

THE WILLIAM AND FLORA HEWLETT FOUNDATION

PLEASE RETURN THIS COPY

July 12, 2004

Office of the President

Mr. Fred Slone
Workforce Development Manager
Human Services Agency of San Mateo County
400 Harbor Boulevard, Building B
Belmont, CA 94002

Reference: Grant #2004-4458

Dear Mr. Slone:

I am pleased to inform you that The William and Flora Hewlett Foundation has authorized a grant of \$110,000 over ten months to the Human Services Agency of San Mateo County for support of OEPA-NII training and support services for East Palo Alto residents leading to job placement in bio-technology and allied health fields. The grant will be paid in one installment. In order for us to make payment, we require that you accept the terms of the grant as set forth in the following paragraphs.

The grant and any accrued interest may be used only in support of the activities described in your proposal of May 3, 2004. Funds not used for the purposes of the grant must be returned to the Hewlett Foundation. At the end of the grant period (April 2005), we will require a narrative and financial report on the use of the funds due no later than May 31, 2005. The narrative report should demonstrate your progress on achieving proposed activities, outputs, and outcomes. The financial report should account *specifically* for the use of Hewlett Foundation funds. Clearly show the amount funded by the Hewlett Foundation and how these funds have been spent according to the categories of the submitted budget. Use three columns for the report: Column 1 – Present the entire project budget (all sources of revenue and expenditures) as included in the original proposal; Column 2 – Present the actual revenue and expenditures for the project in total; Column 3 – Present the actual revenue and expenditures funded by the Hewlett Foundation grant only. For your convenience, please see the attachment to this letter for further instructions on preparing these reports. *Please use the grant reference number above in all reports and correspondence.*

The following special terms and conditions also apply to this grant:

- I. Human Services Agency of San Mateo County shall not use any portion of Hewlett Foundation funds to attempt to influence specific legislation, either by direct or grassroots lobbying, to influence the outcome of any specific voter

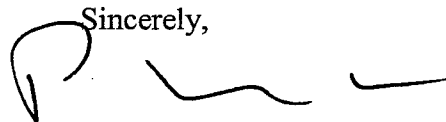
registration drive, to make grants to individuals on a non-objective basis, nor for any non-charitable or non-educational purpose.

- II. Human Services Agency of San Mateo County shall notify The William and Flora Hewlett Foundation of any organizational changes during the term of the grant, including, but not limited to, changes in key personnel, changes in tax status, and changes in the project time or goals.
- III. Human Services Agency of San Mateo County must maintain adequate financial information systems for tracking and reporting on the use of Foundation funds.
- IV. Human Services Agency of San Mateo County must ensure that it has comparable systems related to the project to comply with the NII outcomes-based evaluation process led by JMPT Consulting and assisted by the Hewlett Foundation's Evaluation-Management Consultant.
 - A. Human Services Agency of San Mateo County will provide an inventory of existing data collection tools for NII-sponsored programs to the Evaluation-Management Consultant at the beginning of the grant period. Inventory of existing data collection tools should include, but not be limited to, client intake forms, survey tools, interview tools, case records, and official records pertaining to the program.
 - B. Human Services Agency of San Mateo County will work collaboratively with JMPT and the Evaluation-Management Consultant to establish internal data collection benchmarks, and address and respond to any gaps in grantee data collection tools and/or content in a timely manner.
 - C. Human Services Agency of San Mateo County will participate in periodic grantee orientations.
 - D. Human Services Agency of San Mateo County will work with the evaluators to set and track key performance measures related to the program throughout the grant period. Human Services Agency of San Mateo County will provide data for clients beyond the grant period for those outcomes occurring in 2004 and 2005 (as indicated in the logic model).
 - E. Human Services Agency of San Mateo County will provide demographic characteristics in accordance with JMPT requirements for new, unduplicated clients served in the grant period.
 - F. Human Services Agency of San Mateo County will provide copies of all data collected from evaluation tools to JMPT on a timely basis. Strict confidentiality will be upheld.

- G. Human Services Agency of San Mateo County will provide an update to One East Palo Alto reporting progress on the performance measures described in its logic model by **January 15, 2005**.
- H. Human Services Agency of San Mateo County will input or transfer data into required report formats per grant agreement timeline and as agreed with Hewlett and JMPT. Complete demographic data and performance measures must be provided in the JMPT data system by **May 15, 2005**. A final, narrative report that presents and interprets 2004 and 2005 cumulative demographic data and performance measures is due to the Hewlett Foundation by **May 31, 2005**.
- V. Support for Human Services Agency of San Mateo County's administrative costs related to this grant is included in the grant award; therefore, no additional overhead, management, or investment fees should be charged to this grant.

Please have your appropriate corporate officer sign and return the enclosed copy of this letter indicating acceptance of the terms of the grant. The copy should be returned to the attention of Heather Jackson, Grants Administration. Within thirty days of receipt of the signed acceptance the entire \$110,000 will be made payable to the County of San Mateo.

Should you have any questions related to this grant, please contact Kris Palmer, Project Manager, Neighborhood Improvement Initiative. We are pleased to be able to assist the Human Services Agency of San Mateo County.

Sincerely,


Paul Brest

PB:yc
Enclosures

ACCEPTANCE: On behalf of San Mateo County, I hereby accept and agree to the terms of the grant as set forth above.

Date: _____ By: _____ Title: _____