

COUNTY OF SAN MATEO
HUMAN SERVICES AGENCY

DATE: May 29, 2001
HEARING DATE: June 19, 2001

TO: Honorable Board of Supervisors

FROM: Maureen D. Borland, Director, Human Services Agency
John H. Brooks, Jr, Central Region Director

SUBJECT: Amendment to the agreement for Peninsula Community Foundation, Center for Venture Philanthropy

RECOMMENDATION

Adopt a resolution authorizing the execution of an amendment to the agreement with the Peninsula Community Foundation, Center for Venture Philanthropy to extend their current contract to June 30, 2002 and to extend the scope of services.

BACKGROUND

The County and contractor entered into an Agreement on August 1, 2000, for the purpose of administering the Individual Development Account (IDA) Pilot Project at PeninsulaWorks Daly City. While San Mateo County's SUCCESS Program has a dramatic effect moving families from welfare to work, securing and maintaining employment does not necessarily lead to self sufficiency without additional supports.

The Individual Development Accounts Program is an innovative anti-poverty strategy that helps working families accumulate assets. It is similar to 401K's and Roth IRA's but is designed for low income working families. Matched savings accounts are combined with financial training and multi-year support to help low income and low-wealth families accumulate up to \$6,000 for high return investments such as buying a home, starting a business, securing a college education or building a retirement fund.

DISCUSSION

The original contract was for the period of August 1, 2000 through June 30, 2001 to enroll 50 families through Peninsula Works Daly City into the IDA program. The amended contract is to enroll an additional 115 families into the IDA program and expand program to include San Carlos and Redwood City PeninsulaWorks sites.

The expanded IDA project is proposed for 165 families over a five-year period. While this is a five-year project, the contract is proposed for a two-year period only because the match funding is collected at the onset of the program and deposited at Citibank for the IDA participants. HSA and the Contractor will continue to monitor the program. The contract may be further expanded if more resources become available through the Center for Venture Philanthropy and CalWORKS and the program continues to demonstrate success.

During the first year of the project, 50 families have been enrolled in the Northern Region of San Mateo County. During the fourth year the last 50 families enrolled in the first year finish their participation in the program by completing their three-year savings period. During the second year of the expanded project, 115 additional families in Northern, Central and Southern regions will be enrolled in the program. These 115 families will complete their three-year savings plan in the fifth year.

PERFORMANCE OBJECTIVES

- To expand the Individual Development Program to the Daly City, San Carlos and Redwood City PeninsulaWorks sites.
- To refer low income families, 100 with income less than the 200% of the Federal poverty level and 65 with income less than the 80% median income in San Mateo County.
- To provide matching funds to the savings of those referred low-income families who successfully complete the program to enable them to further their education, start small businesses, acquire a home down payment or start a retirement fund.
- 80% of families will demonstrate a regular savings plan.
- 75% of families will attain their project investment goals.
- Increased financial literacy and management of family finances.
- Increased self-sufficiency and self-esteem.

FISCAL IMPACT

Upon successful completion of their three-year savings plan with the project, the 165 families will each have their \$2,000 in savings matched with \$4,000 from the project, requiring a total of \$660,000 in matching funds.

Matching funds of \$400,000 for families whose income is below the 200% of the Federal poverty income level will come from the Agency's CalWORKs incentives funding at no Net County Cost. Matching fund of another \$260,000 for families with income below 80% of the County median income will be provided by Center for Venture Philanthropy, also with no Net County Cost.

For families that do not save their \$2,000 during the project period, unused matching funds would be returned at the end of the project to Human Services Agency and/or the Center for Venture Philanthropy respectively.

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

RESOLUTION AUTHORIZING THE EXECUTION OF AN AMENDMENT TO THE AGREEMENT WITH PENINSULA COMMUNITY FOUNDATION (CENTER FOR VENTURE PHILANTHROPY) FOR ADMINISTRATION OF THE INDIVIDUAL DEVELOPMENT ACCOUNT PROJECT.

Contractor	Dates	Total Amount
Peninsula Community Foundation Center for Venture Philanthropy	8/1/2000-6/30/2002	\$400,000

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that
WHEREAS, this Board has previously authorized the execution of an agreement with the Peninsula Community Foundation, Center for Venture Philanthropy, to provide services to administer the County's Individual Development Account Project at Daly City PeninsulaWorks sites,

WHEREAS, It is desirable that term and scope of the Individual Development Account administered by Peninsula Community Foundation, Center for Venture Philanthropy be extended to June 30, 2002 and expanded to include the San Carlos and Redwood City PeninsulaWorks sites.

WHEREAS, The Human Services Agency will provide matching funds for the Individual Development Account not exceed \$400,00,

WHEREAS, this Board has been presented with a form of such amendment to agreement and said Board has examined and approved same as to both form and content and desires to enter into the amendment to the agreement;

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the President of this Board of Supervisors be, and the President is hereby authorized and directed to execute said Amendment for and on behalf of the County of San Mateo and the Clerk of this Board shall attest the President's signature thereto.



AMENDMENT TO
AGREEMENT
BETWEEN

COUNTY OF SAN MATEO

AND

PENINSULA COMMUNITY FOUNDATION,
CENTER FOR VENTURE PHILANTHROPY

For the period of
August 1, 2000 through June 30, 2002

Contact Person:

Glen H. Brooks Jr.

Central Region Director

(650) 802-6579

AMENDMENT TO AGREEMENT
WITH PENINSULA COMMUNITY FOUNDATION,
CENTER FOR VENTURE PHILANTHROPY
FOR The Individual Development Account Project at PeninsulaWork's Sites

THIS AMENDMENT TO AN AGREEMENT, entered into on this day of _____, 2001, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Peninsula Community Foundation, Center for Venture Philanthropy, hereinafter called "Contractor".

WITNESSETH:

WHEREAS, the parties entered into an agreement on August 25, 2000, whereby Contractor administers the County of San Mateo's Individual Development Account Project at PeninsulaWorks sites.

WHEREAS, it is necessary and desirable that the term and scope of the Individual Development Account Project be extended and expanded.

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

1. Section 4: Payments Part A. Maximum Amount is amended to read as follows:

"In full consideration of Contractor's performance of the services described in Exhibit A, the amount that the County shall be obligated to pay for services rendered under this Agreement shall not exceed \$400,000 for the contract term.

2. Section 8: Non-Discrimination be amended to include:

With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.

3. Add section 9: Violation of Non-Discrimination provisions:

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to

- i) termination of this Agreement;
- ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years;
- iii) liquidated damages of \$2,500 per violation;
- iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this paragraph, the County Manager shall have the authority to

- i) examine Contractor's employment records with respect to compliance with this paragraph;
- ii) set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contractor between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complaint, a copy of such complaint and a description of the circumstance. Contractor shall provide County with a copy of their response to the Complaint when filed.

4. Section 15: The Contract Term is amended to read as follows:

"Subject to compliance with the terms and conditions of this Agreement for the Individual Development Account Project at PeninsulaWorks Daly City, San Carlos and Redwood City the term of this Agreement shall be from August 1, 2000 to June 30, 2002. This Agreement may be terminated by the Contractor, Director of Human Services or her designee at any time upon thirty (30) days' written notice to the other party.


5. Exhibit A, Program Description (amended May, 2001), is attached hereto and incorporated by reference herein, and hereby replaces the Exhibit A that was attached to the original agreement.
6. Exhibit B, attached hereto and incorporated by reference herein, hereby replaces the Exhibit B1 that was attached to the original agreement.
7. Exhibit D, Program Monitoring, attached hereto and incorporated by reference herein, hereby replaces the Exhibit D that was attached to the original agreement.
8. All other terms and conditions of the agreement dated August 25, 2000 between the County and Contractor shall remain in full force and effect.

IN WITNESS THEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

Center for Venture Philanthropy
Contractor - Print Name

Carol W. Gray, Executive Director
Name, Title - Print


Signature

Date: May 17, 2001

Tax ID# 94-2746687

ATTEST:

Clerk of Said Board

By: _____
Michael D. Nevin, President
Board of Supervisors, County of San Mateo

Date: _____

Date: _____

DESCRIPTION OF CONTRACTOR'S RESPONSIBILITIES

Peninsula Community Foundation
Center for Venture Philanthropy

August 1, 2000 through June 30, 2002

Contractor will implement and administer the following program:

1. Problem Addressed

While San Mateo County's SUCCESS Program has had a dramatic impact on moving families from welfare to work, securing and maintaining employment does not automatically equate to self-sufficiency. Low-income families by definition have limited discretionary income to allocate to a savings account to be used as a reserve for family financial emergencies or to invest in their future.

In addition to the local economic impact of a low savings rate, a lack of savings and assets thwarts fulfillment of a basic impulse of individuals to provide for the security and future of their family. Welfare dependency is often no further away than the loss of one paycheck. Living from paycheck to paycheck and never seeming to get ahead withers hopes and dreams for a better future. More education, home ownership, having one's own business seem impossible goals. Motivation toward attaining a greater degree of self-sufficiency ebbs away.

Research by Goss & Phillips found that a lack of savings impacts both individual families and the community through:

- Less discretionary income and purchasing power
- Fewer well educated individuals
- More at-risk behaviors, thereby increasing demands on public safety and social services
- Increased homelessness and joblessness
- Fewer homeowners

2. Proposed Solution

To expand the Individual Development Account (IDA) project to 3 sites in San Mateo County. IDAs are the core component of an innovative anti-poverty strategy rooted in the belief that low-income families advance economically through savings, investment, and asset building. IDAs reward the monthly savings of low-income families, enabling them to further their education, start small businesses, acquire a home down payment or start a retirement fund. Under most IDA models, while account holders save, they receive training in managing their money making sound investments, improving their credit rating and acquiring other important financial skills.

Upon successful completion of initial training and a demonstrated pattern of savings, IDA programs use a variety of private and public sources to match family savings at rates ranging from one dollar for each dollar saved to four dollars for each dollar saved. Financial institutions, foundations, churches, state and local governments, and -- in some instances -- the federal government have made funds available to help account holders reach their long-term goals. When savings plus match funds reach the goal amount, the financial institution administering the IDA account makes payment directly to the vendor of the business equipment, the seller of the home, or the approved educational institution.

Community-based organizations usually manage IDA initiatives by recruiting account holders, providing counseling and case management, conducting personal finance training, monitoring matching funds, and authorizing withdrawals for asset purchases. By combining a high incentive savings program with personal finance training, IDAs provide low-income families with a real opportunity to build the economic foundation they need to increase their self-sufficiency.

This pilot project was launched at Peninsula Works Daly City in August 2000 to test over a four year period the ability of the Center for Venture Philanthropy particular IDA product to increase the saving of low-income families. The pilot is a collaborative effort of CVP and the Human Services Agency.

The initial results of the pilot are very positive. HSA has decided to expand the scope of the project to include both the central and southern regions of San Mateo County as well as an expansion at the initial Daly City site.

3. Project Participants

3.1 The Center for Venture Philanthropy (CVP)

The Center is an initiative of the Peninsula Community Foundation launched in April 1999 and headquartered at 2744 Sand Hill road in the hub of the venture capital world. CVP provides a means for community investors in Silicon Valley and the Peninsula to engage in the new concept of venture philanthropy. CVP will act as fiscal agent for the following entities:

3.1.1 Assets for all Alliance (AAA)

The Alliance is an initiative formed by the Center for Venture Philanthropy (CVP) and Lenders for Community Development (LCD) with support from the Community Foundation Silicon Valley, Citibank, and the Peninsula Community Foundation.

The Alliance is one of 40 national projects, of which 6 are in California, to receive a grant from the Assets For Independence (hereafter "the Act") National Demonstration Program administered by the Department of Health and Human Services Office of Community Services.

The purpose of the Act and the Alliance is to support low-wealth families in realizing their dreams of starting a business, owning a home, going to college, or retiring with some security through an IDA savings plan. The Alliance is made up of Investors, the Cooperating Partners who are the Community Foundation Silicon Valley and the Peninsula Community Foundation, the Managing Partners who are the Center for Venture Philanthropy and Lenders Community Development, and Community Partners who identify, recruit and support IDA participants.

3.1.2 Lenders for Community Development (LCD)

LCD is a public-purpose corporation which pools funds from 23 area banks to make high-impact community development loans. These loans go to small businesses in Silicon Valley's urban corridors to create business ownership and job opportunities for low-income people. LCD also makes loans to affordable housing developers who create rental and home ownership opportunities for low-income households.

As an intermediary between mainstream financial institutions and low-income communities, LCD manages the day-to-day operations of the Alliance by developing regional technical and supportive services to make it easy for local community non-profits to offer IDAs to their clients. Under this program, LCD will oversee the day-to-day operations of the pilot as set forth in section 5.1.

CVP will act as central contact on behalf of AAA and LCD, monitor and report progress of AAA towards the contractual goals, and insure record-keeping services for this Agreement.

3.2 Human Services Agency

Under AAA's IDA Model, CVP and LCD work with investors and with community-based non-profits, the latter which are referred to as Alliance "Community Partners". The investors contribute funds to match against the savings of IDA participants. The community Partners who serve low-income families work with CVP and LCD to identify, recruit and support qualified participants among their existing clients. Under the pilot, the Human Services Agency will be both an Investor and a Community Partner as set forth in section 5.2.

4. Project Description

Eligibility

The Assets for All Alliance will offer its Individual Development Account (IDA) program to families identified by the Human Services Agency who meet the following criteria:

- Are San Mateo County families associated with PeninsulaWorks.

EXHIBIT A

- Have a household income less than 200 percent of the Federal poverty level (\$14,150 for a family of three in 2000 or \$28,300 at 200%) for 100 of the project families, or have a household income less than 80% of the median income in San Mateo County (\$65,150 for a family of three in 1998, or \$52,120 at 80%) for the remaining 65 project families.
- Have a household net worth less than \$10,000 (excluding one primary residence and one car)
- Head of household is at least 18 years of age
- Head of household has completed the Work First curriculum including a comprehensive course in employment and life skills
- Have earned income from gainful employment
- Have stabilized their lives
- Have an asset goal compatible with goals of pilot project
- Would respond positively to participation opportunity

Eligible savings goals

- Business start-up or expansion
- Post secondary education or job skill training for themselves or a child
- Home purchase or value added home improvements
- Retirement

Educational component

Participants will be required to successfully complete a five-week money management class entitled Master Your Money, attend selected training sessions related to their specific IDA goal, and attend six monthly IDA Investor Club meetings each year they participate in the program.

Population to be served

A total of 165 families associated with Peninsula Works and who meet the proposed criteria will be enrolled in the project. PeninsulaWorks is a partnership among the Human Services Agency of San Mateo County, State Employment Development Department and a number of community organizations to provide employment and training services to resident of the County. PeninsulaWorks one-stop employment centers are located at Daly City, San Carlos and Redwood City.

Match of participant savings

Current Alliance projects match IDA participant savings \$2 for every \$1 dollar deposited, up to a total match of \$4,000. This allows families to eventually accumulate \$6,000 to use toward achieving their IDA goal. The proposed pilot would continue the 2 to 1 match.

EXHIBIT A

Enrollment and Participation Sequence - to participate in the project, the appropriate family member(s) will:

1. Be identified and referred to the project by PeninsulaWorks staff. The maximum number of families to be enrolled will be determined by the amount of available matching fund. Once the matching fund is fully committed, the enrollment will stop.
2. Attend an Assets for All Alliance orientation conducted by LCD staff.
3. Those families wanting to continue the application would participate in a one-on-one assessment conducted by Peninsula Works staff and sign an IDA Program Agreement. HSA staff would then evaluate the applicant and either: admit the applicant, turn down the applicant, or provide in writing what factors the applicant would need to change (i.e., reduce debts) for admission to the project.
4. Complete the five week Master Your Money class taught by LCD staff or a LCD subcontractor.
5. Complete a Savings Agreement in which the IDA participant would designate a goal (i.e., business start up fund) for their account and a target monthly savings rate.
6. Make monthly deposits toward their goals.
7. Receive statements from Citibank and LCD each month showing their deposits and matching funds earned.
8. Attend one goal specific training session or sessions (i.e., Starting Your Own Business, Researching and Choosing a College).
9. Attend six IDA Investor Clubs each year which feature speakers on such topics as repairing credit, building credit, the Earned Income Tax Credit, etc.
10. Reach saving goal.
11. Request through LCD the issuance by Citibank of IDA funds directly to the vendor(s) designated by the IDA participant and approved by the LCD and HSA.

5. Roles

5.1 The Center for Venture Philanthropy

- As fiscal agent on behalf of AAA and LCD.

EXHIBIT A

- Raises fund pledges from investors which include the HSA.
- Provides an agreed upon financial contribution to the Alliance to fund the savings match costs incurred in serving 65 families.
- Recruits & supports Investment Advisory Council.
- Develops & tracks Memorandum of Understanding (MOU) signed by all partners which includes funding and enrollment targets, key process outcomes, and partner commitments.
- Implements a MOU Accountability-Results process adapted from the venture capital world.
- Tracks learning & Innovation generated at community partner level.
- Secures a co-investor for the project in addition to the HSA

Lenders for Community Development

- Oversees community partners in day-to-day operations.
- Manages relationship with Citibank.
- Provides all Alliance financial management training, either directly or through contracting with a capable trainer.
- Monitors participants account activity and allocation of matched funds.
- Provides participants and the HSA with monthly statements.
- Analyzes & reports progress towards project milestones and savings targets.

5.2 Human Services Agency

- Participates as a co-investor in the Alliance and project.
- Provides an agreed upon financial contribution to the Alliance to fund the savings match costs incurred in serving 100 families.
- Participates as a Community Partner in the IDA Alliance.
- Recruits sufficient families over a two year period to ensure enrollment of 165 participant families in the project.
- Supports participant families through on-going case management focused on attainment of their savings goal and increased self-sufficiency.

6. Congruency with HSA Strategic Plan

A project with the Alliance further operationalizes all three current HSA Strategic Plan themes of implementing a high impact philosophy of service, extending the boundaries of the human services system and delivering services that respond to the self-identified needs of our customers.

Although welfare caseloads have dropped dramatically, twice as much as the state as a whole, exiting welfare does not guarantee self-sufficiency. The typical welfare client who leaves welfare for a job earns almost \$11.00 per hour. Although this puts a family of three well above the Federal poverty level, it is less than a third of the median County household income and less than half of what is needed to live on in San Mateo County.

EXHIBIT A

Because of the high cost of living here, many families still need to rely on public or private assistance even after they leave the welfare rolls. The IDA project will provide families with a strengthened foundation for self-sufficiency with education, motivation, monitoring and high impact financial assistance to provide participants the resources to attain their goals and develop a life-long pattern of saving and financial advancement. Piloting the IDA concept will be a congruent next step in the Agency's proactive efforts to support low-income families in becoming more self-sufficient. It will also test the utility of IDAs in addressing the widening economic disparity among families in San Mateo County.

7. Initial Project Plan

Activity	Completion Date
Develop Operating Agreement between HSA and LCD on roles and responsibilities	May, 2001
Identify PeninsulaWorks staff to participate in project	May, 2001
Develop Contract between CVP and HSA	June, 2001
Develop calendar of participant orientations, Master your Money classes, and other training	June, 2001
Develop site specific procedures	June, 2001
Develop project evaluation plan	June, 2001
Train PeninsulaWorks staff in procedures	July, 2001
Begin identification of potential client participants	July, 2001
Hold first participant orientation	August, 2001
Begin Master Your Money sessions	Sept., 2001
Initiate participant saving deposits with project match	Sept., 2001
Issuance of first quarterly progress report	October, 2001

8. Contractor Responsibilities:

Engage in activities and supply information required to implement the County's Outcome-Based Management and Budgeting (OBM) initiative. Activities include, but are not limited to:

- Attending planning and informational meetings;
- Developing program performance and outcome measurements;
- Collecting and submitting data necessary to fulfill measurement requirements;
- Participating in technical assistance and training events offered by the Human Services Agency and seeking technical assistance and training necessary to fulfill measurement requirements; and
- Participating in a review of performance and outcome information;
- Comply with OBM Implementation Guidelines as specified in memos released by the Human Services Agency.

PROGRAM BUDGET

Peninsula Community Foundation
Center for Venture Philanthropy

August 1, 2000 through June 30, 2002

While this Agreement has a term from August 1, 2000 through June 30, 2002, the expanded IDA project is proposed for 165 families over a four and a half-year period.

During the first year of the expanded project 50 families will be enrolled in the Northern Region of San Mateo County, receive their initial orientation and financial management training, and begin their savings deposits. The IDA matching amount for these 50 initial families would also be deposited with Citibank.

During the second and third program years of the expanded project, it is anticipated that these 50 families would continue their deposits, receive additional training, graduate from the program and fund their goal expenditure as they fulfilled their savings plan. During the fourth year the last of the 50 families enrolled in the first year would finish their participation in the program by completing their three years savings period.

During the second year of the expanded project 115 additional families in Northern, Central and Southern Regions will be enrolled in the program, receive their initial orientation and financial management training and begin their savings deposit. The IDA matching amount for these 115 additional families will also be deposited with Citibank during this period.

During the third and fourth years of the expanded project, it is anticipated that the 115 additional families would continue their deposits, receive ongoing training, graduate from the program and fund their goal expenditure as they fulfilled their savings plan. During the fifth year the project would be closing out as the last of the 115 families enrolled in the second year completed their three years savings plan.

Expenditure / Revenue Description	Year One	Year Two	Year Three	Year Four	Year Five	Total Project
IDA Matching Funds	\$200,000	\$460,000	\$0	\$0	\$0	\$660,000
HSA Case Management (In-Kind)	\$36,700	\$111,050*	\$68,515*	\$61,303*	\$26,600*	\$304,168*
HSA Supportive Services (In-Kind)	\$30,095	\$106,838*	\$112,180*	\$117,789*	\$87,098*	\$453,999*
LCD Costs (In-Kind)	\$40,000	\$113,000	\$70,350	\$68,215	\$40,250	\$331,815
CVP Costs (In-Kind)	\$5,328	\$5,328	\$5,595	\$5,875	\$6,170	\$28,296
Citibank IDA - Management	\$7,500	\$24,750	\$22,250	\$14,000	\$5,750	\$74,250

Total Expenditure	\$319,623	\$820,966	\$278,890	\$267,182	\$165,868	\$1,852,528
Expenditure / Revenue Description	Year One	Year Two	Year Three	Year Four	Year Five	Total Project
TANF Funding	\$100,000	\$300,000	\$0	\$0	\$0	\$400,000
CalWORKS Funding	\$66,795	\$217,888*	\$180,695*	\$179,092*	\$113,698*	\$758,166*
CVP Funding	\$100,000	\$160,000	\$0	\$0	\$0	\$260,000
Interest Earned	\$7,500	\$24,750	\$22,250	\$14,000	\$5,750	\$74,250
CVP/LCD In-Kind	\$45,328	\$118,328	\$75,945	\$74,090	\$46,420	\$360,111
Total Funding	\$319,623	\$820,966	\$278,890	\$267,182	\$165,868	\$1,852,528
Net County Cost	\$0	\$0	\$0	\$0	\$0	\$0

[*Provisional only. Prior to the termination of this Agreement, the County may consider extending it beyond June 30, 2002] (Note: Year One funds match for participants in the first phase of the project completing their 3 years savings obligation in year four. Year Two funds match for participants in the second phase completing their 3 years savings obligation in year five)

Each of the 165 families upon successful completion of their three years savings plan with the project will have their \$2,000 in saving matched with \$4,000 from the project, requiring \$660,000 in matching funds. Funding for the \$660,000 is proposed from two sources. Matching funds of \$400,000 for families which would have income below the 200% of the Federal poverty income level would come from a portion of the Agency's CalWORKs TANF incentive funding at no net county cost.

Matching funds of another \$260,000 for families with incomes below 80% of the county median income would be provided by the Center for Venture Philanthropy at no net county cost. For families which did not save the full amount of \$2,000 during the project period, unused matching funds would be returned at the end of the project period to the Human Services Agency and/or the Center for Venture Philanthropy respectively.

An estimated .25 FTE of a case manager for the PeninsulaWorks site in Daly City would be required in the first year for recruiting and supporting the 50 initial participating families, for a total loaded cost of \$36,700. An estimated .875 FTE of a case manager for three PeninsulaWorks sites (one per Region) would be required for recruiting 115 additional participating families and supporting them as well as the 50 initial families already recruited in Year One, for a total loaded cost of \$111,050. It is estimated that after the second year .375 FTE of a case manager for all three PeninsulaWorks sites would be required for the third and fourth year of the project at an annual inflation adjusted cost of \$68,515 and \$61,303 respectively. For the final closeout year .375 FTE of a case manager for all three sites would be required for half a year. Funding for the portion of a case manager assigned to the project is expected to be available from the Agency's ongoing CalWORKs Single Allocation at no net county cost.

The County will also provide on-site childcare and food & drinks to participating families attending required training/classes of the Program. The estimated cost for these in-kind contributions is \$ 30,095 in Year One. In Year Two the estimated cost would be increasing to \$ 106,838 based on the total number of 165 participating families. These Supportive Services would increase by 5% annually thereafter. Funding for these amounts will also be from the Agency's ongoing CalWORKs Single Allocation at no net county cost.

Consultative activities provided by the Center for Venture Philanthropy and coordination and other operational activities of the Lenders for Community Development would be contributed by each respective organization at no net county cost. The establishment and physical management of each family's IDA would be provided by Citibank and funded through the interest earned on the \$660,000 matching deposit.

Human Services Agency's (HSA) Responsibilities:

Provide technical assistance and support to assist contractor's implementation of the County's Outcome-Based Management and Budgeting (OBM) initiative. Issue and review OBM Implementation Guidelines. Conduct review of performance and outcome information.

Provide reimbursement for the cost of contractor staff time spent attending OBM meetings, training sessions, and technical assistance events held or required by HSA at the rate of \$50.00 / hour. Application for reimbursement must be made in accordance with eligibility criteria and procedures set forth in OBM Implementation Guidelines.

PROGRAM MONITORING

Peninsula Community Foundation
Center for Venture PhilanthropyAugust 1, 2000 through June 30, 20021. Project Outcomes

Of the 165 families enrolled in the project who graduate from the Master Your Money training:

1. Eighty percent (80%) of the 165 families will demonstrate a regular saving pattern as indicated by at least 10 monthly deposits each year of at least \$20 per deposit for a minimum of two years.
2. Seventy-five percent (75%) of the families will attain their project investment goals as described in their Savings Agreement
3. Those families meeting their investment goals will show aggregate evidence of increased:
 - Financial literacy and management of family finances.
 - Self-sufficiency as measured by less reliance upon governmental or other assistance.
 - Self-esteem; feelings of hope, self-confidence and the future orientation; positive attitude towards life.
4. The Alliance will report the outcomes and knowledge gained from the project to relevant policy, funding and private sector audiences.
5. Assuming attainment of the project outcomes, the Alliance will develop innovative ways to implement an effective and sustainable IDA delivery system for an expanded population.

2. EvaluationOutcomes 1-3

Project success will be measured in terms of outcome achievement. The Center for Venture Philanthropy will work with LCD and the HSA to set quarterly benchmarks, or targets, that demonstrate measurable progress towards the project outcomes. Each quarter, LCD will provide the CVP and the HSA with a Target Summary Report. The Target Summary Report will be based on data from the LCD Management Information System and include an analysis of what is working and not working. The Target Summary Report will also be distributed to all other Alliance investors and partners and available to the public through the Center's web site at www.pcf.org.

Progress toward Outcomes 1-2 will be measured quarterly using LCD's Management Information System of Individual Development Accounts (MIS IDA). Measurement of Outcome 3 will be based upon composite data from exit interviews and changes in financial status such as reduced consumer debts, increased income, etc.

Outcome 4

The Alliance has established a defined structure to record lessons learned. LCD and CVP staff communicate on a daily basis, and review progress formally on a bi-weekly basis. LCD and HSA staff will meet together as frequently as needed to ensure a quality program.

In addition, CVP has formed an Asset For All Alliance Investment Council to facilitate the accountability-for-results process. The Council is a problem-solving body currently composed of 5 individual investors, 2 poverty experts, one representative from each Community Partner, and LCD staff. At quarterly meetings, the Investment Council reviews the latest Target Summary Report and enhances the chance of success by contributing a range of perspectives about issues of implementation. By September of each year, the Alliance will provide a written record of reflections and recommendations to support Outcome 4.

Outcome 5

The Alliance is part of two national demonstration projects. Both national demonstration partners enter data into a common database developed by the Center For Social Development at Washington University, St. Louis. Data from the HSA PeninsulaWorks project will therefore be integral component of aggregate data to inform future federal and state policy decisions. Within the context of the larger IDA movement, national researchers have developed a more complex scientific evaluation that includes some control groups.

COUNTY OF SAN MATEO
MEMORANDUM

DATE: May 9, 2001
TO: Priscilla Harris Morse
FROM: Deborah Jaeger, HSA210 Fax: (650) 508-0782
SUBJECT: APPROVAL OF INSURANCE
CONTRACTOR: Peninsula Community Foundation
Center For Venture Philanthropy

DO THEY TRAVEL: No

PERCENT OF TIME

NUMBER OF EMPLOYEES 30

DUTIES (SPECIFIC): Contractor will implement and administer the Individual Development Account Program at PeninsulaWorks sites. This is an amended contract in the amount of \$400,000.

COVERAGE:	Amount	Approve	Waive	Modify
Comprehensive Gen Liability	\$3m	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle Liability	_____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Professional Liability	_____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Worker's Compensation	_____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fidelity Bond	\$450K	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS/COMMENTS: Requesting waiver of insurance for this contractor.

Contractor is not required to travel or operate a motor vehicle. Please find attached insurance certificate and fidelity bond for your review and approval. Thank You.

Priscilla Morse

Manager, Risk Management



P.O. Box 8507, Santa Cruz, CA 95061

P: (800) 359-6422

F: (831) 459-0853

APR 06 2001

COMMERCIAL UMBRELLA POLICY DECLARATIONS

PRODUCER:
Jack Castle Insurance Agency
643 Bair Island Road, Ste. 104
Redwood City, CA 94064

POLICY NUMBER: 2000-00681-UMB

RENEWAL OF NUMBER: 99-0681-UMB

Item 1 NAME OF INSURED AND MAILING ADDRESS:

Peninsula Community Foundation
1700 S. El Camino Real, #300
San Mateo, CA 94402-3049

Item 2 POLICY PERIOD:

FROM 11/01/2000 TO 11/01/2001
AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

BUSINESS DESCRIPTION: Fund raising for non-profit organizations

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE COVERAGE AS STATED IN THIS POLICY.

Item 3 THE ANNUAL AND MINIMUM PREMIUM DUE AT INCEPTION:

\$1,650

Item 4 LIMITS OF INSURANCE:

a.	Each Occurrence (other than Directors' & Officers' Liability and Improper Sexual Conduct Liability).....	3,000,000
	Each Wrongful Act - Directors' & Officers' Liability	Excluded
	Each Occurrence - Improper Sexual Conduct Liability	Excluded
b.	Products Completed Operations Aggregate [(where applicable)]	3,000,000
c.	General Aggregate	3,000,000
d.	Aggregate Directors' & Officers' Liability	Excluded
e.	Aggregate Improper Sexual Conduct Liability	Excluded
f.	Retained Limit	10,000

Item 5 RETROACTIVE DATES - SEE SCHEDULE OF UNDERLYING INSURANCE

POLICY JACKET, FORMS AND ENDORSEMENTS ATTACHED TO THIS POLICY AT INCEPTION (NUMBER AND EDITION DATE):

SCHEDULE A, UMB1000/3-89, UMB16/12-88,

COUNTERSIGNED: 04/04/2001

BY

(AUTHORIZED REPRESENTATIVE)

THESE DECLARATIONS, THE ATTACHED SCHEDULE OF UNDERLYING INSURANCE, TOGETHER WITH THE ATTACHED SCHEDULE OF FORMS AND ENDORSEMENTS, AND ANY FORMS AND ENDORSEMENTS WE MAY LATER ATTACH TO REFLECT CHANGES, MAKE UP AND COMPLETE THE ABOVE NUMBERED POLICY.



Nonprofits' Insurance Alliance of California

WE FOR INSURANCE... A HEART FOR NONPROFITS

NONPROFITS' INSURANCE ALLIANCE OF CALIFORNIA

P.O. Box 8507, Santa Cruz, CA, 95061

P: (800) 359-6422

F: (831) 459-0853

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

PRODUCER:

Jack Castle Insurance Agency
643 Bair Island Road, Ste. 104
Redwood City, CA 94064

POLICY NUMBER: 2000-00681

RENEWAL QIF NUMBER: 99-0681

NAME OF INSURED AND MAILING ADDRESS:

Peninsula Community Foundation
1700 S. El Camino Real, #300
San Mateo, CA 94402-3049

POLICY PERIOD:

FROM 11/01/2000 TO 11/01/2001
AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

BUSINESS DESCRIPTION: Fund raising for non-profit organizations

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE COVERAGE AS STATED IN THIS POLICY.

LIMITS OF COVERAGE:

GENERAL AGGREGATE LIMIT (OTHER THAN PRODUCTS - COMPLETED OPERATIONS)	\$2,000,000	
PRODUCTS - COMPLETED OPERATIONS AGGREGATE LIMIT	\$2,000,000	
PERSONAL AND ADVERTISING INJURY LIMIT	\$1,000,000	
EACH OCCURRENCE LIMIT	\$1,000,000	
FIRE DAMAGE LIMIT	\$50,000	any one fire
MEDICAL EXPENSE LIMIT	5,000	any one pers

ADDITIONAL COVERAGES:

(LIMITS ARE INCLUDED IN GENERAL AGGREGATE LIMITS LISTED ABOVE)

MISC. PROFESSIONAL LIABILITY EXCLUDED

CLASSIFICATION(S)

SEE ATTACHED SUPPLEMENTAL DECLARATIONS SCHEDULE G

PREMIUM

\$3,477

FORMS AND ENDORSEMENTS APPLICABLE TO THIS POLICY ARE INCLUDED IN COMMERCIAL LINES COMMON POLICY DECLARATIONS

COUNTERSIGNED: 04/04/2001

BY

(AUTHORIZED REPRESENTATIVE)

THESE DECLARATIONS AND THE COMMON POLICY DECLARATIONS, IF APPLICABLE, TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

NIAC - GL

(00681)



CALCOMP INSURANCE COMPANY

WORKERS COMPENSATION

and

EMPLOYERS LIABILITY INSURANCE POLICY

FORM NUMBER
WC-00-00-01A

(Ed. 5-88)

Company No.:

INFORMATION PAGE

POLICY NO.
WDN 29755-G

PRIOR POLICY NO.
WDN 29755-F

- 1. The Insured:
PENINSULA COMMUNITY FOUNDATION

Individual Partnership
 Corporation or **NON-PROFIT ORGA**

Mailing address:
1700 SOUTH EL CAMINO REAL, #300
SAN MATEO CA 94402 -

Group :
 Line : Non-Participating
 Interim, Premium
 Adjustment : Stipulated

Other workplaces not shown above

(See Schedule of Locations - Extension of Information Page)
 (See Schedule of Identification Numbers - Extension of Information Page)

- 2. The policy period is from **06/15/2000** to **06/15/2001** at the insured's mailing address.
- 3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers' Compensation Law of the states listed here:

- B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident	\$1,000,000	each accident
Bodily Injury by Disease	\$1,000,000	policy limit
Bodily Injury by Disease	\$1,000,000	each employee

- C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:
All states except those in item 3A

- D. This policy includes these endorsements and schedules:
 PN-04-99-01,PN-04-99-02,WC-00-00-01A,WC-04-03-01A,WC-04-04-07,WC-04-06-01A,
 WC-99-03-60A,WC-99-04-01A

- 4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications	Code No.	Premium Basis Total Estimated Annual Remuneration	Rate Per \$100 of Remuneration	Estimated Annual Premium
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(See Extension of Information Page)

Total Estimated Annual Premium **\$9,180**

Minimum Premium **\$500** Expense Constant **0**

Name of Producer: **PACIFIC INTERSTATE - CASTLE**

Code of Producer : **0956**

Countersigned by *David B. Wiley*

Servicing Office : **02 - PLEASANTON OFFICE**

Territory : **47 - PENINSULA**

COUNTY OF SAN MATEO

Equal Benefits Compliance Declaration Form

I Vendor Identification

Name of Contractor: Center for Venture Philanthropy
 Contact Person: Carol Gray
 Address: 2744 Sand Hill Rd.
Menlo Park, CA 94025
 Phone Number: 650 854 5566 Fax Number: 650 854-7850

II Employees

Does the Contractor have any employees? Yes No
 Does the Contractor provide benefits to spouses of employees? Yes No

If the answer to one or both of the above is no, please skip to Section IV.

III Equal Benefits Compliance (Check one)

- Yes, the Contractor complies by offering equal benefits, as defined by Chapter 2.93, to its employees with spouses and its employees with domestic partners.
- Yes, the Contractor complies by offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- No, the Contractor does not comply.
- The Contractor is under a collective bargaining agreement which began on _____ (date) and expires on _____ (date).

IV Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this 25th day of May, 2001 at San Mateo (City), CA (State)

Charmaine L. Doherty
Signature

Charmaine L. Doherty
Name (Please Print)

Human Resources Manager
Title

94-2746687
Contractor Tax Identification Number