

# COPY

<input checked="" type="checkbox"/> CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED	2 Pages	AGREEMENT NUMBER	AMENDMENT NUMBER
		00-90928	01

1. This Agreement is entered into between the State Agency and Contractor named below:
 

STATE AGENCY'S NAME	California Department of Health Services
CONTRACTOR'S NAME	San Mateo County Health Services - Public Health Division
2. The term of this Agreement is August 1, 2000 through December 31, 2003
3. The maximum amount of this Agreement is: \$133,082  
 One-hundred and thirty-three thousand and eighty-two dollars
4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:
  - I. Amendment effective date: December 1, 2001
  - II. Purpose of amendment: To extend the time period to allow for completion of the Family Violence Strategic Planning activities and to incorporate a new Youth Firearm Survey project. The total contract amount increases by \$93,082. \$25,710 is added to Year Two and a revised Scope of Work and Budget are incorporated to reflect the new activities. New Scope of Work and Budget Exhibits are also included to cover Years Three (\$44,705) and Four (\$22,667).
  - III. Paragraph 1, entitled, "Project Workplan", is amended as follows:
 

"The Contractor shall develop and conduct a Family Violence Prevention Strategic Planning Project and a Youth Firearm Injury Survey Project by working towards the achievement of the goals stated in each of the respective Scope of Work Exhibits "A", entitled, Scope of Work, Year One" and Exhibit "AA" entitled "Scope of Work, Year Two", and by accomplishing the outcome and process objectives listed therein Exhibit "A" and Exhibit "AA"."

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

<b>CONTRACTOR</b>	CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) San Mateo County Health Services - Public Health Division	
BY (Authorized Signature) 	DATE SIGNED (Do not type)
PRINTED NAME AND TITLE OF PERSON SIGNING Jerry Hill President, Board of Supervisors	
ADDRESS 225 37th Avenue San Mateo, CA 94403	
<b>STATE OF CALIFORNIA</b>	
AGENCY NAME California Department of Health Services	
BY (Authorized Signature) 	DATE SIGNED (Do not type)
PRINTED NAME AND TITLE OF PERSON SIGNING Edward Stahlberg, Chief, Program Support Branch	
ADDRESS 1800 3rd. Street, Rm. 455, P.O. Box 942732, Sacramento, CA 94234-7320	
<input type="checkbox"/> Exempt per:	

- IV. Paragraph 2, entitled, "Contract Term", is amended as follows:
- "The term of this agreement shall be from August 1, 2000 through December 31, 2004 2003 subject to the provisions of Paragraph 4, MAXIMUM AMOUNT PAYABLE."
- V. Paragraph 3. B. is amended as follows:
- "Exhibit "AA" ~~"AA-1"~~, entitled "Scope of Work, Year Two", dated "07/01/01 – 12/31/04 06/30/02" consisting of ~~5~~ 8 pages."
- VI. Paragraph 3. E. is amended as follows:
- "The attached Exhibit ~~"BB"~~ ~~"BB-1"~~, entitled "Budget, Year Two", dated 07/01/01 – 12/31/04 06/30/02 and consisting of one page.
- VII. Paragraph 3. K. is added as follows:
- "Exhibit "AAA", entitled "Scope of Work, Year Three", dated 07/01/02—06/30/03 consisting of one page."
- VIII. Paragraph 3. L. is added as follows:
- "Exhibit "AAAA", entitled "Scope of Work, Year Four", dated 07/01/03—12/31/03 consisting of one page."
- IX. Paragraph 3. M. is added as follows:
- "Exhibit "BBB", entitled "Budget, Year Three", dated 07/01/02—06/30/03 consisting of one page."
- X. Paragraph 3. N. is added as follows:
- "Exhibit "BBBB", entitled "Budget, Year Four", dated 07/01/03—12/31/03 consisting of one page."
- XI. Paragraph 4, entitled "Maximum Amount Payable", is amended as follows:
- "Subject to the provisions of Paragraph 5, LIMITATION OF STATE LIABILITY, and Paragraph 6, FUNDING REDUCTION IN SUBSEQUENT FISCAL YEARS, the maximum amount payable shall not exceed the following amounts:
- A. \$20,000 for the 2000-01 fiscal year (August 1, 2000 – June 30, 2001).
  - B. ~~\$20,000~~ \$45,710 for the 2001-02 fiscal year (July 1, 2001 – ~~December 31, 2004~~ June 30, 2002).
  - C. \$44,705 for the 2002-03 fiscal year (July 1, 2002 – June 30, 2003).
  - D. \$22,667 for the 2003-04 fiscal year (July 1, 2003 – December 31, 2003).
  - E. ~~\$40,000~~ \$133,082 for the entire contract term.
- XII. Paragraph 7, entitled "Payment Provisions", is amended as follows:
- "In consideration of the services performed in a manner acceptable to the State, the State shall reimburse the Contractor for actual costs incurred as outlined in each of the respective Budget Exhibits "B" and "BB", respectively.

Invoices are to be signed by authorized official, employee, or agent of the Contractor certifying that the expenditures reported are actual expenditures for the period reported and for services agreed to herein and necessary in carrying out the provisions of this contract.

Invoices shall be submitted in a format prescribed by the State, in triplicate, not more frequently than monthly, in arrears to:

Department of Health Services  
State and Local Injury Control Section  
Attn: ~~Marlene Stanton Hamilton~~ Pam Shipley  
611 N. 7<sup>th</sup> Street, MS-38A Suite C  
~~P.O. Box 942732~~  
Sacramento, CA ~~94234-7320~~ 95814-0208

Exhibit AA-1  
Scope of Work  
Year Two  
07/01/01-06/30/02

GOAL STATEMENT #1: With the input and support of local community groups and residents, the San Mateo County Health Services Agency will assess existing resources and community needs in order to develop a Family Violence Prevention Strategic Plan which will identify the role of Health Services Agency in the prevention of family violence in San Mateo County.

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
<p><b><u>1. By September 30, 2001 develop a community summary report which fully describes the strengths, weaknesses, opportunities and threats to family violence prevention programs in San Mateo County (SMC)</u></b></p>	<p><b><u>1.1 With county epidemiologist, DV Council, law enforcement, etc. develop an Epidemiological profile to SMC that fills in gaps related to data on family violence. [Epid, PC]</u></b></p> <p><b><u>1.1 (a) Collaborate with agencies across county to establish a system for collecting and reporting this information.</u></b></p> <p><b><u>1.2 Develop key informant interview questions [PC, HE]</u></b></p> <p><b><u>1.3 Conduct key informant interviews with shelters, CBO's, law enforcements, district attorneys, etc. to identify gaps in family violence services [PC]</u></b></p> <p><b><u>1.4 Conduct interviews with members of coalition to assess activities of their agencies [PC]</u></b></p> <p><b><u>1.5 Develop community summary report including data collected earlier in grant process [PC, HE]</u></b></p>	<p><b><u>9/30/01</u></b></p> <p><b><u>Ongoing</u></b></p> <p><b><u>7/1/01 to 8/30/01</u></b></p> <p><b><u>8/30/01</u></b></p> <p><b><u>8/30/01</u></b></p> <p><b><u>9/30/01</u></b></p>	<p><b><u>Epidemiological Profile of SMC generated.</u></b></p> <p><b><u>List of key informant questions</u></b></p> <p><b><u>Interview results</u></b></p> <p><b><u>Coalition members responses to information requests</u></b></p> <p><b><u>Community Summary Report</u></b></p>

Exhibit AA-1  
Scope of Work  
Year Two  
07/01/01-06/30/02

GOAL STATEMENT #1: With the input and support of local community groups and residents, the San Mateo County Health Services Agency will assess existing resources and community needs in order to develop a Family Violence Prevention Strategic Plan which will identify the role of Health Services Agency in the prevention of family violence in San Mateo County.

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
<p>2. <u>By October 5, 2001, the Coalition will have identified priorities for SMCHSA in addressing gaps in family violence prevention services in SMC.</u></p>	<p><u>2.1 Core planning group will meet to review completed parts of community summary report and will begin defining role of HSA</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Hold a review meeting with key health dept. leaders to obtain their ideas and priorities.</u></li> <li><input type="checkbox"/> <u>Summarize priorities from key informant interviews, staff meeting, and from surveys and previous data gathered and send out to staff for them to rank priorities.</u></li> </ul> <p>nominal group process to develop priorities for a strategic plan</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Coalition will develop recommendations on expanded SAFE center and role in community</u></li> </ul>	<p><u>By 7/2/01</u></p> <p><u>By mid 8/01</u></p> <p><u>By 9/26/01</u></p>	<p><u>Meeting agenda and attendance roster of CORE group</u></p> <p><u>Meeting agenda; attendance roster; summary from meeting</u></p> <p><u>Survey sheet listing priorities and asking for staff to rank activities.</u></p> <p>List of recommendations on expanded SAFE Center and role in community</p>
<p>6. <u>By July 31, 2001 the coalition will have held a full day retreat and identified the key interventions as well as developed an outline for recommended changes in family violence activities in SMC.</u></p>	<p><u>6.1 Planning for retreat begins; flyers and summary of best practices will be sent out [PG]</u></p> <p><u>6.2 All day retreat will be held to define role of SMCHSA &amp; develop strategies for priorities [PG]</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Develop outline for working plan</u></li> </ul>	<p><u>6/15/2001</u></p> <p><u>7/31/2001</u></p>	<p><u>Flyers, agenda</u></p> <p><u>Meeting notes, List of participants</u> <u>Outline of working plan</u></p>

Exhibit AA-1  
Scope of Work  
Year Two  
07/01/01-06/30/02

GOAL STATEMENT #1: With the input and support of local community groups and residents, the San Mateo County Health Services Agency will assess existing resources and community needs in order to develop a Family Violence Prevention Strategic Plan which will identify the role of Health Services Agency in the prevention of family violence in San Mateo County.

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
<p><b>3. By 10/15/01 a combined staff/community meeting will have been held to identify the key activities and priorities for a family violence prevention plan.</b></p> <p><del>7. By September 30, 2001</del> <b>4. By Jan. 31, 2002</b> develop draft of strategic plan and distribute to Coalition members and Health Services management.</p>	<p><b>3.1 Planning for joint meeting begins</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>A meeting will be held to present all information gathered and the suggested priorities from staff and community</u></b></li> <li><input type="checkbox"/> <b><u>A draft of the key activities and priorities will be sent out prior to the meeting.</u></b></li> <li><input type="checkbox"/> <b><u>Obtain outside facilitator to lead a short 2-hour meeting of staff and community providers to examine a summary of the suggested priorities.</u></b></li> </ul> <p><b>3.2 A new intra-division steering committee will be formed out of the meeting and this committee will review comments from the meeting, revisions to the key activities and priorities, and discuss the development of the strategic plan draft</b></p> <p><del>7.1 Using outline from retreat, develop draft of strategic plan [PC]</del> <b>4.1 Using notes and feedback from Oct. meeting as well as from community report, Core committee and staff will meet with new Health Services steering committee to develop a draft of the strategic plan document.</b></p> <p><b>7.2 4.2 Provide Health Services management with draft of strategic plan [PC]</b></p>	<p><b>7/01/01</b> <b>By 10/5/01</b></p> <p><b>10/3/01</b> <b>By 9/30/01</b></p> <p><b>10/18/01 to 1/15/02</b></p> <p><del>8/31/2001</del> <b>10/05/01 to 1/31/02</b></p> <p><b>9/1/2001</b> <b>By 2/01/02</b></p>	<p><b>Flyers, agenda</b> <b>List of participating groups</b> <b>Notes from committee meetings</b></p> <p><b>Draft of priorities with categories and activities</b> <b>Copy of contract with facilitator</b></p> <p><b>Meeting agenda, meeting notes, and attendance roster</b></p> <p><b>Draft strategic plan</b></p>

Exhibit AA-1  
Scope of Work  
Year Two  
07/01/01-06/30/02

GOAL STATEMENT #1: With the input and support of local community groups and residents, the San Mateo County Health Services Agency will assess existing resources and community needs in order to develop a Family Violence Prevention Strategic Plan which will identify the role of Health Services Agency in the prevention of family violence in San Mateo County.

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
<p>8. <del>By October 31, 2001</del> <b>5. By January 31, 2002</b> conduct 4-6 community forums <b>or presentations</b> throughout the county to encourage <b>obtain</b> input from <b>both service providers and</b> diverse community groups throughout SMC about draft of strategic plan <b>the recommendations for the plan and/or the plan outline.</b></p>	<p>7.3 <b>4.3</b> Circulate draft among Coalition members [PC]</p>	<p>9/1/2001 <b>By 1/31/02</b></p>	
	<p>7.4 <b>4.4</b> Coalition meets to discuss draft and get feedback</p>	<p>9/30/2001 <b>By 2/01/02</b></p>	<p>Meeting minutes</p>
	<p>8.1 <b>5.1</b> Conduct publicity and promotional activities to encourage attendance at 4 to 6 community forums. [PC]</p>	<p>9/1/2001 <b>By 1/23/02</b></p>	<p><b>Notice in meeting agendas and</b> Announcements, flyers</p>
	<p>8.2 <b>5.2</b> Engage coalition members in recruiting attendance and informing the community about forums. [PC]</p>	<p>9/1/2001 <b>1/21/02</b></p>	
	<p>8.3 <b>5.3</b> Plan community forum programs and choose sites with input from coalition members <b>input.</b> [PC]</p>	<p>9/1/2001 <b>1/21/02</b></p>	<p>Flyers, <b>sample packet of program materials (English and Spanish)</b></p>
	<p>8.4 <b>5.4</b> Seek out support from existing family violence related services to provide information and support materials for community forums. [PC]</p>	<p>10/1/2001 <b>1/21/02</b></p>	<p><b>Summary of</b> Feedback from community programs</p>
	<p>8.5 <b>5.5</b> Conduct 4 to 6 community forums throughout areas of SMC with at least one conducted in Spanish [PC]</p>	<p>10/15/2001 <b>By 1/25/02</b></p>	<p>Sign-in sheet, <b>Agenda</b>, Notes from community forums</p>
<p>8.6 <b>5.6</b> Summarize all community input from forums [PC]</p>	<p>10/31/2001 <b>1/28/02</b></p>	<p>Summary Report</p>	

Exhibit AA-1  
Scope of Work  
Year Two  
07/01/01-06/30/02

GOAL STATEMENT #1: With the input and support of local community groups and residents, the San Mateo County Health Services Agency will assess existing resources and community needs in order to develop a Family Violence Prevention Strategic Plan which will identify the role of Health Services Agency in the prevention of family violence in San Mateo County.

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
<p>9. By December 31, 2004 <b>6. By Feb. 28, 2002</b> complete and distribute final <b>family violence prevention</b> strategic planning document which has received input from Coalition and diverse community groups in SMG and that delineates the role of SMCHSA in family violence prevention <b>and promote strategic plan to community leaders.</b></p>	<p>9.1 <b>6.1</b> Write final version of strategic plan [PC, HE]</p>	<p>11/15/2004 <b>2/15/02</b></p>	<p>Final Strategic Plan</p>
	<p>9.2 <b>6.2</b> Obtain approval of final plan from management [PC]</p>	<p>11/30/2004 <b>2/20/02</b></p>	<p><b>Signed memo from management</b></p>
	<p><b>6.3 Develop executive summary of strategic plan [PC]</b></p>	<p><b>2/22/02</b></p>	<p><b>Executive Summary</b></p>
	<p>9.3 <b>6.4</b> Request that the Director of Health Services provide plan to the County Board of Supervisors with a request for a resolution for future action [PC]</p>	<p>11/30/2004 <b>2/28/02</b></p>	<p><b>Resolution of Board of Supervisors</b></p>
	<p>9.4 <b>6.5</b> With support from the new "Steering" Committee for Family Violence, and recommendations of the Trauma &amp; Abuse Committee, distribute final plan within the Agency SMCHSA [PC]</p>	<p>12/1/2004 <b>2/28/02</b></p>	<p>Mailing lists</p>
	<p>9.5 <b>6.6</b> With the support of the Division Directors, distribute <b>executive summary of</b> plan to county boards and commissions, County Council of Cities, and City Councils <b>groups</b> that hosted the community forums [PC] <input type="checkbox"/> <b>Send summary of all those involved in the development of the plan, including</b></p>	<p>12/1/2004 <b>2/25/02</b>  <b>2/28/02</b></p>	<p>Mailing lists</p>



Exhibit AA-1  
Scope of Work  
Year Two  
07/01/01-06/30/02

GOAL STATEMENT #1: With the input and support of local community groups and residents, the San Mateo County Health Services Agency will assess existing resources and community needs in order to develop a Family Violence Prevention Strategic Plan which will identify the role of Health Services Agency in the prevention of family violence in San Mateo County.

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
<p><del>10. By December 31, 2001</del>  <b>7. By February 28, 2002</b>                      the project will have been evaluated using <u>conducted evaluations on both the process and outcome of the whole project</u> evaluation methods that will assess the strengths and weaknesses of activities.</p>	<p><u>DV Council, coalition members, and community agencies involved in hosting presentations.</u></p>		
	<p><del>9.6</del> <b>6.6</b> Develop written summary of strategic plan [PC]</p>	<p>12/1/2001</p>	<p>Written summary</p>
	<p><del>9.7</del> <b>6.7</b> Make presentation of plan to Domestic Violence Council [PC]</p>	<p>12/15/2001 <u>By 2/28/02</u></p>	<p><u>Agenda</u>, Presentation outline, <u>Attendance Roster</u></p>
	<p><del>9.8</del> <b>6.8</b> Develop press release for final information about plan [PC, HE]</p>	<p>12/15/2001 <u>By 2/28/02</u></p>	<p>Press Release</p>
	<p><del>9.9</del> <b>6.9</b> Meet with coalition <u>and new committee</u> to discuss strategies for implementation and funding of plan [PC]</p>	<p>12/31/2001 <u>1/01/02 to 2/10/02</u></p>	<p>Meeting minutes, <u>attendance roster</u></p>
	<p><del>10.1</del> <b>7.1</b> Project Coordinator will conduct semi-monthly program reviews to assess strengths and weaknesses and determine progress towards achievement of measurable outcome. <del>Contact logs will be developed and maintained to document outreach efforts.</del> [PC]</p>	<p>Ongoing</p>	<p>Contact logs on file <u>Summary notes from coordinator.</u></p>
	<p><del>10.2</del> <b>7.2</b> Coalition members will be surveyed quarterly at Coalition meetings <u>1 to 3 times in the course of the grant</u> to evaluate membership, satisfaction with process and to gather recommendations to improve structure of the Coalition. [PC]</p>	<p>1/31/2001- 12/31/2001 <u>Ongoing</u></p>	<p>Copy of survey Summary of results</p>

Exhibit AA-1  
Scope of Work  
Year Two  
07/01/01-06/30/02

GOAL STATEMENT #1: With the input and support of local community groups and residents, the San Mateo County Health Services Agency will assess existing resources and community needs in order to develop a Family Violence Prevention Strategic Plan which will identify the role of Health Services Agency in the prevention of family violence in San Mateo County.

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
	<p><b><u>7.3 Committee (core and steering committees) members will be surveyed at least once to evaluate satisfaction with the process and to gather recommendations to improve the work of the committee</u></b></p> <p>10.3 <b><u>7.4</u></b> The community forums will be evaluated using a post-survey that will assess participants' perception of the information presented. The survey will contain quantitative questions as well as opportunities to provide qualitative <b><u>opportunity for</u></b> feedback about the forums. [PC]</p> <p><b><u>(a) Forum evaluation forms will be field tested by using them first with 1 or 2 small groups of providers. With their input, the form will be finalized to use with providers and community members.</u></b></p> <p>10.4 <b><u>7.5</u></b> Project Coordinator will prepare quarterly reports to determine if timelines were met, products were generated, and goals were met. [PC]</p>	<p><b><u>1/31/02</u></b></p> <p>11/31/2001 <b><u>By 1/31/02</u></b></p> <p><b><u>By 10/31/01</u></b></p> <p>Quarterly</p>	<p><b><u>Summary of results</u></b></p> <p>Evaluation forms <b><u>and results</u></b></p> <p><b><u>Copies of different forms used</u></b></p> <p>Copies of Quarterly Reports</p>

Exhibit AA-1  
Scope of Work  
Year Two  
07/01/01-06/30/02

GOAL STATEMENT #1: With the input and support of local community groups and residents, the San Mateo County Health Services Agency will assess existing resources and community needs in order to develop a Family Violence Prevention Strategic Plan which will identify the role of Health Services Agency in the prevention of family violence in San Mateo County.

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
--------------------	--	----------	---

GOAL STATEMENT #2: The local effort coordinator of the California Youth Firearm Injury Reporting System (CYFIRS) will survey, educate, and audit local law enforcement agencies in San Mateo, Santa Clara, and San Francisco Counties on reporting mandated by the Aroner-Scott-Hayden Firearm Safety Act of 1999.

<p><b>8. By June 30, 2002 the local effort coordinator of CYFIRS will survey all law enforcement agencies in the counties of San Mateo, Santa Clara, and San Francisco on their knowledge, attitudes, and behaviors of CYFIRS.</b></p>	<p><b><u>8.1 Contract with Ellen Corman to perform duties of local effort coordinator.</u></b></p>	<p><b><u>6/30/2002</u></b></p>	<p><b><u>Copy of agreement.</u></b></p>
	<p><b><u>8.1 Working with Department of Justice (DOJ) field representatives, establish a list of contact persons for each law enforcement agency</u></b></p>	<p><b><u>6/30/2002</u></b></p>	<p><b><u>List of contacts and completed surveys provided to project lead</u></b></p>
	<p><b><u>8.2 Administer CYFIRS survey to each contact person by phone or in person if DOJ has not already administered one</u></b></p>	<p><b><u>6/30/2002</u></b></p>	<p><b><u>Log of contact correspondence with dates and notes</u></b></p>
<p><b>9. By June 30, 2002 the local effort coordinator of CYFIRS will discover and report all reportable cases since January 1, 2000 in the counties of San Mateo, Santa Clara, and San Francisco.</b></p>	<p><b><u>8.3 Compile all surveys and return to EPIC for analysis</u></b></p>	<p><b><u>6/30/2002</u></b></p>	<p><b><u>Surveys returned to EPIC</u></b></p>
	<p><b><u>9.1 Request in writing that each law enforcement contact person review their records for unreported cases after January 1, 2000</u></b></p>	<p><b><u>6/30/2002</u></b></p>	<p><b><u>Each contact signs that they have reported all reportable cases since the requirement began</u></b></p>
	<p><b><u>9.2 Follow-up the letter with a phone call</u></b></p>	<p><b><u>6/30/2002</u></b></p>	<p><b><u>Log of contact correspondence with dates and notes</u></b></p>
	<p><b><u>9.3 Follow-up in person and review cases manually if necessary</u></b></p>	<p><b><u>6/30/2002</u></b></p>	<p><b><u>Log of contact correspondence with dates and notes</u></b></p>

Exhibit AAA  
Scope of Work  
Year Three  
07/01/02-06/30/03

GOAL STATEMENT: The local effort coordinator of the California Youth Firearm Injury Reporting System (CYFIRS) will survey, educate, and assess local law enforcement agencies in San Mateo, Santa Clara, and San Francisco Counties on reporting mandated by the Aroner-Scott-Hayden Firearm Safety Act of 1999.

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
<p>1. By June 30, 2003 the local effort coordinator of CYFIRS will have all law enforcement contacts trained and vigilant in recognizing and reporting cases to DHS without outside pressure.</p>	<p>1.1 Maintain periodic contact through email and telephone with each law enforcement agency contact.</p>	<p>ongoing</p>	<p>Log of contact correspondence with dates and notes</p>
	<p>1.2 Train new personnel when a contact is replaced</p>	<p>ongoing</p>	<p>Log of contact correspondence with dates and notes</p>
	<p>1.3 Give project updates and feedback on what their reporting has meant for the project</p>	<p>12/31/2002</p>	<p>Give presentation at CA Child Injury Conference in September, 2002</p>
	<p>1.4 Re-survey law enforcement contacts to compare with initial survey (6/30/02)</p>	<p>06/30/2003</p>	<p>Survey analysis will be included in final grant report, other reports &amp; presentations</p>

Exhibit AAAA  
Scope of Work  
Year Four  
07/01/03-12/31/03

GOAL STATEMENT: The local effort coordinator of the California Youth Firearm Injury Reporting System (CYFIRS) will survey, educate, and assess local law enforcement agencies in San Mateo, Santa Clara, and San Francisco Counties on reporting mandated by the Aroner-Scott-Hayden Firearm Safety Act of 1999.

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
1. By December 31, 2003 the local effort coordinator will have demonstrated that CYFIRS is autonomous in the counties of San Mateo, Santa Clara, and San Francisco.	1.1 Maintain periodic contact through email and telephone	ongoing	Log of contact correspondence with dates and notes
	1.2 Train new personnel when a contact is replaced	ongoing	Log of contact correspondence with dates and notes
	1.3 Give project updates and feedback on what their reporting has meant for the project	9/30/2003	Give presentation at CA Child Injury Conference in September, 2003
	1.4 All reportable cases from 1/1/00 through 12/31/03 will be reported in the CYFIRS	12/31/03	News clippings compared and contacts will sign off that all cases from their jurisdiction have been reported
	1.5 Re-survey law enforcement contacts to compare with initial survey and first follow-up	12/31/03	Survey analysis will be included in final grant report, other reports & presentations

Exhibit BB-1  
Budget  
Year Two  
07/01/01-06/30/02

<u>Personnel Expenses</u>	<u>Original Budget</u>	<u>This Adjustment</u>	<u>Revised Budget</u>
Community Program Specialist II (Project Coordinator)	\$9,120	\$0	\$9,120
Public Health Educator	\$1,216	\$0	\$1,216
Epidemiologist	<u>\$1,420</u>	<u>\$0</u>	<u>\$1,420</u>
Total Salaries & Wages	\$11,756	\$0	\$11,756
Fringe Benefits @ 27.98%	<u>\$3,289</u>	<u>\$0</u>	<u>\$3,289</u>
<b>Total Personnel Expenses</b>	\$15,045	\$0	\$15,045
<u>Operating Expenses</u>			
General Expenses	\$450	\$0	\$450
Communications	\$1,400	\$0	\$1,400
Duplicating	\$250	\$0	\$250
Printing	\$500	\$0	\$500
Staff Training	\$100	\$0	\$100
Travel	\$250	\$0	\$250
Consultant Services	\$0	\$24,486	\$24,486
Other	<u>\$500</u>	<u>\$1,224</u>	<u>\$1,724</u>
<b>Total Operating Expenses</b>	\$3,450	\$25,710	\$29,160
Indirect Costs @ 10% of Total Personnel	<u>\$1,505</u>	<u>\$0</u>	<u>\$1,505</u>
<b>TOTAL COSTS</b>	\$20,000	\$25,710	\$45,710

**EXHIBIT BBB**  
**BUDGET**  
**Year Three**  
**07/01/02-06/30/03**

Personnel	\$0
Fringe Benefits @ 0%	\$0
Operating Expenses	\$0
Equipment	\$0
Travel	\$0
Subcontracts	\$42,576
Other Costs	\$2,129
Indirect Costs @ 0%	<u>\$0</u>
<b>TOTAL</b>	<b><u><u>\$44,705</u></u></b>

EXHIBIT BBBB  
BUDGET  
Year Four  
07/01/03-12/31/03

Personnel	\$0
Fringe Benefits @ 0%	\$0
Operating Expenses	\$0
Equipment	\$0
Travel	\$0
Subcontracts	\$21,588
Other Costs	\$1,079
Indirect Costs @ 0%	<u>\$0</u>
<b>TOTAL</b>	<b><u><u>\$22,667</u></u></b>