PAYMENT**

1. In accordance with statute, the California State Controller's Office will deposit allocated funds into the Contract Special Account on a monthly basis. The CDSS, upon completion of satisfactory services pursuant to the terms and conditions of the contracts specified, shall provide a written invoice to the CCSF for reimbursement. The CCSF shall only provide reimbursement upon the receipt, review and approval of invoices submitted by the CDSS to the CCSF.

2. Invoices submitted by the CDSS shall include documentation to support payment for services and shall reference the specific contract to be billed. Invoices shall be submitted not more frequently than monthly, in arrears, to:

City and County of San Francisco  
Human Services Agency Payables Unit, F410  
Attn: Anita Wong  
P.O. Box 7988  
San Francisco, CA 94120-7988

The CCSF shall pay approved and undisputed invoices within 30 days of invoicing. Payment along with a copy of the invoice shall be forwarded to:

California Department of Social Services  
Attention: Cashiering Unit  
744 P Street, M.S. 9-3-67  
Sacramento, CA 95814

3. The CCSF shall provide written notice, within 7 business days, to the CDSS in the event that a contract pursuant to this Letter of Agreement that is invoiced by the CDSS does not have sufficient funds to cover the invoiced amount. In such event, the CCSF shall not be responsible for payment of any amount in excess of existing funds available in the 59th County Subaccount and the CDSS agrees to assume full and complete responsibility.
4. The CCSF shall provide a Quarterly Fiscal Summary to the CDSS to allow the CDSS to prepare and submit a semi-annual reconciliation summary to the following organizations:
  - California Department of Finance
  - County Welfare Directors Association

The quarterly fiscal summary shall be provided within 15 days after the close of the quarter and shall include, but not be limited to:

- List of monthly receipts
- Listing of any payments posted by quarter end (including payments issued and not cleared)
- Remaining receipts
- Accrued interest; and
- Projected receipts for the remainder of the fiscal year

**C. CONTRACTS AND SERVICES FUNDED BY THE CONTRACT SPECIAL ACCOUNT**

For Fiscal Year 2022-23, the Contract Special Account shall be allocated as specified below and reimbursements to the CDSS shall not exceed the amount specified for each contract. The specified contracts may be modified by the parties to the contracts and the CCSF may modify, upon written notification, authorized reimbursement in accordance with the modified terms and allocations.

<b>FY 2022-23: CDSS Contracts to Provide Services</b>	<b>22-23 Amount</b>
Chafee Post-Secondary Education and Training Vouchers (ETV)	\$ 5,700,000
Family Builders – Online Registry	\$ 245,339
Foster Parent Summit (CSUS College of Continuing Education)	\$ 53,550
Quality Parenting Initiative (QPI) Training by Youth Law Center	\$ 373,065
Department of Health Care Services	\$ 8,293,000
Child and Family Policy Institute of California (CFPIC)	\$ 1,336,025
Regents of UC Berkeley (CalSWEC)	\$ 758,594
Department of Health Care Services	\$ 23,955
Miscellaneous contracts	\$ 264,472
Total	\$ 17,048,000

**D. AUDITS**

The CCSF agrees to provide access to all relevant records applicable to the Contract Special Account in the event that an audit should be conducted.

**E. MUTUAL INDEMNITY**

To the extent permitted by law including Article XVI, sections 1 and 6 of the California Constitution, and the California Tort Claims Act, the CDSS agrees to hold harmless and indemnify the CCSF against any liability, damage, or loss as a result of performance under this Agreement, including but not limited to the acts or omissions of anyone directly or indirectly employed or retained by the CDSS for performance of work hereunder or failure to comply with any of the obligations contained in this Agreement.

The CCSF agrees to hold harmless and indemnify the CDSS against any liability, damage, or loss as a result of performance under this Agreement, including but not limited to the acts or omissions of anyone directly or indirectly employed or retained by the CCSF for performance of work hereunder or failure to comply with any of the obligations contained in this Agreement.

**F. RELATIONSHIP OF THE PARTIES**

The CDSS is acting as an independent contractor for the delivery of the services to the Counties pursuant to the terms and conditions of the applicable contract.

**G. APPROVAL**

The parties agree to comply with the terms and conditions contained in this Letter of Agreement.


IN WITNESS WHEREOF, the parties hereto have executed this Letter of Agreement.

**APPROVED FOR COUNTY**

 1/26/23

Trent Rhorer, Executive Director Date  
San Francisco Human Services Agency

**APPROVED FOR CONTRACTOR**

 Salena Chow  
2022.11.06  
21:29:30 -08'00' 11/6/2022

Salena Chow Date  
Chief Operating Officer  
for Kim Johnson, Director  
California Department of Social Services

Signed and certified that the Human Services Commission reviewed and approved this Agreement at its meeting on January 26, 2023, ~~2022~~ and authorized its execution by the Executive Director of the Human Services Agency.

**ATTEST**

 1/26/23  
Elizabeth LaBarre Date  
Secretary, Human Services Commission

**APPROVED AS TO FORM**

~~DENNIS J. HERRERA~~ David Chiu  
CITY ATTORNEY

~~David Ries~~ Valerie Lopez Date  
Deputy City Attorney