

AMENDMENT #1 TO AGREEMENT

BETWEEN THE COUNTY OF SAN MATEO AND FRESH LIFELINES FOR YOUTH, INC.

THIS AMENDMENT TO THE AGREEMENT, entered into this _____, 2025, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Fresh Lifelines for Youth, Inc., hereinafter called "Contractor;"

WITNESSETH:

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 on June 13, 2023, for the purpose of providing case management and career exploration services for secure track youth at the Youth Services Center-Juvenile Hall; and

WHEREAS, the parties wish to amend the Agreement by adding \$306,167 in funding for a new not-to-exceed total of \$535,536.04 to increase support for the contractor's personnel and non-personnel costs and provide funding for two full-time secure track case managers.

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

1. Section 3 of the agreement, "Payments," is amended to read as follows:

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A1, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B1. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed **FIVE HUNDRED THIRTY-FIVE THOUSAND FIVE HUNDRED THIRTY-SIX DOLLARS AND FOUR CENTS (\$535,536.04)**. 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 or expiration. Contractor is not entitled to payment for work not performed as required by this agreement.

2. Original Exhibits A and B are replaced with Revised Exhibits A1 and B1, attached hereto.

3. All other terms and conditions of the agreement dated June 13, 2023, between the County and Contractor shall remain in full force and effect.

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: Fresh Lifelines for Youth, Inc.

Sherri Shaner

Sherri Shaner

01/24/2025

Chief Advancement Officer

Contractor Signature

Date

Contractor Name (please print)

For County:

COUNTY OF SAN MATEO

By:
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:
Clerk of Said Board

Exhibit A1

Fresh Lifelines for Youth, Inc.

Services

In consideration of the payments set forth in Exhibit B1, Contractor shall provide the following services:

1. SOARR Workshops

Two Fresh Lines for Youth (FLY) staff members will provide, on average, two workshops per month, 36 workshops per year, including law-related education and career and education-focused workshops, for youth in San Mateo County's secure-track juvenile detention program, known as the Success and Opportunities Aspiring Readiness for Reentry (SOARR) Program.

2. In-Custody Case Management and Coaching

Provide approximately two weekly 1:1 intensive case management, advocacy, meetings lasting one hour in duration with school counselors, or other partnership advocacy for youth in the SOARR Program. 132 hours in FY 2023-24 (up to 3 clients); 260 hours/year in FYs 2024-25 and 950 hours/year in 2025-26 (up to 10 clients).

3. Required Meetings

Attend meetings as required, including multidisciplinary team meetings, Family Nights, court, quarterly CBO meetings, etc. 40 hours in FY 2023-24; 120 hours/year in FY 2024-25 and 2025-26.

4. Data Collection & Assessment

Administer assessments to youth in addition to ongoing data collection for youth in the program (e.g., attendance, exit evaluations). Intake and closure assessments collect information in eight domains including general information, education & employment, community, social relations, family & housing, health & wellness, legal history, and safety, and include a Likert-scale survey to measure impact on youth's social-emotional learning skill development in four areas (self-awareness, social awareness, critical thinking, and self-advocacy). Estimated 14.4 hours/year.

5. Program Evaluation & Reporting

Oversee all program evaluation and reporting to the Probation Department, include pulling reports, monitoring data entry, training staff in data entry, and conducting data quality audits. 20 hours/year. Estimated 18 hours/year.

6. Services Buildout

Three FLY staff members will lead a design process to build services for SOARR youth facing longer commitments than those in other FLY programs. Design activities could include, but are not limited to, research, external stakeholder engagement, and youth focus groups. Estimated 160 hours in FY 2023-24, 80 hours in FY 24-25, and 80 hours in FY 25-26.

Scheduling

Contractor and Probation staff shall coordinate exact days and times for each service.

To the extent possible, any schedule changes or cancellations requested by either party should be communicated to the other party at least 24 hours in advance.

Program Contacts (Subject to Change)

Contractor: Maria Delgado, FLY Program Manager, 650-394-5972, maria@flyprogram.org.

Contractor: Melissa Poling, FLY County Director, 650-450-2361, melissa@flyprogram.org.

Probation (Juvenile Hall): 650-312-5200

Alternative Service Delivery Method

When necessary, any of the services listed above and outlined in Exhibit B may be provided remotely, upon written authorization by the County. For example, this may include teleconferencing, pre-recorded videos or lesson plans, or any other virtual delivery method that may be applicable. Contractor should provide County with a written request via email that includes information on which services are to be provided remotely as well as its duration and dosage, if applicable.

Required Quarterly CBO Meetings

Contractor shall designate at least one staff member to attend the scheduled quarterly CBO meetings, during the term of the contract. These meetings are held each February, May, August and November, and calendar invitations will be sent by Probation at the beginning of each calendar year via email.

Prison Rape Elimination Act (PREA)

In accordance with the Prison Rape Elimination Act § 115.32, the County shall ensure that all volunteers and contractors who have contact with residents of its juvenile facilities be trained on the County's sexual abuse and sexual harassment prevention, detection, and response policies and procedures. The level and type of training provided to volunteers and contractors shall be based on the services they provide and level of contact they have with residents, but all volunteers and contractors who have contact with residents shall be notified of the County's zero-tolerance policy regarding sexual abuse and sexual harassment and informed how to report such incidents. Contractor shall undergo such training at the County's request.

Exhibit B1

Fresh Lifelines for Youth, Inc.

Payments

In consideration of the services provided by Contractor described in Exhibit A1 and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

- A. In no event shall County's total fiscal obligation under this Agreement exceed **FIVE HUNDRED THIRTY-FIVE THOUSAND FIVE HUNDRED THIRTY-SIX DOLLARS AND FOUR CENTS (\$535,536.04)**.
- B. Under this Agreement, County shall reimburse Contractor for all of its allowed expenses to a set limit (see "Payment Schedule" below) in exchange for the services described in Exhibit A.
- C. Billable salaries include all payable wages including holidays, paid time off, overtime bonuses, etc. Allowed expenses include Contractor's employee-related "Fringe" costs, calculated at a rate of 27 percent of gross pay, to support employee benefits and employer-paid payroll taxes for the staff providing services under this Agreement.
- D. Prior to submittal, cost reimbursement claims must be certified and signed by responsible officer of Contractor with authority to certify that the information submitted by Contractor is accurate and Contractor is entitled to payment under the terms of the Agreement. County may rely on said certification in making payment, but this payment will not constitute a waiver of any of County's legal rights or objections.
- E. When submitting invoices to County, Contractor is required to submit adequate supporting documents, including but not limited to: Payroll registers, detailed invoices, Program Activity Report (PAR), and receipts for non-personnel expenses related to youth programs.
- F. County is not obligated to reimburse Contractor for any expenditure not reported to County within sixty (60) calendar days after the end of the last month of the last fiscal year of the Agreement term.
- G. Contractor will be compensated for services rendered and/or expenses incurred in accordance with Exhibit A – "Services."
- H. County and Contractor may, as needed and upon mutual agreement in writing, modify budget line-item maximums and/or billable rates in the "Payment Schedule" table below to reflect the service delivery needs of the Department without exceeding the maximum financial obligation of this Agreement.
- I. Contractor will submit a Program Activity Report (PAR) and Invoice on a quarterly basis which will include Contractor's name and address; contract number; funding stream, invoice number; fiscal year; quarter, date and description of services; program activities completed; total invoice amount; year-to-date expenditures and remaining contract balance.
- J. The quarterly PAR is attached herein as "Attachment C" and must be certified and signed by responsible officer of Contractor as per item D above.
- K. Along with invoices and supporting documents, Contractor shall submit quarterly narratives and Performance Measure statistics on a quarterly basis.

Payment Schedule

PERSONNEL				
Position	FY 2023-24 Total	FY 2024-25 Total	FY 2025-26 Total	Project Total
Director of SMC + SF	\$6,028.08	\$17,964.04	\$29,900.00	\$53,892.11
Associate Director of SMC + SF	\$4,776.88	\$11,236.94	\$17,697.00	\$33,710.82
Leadership & STAY FLY Programs Manager SMC	\$11,203.41	\$5,601.70	-	\$16,805.11
Leadership and STAY FLY Program Coordinator SMC	\$3,558.74	\$3,558.76	\$2,492.00	\$9,609.50
Lead STAY FLY Case Manager SMC	\$17,200.72	\$8,600.36	-	\$25,801.08
Career Pathways Navigator SMC	\$2,539.23	\$3,022.62	\$3,506.00	\$9,067.85
Contract Management Specialist	\$432.10	\$885.00	\$885.00	\$2,202.10
Evaluation and Learning Manager	\$407.12	\$885.00	\$885.00	\$2,177.12
Lead Secure Track Coach SMC	-	\$29,213.60	\$58,427.00	\$87,640.60
Secure Track Manager	-	\$36,378.16	\$72,756.00	\$109,134.16
Fringe	\$12,459.49	\$31,683.00	\$50,368.00	\$94,510.49
PERSONNEL TOTAL	\$58,605.76	\$149,029.18	\$236,916.00	\$444,550.94

NON-PERSONNEL				
Direct Operating Costs	FY 2023-24 Total	FY 2024-25 Total	FY 2025-26 Total	Project Total
Transportation	\$1,500.00	\$2,475.00	\$2,475.00	\$6,450.00
Program Supplies & Activities	\$500.00	\$825.00	\$825.00	\$2,150.00
Client Costs	\$7,900.00	\$7,900.00	\$7,900.00	\$23,700.00

Staff Training and Professional Development	\$1,000.00	\$1,000.00	\$1,000.00	\$3,000.00
Stipends for Credible Messengers	-	\$3,500.00	\$3,500.00	\$7,000.00
NON-PERSONNEL TOTAL	\$10,900.00	\$15,700.00	\$15,700.00	\$42,300.00

INDIRECT	FY 2023-24 Total	FY 2024-25 Total	FY 2025-26 Total	Project Total
Indirect	\$6,950.58	\$16,472.92	\$25,261.60	\$48,685.10

GRAND TOTALS	FY 2023-24 Total	FY 2024-25 Total	FY 2025-26 Total	Project Total
Personnel	\$58,605.76	\$149,029.18	\$236,916.00	\$444,550.94
Non-Personnel	\$10,900.00	\$15,700.00	\$15,700.00	\$42,300.00
Indirect	\$6,950.58	\$16,472.92	\$25,261.60	\$48,685.10
GRAND TOTALS	\$76,456.35	\$181,202.10	\$277,877.60	\$535,536.04

L. Contractor shall submit invoices and activity reports according to the schedule below:

Invoice and Quarterly Report Due Dates

<i>Service Period</i>	<i>Invoice Due Date</i>	<i>Invoice/Report Content</i>
FY 2023- 2024 - Q1 7/1/2023 – 09/30/2023	October 15, 2023	Invoice w/Supporting Documents, Narrative Report, Performance Measure Statistics
FY 2023- 2024 – Q2 10/1/2023 – 12/31/2023	January 15, 2024	Invoice w/Supporting Documents, Narrative Report, Performance Measure Statistics
FY 2023- 2024 – Q3 1/1/2024 – 3/31/2024	April 15, 2024	Invoice w/Supporting Documents, Narrative Report, Performance Measure Statistics
FY 2023- 2024 – Q4 4/1/2024 – 6/30/2024	July 7, 2024	Invoice w/Supporting Documents, Narrative Report, Performance Measure Statistics
FY 2024- 2025 - Q1 7/1/2024 – 09/30/2024	October 15, 2024	Invoice w/Supporting Documents, Narrative Report, Performance Measure Statistics

FY 2024- 2025 – Q2 10/1/2024 – 12/31/2024	January 15, 2025	Invoice w/Supporting Documents, Narrative Report, Performance Measure Statistics
FY 2024- 2025 – Q3 1/1/2025 – 3/31/2025	April 15, 2025	Invoice w/Supporting Documents, Narrative Report, Performance Measure Statistics
FY 2024- 2025 – Q4 4/1/2025 – 6/30/2025	July 7, 2025	Invoice w/Supporting Documents, Narrative Report, Performance Measure Statistics
FY 2025- 2026 - Q1 7/1/2025 – 9/30/2025	October 15, 2025	Invoice w/Supporting Documents, Narrative Report, Performance Measure Statistics
FY 2025- 2026 – Q2 10/1/2025 – 12/31/2025	January 15, 2026	Invoice w/Supporting Documents, Narrative Report, Performance Measure Statistics
FY 2025- 2026 – Q3 1/1/2026 – 3/31/2026	April 15, 2026	Invoice w/Supporting Documents, Narrative Report, Performance Measure Statistics
FY 2025- 2026 – Q4 4/1/2026 – 6/30/2026	July 7, 2026	Invoice w/Supporting Documents, Narrative Report, Performance Measure Statistics

M. Contractor shall email copies of the original, signed invoices and activity reports to the Probation Department's Fiscal Services Unit at prob_accounts_payable@smcgov.org.

N. Remittance Address:

Fresh Lifelines for Youth, Inc.
Sobrato Center for Nonprofits
568 Valley Way
Milpitas, CA 95035

Performance Measures

Performance Measures	FY 2023-24 Target	FY 2024-25 Target	FY 2025-26 Target
Youth will report they have more confidence to deal with negative peer pressure	80%	80%	80%
Youth report that they are less likely to commit crimes and more likely to make healthy choices	75%	75%	75%
Youth report that they have hope for the future and want to make positive changes	80%	80%	80%
Youth will who enroll and complete case management will achieve at least one goal from their service plans*	100%	100%	100%

*Service plans are personalized to each SOARR youth and include major goals such as education/career advancement, completion of probation, social-emotional skill building, etc. Goals are designed to align with protective factors against later incarceration.






FLY JJRBG Amendment#1

Final Audit Report

2025-01-24

Created:	2025-01-24
By:	Tony Burchyns (tburchyns@smcgov.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdCWRLegLeWxX-KlqxMckNa2LAjZGUAuR

"FLY JJRBG Amendment#1" History

-  Document created by Tony Burchyns (tburchyns@smcgov.org)
2025-01-24 - 4:01:08 PM GMT- IP address: 136.226.78.169
-  Document emailed to Sherri Shaner (sshaner@flyprogram.org) for signature
2025-01-24 - 4:08:35 PM GMT
-  Email viewed by Sherri Shaner (sshaner@flyprogram.org)
2025-01-24 - 4:26:10 PM GMT- IP address: 172.226.6.6
-  Document e-signed by Sherri Shaner (sshaner@flyprogram.org)
Signature Date: 2025-01-24 - 5:07:08 PM GMT - Time Source: server- IP address: 67.164.14.190
-  Agreement completed.
2025-01-24 - 5:07:08 PM GMT