

## 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 law-related education classes, career navigation workshops, mentoring and career coaching as well as reentry case management and post-release services for youth detained at the Youth Services Center-Juvenile Hall and/or Camp Kemp; and

WHEREAS, the parties wish to amend the Agreement by adding \$400,471.15 in funding for a new not-to-exceed amount of \$1,072,774.25 to increase support for the contractor's personnel and non-personnel costs and provide funding for a third reentry case manager position.

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 A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. 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 **ONE MILLION SEVENTY-TWO THOUSAND SEVEN HUNDRED SEVENTY-FOUR DOLLARS AND TWENTY-FIVE CENTS (\$1,072,744.25)**. 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 Exhibit B is replaced with Revised Exhibit 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)

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**For County:**

COUNTY OF SAN MATEO

By:  
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:  
Clerk of Said Board

**Exhibit B1**

Fresh Lifelines for Youth, Inc.

**Payments**

In consideration of the services provided by Contractor described in Exhibit A 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 **ONE MILLION SEVENTY-TWO THOUSAND SEVEN HUNDRED SEVENTY-FOUR DOLLARS AND TWENTY-FIVE CENTS (\$1,072,774.25)**.
- 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	\$10,242.39	\$20,071.20	\$29,900.00	\$60,213.59
Associate Director of SMC + SF	\$10,821.95	\$18,683.98	\$26,546.00	\$56,051.93
Law & Reentry Programs Manager SMC	\$24,046.96	\$32,292.48	\$40,538.00	\$96,877.44
Lead Reentry Program Case Manager SMC	\$37,034.38	\$47,515.20	\$57,996.00	\$142,545.58
Reentry Case Manager SMC	\$34,456.65	\$48,778.82	\$63,101.00	\$146,336.47
Reentry Case Manager SMC	-	\$26,661.00	\$53,323.00	\$79,984.00
Law & Reentry Programs Coordinator SMC	\$16,124.56	\$21,431.28	\$26,738.00	\$64,293.84
Career Pathways Navigator SMC	\$14,845.27	\$22,078.14	\$29,311.00	\$66,234.41
Contract Management Specialist	\$978.91	\$1,770.00	\$1,770.00	\$4,518.91
Evaluation and Learning Manager	\$922.33	\$1,770.00	\$1,770.00	\$4,462.33
Fringe	\$40,357.82	\$65,084.00	\$89,368.00	\$194,809.82
<b>PERSONNEL TOTAL</b>	\$189,831.22	\$306,136.10	\$420,361.00	\$916,328.32

NON-PERSONNEL				
Direct Operating Costs	FY 2023-24 Total	FY 2024-25 Total	FY 2025-26 Total	Project Total
Transportation	\$3,288.00	\$5,763.00	\$5,763.00	\$14,814.00
Program Supplies & Activities	\$4,596.00	\$5,421.00	\$5,421.00	\$15,438.00
Client Costs	\$5,013.00	\$6,828.00	\$6,828.00	\$18,669.00

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
<b>NON-PERSONNEL TOTAL</b>	\$13,897.00	\$22,512.00	\$22,512.00	\$58,921.00

<b>INDIRECT</b>	<b>FY 2023-24 Total</b>	<b>FY 2024-25 Total</b>	<b>FY 2025-26 Total</b>	<b>Project Total</b>
Indirect	\$20,372.82	\$32,864.81	\$44,287.30	\$97,524.93

<b>GRAND TOTALS</b>	<b>FY 2023-24 Total</b>	<b>FY 2024-25 Total</b>	<b>FY 2025-26 Total</b>	<b>Project Total</b>
Personnel	\$189,831.22	\$306,136.10	\$420,361.00	\$916,328.32
Non-Personnel	\$13,897.00	\$22,512.00	\$22,512.00	\$58,921.00
Indirect	\$20,372.82	\$32,864.81	\$44,287.30	\$97,524.93
<b>GRAND TOTALS</b>	\$224,101.04	\$361,512.91	\$487,160.30	\$1,072,774.25

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

***Invoice and Quarterly Report Due Dates***

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

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

<b>Performance Measures</b>	<b>FY 2023-24 Target</b>	<b>FY 2024-25 Target</b>	<b>FY 2025-26 Target</b>
Youth will report they now have access to a positive adult role model (Law Program)	80%	80%	80%
Youth will be less likely to commit crimes and more likely to make healthy choices (Law Program)	75%	75%	75%
Youth will gain the skills to resist negative peer pressure (Law Program)	80%	80%	80%
Youth will report school improvement in attendance or performance (Law Program)	80%	80%	80%
Number of youth who receive Reentry services	30	30	30






# FLY YOBG Amendment#1

Final Audit Report

2025-01-24

Created:	2025-01-24
By:	Tony Burchyns (tburchyns@smcgov.org)
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