

AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO
AND
YOUTH LEADERSHIP INSTITUTE

THIS AMENDMENT TO THE AGREEMENT, entered into this _____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Youth Leadership Institute, 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 providing the services specified in the California Safe and Drug-Free Schools and Communities Grants Number SDF03-05 and SDF03-12, for alcohol and drug prevention services 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:

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A," County shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B." 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 the County's total fiscal obligation under this Agreement exceed One Hundred Sixty Four Thousand Dollars, (\$164,000.00).

2. Original Exhibit A is replaced with Revised Exhibit A1, (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 January 31, 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

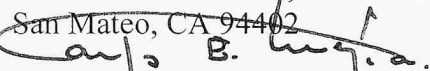
By: _____
Rose Jacobs Gibson, President, Board of Supervisors,
San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

Carlos Mejia, Vice President, Bay Area
Youth Leadership Institute
700 South Claremont, Suite 231
San Mateo, CA 94402



Contractor's Signature

Date: 08-31-07

EXHIBIT A1
PROGRAM/PROJECT DESCRIPTION

YOUTH LEADERSHIP INSTITUTE

North San Mateo County and Coastside Youth Development Partnership
Prevention Services Supported by California Safe and
Drug-Free Schools and Communities Grants #SDF03-05 and SDF03-12
January 1, 2006 through December 31, 2007

I. North San Mateo County Youth Development Partnership (YDP)

Contractor will provide the following alcohol and drug prevention services at mutually agreed upon locations in San Mateo County. Contractor will maintain compliance with the requirements of California Safe and Drug-Free Schools and Communities Grant # SDF03-05 with the State of California Department of Alcohol and Drug Programs (DADP) and in accordance with the approved two-year North San Mateo County YDP work-plan which is incorporated into the DADP Notice of Grant Agreement SDF 03-05. In addition, Contractor will continue to provide the services described in paragraphs I.A-C, and I.E, from July 1, 2007 through December 31, 2007.

A. Program Coordination and Planning

1. Participate in quarterly Steering Committee Meetings and other coordination and planning activities for the YDP in cooperation with San Mateo County Alcohol and Other Drug Services (SMCADS), WestEd and Asian American Recovery Services.
2. Documentation of Service Delivery Model/Program Elements:
 - a. Provide technical assistance to SMCADS and the YDP Steering Committee toward documenting the development, structure, evidence base, implementation and program elements of the service delivery model used for this project.

- B. Youth Development: Friday Night Live Program Opportunities:**
Provide the FNL member groups at Jefferson, Oceana, Terra Nova and Westmoor High Schools with access to training, technical assistance and networking opportunities offered to San Mateo County FNL member groups through the FNL member network. In addition recruit participants in these FNL member groups to participate in environmental prevention efforts through the Stay Safe Youth Coalition (SSYC).

C. Youth Coalition Development/Capacity Building:

1. Contractor will provide the equivalent of four (4) hours per month of training, technical assistance and support to the SSYC Youth Coalition, including AARS staff and SSYC

Coalition FNL participants during the development and implementation of environmental prevention activities. A minimum of twelve (12) unduplicated youth that include representatives from Stay Safe FNL member groups at Jefferson, Terra Nova, Oceana and Westmoor High Schools will participate each full academic year.

2. The SSYC Youth Coalition will be an FNL action team, and will implement an environmental focused project. The youth will meet twice monthly or an equivalent of four (4) hours per month (depending on their project timelines) during the academic year. The participants may continue to meet during the summer months on a monthly basis if applicable to their environmental efforts. Examples of training, technical assistance and/or support activities include:
 - i. Attending one (1) meeting per month of the youth coalition to provide technical assistance/support to youth participants;
 - ii. Providing consultation to AARS staff in the continued development of a coalition model (structure, governance, program design, etc.);
 - iii. Providing consultation to AARS staff in their environmental prevention projects and/or campaign development and strategy.
 - iv. Providing skill-building workshops, materials and environmental prevention trainings as appropriate.
3. Provide Contractor's Youth Development Framework and environmental tools for the FNL groups.

D. Friday Night Live Implementation at Wilderness Program

1. Contractor will provide support to the Friday Night Live (FNL) member group at the Wilderness Program through offering technical assistance on projects and providing access to training, technical assistance and networking opportunities offered to San Mateo County FNL member groups through the FNL member network. The Wilderness Program serves at least thirty (30) unduplicated students per school year.

E. Capacity Building for Parents, Youth and Community Members:

Provide facilitation and capacity building to sustain the Partnership for a Safe and Healthy Pacifica for an estimated two (2) to four (4) hours per month through the Partnership's social norms workgroup and other Partnership activities.

II. Coastside Youth Development Partnership (YDP) Services

Contractor will provide the following alcohol and drug prevention services at mutually agreed upon locations in San Mateo County. Contractor will maintain compliance with the requirements of California Safe and Drug-Free Schools and Communities Grant # 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 work-plan which is incorporated into the DADP Notice of Grant Agreement SDF 03-12. 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: January 1, 2006 – December 31, 2007.

Participate in quarterly Steering Committee Meetings and other coordination and planning activities for the YDP in cooperation with San Mateo County Alcohol and Other Drug Services (SMCADS), WestEd, Cabrillo Unified School District, El Centro de Libertad, the Sheriff's Activity League Program and South Coast Children's Services.

B. Central Coastside Friday Night Live (FNL)/Club Live (CL):

1. Students in Action (SIA)

- a. Provide capacity building, training, technical assistance and support to the Students in Action (SIA) FNL action team youth and adult allies at Half Moon Bay High School.
- b. Contractor's staff and/or a program intern retained by Contractor will work collaboratively with the SIA group advisor to provide expanded capacity for SIA meetings and activities.
- c. Collaborate with the Sheriff's Activity League (SAL) and Cabrillo Unified School District (CUSD) to support the youth development and environmental prevention efforts of the SIA group.
- d. SIA FNL participants at the Half Moon Bay High School site will document their progress on planning and implementation of projects.

2. Moonridge Community CL

- a. Provide capacity building, training, technical assistance and support to the Moonridge Community CL action team youth and adult allies.
- b. Collaborate with the Moonridge YMCA, Cunha Middle School and other community-based service providers as appropriate, to support the youth development and environmental prevention efforts of the Moonridge CL group.
- c. The Moonridge Community CL action team will develop and implement alternative activities and environmental prevention strategies as a result of their meetings.
- d. Provide support to Moonridge Community CL action team

participants to document their progress on planning and implementation of projects.

C. Technical Assistance to Project Horizons Action Team:

Provide Action Team Assistance services to youth in the Project Horizons program of South Coast Children's Services that contribute to the success of their environmental prevention component as follows:

1. Technical assistance in the stages of environmental prevention project planning, implementation, and evaluation.
2. Skill and knowledge training to youth (issue/solution identification, action planning, public speaking, advocacy strategies, etc.)
3. Monthly consultation to advisor for project implementation support.

D. Countywide FNL/CL Opportunities

Offer opportunities to local youth to participate in county wide, regional and/or statewide FNL activities. Examples include leadership trainings, conferences and adult advisor roundtables.

III. Definitions

- A. Member groups will receive information about and have the opportunity to participate in countywide trainings and networking opportunities provided by Youth Leadership Institute Friday Night Live Partnership.
- B. Action teams are member groups which will receive specialized technical assistance to ensure a fun, meaningful, and successful project, access to the FNL fund for resources, and opportunities to promote and receive community and countywide recognition.

IV. Program Evaluation

In addition to other evaluation efforts outlined in the grant work-plans and Attachment 4:

- A. Implement Contractor's pre and post surveys measuring skill and knowledge development, level of program involvement and demographic information.
- B. Implement Youth Development surveys measuring youth development outcomes in program settings (caring and meaningful relationships, skill building opportunities, school and community engagement, safe environments and leadership and advocacy opportunities), level of program involvement and demographic information.

V. Prevention Hours of Staff Availability

Provide the following hours of staff availability per project year dedicated to alcohol and drug prevention direct program services, preparation time, and record keeping time:

- A. Provide one thousand four hundred eight (1,408) hours of staff availability to North County YDP services for the project year January 1, 2006 through December 31, 2006.
- B. Provide one thousand four hundred eight (1,408) hours of staff availability to North County YDP services for the project year January 1, 2007 through December 31, 2007.
- C. Provide one thousand ninety-five (1,157) hours of staff availability per year to Coastsides YDP services for the project year January 1, 2006 through December 31, 2006.
- D. Provide one thousand ninety-five (1,157) hours of staff availability per year to Coastsides YDP services for the project year January 1, 2007 through December 31, 2007.

EXHIBIT B1
METHOD AND RATE OF PAYMENT

YOUTH LEADERSHIP INSTITUTE
North San Mateo County and Coastsides Youth Development Partnership
Prevention Services Supported by California Safe and
Drug-Free Schools and Communities Grant # SDF03-05 and SDF03-12
January 1, 2006 through December 31, 2007

I. San Mateo County 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 SIXTY FOUR THOUSAND DOLLARS (\$164,000). The program funding for each year of the project is as follows:
1. January 1, 2006 through December 31, 2006, is EIGHTY-TWO THOUSAND DOLLARS (\$82,000);
 - A. Total payments for services provided under the North County Youth Development Partnership Grant # SDF03-05 shall not exceed FORTY-FIVE THOUSAND DOLLARS (\$45,000).
 - B. Total payments for services provided under the Coastsides Youth Development Partnership Grant # SDF03-12 shall not exceed THIRTY-SEVEN THOUSAND DOLLARS (\$37,000).
 2. January 1, 2007 through December 31, 2007, is EIGHTY-TWO THOUSAND DOLLARS (\$82,000);
 - A. Total payments for services provided under the North County Youth Development Partnership Grant # SDF03-05 shall not exceed FORTY-FIVE THOUSAND DOLLARS (\$45,000).
 - B. Total payments for services provided under the Coastsides Youth Development Partnership Grant # SDF03-12 shall not exceed THIRTY-SEVEN THOUSAND DOLLARS (\$37,000).

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 State of 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;
- 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 14, 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 – Youth Leadership Institute

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

CONTRACTOR NAME: Youth Leadership Institute

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 services specific to the California Safe and Drug-Free Schools and Communities Grants Number SDF03-05 and SDF03-12, for alcohol and drug prevention. This is for 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!


Risk Management Signature

8/20/07
Date

ACORD CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 06/18/07
PRODUCER LIC #0619252 1-925-463-9672 Tanner Insurance Brokers A Division of UnionBanc Insurance Services, Inc. 4480 Willow Road Pleasanton, CA 94588-2710	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.	
INSURERS AFFORDING COVERAGE		
INSURED Youth Leadership Institute 24 Belvedere St., 2nd Floor San Rafael, CA 94901	INSURER A: Alliance of Nonprofits for Insurance INSURER B: Endurance Specialty Insurance INSURER C: 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 LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	200705852NPO	05/13/07	05/13/08	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$ 100,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 10,000
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 2,000,000
					PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
A	AUTOMOBILE LIABILITY	200705852NPO	05/13/07	05/13/08	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS				
	<input checked="" type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
					\$
	<input type="checkbox"/> DEDUCTIBLE				\$
	RETENTION \$				\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WEN000056202	06/08/07	06/08/08	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER \$ 1,000,000
					E.L. EACH ACCIDENT \$ 1,000,000
					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
					E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	OTHER Professional Liability	200705852NPO	05/13/07	05/13/08	Each Occurrence \$ 1,000,000 \$ \$

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

~~Evidence of Coverage~~

*30 day notice except 10 days for non-payment of premium.

CERTIFICATE HOLDER Tobacco Prevention Program Alcohol and Other Drug Services Agency Attn: Mark 400 Harbor Blvd., Building C Belmont, CA 94002 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> 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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