

**NINTH AMENDMENT TO THE AGREEMENT WITH  
OPPORTUNITIES INDUSTRIALIZATION CENTER WEST, INC.**

THIS NINTH AMENDMENT, entered into this 15th day of September, 2004, by and between the County of San Mateo, hereinafter called "County," and Opportunities Industrialization Center West, Inc., hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, on July 25, 2000, the County and Contractor entered into an Agreement setting forth the respective duties and responsibilities with respect to provision of services for Workfirst and One-Stop Career Center participants; and

WHEREAS, the Agreement has been amended on eight previous occasions to add Comprehensive Year-Round Youth Services, to extend the term of the Agreement, to increase the amount of the Agreement, to reduce the funds from the One-Stop Career Center Services in Menlo Park for FY 2001-02, to support the expansion of the PeninsulaWorks One-Stop system, to increase services through the Jobs Now program and the One-Stop Career Center, to extend the Agreement for OICW, to offer a course in Medical Billing and Coding instructions and employability skills training targeted to dislocated workers, and to continue vocational training services for CalWORKs participants; and

WHEREAS, both parties wish to further amend the Agreement to increase funds and extend the term to continue to serve youth in the Year Round Youth program and to provide continuing One-Stop Center services to Adult and Dislocated Workers, and the Jobs Now Program.

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

3. Section 1: Exhibits is hereby amended to read as follows:

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

Exhibit A:	Description of Services
Exhibit A-2:	Property Inventory
Exhibit A-3:	Demand Occupations
Exhibit A-4	Peninsula Works Memorandum of Understanding
<b>Exhibit A-5</b>	<b>Comprehensive Year Round Employment and Related Services revised 09/04 hereby replaces Exhibit A-5 revised 04/04</b>
Exhibit A-6:	Medical Billing and Coding Training Services revised 04/04 herby replaces Exhibit A-6 revised 09/03
Exhibit A-7:	New – Description of Services for the Caminar Project
<b>Exhibit AA1</b>	<b>PeninsulaWorks Menlo Park Year 3 participant level and performance revised 09/04 hereby replaces Exhibit AA1 revised 07/03</b>
Exhibit B	Payment schedule
Exhibit B-1	Budget Detail
<b>Exhibit B-2:</b>	<b>PeninsulaWorks-Menlo Park Budget revised 09/04 hereby replaces Exhibit B-2 revised 07/03</b>
<b>Exhibit B-3:</b>	<b>Jobs Now Budget revised 09/04 hereby replaces Exhibit B-3 revised 04/04</b>
<b>Exhibit B4-1:</b>	<b>OICW Youth Program Budget Justification revised 09/04 hereby replaces Exhibit B4-1 revised 04/04</b>

- Exhibit B4-2: OICW Youth Program Budget revised 09/04 hereby replaces Exhibit B4-2 revised 04/04**
- Exhibit B-5: Billing & Coding /Pharmacy Technician/CalWORKs Budget/Payment Terms revised 04/04 hereby replaces Exhibit B5 revised 09/03
- Exhibit B-6: Caminar Project Budget
- Exhibit C: Compliance with Section 504
- Exhibit D: Program Monitoring
- Exhibit E: Program Specific Requirements revised 07/03
- Exhibit F-1: Key Terms With Definitions Used In Contract

4. Exhibit A-5 revised 04/04 is hereby deleted and replaced by Exhibit A-5 revised 09/04 and is attached hereto and incorporated by reference herein.
5. Exhibit AA1 revised 07/03 is hereby deleted and replaced by Exhibit AA1 revised 09/04 and is attached hereto and incorporated by reference herein.
6. Exhibit B-2 revised 07/03 is hereby deleted and replaced by Exhibit B-2 revised 09/04 and is attached hereto and incorporated by reference herein.
7. Exhibit B-3 revised 04/04 is hereby deleted and replaced by Exhibit B-3 revised 09/04 and is attached hereto and incorporated by reference herein.
8. Exhibit B4-1 revised 04/04 is hereby deleted and replaced by Exhibit B4-1 revised 09/04 and is attached hereto and incorporated by reference herein.
9. Exhibit B4-2 revised 04/04 is hereby deleted and replaced by Exhibit B4-2 revised 09/04 and is attached hereto and incorporated by reference herein.

10. Section 3: **Maximum Amount**, paragraph A is hereby amended to read as follows:

A. In full consideration of Contractor's performance of the services described in the Exhibits to this Agreement, the amount that the County shall be obligated to pay for services is **increased by \$93,750 to continue services for Year Round Youth Program and for continuing One-Stop Career Center Services: \$98,562 for adult services, \$147,843 for services to dislocated workers and \$250,000 for Jobs Now services. The total increase to this Agreement is \$590,155. Services rendered under this Agreement shall not exceed \$3,824,098. Funds for youth services for FY 2004-2005 is contingent upon funding availability, the need for services and, the completion of a new Request for Proposal and its results.**

11. Section 16: **Term of the Agreement** is hereby amended to read as follows:

Subject to compliance with the terms and conditions of this Agreement for Opportunities Industrialization Center West, Inc., the term of this Agreement shall be from July 1, 2000 through **June 30, 2005**. This Agreement may be terminated by Contractor, Director of Human Services Agency or her designee at any time upon thirty (30) days written notice to the other party.

12. All other provisions of the Agreement signed and dated July 25, 2000, and subsequent Amendments shall remain in effect.

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

COUNTY OF SAN MATEO

By: \_\_\_\_\_  
*President*  
*Board of Supervisors, County of San Mateo*

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

**ATTEST:**

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

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

Opportunities Industrialization Center West:

Russell B. Pyne  
Chairman of the Board, OICW

*Name, Title - Print*

\_\_\_\_\_  
*Signature*

**Opportunities Industrialization Center-West**  
**Comprehensive Year-Round Employment and Training Related Services**  
**July 1, 2004 through March 31, 2005**

**A. ENROLLMENTS AND OUTCOMES**

1. Contractor shall enroll a minimum of 30 Out-of-School WIA eligible youth participants during fiscal year (FY) 2004-2005. All participants must meet the definition of "Out-of-School" youth.
2. All 30 participants will complete comprehensive basic skills assessments and other assessment instruments to develop an Individual Services Strategy (ISS) that will outline their educational and employment goals and objectives.
3. All 30 participants will receive ongoing, comprehensive guidance and counseling as they work toward educational and career goals.
4. A minimum of 15 out-of-school youth will enroll in GED classes.
5. A minimum of 12 out-of-school youth will enroll in vocational training classes.
6. A minimum of 22 out-of-school youth will participate in academic tutoring and support activities.
7. A minimum of 22 out-of-school youth will participate in life skills workshops and other personal/professional development activities.
8. Services will continue to be provided to 47 youth (22 younger youth and 25 older youth) who will be carried over into the new fiscal year in order to attain their program goals.

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

FY03-04

New Enrollments (14-18)	12
WIA Carryovers	22
Total WIA Participants (14-18)	34
<b>PERFORMANCE STANDARDS</b>	
<p><b>Skill Attainment Rate</b>  <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 attainment 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>	78%
<p><b>Diploma/Equivalent Attainment Rate</b>  <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, 40% will have attained a diploma/equivalent prior to exiting the program.</i></p>	67%
<p><b>Retention Rate at Six Months</b>  <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>	53%
Participant Customer Satisfaction Rate (weighted index)	75%
Employer Customer Satisfaction Rate (weighted index)	75%
<p><b>Positive Termination Rate at Exit</b>  <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%

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

**FY03-04**

New Enrollments (19-21)	18
WIA Carryovers	25
Total WIA Participants (19-21)	43
<b>PERFORMANCE STANDARDS</b>	
<p><b>Entered Employment Rate</b> 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>	67%
<p><b>Employment Retention Rate at Six Months</b> 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>	82%
<p><b>Average Earnings Change in Six Months</b> 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 being 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>	\$3,050
<p><b>Credential Rate at six Months</b> 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)	75%
Employer Customer Satisfaction Rate (weighted index)	69
<p><b>Positive Termination Rate at Exit</b> 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.</p>	90%

Section I

**PeninsulaWorks – Menlo Park  
One-Stop Career Center  
FY2004-05**

**FY 2004-05 Projected Participant Levels**

	TOTAL	NEW ADULTS	C/O 03-04 ADULTS	NEW Dislocated Wkr.	C/O 03-04 Dislocated Wkr.
Core Self-Service	3,500	1,400	n/a	2,100	n/a
Core Registered	576	60	210	90	216
Intensive Services	110	45	n/a	65	n/a
Training Referrals	100	6	n/a	9	n/a
<b>TOTAL</b>	<b>4,286</b>				

**FY 2004-05 Performance Measures**

Performance Indicator	PY 2004-2005
<b>Adults</b>	
Entered Employment Rate	80%
Retention Rate	85%
Earnings gain	4,075
Credentialing rate	81%
<b>Dislocated Worker</b>	
Entered Employment Rate	80%
Retention Rate	87%
Replacement Rate	87%
Credentialing rate	88%

**Opportunities Industrialization Center West**  
**OICW**  
**Peninsula Works - Menlo Park**  
**FY 2004-05 Budget**

Revised 9/04 Exhibit B-2

Category/Description	Calculation	Budget Year 5		Cost Allocation	
		7/1/04 - 6/30/05		Adult 40%	Dislocated Worker 60%
<b>Direct Staffing</b>					
Counselors	3 Counselors @ 20% FTE	\$ 30,001	\$	12,000	\$ 18,001
Counselor	1 Counselor @ 50% FTE	\$ 29,078	\$	11,631	\$ 17,447
Info. Specialist Peninsula Works	1 Specialist @ 70% FTE	\$ 24,099	\$	9,640	\$ 14,459
Info. Specialist Peninsula Works	1 Specialist @ 50% FTE	\$ 21,250	\$	8,500	\$ 12,750
Peninsula Works Coordinator	1 Coordinator @ 65% FTE	\$ 32,500	\$	13,000	\$ 19,500
Database & MIS Coordinator	1 Coordinator @ 50% FTE	\$ 27,500	\$	11,000	\$ 16,500
Total Salaries		\$ 164,428	\$	65,771	\$ 98,657
Benefits @ 23%		\$ 37,817	\$	15,126	\$ 22,690
<b>Total Direct Staffing</b>		<b>\$ 202,245</b>	<b>\$</b>	<b>80,898</b>	<b>\$ 121,347</b>
<b>Other Direct Costs</b>					
<b>Supplies</b>					
Resource Center	\$200/month	\$ 2,400	\$	960	\$ 1,440
Case Management	\$200/month	\$ 2,400	\$	960	\$ 1,440
Recruitment	\$500/quarter	\$ 2,000	\$	800	\$ 1,200
Supportive Services for Clients		\$ 21,405	\$	8,562	\$ 12,843
<b>Total Other Direct Costs</b>		<b>\$ 28,205</b>	<b>\$</b>	<b>11,282</b>	<b>\$ 16,923</b>
<b>Operating Costs</b>					
Resource Center	1014 sq. ft. @ \$2.62 x 12 x 50%	\$ 15,954	\$	6,382	\$ 9,572
<b>Total Operating Costs</b>		<b>\$ 15,954</b>	<b>\$</b>	<b>6,382</b>	<b>\$ 9,572</b>
<b>Total Cost for Peninsula Works (One-Stop)</b>		<b>\$ 246,405</b>	<b>\$</b>	<b>98,562</b>	<b>\$ 147,843</b>

**Note: "All budgeted expenses are Program Costs."**



**Opportunities Industrialization Center West**  
**OICW**  
**Jobs Now - Menlo Park**  
**FY 2004-05 Budget**

Description	Units
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**Direct Staffing**

Career Development Network Center Trainer	1 FTE @ 100%
Job Development Coordinator	1 FTE @ 60%
Career Development Specialists	2 FTE @ 100%

Total Salaries

Benefits @24%

**Total Direct Staffing**

**Other Operating Costs**

Staff Travel

Staff Training - 3 staff @ \$406

Space Related (Electric/Gas/Water etc.)

Communications

Equipment Rental

Supplies/Materials

Supportive Services for Clients

**Total Other Operating Costs**

**Total Cost Jobs Now**

<b>Budget Year 5 7/1/04 to 6/30/05</b>
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\$	39,000
\$	39,363
\$	<u>84,217</u>
\$	162,580
\$	<u>39,019</u>
\$	<b>201,599</b>

\$	360
\$	500
\$	27,541
\$	4,500
\$	6,000
\$	7,500
\$	<u>2,000</u>
\$	<b>48,401</b>

<u>\$</u>	<u><b>250,000</b></u>
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**OICW Youth Programs  
WIA Youth Services Budget  
7/1/04-3/31/05**

Revised 09/04 Exhibit B4-1

ITEM	DETAIL	AMOUNT	SOURCE		
			WIA OSY	OTHER	WIA ADMIN/OVERHEAD
<b>PERSONNEL</b>					
<i>CLASSIFIED SALARIES (Line Staff)</i>					
Program Director (40 hours/week)	\$5833/month @ 9 months @ 25% FTE	\$52,497	\$13,124	\$39,373	
Out-of-School Youth Counselor	\$3333/month @ 9 months @ 100% FTE	\$29,997	\$29,997	\$0	
Youth Counselor @ 25%FTE	\$3333/month @ 9 months @ 33% FTE	\$9,899	\$9,899	\$0	
Administrative Assistant @ 100% FTE	\$3000/month @ 9 months @ 100% FTE	\$27,000	\$6,750	\$20,250	
<b>SUBTOTAL CLASSIFIED SALARIES</b>		<b>\$119,393</b>	<b>\$59,770</b>	<b>\$59,623</b>	
Fringe Benefits (20% of salaries)		\$23,879	\$11,954	\$11,925	
<b>TOTAL PERSONNEL</b>		<b>\$143,272</b>	<b>\$71,724</b>	<b>\$71,547</b>	<b>\$7,172</b>
<b>PROGRAM ADMINISTRATION AND SUPPLIES</b>					
Staff Development/Training	\$500 per full time (50% FTE or greater) staff member	\$2,250	\$228	\$2,022	
Office Supplies (staff and student supplies)	\$300/month @ 9 months	\$2,700	\$1,350	\$1,350	
Telephones	\$300/month @ 9 months	\$2,700	\$1,350	\$1,350	
Production and Mailing of Promotional and Informational Materials	\$150/month @ 9 months	\$1,350	\$675	\$675	
<b>TOTAL PROGRAM ADMINISTRATION AND SUPPLIES</b>		<b>\$9,000</b>	<b>\$3,603</b>	<b>\$5,397</b>	<b>\$360</b>
<b>OTHER COSTS - IN SCHOOL &amp; OUT OF SCHOOL PROGRAMS</b>					
Supportive Services	\$1000/month @ 9 months	\$9,000	\$9,000	\$0	
Food for Events & Activities	\$100/month @ 9 months	\$900	\$0	\$900	
Awards Ceremonies & Public Events	\$500/ceremony @ 2 ceremonies	\$750	\$0	\$750	
Incentives and Rewards for Students	\$200/month @ 9 months	\$1,800	\$300	\$1,500	
<b>TOTAL OTHER COSTS</b>		<b>\$12,450</b>	<b>\$9,300</b>	<b>\$3,150</b>	<b>\$930</b>
<b>TRAVEL</b>					
Vehicle Rentals and other expenses for Field Trips	\$100/month @ 9 months	\$900	\$300	\$600	
Conferences - fees, travel, accommodations, etc	\$500/conference @ 2 conferences	\$750	\$0	\$750	
Mileage for Counselor & Staff	\$100/month @ 9 months	\$900	\$300	\$600	
<b>TOTAL TRAVEL</b>		<b>\$2,550</b>	<b>\$600</b>	<b>\$1,950</b>	<b>\$60</b>
<b>SUBTOTAL - DIRECT EXPENSES FOR YOUTH PROGRAMS FY2003</b>		<b>\$167,272</b>	<b>\$85,227</b>	<b>\$82,044</b>	
<b>INDIRECT COSTS AND OVERHEAD (10% of subtotal)</b>		<b>\$16,727</b>	<b>\$8,523</b>	<b>\$8,204</b>	
<b>TOTAL EXPENSES YOUTH PROGRAMS FY2004</b>		<b>\$183,999</b>	<b>\$93,750</b>	<b>\$90,249</b>	<b>\$8,523</b>

**OICW – WIA Comprehensive Youth Services**  
Budget Justification/Explanation of Line Item Costs  
July 1, 2004 through March 31, 2005

The following two line items in OICW's WIA Comprehensive Youth Service Budget are expected to be utilized as follows:

**Section IV – “Other Costs”**

- *Supportive Services for Participants –\$9,000*

Supportive Services funds will be used to pay for items that are essential to participants' overall success in WIA funded programs and services. These expenses will only be covered in instances where they cannot be paid for by using another source. Examples of these items include childcare costs (short-term), transportation (bus & train passes and/or mileage expenses), test fees, books, emergency assistance (e.g. utility bills, etc.) and other education, training, and work-related expenses essential for participants' well-being and career growth and development.

- *Incentives and Awards for Participants –\$300*

Youth participants who are demonstrating excellent effort and performance in WIA funded programs and services are expected to be recognized and rewarded for their good work with the opportunity to earn awards and incentives such as movie passes, gift certificates, and other items. Most of the costs associated with this line item are expected to be paid for using matching (i.e. non-WIA) funds.

**Opportunities Industrialization Center West**  
**OICW**  
**Jobs Now - Menlo Park**  
**FY 2004-05 Budget**

Description	Units	Budget Year 5/1/04 to 6/30/05
<b>Direct Staffing</b>		
Career Development Network Center Trainer	1 FTE @ 100%	\$ 39,000
Job Development Coordinator	1 FTE @ 60%	\$ 39,363
Career Development Specialists	2 FTE @ 100%	\$ 84,217
Total Salaries		\$ 162,580
Benefits @24%		\$ 39,019
<b>Total Direct Staffing</b>		<b>\$ 201,599</b>
 <b>Other Operating Costs</b>		
Staff Travel		\$ 360
Staff Training - 3 staff @ \$406		\$ 500
Space Related (Electric/Gas/Water etc.)		\$ 27,541
Communications		\$ 4,500
Equipment Rental		\$ 6,000
Supplies/Materials		\$ 7,500
Supportive Services for Clients		\$ 2,000
<b>Total Other Operating Costs</b>		<b>\$ 48,401</b>
 <b>Total Cost Jobs Now</b>		 <b>\$ 250,000</b>

SAN MATEO COUNTY  
MEMORANDUM

DATE: 9/8/04  
TO: Priscilla Harris Morse FAX: 363-4864 PONY: EPS 163  
FROM: Deborah Jaeger FAX: (650) 596-3478 PONY: HSA210  
SUBJECT: Contract Insurance Approval

The following is to be completed by the department before submission to Risk Management:

CONTRACTOR NAME: Opportunities Industrialization Center West (OICW)

DOES THE CONTRACTOR TRAVEL AS A PART OF THE CONTRACT SERVICES?:  
No

NUMBER OF EMPLOYEES WORKING FOR CONTRACTOR: more than 1

DUTIES TO BE PERFORMED BY CONTRACTOR FOR COUNTY: Youth Employment Services and One Stop Career Center Services for adults and dislocated workers, and Jobs Now (Employment program).

The following will be completed by Risk Management:

INSURANCE COVERAGE:	Amount	Approve	Waive	Modify
Comprehensive General 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"/>
Workers' Compensation	\$ Statutory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS/COMMENTS: This Ninth Amendment increases the Agreement by \$590,155 making the Agreement total \$3,824,098.

Priscilla Morse  
Risk Management Signature

9-8-04  
Date

# ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID DR DATE (MM/DD/YYYY)  
OICW--1 05/14/04

<b>PRODUCER</b> InterWest Insurance Serv., Inc 25 Orinda Way, Suite 308 Orinda CA 94563 Phone: 800-464-0077 Fax: 925-253-3108		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>INSURED</b> O.I.C.W. 1200 O'Brien Drive Menlo Park CA 94025		<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
		INSURER A: <b>Travelers Indemnity of IL.</b>	
		INSURER B: <b>Travelers Indemnity Company</b>	
		INSURER C: <b>State Compensation Insur Fund</b>	
		INSURER D:	
		INSURER E:	

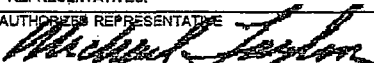
## COVERAGES

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 ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>Liquor Liability</b> <input checked="" type="checkbox"/> <b>Employee Benefits</b> GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X660740X2058TIL04	04/22/04	04/22/05	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	\$ 1,000,000 \$ 100,000 \$ 5,000 \$ 1,000,000 \$ 2,000,000 \$ 2,000,000
B		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	8101305W762	04/22/04	04/22/05	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$ 1,000,000 \$ \$ \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	\$ \$ \$
A		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10000	XSMCUP1381W814TIL04	04/22/04	04/22/05	EACH OCCURRENCE AGGREGATE	\$ 1000000 \$ 1000000 \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$ \$ \$
A		OTHER Property Section Blanket Values	X660740X2058TIL04 BUILDING \$4,371,000	04/22/04	04/22/05	BPP BI/EE	\$925,000 \$3,300,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
**Evidence of Coverage regarding "One Stop Services, Out of School/ In school youth provider" operations performed by Named Insured for Certificate Holder**  
 \*Except 10 days notice of cancellation for non payment of premium.

## CERTIFICATE HOLDER CANCELLATION

COUNTY OF SAN MATEO DOROTHY SHAVIES, MGT ANALYST EMPLOYMENT & TRAINING ADMIN 262 HARBOR BLVD BELMONT CA 94002	SANMAT1 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. AUTHORIZED REPRESENTATIVE 
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