



**THIRD AMENDMENT TO THE AGREEMENT**

**BETWEEN**

**COUNTY OF SAN MATEO**

**AND**

**JEFFERSON UNION HIGH SCHOOL DISTRICT**

**For the Period of**

**October 1, 2000 through June 30, 2004**

Reference:  
Workforce Investment Act 1998

Agency Contact Person:  
*Kristin Cornuelle,*  
*Workforce Development Manager*  
*(650)802-5181*

**THIRD AMENDMENT TO THE AGREEMENT WITH  
JEFFERSON UNION HIGH SCHOOL DISTRICT  
TOOLS FOR SUCCESS AND PATHWAYS FOR SUCCESS PROGRAMS**

THIS THIRD AMENDMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2003, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Jefferson Union High School District, hereinafter called "Contractor";

W I T N E S S E T H :

WHEREAS, on October 17, 2000, by Resolution No. 64034 , the County and Contractor entered into an Agreement setting forth the respective duties and responsibilities with respect to provision of Comprehensive Year-Round Employment and Training Related Services for Out-of-School Youth; and

WHEREAS, the Agreement has been amended on two previous occasions to add the Pathways For Success Program for the In-School Youth, increase the amount and extend the term.

WHEREAS, the County and Contractor wish to further amend the Agreement to continue the services for both Pathways for Success and the Tools program by increasing the amount of the Agreement and extending the term.

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

1. Section 1: **Exhibits** is hereby amended to read:

The following Exhibits are attached hereto and incorporated by reference therein.

Exhibit A-1: Key Terms and Definitions

**Exhibit A4: FY 2003-04 Program Description for Pathways for Success-New Material**

**Exhibit A5: FY 2003-04 Program Description for Tools for Success – New Material**

**Exhibit B4: FY 2003-04 Budget for Pathways for Success – New Material**

**Exhibit B5: FY 2003-04 Budget for Tools for Success – New Material**

Exhibit C: Compliance with Section 504

Exhibit D: Program Monitoring

Exhibit E: Program Specific Requirements - for FY 2000-02

Exhibit E-1: Program Specific Requirements - for FY 2000-02

2. Section 3: **Payments** of the original Agreement is hereby amended to read as follows:

A. **Maximum Amount.** In full consideration of Contractor's performance of the services described in **Exhibit A4 and A5** the amount that the County shall be obligated to pay for services rendered under this Agreement shall not exceed **\$972,231** for the contract term.

B. **Rate of Payment.** The rate and terms of payment shall be as specified in Exhibit B. Any rate increase is subject to the approval of the Director of Human Services or her authorized representative, and shall not be binding on County unless so approved in writing. In no event may the rates established in **Exhibit B4 and B5** be increased to the extent that the maximum County obligation shall not exceed the total specified in paragraph 4A above. Each payment shall be conditioned on the performance of the services described in **Exhibit A4 and A5** to the full satisfaction of the Director of Human Services or her representative.

C. **Time Limit for Submitting Invoices.** Contractor shall submit an invoice for services to County for payment in accordance with the provisions of **Exhibit B4 and B5**. County shall not be obligated to pay Contractor for the services covered by any invoice if Contractor presents the invoice to County more than one-hundred eighty (180) days after the date Contractor renders the services, or more than ninety (90) days after this Agreement terminates, whichever is earlier.

3. Section 16: **Term of the Agreement** is hereby amended to read:

Subject to compliance with the terms and conditions of this Agreement for Comprehensive Year-Round Employment and Training Services for Out-of-School Youth, the term of this Agreement shall be from October 1, 2000 through **June 30, 2004**.

This Agreement may be terminated by Contractor, Director of the Human Services Agency or her designee at any time upon thirty (30) days written notice to the other party.

Should Contractor fail to perform the covenants contained herein at the time and in the manner herein provided, County may at that time or any time thereafter terminate this Agreement upon written notice. In the event of such termination, County may immediately proceed with the work to be performed under this Agreement in any manner deemed proper by the County. County may at its sole discretion, deduct from the total amount paid to Contractor under this Agreement all or part of the cost associated with completion of such work.

4. All other terms and conditions of the Agreement dated the 17<sup>th</sup> day of October, 2000, amended the 21<sup>st</sup> day of May, 2002 and amended the 4<sup>th</sup> day of March 2003 between the County and Contractor shall remain in full force and effect.

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

COUNTY OF SAN MATEO

By: \_\_\_\_\_  
*Rose Jacobs Gibson, President  
Board of Supervisors*

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of Said Board

JEFFERSON UNION HIGH SCHOOL  
DISTRICT

Date: \_\_\_\_\_

Dr. Allen Sinor, Director

  
\_\_\_\_\_  
Signature

Date: June 2, 2003

## PROGRAM DESCRIPTION

### JEFFERSON UNION HIGH SCHOOL DISTRICT PATHWAYS FOR SUCCESS

Under this Agreement, Contractor shall operate the Workforce Investment Act (WIA) Title I Youth Activities – In-School Youth Program.

Emphasis shall be placed on encouraging youth to continue their education and acquire marketable job skills in order to realize their educational and employment goals. Services will be easily accessible to youth in a safe, supportive environment; engage youth and their families in goal setting and the development of individual service plans; provide linkage to a variety of community resources and the One-Stop Employment System.

In operating this program, Contractor shall adhere to the requirements listed below under the general headings of Program Goals and Performance Requirements, Program Operations, and Administrative Requirements. Contractor shall offer services described in the program plan at Jefferson Union High School District and through existing youth program organizations throughout Central and Northern San Mateo County.

Payment for this amendment shall be on a cost reimbursement basis. A line-item budget was developed in order to show actual operation costs. This budget forms the basis for the Rate and Terms of Payment described in Exhibit B5.

### ENROLLMENTS AND OUTCOMES

1. Contractor shall carryover 75 In-School WIA eligible youth participants during program year (PY) 2003-2004. All participants must meet the definition of "In-School" youth described in (Exhibit A-1). They will continue to be served in order to complete goals established in their Individualized Service Strategy.
2. A minimum of 15 youth will participate in the summer jobs program.
3. A minimum of 8 youth will participate in unpaid internships/work experience.
4. A minimum of 20 youth will participate in the weekly Pathways Club meetings
5. A minimum of 30 youth will earn the required number of high school credits each year to graduate.
6. Twenty-five percent (25%) of youth will enter unsubsidized employment.
7. Fifty percent (50%) of youth will complete a career portfolio, which shall include: master application, resume, list of references, letter of introduction or recommendation, and Pathways certificate of completion.

**TRANSITIONAL PLAN FOR EXITING PARTICIPANTS  
THROUGH PY2003-04**

Pathways shall focus on exiting seventy-five (75) participants at the end of the program year as follows: 18 @ 9/30/03; 18 @ 12/31/03; 18 @ 3/31/04; 21 @ 6/30/04.

**YOUNGER YOUTH PERFORMANCE STANDARDS (14-18 years of age)**

|  |        |
|--|--------|
| Carryover (14-18)  | 72     |
| Total WIA Participants (14-18)   | 72     |
| <b>PERFORMANCE STANDARDS</b>   |        |
| <p><b>Skill Attainment Rate</b><br/>Measures the number of goals attained. Each youth assessed to be in need of basic skills, work readiness skills, and/or occupational skills must set a minimum of one (1) goal per year and may set a maximum of three (3) goals per year. <u>All youth deficient in basic skills must set a basic skill attainment goal.</u> The skill attainment goal(s) must be achieved within one year, with success being recorded in the quarter of goal achievement and failure recorded in the quarter one year from the time the goal was set if not attained by such time. Of the total number of goals set for all participants, 85% will be achieved within one (1) year.</p> | 77.88% |
| <p><b>Diploma/Equivalent Attainment Rate</b><br/>Measures the number of youth that get a diploma/equivalent through program interventions. Of those that enrolled in the program without a diploma/equivalent, 45% will have attained a diploma/equivalent prior to exiting the program.</p>   | 66.45% |
| <p><b>Retention Rate at Six Months</b><br/>Measures youth engaged in specified activities six months after exit (through program interventions and follow-up). Of all youth who exit program services, 55% will be found in one of the following in the third (3<sup>rd</sup>) quarter after exit: post-secondary education; advanced training; employment; military service; qualified apprenticeship</p>   | 46.73% |
| Participant Customer Satisfaction Rate (weighted index)  | 71     |
| Employer Customer Satisfaction Rate (weighted index)   | 69     |
| <p><b>Positive Termination Rate at Exit</b><br/>Due to the complexity of the performance measures (i.e., potential for multiple positive outcomes for a participant) local policy establishes the following general performance measure: 85% of all younger youth enrolled in program services will exit with at least one positive outcome.</p>   | 90%    |

**OLDER YOUTH PERFORMANCE STANDARDS (19-21 years of age)**

|   |         |
|---|---------|
| Carryovers  | 3       |
| Total WIA Participants (19-21)  | 3       |
| <b>PERFORMANCE STANDARDS</b>  |         |
| <p><b>Entered Employment Rate</b><br/>Measures youth that get a job through program interventions. Of those who are not employed at registration <u>and</u> do not move on to post-secondary education or advanced training, 65% will have entered employment prior to exiting the program. Youth that exit without a job but are enrolled in post-secondary education or advanced training are excluded from this measure – youth that exit with a job and are enrolled in post-secondary education or advanced training are counted in this measure.</p>  | 40.66%  |
| <p><b>Employment Retention Rate at Six Months</b><br/>Measures youth that exit the program with a job and are still employed 6 months later (through program interventions and follow-up). Of those that are employed at exit (including those employed at registration) that <u>do not</u> move on to post secondary education or advanced training, 82% will still be employed in the 3<sup>rd</sup> quarter after exit. Youth employed at exit but not employed in the 3<sup>rd</sup> quarter that are in post-secondary or advanced training are excluded from this measure.</p>  | 81.81%  |
| <p><b>Average Earnings Change in Six Months</b><br/>Measures increased earnings through program interventions. Those employed at exit (including those employed at registration) that <u>do not</u> move on to post-secondary education or advanced training, will (on average) be earning \$3,300 more six months after exit than they earned in the six months prior to registration (through program interventions and follow-up). Youth employed at exit but not employed in the 3<sup>rd</sup> quarter that are in post-secondary education or advanced training are excluded from this measure. Youth not employed in the first quarter after exit are also excluded from this measure. UI wage records are the <u>only data</u> used to measure this standard.</p> | \$2,682 |
| <p><b>Credential Rate at six Months</b><br/>Measures those that received a credential (definition in Exhibit A-1, Key Terms) either during the program or within six months of exit. Of those that are employed, in post-secondary education, or advanced training at exit, 52% will receive a credential by the end of the 3<sup>rd</sup> quarter.</p>   | 55%     |
| Participant Customer Satisfaction Rate (weighted index)   | 71      |
| Employer Customer Satisfaction Rate (weighted index)  | 69      |

|   |     |
|---|-----|
| <b>Positive Termination Rate at Exit</b>  | 90% |
| <i>Due to the complexity of the performance measures (i.e., potential for multiple positive outcomes for a participant) local policy establishes the following general performance measure: 85% of all older youth enrolled in program services will exit with at least one positive outcome.</i> |     |

**REQUIRED PROGRAM ELEMENTS**

Referrals to training programs shall be based on the assessment of the youth's need for training to secure employment, and his/her ability to benefit from such services. Services provided to participants shall be consistent with WIA Ten Program Elements as outlined in the table below under the heading "Elements". Contractor shall maintain the responsibility of case-management and outcome (as listed under the heading description) for participants referred to these training options.

|   | <b>Elements</b>  | <b>Program /Name</b>   | <b>Description</b>  |
|---|--|--|---|
| 1 | <b>Tutoring, study skills training and instruction leading to high school completion/GED</b> | Jefferson, Westmoor, Thornton High Schools, Wilderness School  | Monitoring of academic progress provided by school programs and Pathways. After school tutoring and homework assistance provided by school programs and made by referral basis only.  |
| 2 | <b>Alternative secondary school offerings.</b>   | Thornton High School and Wilderness School   | Students are enrolled on target campuses. Pathways club meetings will be offered at two of the most populated high schools. Participants not attending these high schools will receive on-going information about Pathways and local services. Students will be offered tutoring, internships, and summer jobs. As appropriate, students will be referred to GED programs, such as Tools for Success. |
| 3 | <b>Summer employment opportunities</b>   | Pathways for Success Summer Work Program, Jobs for Youth   | Students who have successfully participated in club meetings or youth development activities will be given priority for the subsidized summer jobs. Older youth will be referred to Jobs for Youth.   |
| 4 | <b>Paid and unpaid work experience.</b>  | Pathways for Success internship program  | 8 participants will be placed in unsubsidized internships at public or private businesses. Placements will target those who have little or no work experience.  |
| 5 | <b>Occupational skills training</b>  | ROP, WIA job training programs, Skyline Community College, Goodwill Industries, other public and private job training programs | Participants will be referred to job training if appropriate, based on their vocational assessments, interests, skills, and current situations.   |
| 6 | <b>Leadership development opportunities</b>  | Pathways for Success Youth Development program.  | Group activities, fieldtrips, and trainings will be organized by the Americorps volunteer to provide youth development. The development will focus on building leadership skills, exploring vocational interests, and decision-making, and creating Career Portfolios. The pathways groups will enhance communication and goal-setting.   |
| 7 | <b>Supportive services, such as child care or transportation</b>                             | Daly City Youth Health Center, John's Closet, Human Investment Program, SamTrans   | Referrals will be made for medical services, treatment programs, clothing, food and other needed social services. Bus passes or taxi vouchers will be provided to students who need transportation to work sites.   |

|    |  |   |  |
|----|--|---|--|
| 8  | <b>Adult mentoring</b>                       | Pathways Internship Program                         | 8 youth will participate in a mentoring experience in which they will be matched with mentors to provide guidance, be role models and help students accomplish their academic and vocational goals. For students who are placed in internships; their worksite supervisor will serve as a mentor on the job, as well as the employment coordinator at PFS. |
| 9  | <b>Follow-up Services</b>                    | Pathways for Success                                | Participants can use the services of the Employment Coordinator and Americorps Volunteer. The DCYHC will continue providing follow-up services after PY2003-2004 in accordance with WIA requirements.  |
| 10 | <b>Comprehensive guidance and counseling</b> | Pathways for Success, Daly City Youth Health Center | When appropriate, students will receive referrals for mental health counseling.  |

## **SKILLS TRAINING**

Contractor shall provide basic skills, work maturity skills and life skills training to all WIA enrolled participants. Skills training shall be divided into three categories:

### **Basic Skills Acquisition**

Contractor will provide enhanced educational support services to each participant in close cooperation with school district staff. Services will include reviewing academic records, monitoring the students' school progress, academic instruction, tutoring, study skills training, literacy skills building, referrals for additional needed academic services and encouragement to students regarding school work. A summer school program will focus on preparation for the high school exit examination and other academic courses for graduation from high school as needed. Students who are deficient in credits for high school graduation may be referred to alternative secondary school settings, such the training, or deliver the services contracted for.

### **Employment Readiness**

Contractor shall provide vocational assessment, employment readiness assistance, soft skills development, subsidized summer internships and work experiences, and assistance with securing unsubsidized employment. All work experience and internship work-sites must use work-site agreement forms, which have been pre-approved by The Workforce Development Unit.

### **Leadership and Life Skills Training**

Contractor shall support youth's participation in the educational and employment activities and promote responsible leadership and positive social behaviors through mentoring, mental health counseling, case management, parent education and support, and community volunteer opportunities. If Contractor is unable to provide any of these supportive services directly, it refer participants to supportive services through other programs providing such services.

Supportive services may only be provided when they are necessary to enable individuals to participate in WIA Title I-B activities. Supportive service needs must be such that, if not addressed, an individual will be unable to participate in program activities.



## **Availability**

Contractor shall be available to the public Monday through Friday, 8:00 a.m. through 5:00 p.m.

**PROGRAM DESCRIPTION**

**JEFFERSON UNION HIGH SCHOOL DISTRICT  
TOOLS for SUCCESS  
October 1, 2000 through June 30, 2004**

Under this Agreement, Contractor shall operate the Workforce Investment Act (WIA) Title I Youth Activities – Out-of-School Youth Program.

Emphasis shall be placed on encouraging youth to continue their education and acquire marketable job skills in order to realize their educational and employment goals. Services will be easily accessible and occur in a safe, supportive environment; engage youth and their families in goal setting and the development of individual service plans; provide linkage to a variety of community resources and the One-Stop Employment System.

In operating this program, Contractor shall adhere to the requirements listed below under the general headings of Program Goals and Performance Requirements, Program Operations, and Administrative Requirements. Contractor shall offer services described herein primarily at Jefferson Union High School District Adult School and through existing youth program operators throughout Central and Northern San Mateo County.

Payment for this Agreement shall be on a cost reimbursement basis. A line-item budget was developed in order to show actual operation costs. This budget forms the basis for the Rate and Terms of Payment described in Exhibit B4.

**I. PROGRAM GOAL AND PERFORMANCE REQUIREMENTS:**

The goal of this program is to provide eligible youth effective and comprehensive activities to assist them to achieve academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers. Such activities shall include opportunities for academic and occupational learning; development of leadership skills; and preparation for further education, additional training, and eventual employment. Rather than supporting separate, categorical programs, this program aims to facilitate the provision of a combination of services that are provided to youth in a seamless way as a broad range of coordinated services at different times during the youth's development.

## ENROLLMENTS AND OUTCOMES

1. Contractor shall enroll a minimum of 15 Out-of-School WIA eligible youth participants during program year (PY) 2003-2004. All participants must meet the definition of "Out-of-School" youth.
2. All 15 participants will complete comprehensive basic skills and vocational assessments to develop an Individual Services Strategy (ISS) that will outline their educational and employment goals and objectives.
  3. All 15 participants will receive basic skills and /or GED instruction as they work toward educational goals.
  4. All 15 participants will receive ongoing, comprehensive vocational guidance and counseling as they work toward career goals.
  5. All participants will receive a psychosocial assessment, information, referral, and advocacy.
  6. All participants who need and want it will be provided mental health counseling.
  7. A minimum of 6 youth will participate in unpaid internship/work experience activities.
  8. A minimum of 7 youth will complete their GED by 6/30/04.
  9. A minimum of 8 youth who have not completed will continue to study for their GED after 6/30/04.
  10. A minimum of 6 youth will attain employment by 6/30/04.

## **YOUNGER YOUTH PERFORMANCE STANDARDS (14-18 years of age)**

| <b>2003-04</b>   |        |
|--|--------|
| New Enrollments (14-18)  | 9      |
| WIA Carryovers   | 31     |
| Total WIA Participants (14-18)   | 40     |
| <b>PERFORMANCE STANDARDS</b>   |        |
| <p><b>Skill Attainment Rate</b><br/> <i>Measures the number of goals attained. Each youth assessed to be in need of basic skills, work readiness skills, and/or occupational skills must set a minimum of one (1) goal per year and may set a maximum of three (3) goals per year. All youth deficient in basic skills must set a basic skill . . . goal. The skill attainment goal(s) must be achieved within one year, with success being recorded in the quarter of goal achievement and failure recorded in the quarter one year from the time the goal was set if not attained by such time. Of the total number of goals set for all participants, 85% will be achieved within one (1) year.</i></p> | 77.88% |
| <p><b>Diploma/Equivalent Attainment Rate</b><br/> <i>Measures the number of youth that get a diploma/equivalent through program interventions. Of those that enrolled in the program without a diploma/equivalent, 45% will have :: . . . d a diploma/equivalent prior to exiting the program.</i></p>   | 66.45% |
| <p><b>Retention Rate at Six Months</b><br/> <i>Measures youth engaged in specified activities six months after exit (through program interventions and follow-up). Of all youth who exit program services, 55% will be found in one of the following in the third (3<sup>rd</sup>) quarter after exit: post-secondary education; advanced training; employment; military service; qualified apprenticeship</i></p>   | 46.73% |
| Participant Customer Satisfaction Rate (weighted index)  | 71     |
| Employer Customer Satisfaction Rate (weighted index)   | 69     |
| <p><b>Positive Termination Rate at Exit</b><br/> <i>Due to the complexity of the performance measures (i.e., potential for multiple positive outcomes for a participant) local policy establishes the following general performance measure: 85% of all younger youth enrolled in program services will exit with at least one positive outcome.</i></p>   | 90%    |

## OLDER YOUTH PERFORMANCE STANDARDS (19-21 years of age)

|  |         |
|--|---------|
| New Enrollments (19-21)  | 6       |
| WIA Carryovers   | 13      |
| Total WIA Participants (19-21)   | 19      |
| <b>PERFORMANCE STANDARDS:</b>  |         |
| <p><b>Entered Employment Rate</b><br/> <i>Measures youth that get a job through program interventions. Of those who are not employed at registration <u>and</u> do not move on to post-secondary education or advanced training, 65% will have entered employment prior to exiting the program. Youth that exit without a job but are enrolled in post-secondary education or advanced training are excluded from this measure – youth that exit with a job and are enrolled in post-secondary education or advanced training are counted in this measure.</i></p>   | 40.66%  |
| <p><b>Employment Retention Rate at Six Months</b><br/> <i>Measures youth that exit the program with a job and are still employed 6 months later (through program interventions and follow-up). Of those that are employed at exit (including those employed at registration) that do not move on to post secondary education or advanced training, 82% will still be employed in the 3<sup>rd</sup> quarter after exit. Youth employed at exit but not employed in the 3<sup>rd</sup> quarter that are in post-secondary or advanced training are excluded from this measure.</i></p>  | 81.81%  |
| <p><b>Average Earnings Change in Six Months</b><br/> <i>Measures increased earnings through program interventions. Those employed at exit (including those employed at registration) that do not move on to post-secondary education or advanced training, will (on average) be earning \$3,300 more six months after exit than they earned in the six months prior to registration (through program interventions and follow-up). Youth employed at exit but not employed in the 3<sup>rd</sup> quarter that are in post-secondary education or advanced training are excluded from this measure. Youth not employed in the first quarter after exit are also excluded from this measure. UI wage records are the <u>only</u> data used to measure this standard.</i></p> | \$2,682 |
| <p><b>Credential Rate at Six Months</b><br/> <i>Measures those that received a credential (definition in Exhibit A-1, Key Terms) either during the program or within six months of exit. Of those that are employed, in post-secondary education, or advanced training at exit, 52% will receive a credential by the end of the 3<sup>rd</sup> quarter.</i></p>  | 55%     |
| Participant Customer Satisfaction Rate (weighted index)  | 71      |
| Employer Customer Satisfaction Rate (weighted index)   | 69      |
| <p><b>Positive Termination Rate at Exit</b><br/> <i>Due to the complexity of the performance measures (i.e., potential for multiple positive outcomes for a participant) local policy establishes the following general performance measure: 85% of all older youth enrolled in program services will exit with at least one positive outcome.</i></p>   | 90%     |

### REQUIRED PROGRAM ELEMENTS

Referrals to training programs shall be based on the assessment of the youth's need for training to secure employment, and his/her ability to benefit from such services. Services provided to participants shall be consistent with WIA Ten Program Elements as outlined in the table below under the heading "Elements". Contractor shall maintain the responsibility of case-management and outcome (as listed under the heading description) for participants referred to these training options.

|   | Elements   | Program /Name   | Description  |
|---|--|---|--|
| 1 | <b>Tutoring, study skills training and instruction leading to high school completion/GED</b> | <ul style="list-style-type: none"> <li>• Jefferson Adult School GED and Basic Skills Center</li> <li>• Project Read tutors</li> <li>• Other Adult Schools in North County (SSFUSD)</li> </ul> | Assessment, instruction, and evaluation in basic academic skills and GED preparation materials.  |
| 2 | <b>Alternative secondary school offerings</b>  | Thornton Continuation High School   | All WIA enrollees will be out-of-school, no longer attending high school. Outreach will be conducted at Thornton to identify students who are potential TFS participants after they are dropped and referred to GED. |

|    |   |   |  |
|----|---|---|--|
| 3  | Summer employment opportunities                           | Jobs for Youth<br>Peninsula Works   | Summer employment opportunities are not provided as a program element under this contract. However, this option will be made available to participants through referral to partners in the Employment Connection system, when their assessment or ISS indicates a need. Students will be referred to Jobs for Youth _____ summer.      |
| 4  | Unpaid work experience.                                   | Tools for Success Internship program  | 6 participants will be placed in unpaid limited internships at public or private businesses.   |
| 5  | Occupational skills training                              | ROP, WIA job training programs, Skyline College, Goodwill Industries, other public and private job training programs.       | Participants will be referred to job training if appropriate, based on their vocational assessment, interests, skills, and current situations.   |
| 6  | Leadership development opportunities                      | Tools for Success Youth Development program   | The Youth Development Specialist will organize activities, fieldtrips, and events which will assist students in developing leadership and communication skills. She will facilitate groups to provide opportunities for developing decision-making and goal-setting skills.  |
| 7  | Supportive services, such as child care or transportation | SAMTrans bus pass program, Head Start, Bayshore Childcare, Daly City Youth Health Center. Tools for Success Youth Advocate. | The Youth Advocate will assess the basic needs of all enrollees and assist them and advocate for them when needed. All participants who rely on bus transportation will be given bus passes to attend school, internships, training programs, or jobs. Referrals will be made to childcare, medical, and other needed social services. |
| 8  | Adult mentoring   | Tools for Success staff and internship program  | The internship worksite supervisors will serve as temporary mentors on the job. The Employment Coordinator, the Youth Advocate, and the Youth Development Specialist will each mentor a group of students throughout the year, having weekly contact with them.  |
| 9  | Follow-up Services  | Tools for Success   | Participants can use the services of the staff as resources until they reach the age of 21. The Employment Coordinator will stay in contact with youth who are placed in jobs as long as they need and want assistance.  |
| 10 | Comprehensive guidance and counseling                     | Tools for Success Youth Advocate and Daly City Youth Health Center  | All enrollees will receive a psychosocial assessment by the Youth Advocate and all students who need it, will receive counseling services on site or at the DCYHC.   |

**Method of Payment for Pathways for Success Program**

Contractor shall submit monthly invoices based on actual expenditures. Invoice must be submitted no later than 10 days after the end of month.

Contractor must report all costs applicable to this contract no later than 15 days after the end of fiscal year ending 6/30/04. Costs for the final year end may include those necessary to close out this contract.

Pathways Budget – FY 2003-04

| Staff | Expenditures                        |        | Total                     | Program         | Admin          |         |
|-------|-------------------------------------|--------|---------------------------|-----------------|----------------|---------|
|       | Salaries                            |        |                           |                 |                |         |
|       | Project Director                    | .07FTE | \$34.73/hrx3hr/wkx52weeks | \$5,418         | \$4,310        | \$1,108 |
|       | Employment                          | 1.0FTE | \$21.91/hrx40             |                 |                |         |
|       | Coordinator                         |        | hr/wkx52weeks             | \$45,573        | \$45,573       |         |
|       | 15 Students                         |        | \$6.75/hrx20hr/wkx5weeks  | \$10,125        | \$10,125       |         |
|       | <b>Subtotal</b>                     |        | <b>\$61,116</b>           | <b>\$60,008</b> | <b>\$1,108</b> |         |
|       | Fringe Benefits                     | 24%    | \$14,049                  | \$13,699        | \$350          |         |
|       | <b>TOTAL PERSONNEL</b>              |        | <b>\$75,165</b>           | <b>\$73,707</b> | <b>\$1,458</b> |         |
|       | Contract with BAYAC                 |        | \$6,000                   | \$6,000         |                |         |
|       | Contract with GED                   |        | \$2,000                   | \$2,000         |                |         |
|       | Field trips                         |        | \$2,000                   | \$2,000         |                |         |
|       | Mileage @ .26 /mile                 |        | \$520                     | \$520           |                |         |
|       | Office Supplies                     |        | \$305                     |                 | \$305          |         |
|       | Phones                              |        | \$200                     | \$200           |                |         |
|       | Postage                             |        | \$150                     |                 | \$150          |         |
|       | Printing                            |        | \$200                     |                 | \$200          |         |
|       | Utilities                           |        | \$100                     |                 | \$100          |         |
|       | Rent                                |        | \$300                     |                 | \$300          |         |
|       | Stipends                            |        | \$560                     | \$560           |                |         |
|       | <b>Sub-total Operating Expenses</b> |        | <b>\$12,335</b>           | <b>\$11,280</b> | <b>\$1,055</b> |         |
|       | <b>TOTAL EXPENSES</b>               |        | <b>\$87,500</b>           | <b>\$84,987</b> | <b>\$2,513</b> |         |

**Budget Narrative  
Pathways for Success FY 03-04**

**I. PERSONNEL: SALARY**

|   |                  |
|---|------------------|
| 1. .075 FTE <u>Project Director</u> : paid at \$34.73/hr. x 3 hrs/wk. x 52 wks.<br>Provides overall management of project including oversight of budget. Provides input on quarterly and final reports and supervises project staff.  | \$5,418          |
| 2. 1.0FTE <u>Employment Coordinator</u> : Paid at \$21.91/hr. x 40 hrs/wk. x 52 wks. Provides case management to enrolled participants and follow-up services. Develops work experience, internships and summer job sites. Provides referrals as needed. Supervises Americorps volunteer. | \$45, 573        |
| 3. <u>15 Students</u> : Employed during summer 03-04 at \$6.75/hr x 20 hr/wk. x 5 wks.  | \$10,125         |
| 4. PERSONNEL: BENEFITS<br>At 24% of total salary. Includes State Disability Insurance, Medicare, Unemployment Insurance, Worker's Compensation Insurance, and medical, dental and life insurance.   | \$14,049         |
| <b>TOTAL PERSONNEL</b>  | <b>\$75, 165</b> |

**II. OPERATING EXPENSES**

|  |         |
|--|---------|
| 1. Contracts:<br>BAYAC: Contract with Bay Area Youth Agency Consortium For an Americorps Volunteer to work with participants for 3 days/wk x 52 wks. Duties include tutoring, mentoring, employment readiness training, field trip planning. | \$6,000 |
| GED CENTER: Contract with the GED CENTER for continued Technical support including data entry and assistance with Project evaluation.  | \$2,000 |
| 2. Field Trips: Field trips for participants throughout the project's year. Includes cost of renting bus and paying driver.  | \$2,000 |
| 3. Mileage: Reimbursement to staff for use of personal vehicles in carrying out project work. Reimbursed at \$.26/mile.  | \$520   |
| 4. Office Supplies: Paper, pens, pencils, folders, desk supplies.  | \$305   |
| 5. Phone: Use of DCYHC phones in conducting case management, and follow-up.  | \$200   |
| 6. Postage: Mailing letters and other correspondence to parents and  | \$150   |

agencies.

**EXHIBIT B4**  
**Page 3**

|  |                 |
|--|-----------------|
| 7. Printing: Photocopying forms, flyers, literature.   | \$200           |
| 8. Rent: Use of DCYHC's offices by project director and employment coordinator.  | \$300           |
| 9. Utilities: Use of DCYHC's utilities (gas, electric, water, garbage) by project director and employment coordinator. | \$100           |
| 10. Stipends: Entrance fees, event tickets, gift certificates for participants.  | \$560           |
| <b>TOTAL OPERATING EXPENSES</b>  | <b>\$12,335</b> |
| <b>TOTAL BUDGET</b>  | <b>\$87,500</b> |

In-kind: We anticipate raising an additional \$10,000 during FY 2003-2004 to support youth activities. As funds are raised, we will notify WIB.

Carry-Over: There will be carry-over funds from FY 02-03. We will know the amount at the end of June, 2003.



Contractor shall submit monthly invoices based on actual expenditures. Invoice must be submitted no later than 10 days after the end of month.

Contractor must report all costs applicable to this contract no later than 15 days after the end of fiscal year ending 6/30/04. Costs for the final year end may include those necessary to close out this contract.

#### Tools Budget FY 2003-04

| Expenditures                 |                            | Total         | Program       | Admin        |
|------------------------------|----------------------------|---------------|---------------|--------------|
| <u>Salaries</u>              |                            |               |               |              |
| Data Entry Clerk             | \$20.47/hrx3hr/wkx48weeks  | 3,039         | 2,948         | 91           |
| Employment Coordinator       | \$21.91/hrx40hr/wkx52weeks | 46,982        | 45,573        | 1,409        |
| Youth Advocate               | \$18.90/hrx18hr/wkx52weeks | 18,237        | 17,690        | 547          |
| MH Supervisor                | \$24.80/hrx2hr/wkx39weeks  | 1,994         | 1,934         | 60           |
| <b>Subtotal</b>              |                            | <u>70,253</u> | <u>68,145</u> | <u>2,108</u> |
| <u>Fringe Benefits</u>       |                            |               |               |              |
| Data Entry Clerk             |                            | 302           | 293           | 9            |
| Employment Coordinator       |                            | 12,633        | 12,254        | 379          |
| Youth Advocate               |                            | <u>4,312</u>  | <u>4,183</u>  | <u>129</u>   |
|                              |                            | 17,247        | 16,730        | 517          |
| <b>TOTAL PERSONNEL COSTS</b> |                            | 87,500        | 84,875        | 2,625        |
| <b>TOTAL EXPENSES</b>        |                            | <u>87,500</u> | <u>84,875</u> | <u>2,625</u> |

**Narrative:**

**Salaries**

Data Entry Clerk                                 \$20.47/hrx3hr/wkx48weeks  
*Duties: Enter WIA enrolments and exits and other necessary data into the computer; run reports as necessary*

Employment   \$21.91/hrx40 hr/wkx52weeks  
Coordinator  
*Duties: Recruit participants, determine eligibility, enroll, monitor and exit; do all paperwork necessary, attend meetings and training at the county; develop internships and jobs, conduct career assessments and job readiness workshops.*

Youth Advocate                                    \$18.90/hrx18hr/wkx52weeks  
*Duties: Performs individual, group and family counseling sessions. Do psycho-social assessments on each participant.  
Do advocacy and referral as necessary.*

MH Supervisor                                     \$24.80/hrx2hr/wkx39weeks  
*Duties: Provide supervision 2 hrs/week to the Youth Advocate.*

**Fringe Benefits**

*Includes medicare, OASDI, unemployment insurance, medical, dental, life and PERS.*

COUNTY OF SAN MATEO  
MEMORANDUM

DATE: Wednesday, September 13, 2000  
TO: Priscilla Harris Morse  
FROM: Lucho Bravo FAX 802-5173  
SUBJECT: APPROVAL OF INSURANCE  
CONTRACTOR: Jefferson Unified High School District  
DO THEY TRAVEL: Yes  
PERCENT OF TIME: 10%  
NUMBER OF EMPLOYEES 6  
DUTIES (SPECIFIC): Provide Year-Round Employment and Training and Related Services  
for Out-of-School Youth program

| COVERAGE:                   | Amount    | Approve                             | Waive                               | Modify                   |
|-----------------------------|-----------|-------------------------------------|-------------------------------------|--------------------------|
| Comprehensive Gen Liability | \$ 1m     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Motor Vehicle Liability     | \$ 1m     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Professional Liability      | _____     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Worker's Compensation       | statutory | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

REMARKS/COMMENTS:

*Priscilla Morse*  
Manager, Risk Management

SUBMIT TO RISK MANAGEMENT  
PONY FPS163

OR

FAX 363-4864

Nor Cal ReLIEF

CERTIFICATE OF COVERAGE

ISSUE DATE 07/01/02

ADMINISTRATOR: KEENAN & ASSOCIATES  
97 South 2nd Street, Suite 300  
San Jose, CA 95113  
LICENSE # 0451271

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGES AFFORDED BY THE COVERAGE DOCUMENTS BELOW.

COVERED PARTY: SAN MATEO COUNTY SCHOOLS INSURANCE GROUP  
Jefferson Union High School District  
699 Serramonte Blvd., Suite 100  
Daly City, CA 94015-3219

ENTITIES AFFORDING COVERAGE  
ENTITY A Northern California  
ReLiEF

ATTN: Cheryl Sanderson

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM, OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS, AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.

| ENT LTR | TYPE OF COVERAGE   | COVERAGE DOCUMENTS | EFFECTIVE / EXPIRATION DATE | MEMBER RETAINED LIMIT / DEDUCTIBLE | LIMITS   |
|---------|--|--------------------|-----------------------------|------------------------------------|--|
| A       | GENERAL LIABILITY<br><input checked="" type="checkbox"/> GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE<br><input checked="" type="checkbox"/> GOVERNMENT CODES<br><input checked="" type="checkbox"/> ERRORS & OMISSIONS              | NCR012005          | 07/01/02<br>07/01/03        | \$200,000                          | COMBINED SINGLE LIMIT<br>EACH OCCURRENCE<br>\$ 1,000,000 |
| A       | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input checked="" type="checkbox"/> HIRED AUTO<br><input checked="" type="checkbox"/> NON-OWNED AUTO<br><input checked="" type="checkbox"/> GARAGE LIABILITY<br><input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE | NCR012005          | 07/01/02<br>07/01/03        | \$200,000                          | COMBINED SINGLE LIMIT<br>EACH OCCURRENCE<br>\$ 1,000,000 |
| A       | PROPERTY ALL RISK<br>EXCLUDES EARTHQUAKE & FLOOD   | NCR012005          | 07/01/02<br>07/01/03        | \$200,000                          | \$ 100,000,000<br>EACH OCCURRENCE                        |
| A       | STUDENT PROFESSIONAL LIABILITY   | NCR012005          | 07/01/02<br>07/01/03        | \$200,000                          | \$ Included<br>EACH OCCURRENCE                           |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / RESTRICTIONS / SPECIAL PROVISIONS:  
EMPLOYMENT AND TRAINING UNDER CONTRACT #136-50696.

CERTIFICATE HOLDER:

County of San Mateo Employment & Training Administration  
Private Industry Council  
262 Harbor Blvd, Bldg A  
Belmont, CA 94002

ATTN: Insurance Dept.

CANCELLATION ..... SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING ENTITY/ JPA WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE ENTITY/ JPA, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)  
2/12/03

|   |   |
|---|---|
| <b>PRODUCER</b><br>Keenan & Associates<br>97 South 2nd Street, Suite 300<br>San Jose, CA 95113                        | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. |
| <b>INSURERS AFFORDING COVERAGE</b>  |   |
| <b>INSURED</b><br>Jefferson Union High School District<br>699 Serramonte Blvd., Suite 100<br>Daly City, CA 94015-3219 | INSURER A: <b>ACE USA/Pacific Employers Ins. Co.</b><br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:  |

**COVERAGES**

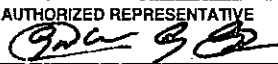
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | POLICY NUMBER       | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS   |
|----------|---|---------------------|----------------------------------|-----------------------------------|--|
|          | <b>GENERAL LIABILITY</b><br><input type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR<br><hr/> GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC |                     |                                  |                                   | EACH OCCURRENCE \$<br>FIRE DAMAGE (Any one fire) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$  |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS  |                     |                                  |                                   | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$  |
|          | <b>GARAGE LIABILITY</b><br><input type="checkbox"/> ANY AUTO  |                     |                                  |                                   | AUTO ONLY - EA ACCIDENT \$<br>OTHER THAN EA ACC \$<br>AUTO ONLY: AGG \$  |
|          | <b>EXCESS LIABILITY</b><br><input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE<br><hr/> <input type="checkbox"/> DEDUCTIBLE<br>RETENTION \$   |                     |                                  |                                   | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$<br>\$<br>\$   |
| <b>A</b> | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>  | <b>WLRC43507801</b> | <b>07/01/02</b>                  | <b>07/01/03</b>                   | <input checked="" type="checkbox"/> WC STATUTORY LIMITS<br><input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$1,000,000<br>E.L. DISEASE - POLICY LIMIT \$1,000,000 |
|          | <b>OTHER</b>  |                     |                                  |                                   |  |

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

\*10 Days notice of cancellation for non-payment of premium applies.

**EMPLOYMENT AND TRAINING UNDER CONTRACT #136-50696.**

|   |  |
|---|--|
| <b>CERTIFICATE HOLDER</b><br>County of San Mateo Employment & Training Administration, Private Industry Council<br>262 Harbor Blvd, Bldg A<br>Belmont, CA 94002 | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30* DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.<br>AUTHORIZED REPRESENTATIVE<br> |
|---|--|