

**AMENDMENT TO AGREEMENT  
BETWEEN THE COUNTY OF SAN MATEO  
AND  
SOUTH COAST CHILDREN'S SERVICES**

HUMAN SERVICES AGENCY  
ALCOHOL & DRUG SERVICES

2007 AUG 35 P 3:21

THIS AMENDMENT TO THE AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and South Coast Children's Services, hereinafter called "Contractor";

**W I T N E S S E T H:**

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, the parties entered into an Agreement for Prevention Services Supported by California Safe and Drug-Free Schools and Communities Grant # SDF03-12 on January 1, 2006; and

WHEREAS, the parties wish to amend the Agreement to add funding for the second calendar year.

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

1. Section 3 "Payments" of the Agreement is amended to read as follows:
  1. **Payments** In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A", County shall make payment to Contractor in the manner specified herein and in Exhibit "A". In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination. The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed One Hundred Ten Thousand One Hundred Twelve Dollars, (\$110,112).
2. Original Exhibit A1 is replaced with Revised Exhibit A2, (rev. [August 16, 2007]).
3. Original Exhibit B is replaced with Revised Exhibit B1, (rev. [August 16, 2007]).
4. All other terms and conditions of the agreement dated March 20, 2006, 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,  
San Mateo County

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

ATTEST:

By: \_\_\_\_\_  
Clerk of Said Board

Judy McKee, Executive Director  
South Coast Children's Services  
P.O.Box 525  
Pescadero, CA 94060

  
\_\_\_\_\_  
Contractor's Signature

Date: 08/30/07

## **EXHIBIT A2**

### **Program/Project Description**

**SOUTH COAST CHILDREN'S SERVICES**  
Coastside Youth Development Partnership  
Prevention Services Supported by California Safe and  
Drug-Free Schools and Communities Grant # SDF03-12  
January 1, 2006 through December 31, 2007

#### **I. Coastside Youth Development Partnership (YDP)**

Contractor will provide the following alcohol and drug prevention services at mutually agreed upon locations in San Mateo County in compliance with the requirements of the County's Safe and Drug Free Schools Grant Agreement SDF03-12 with the State of California Department of Alcohol and Drug Programs (DADP) and in accordance with the approved two-year San Mateo County Coastside YDP workplan which is incorporated into the DADP Notice of Grant Agreement SDF03-12. In addition, Contractor will continue to provide the services described in paragraphs I.A, I.B., I.C. and II. from July 1, 2007 through December 31, 2007.

##### **A. Program Coordination and Planning:**

1. Facilitate coordination and planning activities for the YDP activities on the southern coastside of San Mateo County through support of the Project Horizons Youth Council. Local strategic planning will be linked to environmental prevention and incorporated into Youth Council activities planning.
2. Utilize the Action Team Assistance services of Youth Leadership Institute as appropriate, to assist in planning, technical assistance, training and implementation of environmental prevention projects. Action Team Assistance services will be provided to youth in the Project Horizons program that contribute to the success of their environmental prevention component as follows:
  - a. Technical assistance in the stages of environmental prevention project planning, implementation, and evaluation.
  - b. Skill and knowledge training to youth (issue/solution identification, action planning, public speaking, advocacy strategies, etc.)
  - c. Monthly consultation to adult advisor for project implementation support.



**B. Project Horizons Youth Council**

1. Administer the operations of Project Horizons Youth Council and involve youth who are participants in development of all projects and activities. Participants will be involved in the planning, implementation and execution of projects and activities. At least ten (10) participants will attend monthly Youth Council meetings during the academic year, through December 31, 2007. The Project Horizons Youth Council will also be a Friday Night Live action team.
  - a. Provide outreach to at-risk youth attending Pescadero High School to involve them in program activities, including development and planning.
2. Locate appropriate adults in the community who will use their knowledge and skills to facilitate each of the projects and activities with the participants.
3. Provide support locating space for the projects and activities, purchasing supplies and arranging transportation for participants.

**C. Prevention Activities in Southern Coastsides Schools**

1. Develop at least two (2) activities, such as extracurricular classes or workshops to take place at the Pescadero High School site or another mutually agreed upon site.
  - a. At least five (5) members of Project Horizons Youth Council will assist in planning the activities.
2. Develop twenty (20) activities each full academic year through June, 2007, and ten (10) activities during the period July 1, 2007 through December 31, 2007, which will be implemented at the Pescadero High School site or in the surrounding community. The Project Horizons Youth Council will be involved in planning and developing activities. Activities may include artistic expression, community service, cultural activities, environmental strategies and appropriate recreational alternatives. In addition to these activities, participants will be offered tutoring and career guidance.
  - a. A minimum of thirty (30) unduplicated participants will participate in a minimum of twenty (20) hours of activities per participant during each full academic year.
  - b. Locate appropriate adults in the community who will use

their knowledge and skills to facilitate each of the projects and activities with the participants.

- c. Facilitate the implementation of activities by securing space, purchasing supplies and providing transportation.

- 3. Activities will be designed to help participants develop skills and to provide alternatives to violence and alcohol and drug use.

**D. Capacity Building for School and Community**

**1. Parent Education**

- a. Investigate/map current parent education efforts provided by various projects on the south coast (including Migrant Education, First 5 and involvement with Family Resource Center, Schools, other local agencies), what they offer and which parents are served. Determine what these efforts provide relative to alcohol and other drug (AOD) related issues. Make recommendations for possible collaboration of efforts to meet the needs of the community.

**2. Capacity Building for School Staff:**

- a. Coordinate with Pescadero High School and El Centro de Libertad to facilitate planning and scheduling of three (3) or more interactive presentations to Pescadero High School staff during staff in-service time. El Centro will provide consultation and facilitators/presenters for the sessions with school staff.
- b. The presentations will be designed to enhance the capacity of the school to address AOD/violence-related issues with students and their families.

**E. Prevention Hours of Staff Availability**

- 1. Provide the following annual hours of staff availability dedicated to

alcohol and drug prevention direct program services, preparation time,

and record keeping time:

- a. January 1, 2006 through December 31, 2006: Provide one thousand one hundred sixty-two (1,162) hours of staff availability.
- b. January 1, 2007 through December 31, 2007: Provide one thousand one hundred sixty-two (1,162) hours of staff availability.

II. **Environmental Prevention**

Work collaboratively with County Alcohol and Drug Services and other Coastside YDP service providers and youth participants to develop and implement appropriate environmental prevention strategies. The environmental prevention efforts will work to effect changes in community attitudes and/or policies, in order to address identified issues/problems and positively influence an environment such as a school or community. Include progress on these efforts in quarterly narrative reports.



**EXHIBIT B2**  
Method and Rate of Payment

**SOUTH COAST CHILDREN'S SERVICES**  
Coastside Youth Development Partnership  
Prevention Services Supported by California Safe and  
Drug-Free Schools and Communities Grant #SDF03-12  
January 1, 2006 through December 31, 2007

**I. Coastside Youth Development Partnership Prevention Services, Payments.**

**1. Rates of Payment**

- a. In full consideration of the Safe and Drug Free Schools and Communities Grant program services provided by Contractor, the total amount for prevention services contained in this Exhibit is ONE HUNDRED TEN THOUSAND ONE HUNDRED TWELVE DOLLARS (\$110,112). The program funding for each year of the project is as follows:
- January 1, 2006 through December 31, 2006, is FIFTY FIVE THOUSAND FIFTY SIX DOLLARS (\$55,056);
  - January 1, 2007 through December 31, 2007, is FIFTY FIVE THOUSAND FIFTY SIX DOLLARS (\$55,056);

**2. Payments**

- a. County will pay Contractor monthly in arrears for actual program expenses based on the Contractor's approved budget.
- b. Payments will be made within thirty (30) days after receipt and approval by the Alcohol and Other Drug Services Administrator or her designee of Contractor's accurate line item monthly expenditure invoice and monthly activity report.
- c. Invoices and/or supporting documentation that are inaccurate or contain inconsistencies must be corrected by Contractor and a new invoice submitted prior to payment.
- d. Contractor is permitted to adjust expenditures as follows:
- i. Contractor may adjust expenditures up to ten (10) percent between existing line items in their approved program budget. Any such adjustments shall be documented in Contractor's line item monthly expenditure invoice and will remain within the approved program budget.

- ii. Adjustments in excess of ten (10) percent between existing line items may be made with prior approval in writing by the SMCADS program liaison in accordance with the California Department of Alcohol and Drug Programs (DADP) guidelines for Safe and Drug Free Schools and Communities grantees.
- iii. Changes requiring addition of line items require submission of a revised budget proposal for pre-approval in writing by the DADP Project Analyst.

### **3. Required Fiscal Documentation**

- a. Contractor's approved annual budget covering all contracted services under this Agreement shall be included in the DADP Notice of Grant Award for each grant year. Contractor shall submit a revised line item budget proposal and narrative budget justification for the calendar year January 1, 2007 through December 31, 2007 by November 15, 2006. This proposed budget and narrative justifications are subject to review and approval by the SMCADS program liaison and the DADP Project Analyst, after which they will be included in the DADP Notice of Grant Award.
- b. Contractor will submit to County a final budget revision along with the final billing for program services for each of the calendar years covered by this Agreement.

### **4. Withholding Payment for Failure to Submit Reports**

County may withhold all or part of Contractor's monthly payment if Contractor fails to submit timely satisfactorily completed reports during the term of this Agreement or the term(s) of previous Agreements, including but not limited to:

- a. annual budget proposal;
- b. line item monthly expenditure invoice;
- c. cost allocation plan;
- d. quarterly activity reports, including monthly hours of staff availability;
- e. quarterly narrative report, including any challenges with respect to completing contracted service objectives;
- f. outcome objectives data/report; and
- g. final/year-end budget revision.



County will release to Contractor any payments withheld under this section to Contractor when County verifies that Contractor has submitted all required documents.

**5. Contractor's Risk in Providing Extra Services**

Services provided by Contractor more than thirty (30) days after County has given notice of termination, in excess of County's maximum contractual financial obligation, or in excess of Contractor's contractual responsibility are solely at Contractor's risk and financial responsibility, unless said extra services are specifically authorized in writing by the County and reflected in a duly executed Amendment to this Agreement.

SAN MATEO COUNTY  
MEMORANDUM

**DATE:** August 10, 2007

**TO:** Faiza Steele **FAX:** 363-4864 **PONY:** EPS 163

**FROM:** Janice Jumper  
**PHONE:** (650) 802-7993 **FAX:** (650) 596-3478 **PONY:** HSA210

**SUBJECT:** Insurance for Contractor - South Coast Children's Services

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

**CONTRACTOR NAME:** South Coast Children's Services

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

**NUMBER OF EMPLOYEES WORKING FOR CONTRACTOR:** More than 10

**DUTIES TO BE PERFORMED BY CONTRACTOR FOR COUNTY:** providing alcohol and drug prevention services as specified by the California Safe and Drug-Free Schools and Communities Grant Number SDF03-12. This is an Amendment to the Agreement.

The following will be completed by Risk Management:

INSURANCE COVERAGE:	Amount	Approve	Waive	Modify
Comprehensive General Liability	\$1,000,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle Liability	\$1,000,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Professional Liability	\$1,000,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation	\$1,000,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**REMARKS/COMMENTS:**

Thank You!

*Janice Steele*  
Risk Management Signature

*8/14/07*  
Date

06/27/2007

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P.O. BOX 420807, SAN FRANCISCO, CA 94142-0807

## CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

ISSUE DATE: 09-06-2006

GROUP:

POLICY NUMBER: 1082783-2006

CERTIFICATE ID: 4

CERTIFICATE EXPIRES: 09-06-2007

09-06-2006/09-06-2007

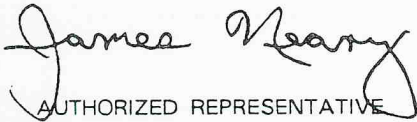
SAN MATEO COUNTY ALCOHOL AND DRUG PROGRAM NA  
ATTN: ESTHER LUCAS  
400 HARBOR BLVD., BLDG-C  
BELMONT CA 94002

This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon 10 days advance written notice to the employer.

We will also give you 10 days advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policy listed herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate of insurance may be issued or to which it may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions, and conditions, of such policy.

  
AUTHORIZED REPRESENTATIVE

  
PRESIDENT

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000 PER OCCURRENCE.

EMPLOYER

SOUTH COAST CHILDREN'S SERVICES (A NON-PROFIT  
ORP.) DBA: PESCADERO THRIFT SHOP PROJECT  
ORIZONS  
PO BOX 525  
PESCADERO CA 94060

HUMAN SERVICES AGENCY  
ALCOHOL & DRUG SERVICES  
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