

STANDARD AGREEMENT A NDMENT

STD 213 A (Rev 9/01)

 CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 1 Pages

AGREEMENT NUMBER

AMENDMENT NUMBER

00-90928

02

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 \$173,082

of this Agreement is: One-hundred and seventy-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: February 28, 2002

II. Purpose of amendment: To revise the Scope of Work and Budgets for Years Two and Three to allow the Contractor to conduct family violence prevention training for its Agency staff and community. The contract is being augmented by \$40,000 to cover the addition of these new services. \$10,000 is added in Year Two and the remaining \$30,000 will be added in Year Three, with the respective work scopes revised in accordance with the new activities.

III. Paragraph 1, entitled, "Project Workplan", is amended as follows:

"The Contractor shall develop and conduct a Family Violence Prevention Strategic Planning, **Family Violence Prevention Training Implementation**, and a Youth Firearm Injury Survey Projects by working towards the achievement of the goals stated in each of the respective Scope of Work Exhibits and by accomplishing the outcome and process objectives listed herein."

All other terms and conditions shall remain the same.

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

CONTRACTOR

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)

Jerry Hill, President

DATE SIGNED (Do not type)



Board of Supervisors

PRINTED NAME AND TITLE OF PERSON SIGNING

ATTEST:

Clerk of Said Board

ADDRESS

225 37th Avenue
San Mateo, CA 94403

STATE OF CALIFORNIA

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

CALIFORNIA
Department of General Services
Use Only Exempt per:

- IV. Paragraph 3 (incorporated exhibits) on the face of the original STD 2 is modified to reflect a different number of pages for the following exhibits:

Exhibit AA-4 AA-2 - Scope of Work, Year Two	(8 13 pages)
Exhibit BB-4 BB-2 – Budget, Year Two	(1 page)
Exhibit AAA AAA-1 – Scope of Work, Year Three	(4 5 pages)
Exhibit BBB BBB-1 – Budget, Year Three	(1 page)
<u>Exhibit BBB-1, Schedule 1, Subcontractor Budget, Year Three</u>	<u>(1 page)</u>

- V. Paragraph 3 (incorporated exhibits) on the face of the original STD 2 is amended to add Exhibit AA-2, Scope of Work, Year Two. All references to Exhibit AA-1, Scope of Work, Year Two in any exhibit incorporated into this agreement shall hereinafter be deemed to read Exhibit AA-2, Scope of Work, Year Two.
- VI. Paragraph 3 (incorporated exhibits) on the face of the original STD 2 is amended to add Exhibit BB-2, Budget, Year Two. All references to Exhibit BB-1, Budget, Year Two in any exhibit incorporated into this agreement shall hereinafter be deemed to read Exhibit BB-2, Budget, Year Two.
- VII. Paragraph 3 (incorporated exhibits) on the face of the original STD 2 is amended to add Exhibit AAA-1, Scope of Work, Year Three. All references to Exhibit AAA, Scope of Work, Year Three in any exhibit incorporated into this agreement shall hereinafter be deemed to read Exhibit AAA-1, Scope of Work, Year Three.
- VIII. Paragraph 3 (incorporated exhibits) on the face of the original STD 2 is amended to add Exhibit BBB-1, Budget, Year Three. All references to Exhibit BBB, Budget, Year Three in any exhibit incorporated into this agreement shall hereinafter be deemed to read Exhibit BBB-1, Budget, Year Three.
- IX. Paragraph 3 (incorporated exhibits) on the face of the original STD 2 is amended to add Exhibit BBB-1, Schedule 1, Subcontractor Budget, Year Three.
- X. 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. \$45,740 ~~\$55,710~~ for the 2001-02 fiscal year (July 1, 2001 – June 30, 2002).
 - C. \$44,705 ~~\$74,705~~ 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. \$133,082 ~~\$173,082~~ for the entire contract term.

Exhibit AA-2
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. 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. **GOAL STATEMENT #3: In collaboration with existing programs in the community, San Mateo County Health Services Agency will work to train and educate Agency staff about family violence issues as well as collaborate in the provision of programs for the community that address both primary prevention and the needs of victims of family violence and their families.**

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
<p>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)</p>	<p>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] 1.1 (a) Collaborate with agencies across county to establish a system for collecting and reporting this information. 1.2 Develop key informant interview questions [PC, HE] 1.3 Conduct key informant interviews with shelters, CBO's, law enforcements, district attorneys, etc. to identify gaps in family violence services [PC] 1.4 Conduct interviews with members of coalition to assess activities of their agencies [PC] 1.5 Develop community summary report including data collected earlier in grant process [PC, HE]</p>	<p>9/30/01 Ongoing 7/1/01 to 8/30/01 8/30/01 8/30/01 9/30/01</p>	<p>Epidemiological Profile of SMC generated. List of key informant questions Interview results Coalition members responses to information requests Community Summary Report</p>

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2. By October 5, 2001, the Coalition will have identified priorities for SMCHSA in addressing gaps in family violence prevention services in SMC.	2.1 Core planning group will meet to review completed parts of community summary report and will begin defining role of HSA <input type="checkbox"/> Hold a review meeting with key health dept. leaders to obtain their ideas and priorities. <input type="checkbox"/> 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.	By 7/2/01 By mid 8/01 By 9/26/01	Meeting agenda and attendance roster of CORE group Meeting agenda; attendance roster; summary from meeting Survey sheet listing priorities and asking for staff to rank activities.
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.	3.1 Planning for joint meeting begins <input type="checkbox"/> A meeting will be held to present all information gathered and the suggested priorities from staff and community <input type="checkbox"/> A draft of the key activities and priorities will be sent out prior to the meeting. <input type="checkbox"/> Obtain outside facilitator to lead a short 2-hour meeting of staff and community providers to examine a summary of the suggested priorities. 3.2 A new intra-division steering committee will be formed out of the meeting and this committee will review comments from the	7/01/01 By 10/5/01 10/3/01 By 9/30/01 10/18/01 to 1/15/02	Flyers, agenda List of participating groups Notes from committee meetings Draft of priorities with categories and activities Copy of contract with facilitator Meeting agenda, meeting notes, and attendance roster

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<p>4. By Jan. 31, 2002 develop draft of strategic plan and distribute to Coalition members and Health Services management.</p>	<p>meeting, revisions to the key activities and priorities, and discuss the development of the strategic plan draft</p> <p>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.</p> <p>4.2 Provide Health Services management with draft of strategic plan [PC]</p> <p>4.3 Circulate draft among Coalition members [PC]</p> <p>4.4 Coalition meets to discuss draft and get feedback</p>	<p>10/05/01 to 1/31/02</p> <p>By 2/01/02</p> <p>By 1/31/02</p> <p>By 2/01/02</p>	<p>Draft strategic plan</p> <p>Meeting minutes</p>
<p>5. By January 31, 2002 conduct 4-6 community forums or presentations to obtain input from both service providers and diverse community groups</p>	<p>5.1 Conduct publicity and promotional activities to encourage attendance at 4 to 6 community forums. [PC]</p> <p>5.2 Engage coalition members in recruiting attendance and informing the community about</p>	<p>By 1/23/02</p> <p>1/21/02</p>	<p>Notice in meeting agendas and Announcements</p>

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<p>about the recommendations for the plan and/or the plan outline.</p> <p>6. By Feb. 28, 2002 complete and distribute final family violence prevention strategic planning document and promote strategic plan to community leaders.</p>	forums. [PC]		
	5.3 Plan community forum and sites with coalition members input. [PC]	1/21/02	Flyers, sample packet of program materials (English and Spanish)
	5.4 Seek out support from existing family violence related services to provide information & support materials for community forums. [PC]	1/21/02	Summary of Feedback
	5.5 Conduct 4 to 6 community forums throughout areas of SMC with at least one conducted in Spanish [PC]	By 1/25/02	Sign-in sheet, Agenda, Notes from community forums
	5.6 Summarize all community input from forums [PC]	1/28/02	Summary Report
	6.1 Write final version of strategic plan [PC, HE]	2/15/02	Final Strategic Plan
	6.2 Obtain approval of final plan from management [PC]	2/20/02	Signed memo from management
6.3 Develop executive summary of strategic plan [PC]	2/22/02	Executive Summary	

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	6.4 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]	2/28/02	Resolution of Board of Supervisors
	6.5 With support from the new "Steering" Committee for Family Violence, distribute plan within the Agency [PC]	2/28/02	Mailing lists
	6.6 With the support of the Division Directors, distribute executive summary of plan to county boards and commissions, County Council of Cities, and groups that hosted the community forums [PC]	2/25/02	Mailing lists
	<input type="checkbox"/> Send summary of all those involved in the development of the plan, including DV Council, coalition members, and community agencies involved in hosting presentations.	2/28/02	
	6.7 Make presentation of plan to Domestic Violence Council [PC]	By 2/28/02	Agenda, Presentation outline, Attendance Roster
	6.8 Develop press release for final information about plan [PC]	By 2/28/02	Press Release

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<p>7. By February 28, 2002 the project will have conducted evaluations on both the process and outcome of the whole project.</p>	<p>6.9 Meet with coalition and new committee to discuss strategies for implementation and funding of plan [PC]</p>	<p>1/01/02 to 2/10/02</p>	<p>Meeting minutes, attendance roster</p>
	<p>7.1 Project Coordinator will conduct semi-monthly program reviews to assess strengths and weaknesses and determine progress towards achievement of measurable outcome.</p>	<p>Ongoing</p>	<p>Summary notes from coordinator.</p>
	<p>7.2 Coalition members will be surveyed 1 to 3 times in the course of the grant to evaluate membership, satisfaction with process and to gather recommendations to improve the Coalition. [PC]</p>	<p>Ongoing</p>	<p>Copy of survey Summary of results</p>
	<p>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</p>	<p>1/31/02</p>	<p>Summary of results</p>
	<p>7.4 The community forums will be evaluated using a post-survey that will assess participants' perception of the information presented. The</p>	<p>By 1/31/02</p>	<p>Evaluation forms and results</p>

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	<p>survey will provide opportunity for feedback. [PC] (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.</p> <p>7.5 Project Coordinator will prepare quarterly reports to determine if timelines were met, products were generated, and goals were met. [PC]</p>	<p>By 10/31/01</p> <p>Quarterly</p>	<p>Copies of different forms used</p> <p>Copies of Quarterly Reports</p>
<p>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.</p>	<p>8.1 Contract with Ellen Corman to perform duties of local effort coordinator.</p> <p>8.1 Working with Department of Justice (DOJ) field representatives, establish a list of contact persons for each law enforcement agency</p> <p>8.2 Administer CYFIRS survey to each contact person by phone or in person if DOJ has not already administered one</p> <p>8.3 Compile all surveys and return to EPIC for</p>	<p>6/30/2002</p> <p>6/30/2002</p> <p>6/30/2002</p> <p>6/30/2002</p>	<p>Copy of agreement.</p> <p>List of contacts and completed surveys provided to project lead</p> <p>Log of contact correspondence with dates and notes</p> <p>Surveys returned to EPIC</p>

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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.	analysis		
	9.1 Request in writing that each law enforcement contact person review their records for unreported cases after January 1, 2000	6/30/2002	Each contact signs that they have reported all reportable cases since the requirement began
	9.2 Follow-up the letter with a phone call	6/30/2002	Log of contact correspondence with dates and notes
	9.3 Follow-up in person and review cases manually if necessary	6/30/2002	Log of contact correspondence with dates and notes
<u>10. By June 30, 2002, the Family Violence Advisory Committee will meet to prioritize implementation, plan for additional sources of funding, and monitor implementation of the strategic plan.</u>	<u>Internal Advisory Committee</u>		
	<u>10.1. Representatives from each Division will serve on the inter-divisional family violence prevention advisory committee (the committee will have 7 to 11 members).</u>	<u>3/1/02-6/30/02</u>	<u>List of participants with agency affiliation</u>
	<u>10.2. The advisory committee will meet at least 2 times during this scope of work.</u>	<u>3/1/02-6/30/02</u>	<u>Meeting agendas and notes; meeting attendance sheet</u>
	<u>10.3. Project Coordinator and committee will develop a plan for obtaining funding for components of the strategic plan and pursue opportunities as they become available.</u>	<u>3/1/02-6/30/02</u>	<u>Plan of action for more funding</u>

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<p><u>11. By June 30, 2002, at least 100 indirect health service providers will be trained on a basic family violence awareness curriculum and at least 60 direct service providers will be trained on advanced family violence including screening, and referral.</u></p>	<p><u>10.4. The advisory committee will monitor implementation of the strategic plan as well as make recommendations regarding changes in timeline, resources, activities, etc.</u></p>	<p><u>On-going</u></p>	<p><u>Meeting notes</u></p>
	<p><u>Agency Staff Training</u></p> <p><u>11.1. Project Coordinator (PC) will be liaison between Training Coordinator (TC) of the Trauma & Abuse Committee (funded under separate county funds) and the Advisory Committee.</u></p>	<p><u>3/1/02-6/30/02</u></p>	<p><u>Meeting notes or plan of action</u></p>
	<p><u>11.2. PC will assist TC to develop training of county training team, e.g., establish training schedule, sites, staff sign-up for training.</u></p> <p><u>11.3. PC will assist TC to form a training team which includes 2 county employees and 1 community representative.</u></p>	<p><u>3/01/02-4/30/02</u></p> <p><u>3/01/02-4/15/02</u></p>	<p><u>List of county staff that are trained; training schedule; training outlines</u></p> <p><u>Meeting notes; list of team members</u></p>
	<p><u>11.4. PC will assist TC and training team to</u></p>	<p><u>4/15/02-</u></p>	<p><u>List of training sites and schedules,</u></p>

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<p><u>12. By June 30, 2002, at least 100 indirect health service providers will be trained on a basic family violence awareness curriculum and at least 50 direct service providers will be trained on advanced family violence including screening, identifying, and referral.</u></p>	<p><u>provide a 1 ½ hour training to at least 100 indirect health service providers, 50 people at a time. At least 60 direct service providers will be trained*, 30 people at a time for an additional 2 ½ hours of advanced training.</u></p> <p><u>(*Direct health service providers are those who provide direct medical or mental health services to clients.)</u></p> <p><u>Evaluation of Training Components</u></p> <p><u>12.1. Project Coordinator and Training Coordinator will develop tools for evaluating the training</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Tools (form) for evaluating the general training</u> <input type="checkbox"/> <u>Tools (form) for evaluating the in-depth training for direct service providers</u> <p><u>12.2. Explore with advisory committee and Training Coordinator finding opportunities</u></p>	<p><u>6/30/02</u></p> <p><u>3/15/02-4/15/02</u></p> <p><u>On-going</u></p>	<p><u>announcements for training, Sign-in sheets, summary of participant evaluations, training materials, presentation outlines</u></p> <p><u>Evaluation tools developed for the training sessions and for the 3 month post-training follow-up evaluation</u></p> <p><u>Meeting notes</u></p>

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MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
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<p><u>14. By June 30, 2002, through inter-agency and community coordination and collaboration, increase availability of culturally diverse and culturally appropriate prevention education programs on family violence for at-risk groups.</u></p>	<p><u>13.3. PC will work with HSA on updating the county website.</u></p>	<p><u>On-going</u></p>	<p><u>Call log; handbook on website</u></p>
	<p><u>Community outreach</u></p>		
	<p><u>14.1. Project Coordinator will participate in Domestic Violence Council and its subcommittees for grant oversight.</u></p>	<p><u>3/1/02-6/30/02</u></p>	<p><u>Meeting notes</u></p>
	<p><u>14.2. PC will conduct outreach and networking activities with Keller Center and community providers to learn availability of speakers and resources for prevention activities targeting culturally appropriate at-risk groups.</u></p>	<p><u>On-going</u></p>	<p><u>Meeting notes</u></p>
	<p><u>14.3. As need of presentations arise, PC will link organizations to speakers.</u></p>	<p><u>3/1/02-6/30/02</u></p>	<p><u>Phone Log</u></p>
	<p><u>14.4. PC will help promote Keller Center services and activities to provider, community groups, and communities in San Mateo County.</u></p>	<p><u>3/1/02-6/30/02</u></p>	<p><u>List of groups contacted</u></p>

Exhibit AA-2
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. 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. **GOAL STATEMENT #3: In collaboration with existing programs in the community, San Mateo County Health Services Agency will work to train and educate Agency staff about family violence issues as well as collaborate in the provision of programs for the community that address both primary prevention and the needs of victims of family violence and their families.**

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
	<u>14.5. PC will participate in new community advising group, the Domestic Violence Outreach Committee to plan community activities.</u>	<u>3/1/02-6/30/02</u>	<u>Meeting notes</u>

Exhibit AAA-1
Scope of Work
Year Three
07/01/02-06/30/03

GOAL STATEMENT #1: 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. **GOAL STATEMENT #2: In collaboration with existing programs in the community, San Mateo County Health Services Agency will work to train and educate Agency staff about family violence issues as well as collaborate in the provision of programs for the community that address both primary prevention and the needs of victims of family violence and their families.**

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
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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.	1.1 Maintain periodic contact through email and telephone with each law enforcement agency contact.	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	12/31/2002	Give presentation at CA Child Injury Conference in September, 2002
	1.4 Re-survey law enforcement contacts to compare with initial survey (6/30/02)	06/30/2003	Survey analysis will be included in final grant report, other reports & presentations
<u>2. By June 30, 2003 three to six internal advisory committee meetings will have been held, and at least 1 grant will be developed as means of strengthening internal coordination and communication across</u>	<u>Internal Coordination Committee</u>		
	<u>2.1. The internal advisory committee will meet three to six times.</u>	<u>7/1/02-6/30/03</u>	<u>Meeting agendas and notes</u>
	<u>2.2. The committee will work to obtain funding for additional components of the strategic plan, including at least one grant targeting primary prevention for community prevention.</u>	<u>On-going</u>	<u>Plan of action for more funding; copy of application of the grant</u>

Exhibit AAA-1
Scope of Work
Year Three
07/01/02-06/30/03

GOAL STATEMENT #1: 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. **GOAL STATEMENT #2: In collaboration with existing programs in the community, San Mateo County Health Services Agency will work to train and educate Agency staff about family violence issues as well as collaborate in the provision of programs for the community that address both primary prevention and the needs of victims of family violence and their families.**

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
<p><u>divisions and programs around the issue of Family Violence within the Health Services Agency</u></p> <p><u>3. By June 30, 2003, at least 400 indirect health service providers will be trained on a basic family violence awareness curriculum and at least 180 direct service providers will be trained on advanced family violence including screening and referral.</u></p>	<p><u>2.3. The advisory committee will monitor implementation of the strategic plan as well as make recommendations regarding changes in timeline, resources, activities etc.</u></p> <p style="text-align: center;"><u>Agency Staff Training</u></p> <p><u>3.1. Project Coordinator will continue to be liaison between Training Coordinator of the Trauma & Abuse Committee (funded under separate county funds) and the Advisory Committee</u></p> <p><u>3.2. PC will assist TC as needed to develop training of county training team, e.g., establish training schedule, sites, staff sign-up for training.</u></p> <p><u>3.3. PC will assist TC and training team to provide a 1½ hour training to at least 400 indirect health service providers, 50 people at a time and at least 180 direct service providers, 30 people at a time will stay for an additional 2½ hours for advanced training.</u></p>	<p><u>On-going</u></p> <p><u>7/01/02-12/30/02</u></p> <p><u>7/01/02-6/30/03</u></p> <p><u>7/01/02-6/30/03</u></p>	<p><u>Meeting notes</u></p> <p><u>Meeting notes or plan of action</u></p> <p><u>Sign-in sheets, summary of participant evaluations, training materials, presentation outlines</u></p> <p><u>Documentation of trainer time</u></p> <p><u>List of Training Sites and schedules, announcements for training, Sign-in sheets, summary of participant evaluations, training materials, presentation outlines</u></p>

Exhibit AAA-1
Scope of Work
Year Three
07/01/02-06/30/03

GOAL STATEMENT #1: 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. **GOAL STATEMENT #2: In collaboration with existing programs in the community, San Mateo County Health Services Agency will work to train and educate Agency staff about family violence issues as well as collaborate in the provision of programs for the community that address both primary prevention and the needs of victims of family violence and their families.**

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
<p><u>4. By June 30, 2003, the Family Violence Prevention Resource & Referral Handbooks (both in English and Spanish) will be distributed to at least 100 health care providers and the county website will be updated</u></p>	<p align="center"><u>Evaluation of Training Components</u></p> <p><u>3.4. Project Coordinator will conduct evaluation after each training, using one form for evaluating the general training and another form for evaluating the in-depth training for direct service providers</u></p>	<p><u>7/1/02-6/30/03</u></p>	<p><u>Training surveys utilized, summary of surveys response including suggestions</u></p>
	<p align="center"><u>Resource Guide Distribution</u></p> <p><u>4.1. Project Coordinator will work with different departments and community service providers to assist in updating resource handbook.</u></p> <p><u>4.2. Project Coordinator will work with Community Information Program to obtain the most updated list of the community service providers and will distribute the handbooks to at least 100 health care providers.</u></p>	<p><u>7/1/02-6/30/03</u></p> <p><u>7/1/02-6/30/03</u></p>	<p><u>Updated information; attachment to the Resource & Referral Handbook</u></p> <p><u>Updated list</u></p>
	<p align="center"><u>Community Outreach</u></p>		

Exhibit AAA-1
Scope of Work
Year Three
07/01/02-06/30/03

GOAL STATEMENT #1: 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. **GOAL STATEMENT #2: In collaboration with existing programs in the community, San Mateo County Health Services Agency will work to train and educate Agency staff about family violence issues as well as collaborate in the provision of programs for the community that address both primary prevention and the needs of victims of family violence and their families.**

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES: PROCESS OBJECTIVES TO MEET OUTCOMES	TIMELINE	METHODS OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
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<p><u>5. By June 30, 2003, through inter-agency and community coordination and collaboration, increase availability of culturally diverse and culturally appropriate prevention education programs on family violence for at-risk groups.</u></p>	<p><u>5.1 Project Coordinator will participate in Domestic Violence Council and its subcommittees for grant oversight.</u></p>	<p><u>7/1/02-6/30/03</u></p>	<p><u>Meeting notes</u></p>
	<p><u>5.2 PC will conduct outreach and networking activities with Keller Center and community providers to learn availability of speakers and resources for prevention activities targeting culturally appropriate at-risk groups.</u></p>	<p><u>On-going</u></p>	<p><u>Meeting notes</u></p>
	<p><u>5.3 As need of presentations arise, PC will link organizations to speakers.</u></p>	<p><u>7/1/02-6/30/03</u></p>	<p><u>Phone log</u></p>
	<p><u>5.4 PC will help promote Keller Center services and activities to provider, community groups, and communities in San Mateo County.</u></p>	<p><u>7/1/02-6/30/03</u></p>	<p><u>List of groups contacted</u></p>
	<p><u>5.5 PC will participate in new community advising group, the Domestic Violence Outreach Committee to plan community activities.</u></p>	<p><u>7/1/02-6/30/03</u></p>	<p><u>Meeting notes</u></p>

Exhibit AAA-1
Scope of Work
Year Three
07/01/02-06/30/03

GOAL STATEMENT #1: 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. **GOAL STATEMENT #2: In collaboration with existing programs in the community, San Mateo County Health Services Agency will work to train and educate Agency staff about family violence issues as well as collaborate in the provision of programs for the community that address both primary prevention and the needs of victims of family violence and their families.**

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<p><u>6. By August 31, 2003, the final evaluation report of the project will be written.</u></p>	<p style="text-align: center;"><u>Final Report</u></p> <p><u>6.1 Project Coordinator will meet with Advisory Committee to create the report, which will include the process and outcome evaluation measures.</u></p>	<p><u>By 8/31/03</u></p>	<p><u>Evaluation Report</u></p>

Exhibit BB-2
Budget
Year Two
07/01/01-06/30/02

<u>Personnel Expenses</u>	<u>Original Budget</u>	<u>This Amendment</u>	<u>Amended Total</u>
Community Program Specialist II (Project Coordinator)	\$9,120	\$3,840	\$12,960
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	\$3,840	\$15,596
Fringe Benefits @ 27.98%	<u>\$3,289</u>	<u>\$1,229</u>	<u>\$4,518</u>
Total Personnel Expenses	\$15,045	\$5,069	\$20,114
<u>Operating Expenses</u>			
General Expenses	\$450	\$800	\$1,250
Communications	\$1,400	\$0	\$1,400
Duplicating	\$250	\$100	\$350
Printing	\$500	\$0	\$500
Staff Training	\$100	\$50	\$150
Travel	\$250	\$100	\$350
Consultant Services	\$24,486	\$2,575	\$27,061
Other	<u>\$1,724</u>	<u>\$800</u>	<u>\$2,524</u>
Total Operating Expenses	\$29,160	\$4,425	\$33,585
Indirect Costs @ 10% of Total Personnel	<u>\$1,505</u>	<u>\$506</u>	<u>\$2,011</u>
TOTAL COSTS	\$45,710	\$10,000	\$55,710

Exhibit BBB-1
Budget
Year Three
07/01/02-06/30/03

	<u>Original Budget</u>	<u>This Amendment</u>	<u>Amended Total</u>
Personnel	\$0	\$11,746	\$11,746
Fringe Benefits @ 32%	\$0	\$3,758	\$3,758
Operating Expenses	\$0	\$1,896	\$1,896
Equipment	\$0	\$0	\$0
Travel	\$0	\$400	\$400
Subcontracts	\$42,576	\$9,800	\$52,376
Other Costs	\$2,129	\$850	\$2,979
Indirect Costs @ 10% of Total Personnel	<u>\$0</u>	<u>\$1,550</u>	<u>\$1,550</u>
TOTAL COSTS	<u>\$44,705</u>	<u>\$30,000</u>	<u>\$74,705</u>

Exhibit BBB-1, Schedule 1
Subcontractor Budget
Year Three
07/01/02-06/30/03

Personnel, Ellen Corman		\$42,576
Operating Expenses		\$0
Equipment		\$0
Travel		\$0
Subcontracts:		\$9,800
Sor Juana Ines	\$1,950	
Center for Domestic Violence Prevention	\$1,950	
Nurse Practitioners	\$5,900	
Other Costs		\$0
TOTAL COSTS		<u>\$52,376</u>