

**AMENDMENT TO AGREEMENT  
BETWEEN THE COUNTY OF SAN MATEO AND  
DALY CITY PENINSULA PARTNERSHIP COLLABORATIVE**

THIS AMENDMENT TO THE AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Daly City Peninsula Partnership Collaborative, 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; and

WHEREAS, on August 8, 2017, the parties entered into an agreement (the "Agreement") for Contractor to provide English Language academic support services to County for the term of September 1, 2017 through June 30, 2019 for a total amount not to exceed \$210,120; and

WHEREAS, the parties wish to amend the Agreement to extend the term through June 30, 2021 and add \$222,895 in funds for a revised total amount not to exceed \$433,015.

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

1. Section 1. Exhibits and Attachments, of the Agreement is amended to read as follows:

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

- Revised Exhibit A (4/2019)—Program/Project Description
- Revised Exhibit B (4/2019)—Amount and Method of Payment
- Exhibit C — Child Abuse Prevention and Reporting
- Exhibit D — Finger Printing Certification Form
- Attachment I—§ 504 Compliance
- Attachment P – Personally Identifiable Information for County Contractors, Sub Contractors, Vendors and Agents

2. Section 2. Services to be performed by Contractor, of the Agreement is amended to read as follows:

In consideration of the payments set forth in this Agreement and in Revised Exhibit B

(4/2019), Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Revised Exhibit A (4/2019) and Exhibit C.

3. 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 in this Agreement and in Revised Exhibit A (4/2019). County shall make payment to Contractor based on the rates and in the manner specified in Revised Exhibit B (4/2019). 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 FOUR HUNDRED THIRTY-THREE THOUSAND FIFTEEN DOLLARS (\$433,015). 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.

4. Section 4. Term, of the Agreement is amended to read as follows:

Subject to compliance with all terms and conditions, the term of this Agreement shall be from September 1, 2017 through June 30, 2021.

5. Section 17. Notices in the second paragraph, of the Agreement is amended to read as follows:

In the case of County, to:

Name/Title: Selina Toy Lee, Director of Collaborative Community Outcomes  
Address: 1 Davis Drive, Belmont, CA 94002  
Telephone: (650) 802-5120  
Email: SToy-Lee@smcgov.org


6. Original Exhibit A is replaced with Revised Exhibit A (4/2019).

7. Original Exhibit B is replaced with Revised Exhibit B (4/2019).

8. **All other terms and conditions of the Agreement dated August 8, 2017, 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: Daly City Peninsula Partnership Collaborative

<small>DocuSigned by:</small>  <small>EA33931666044D8...</small>	4/29/2019   11:59 AM PDT	Pat Bohm
_____ Contractor Signature	_____ Date	_____ Contractor Name (please print)

---

COUNTY OF SAN MATEO

By:  
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:  
Clerk of Said Board

**Revised Exhibit A (4/2019)**

Program/Project Description

In consideration of the payments set forth in Revised Exhibit B (4/2019) Amount and Method of Payment, Contractor shall provide the following services:

**1. Background: Daly City Peninsula Partnership Collaborative**

Daly City Peninsula Partnership Collaborative (DCPPC) was formed in 1995 as a county, city and school district partnership with a mission to promote and facilitate collaborative efforts to ensure that young children and their families have access to health, education and social services, in order to be successful in school and in life. In 2010, DCPPC expanded services to include all ages. The nonprofit organization's new mission statement is "to guide collaborative efforts and connect the community to services that promote well-being." The shared vision of the DCPPC is a community of people empowered to learn, grow and achieve a fulfilling life.

This Agreement with the San Mateo County Human Services Agency (HSA) is one of several funding sources that support the work of DCPPC and its programs. DCPPC is encouraged to secure additional private and public funding in addition to funding provided by HSA. Exhibit B1-Budget, identifies HSA funding which supports a portion of program administration, program enrollment, planning, afterschool academic programs, and collaborative activities.

The focus of this Agreement is to support families and young children from pre- kindergarten through eighth grade. Important milestones in the mission are increasing reading proficiency to grade level by third grade through afterschool, extended day programs, increased access to enrichment programs, such as dance, art, and science, and connecting families to community resources.

DCPPC will provide the following services tailored to each school site and student population at elementary and middle school sites located in Daly City or South San Francisco. The 20 school sites served will include: Jefferson Elementary School District– Daniel Webster Elementary, FD Roosevelt K-8, Garden Village Elementary, George Washington Elementary, John F Kennedy Elementary, Marjorie H Tobias Elementary, Margaret P Brown Elementary, Susan B Anthony Elementary, Thomas Edison Elementary, Westlake Elementary, Woodrow Wilson Elementary, Fernando Rivera Middle, Ben Franklin Intermediate, and Thomas R. Pollicita Middle School. In South San Francisco Unified School District – Buri Buri Elementary, Junipero Serra Elementary, Ponderosa Elementary, and Skyline Elementary. In Brisbane School District - Panorama Elementary. In Bayshore School District – Bayshore K-8 School.

**2. Program Administration**

- A. DCPPC will employ a Program Supervisor. This position will report to the Executive Director of DCPPC.

The Program Supervisor will:

- i. Oversee the overall program and provide the administrative support and direction for the program.
  - ii. Work with the Executive Director to investigate ongoing funding sources for DCPPC Expansion Services for sustainability.
  - iii. Conduct outreach at the schools and in the community and link families to educational programs and resources.
    1. Recruit, train and supervise two full time Program Coordinators.
    2. Oversee budgets, write grant proposals, develop programs and expand direct services.
    3. Collect both qualitative and quantitative data and report on outcomes to funders.
    4. Coordinate the annual Family Literacy Day and Health Fair event.
- B. Two Program Coordinators and one Program Supervisor are DCPPC employees. Each of them will be responsible for between four and eight school sites. Program Supervisor/Coordinators' responsibilities include the following:
- i. Plan, coordinate, direct and evaluate the specific activities of DCPPC at the assigned school sites for pre-kindergarten through eighth grade. These activities would include tutoring, homework assistance, and enrichment classes.
  - ii. Meet with school principals to plan their afterschool program needs including the recruitment of individuals to staff each of the program components at each of the school sites.
  - iii. Coordinate the registration, enrollment and provide updated student rosters, attendance and sign out logs. Follow up on repeated student absences.
  - iv. Recruit, train, supervise and evaluate part-time contractual and volunteer staff.
  - v. Prepare and monitor specific site budgets. Prepare reports and correspondence. Assist in the preparation and writing of grants and proposals, as needed.
  - vi. Attend and assist in conducting training conferences and workshops.
  - vii. Maintain accurate inventory and distribution of supplies and equipment.
  - viii. Work with a variety of non-profit agencies, middle and high school students, and other volunteer and mentoring groups within the community to create a pool of volunteers to be available for assigned program sites.
  - ix. Collect and input data from individual school sites per the Program Outcomes.

### **3. Program Enrollment**

- A. DCPPC staff will work collaboratively with the school sites, school districts, SMCOE, HSA, families, and local nonprofit agencies to enroll students into afterschool and summer programs in order to reach enrollment goals as set in this Agreement under each program area.
- B. DCPPC will use letters to parents in "Wednesday folders" at the schools to invite students to tutoring and homework assistance programs and to advertise enrichment program enrollment. Phone and email will be used to communicate with families on further enrollment questions.

- C. Students enrolled in Enrichment Programs, such as dance, art, science, and technology, will have the opportunity to apply for scholarships for fee-based programs. Students enrolled in ASES and Extended Daycare after school programs will receive additional free enrichment opportunities through a partnership between service providers and DCPPC.
- D. Advertising will take place in Spanish and English and outreach can be facilitated in multiple languages that reflect the diversity of Daly City and South San Francisco.

#### **4. Big Lift Inspiring Summer Programs**

- A. In partnership with The Big Lift Inspiring Summer (BLIS) program under Measure K, DCPPC will work collaboratively to enroll children in Inspiring Summer programs in Daly City and throughout San Mateo County. DCPPC staff will be an integral part of the BLIS administrative team on-site.
- B. DCPPC staff will assist with marketing, outreach, registration and development for the Inspiring Summer program. During the summer BLIS program, DCPPC staff will fill much needed the Program Assistant positions in the Daly City school sites. All DCPPC staff involved in the BLIS programming will attend training specific to executing the duties of the position.

#### **5. After School Academic Programs (ASAP)**

- A. Literacy and Math Tutoring Program:
  - i. Provide after school- tutoring for at least 150 children.
  - ii. Then intent of the literacy tutoring program is for students to achieve increased proficiency in grade leveled reading scores over the 3 to 9 month tutoring period.
  - iii. The intent of the math tutoring program is for students to achieve increased proficiency in grade leveled math skills over a 3 to 9 month tutoring period.
  - iv. Program outcomes will be measured by parent surveys, classroom teacher final evaluation of improvement, and norm referenced pre and post testing conducted in the fall and spring of the school year.
  - v. Students who are English Language Learners (ELL) will be prioritized for enrollment in tutoring programs.
  - vi. Students are expected to attain between six months and two years growth in reading from the start of the program.
- B. Homework Assistance Program:
  - i. Enroll at least 125 students in Homework Assistance Programs.
  - ii. The intent of the homework assistance program is to establish early positive homework habits in order to enable a higher chance of school success.
  - iii. Program outcomes will be measured by surveying parents and classroom teachers and asking for their evaluation of the degree of student improvement in homework skills, motivation to complete homework, and comprehension of academic concepts.
  - iv. The outcome goal is that at least 50% of the students will regularly complete and return homework assignments; 25% of the students will improve the quality of completed

homework assignments; and 25% of the students will improve in-class study skills and habits. In addition, 25% of the students are expected to progress from "Poor" to "Fair" or from "Fair" to "Good" along the Teacher Assessment and Progression Grid.

C. Enrichment Classes:

- i. Enroll at least 800 students in enrichment classes such as mentoring, academic skill building, STEAM, dance, art, science, chess, cooking, and theater at selected school sites, as tailored to their specific request and needs.
- ii. The intent is to involve students in positive, life-long enriching activities and enlarge the scope of each child's learning by offering a variety of subjects and experiences to explore.
- iii. Program impact will be measured by the number of students enrolled and engaged in the class.
- iv. Program outcomes may also be measured by surveying students, parents, and teachers as to what positive experiences each student has had from participating in the enrichment class, and any influence this has had on their motivation to attend school.

## 6. Additional Collaborative Activities

Beyond the academic focus of afterschool programs, the After School Academic Programs (ASAP) department supports families by the following efforts and partnerships as part of this Agreement.

- A. *Outreach:* DCPPC coordinators and staff will provide additional assistance to schools and families by connecting them to community resources through outreach fairs and events. Coordinators will reach out to families to provide increased access to after school and summer programs and connect families to partner agencies and their respective programs, such as school districts and nonprofit/community based organization programs, that would be of benefit to the demographic of families we serve.
- B. *Collaborative Meeting Support:* DCPPC staff will coordinate collaborative agency membership meetings that convene 5 times per year for professional development, networking, and discussion of community issues and potential solutions and to avoid duplication of services throughout the County.
- C. *Support Parent Education Programs:* DCPPC will collaborate with its school leadership to offer parent education support, perhaps with Parent Evenings or Parent Cafes. Parent engagement opportunities will be one of the items on the DCPPC menu of program offerings.
- D. *Family Literacy and Health Fair:* DCPPC plans, coordinates and executes a city-wide Family Literacy and Health Fair that serves over 800 attendees annually in the spring. The fair features: free children's literacy and health activities, free distribution of children's books, free lunch, student entertainment, and access to community-based organizations through tables with free information. DCPPC collects nearly 1,000 free books from The Children's Book Project in San Francisco to give away. DCPPC works in collaboration with Jefferson Elementary School District, Jefferson Council PTA and community members and volunteers to provide this yearly family fun and information event.

- E. *Collaboration with Core Service Agency*: Collaborate with the Core Service Agency to provide increased opportunities for families to access after school interventions, childcare, and connection to school-based resources.
- F. *Backpack Drive*: Collaborate with the local Core Service Agency to solicit donations from individuals and local businesses, purchase and assemble backpacks and school supplies, and distribute over 350 backpacks to low income and underserved youth in grades K-12 throughout the public schools and community of Daly City and Northern San Mateo County.
- G. *Second Harvest Food Bank*: Collaborate with Second Harvest Food Bank to provide healthy snacks to the afterschool programs and food assistance at monthly distribution sites.
- H. *Operation Santa Claus, Adopt-a-Family*: Support Operation Santa Claus program by delivering free bags of toys to residents and coordinating signups with schools (with Golden Tickets to families identified by School Principals as being ‘In Need’) in December. Also support the Adopt-a-Family programs.
- I. *Collaborative Planning and Community Engagement*: DCCPC shares organizational and partner resources with community agencies by attending a variety of ongoing meetings: Jefferson Elementary School District (JESD) Parent Information Advisory Committee (PIAC), Safe & Supportive Schools meeting, JESD Wellness Committee, Thrive Center for NonProfits, STEM Bay Area Ecosystem, Community of Partners STEM, San Mateo County's Community Collaboration for Children's Success (CCSS), Mission Corridor Community School Network, Institute for Civic & Community Engagement at SF State, Pacifica Collaborative and others.
- J. *Volunteers*: DCPPC actively recruits volunteers from local colleges, high schools and community members for many roles ranging from in the classroom or afterschool programs donations for Pat's Closet to onetime events to stocking the food pantry or sorting through clothing.

County shall have the option to adjust, modify or add related services to meet its project/program goals as agreed upon by both parties and adjust costs accordingly as long as it does not exceed the total agreement obligation

## **7. Performance Measures**

Below are the performance measures iterated in the program descriptions above. DCPPC is expected to meet or exceed these measures as part of this agreement.



<b>PERFORMANCE MEASURE</b>	<b>FY17-18 Actual</b>	<b>FY18-19 Mid- Year</b>	<b>FY18-19 Target</b>	<b>FY19-20 Target</b>	<b>FY20-21 Target</b>
Number of unduplicated children served in Academic Afterschool Programs.	1,383	1,172	1,250	1,300	1,350
Percent of increased growth in literacy as reflected on pre and post tests by pre and post testing.	63%	N/A	55%	60%	65%
Percent of increased growth in math as reflected by pre and post tests pre and post testing.	75%	N/A	55%	60%	65%
Percent of parent satisfaction in all after school programs based on parent surveys.	92%	N/A	90%	92%	92%
Classroom teacher assessment of students in literacy, math, and homework completion or academic skills rated as "improved" or "much improved" in academic areas, based on the scale: (1) No change, (2) Improved; or (3) Much Improved.	71%	N/A	70%	70%	75%

County shall have the option, as required, to change or adjust performance measures and targets to meet its program goals once agreed upon by both parties. County shall notify Contractor in advance of its plan to adjust performance measures and targets. Changes to performance measures will be confirmed in writing.

## **8. Program Reporting:**

Provide a Progress Report by January 31 and a Final Report by July 31, to Human Services Agency in 2020 and 2021. These reports should include mid-year enrollment data and end of year outcomes data for Literacy Tutoring, Homework Assistance Program and Enrichment Classes, including number of unduplicated children served in each outcome area, as well as, assessment of opportunity of youth in science, engineering or technology enrichment programs in communities served by this contract. For reporting outcome measure targets listed as percentages, DCCPC will also provide the raw data, which calculates the percentage result, in their mid-year and end-of-year report.

- A. An annual site review will be conducted by the Human Services Agency, Collaborative Community Outcomes Branch (CCO) Contract Monitor to assure that services are being delivered adequately. The Agreement monitor

will review data and discuss ongoing plans during each year of the Agreement term. Changes to DCCPC program components must be reported immediately to the Contract Monitor with Human Services Agency.

- B. All reports will be submitted to:

San Mateo County Human Services  
Agency Attn: STEM Program  
1 Davis Drive  
Belmont, CA 94002  
Email: [STEM@smcgov.org](mailto:STEM@smcgov.org)

- C. Contractor is expected to report all known or suspected instances of child abuse or neglect including its employees, consultants, or agents performing services under this Agreement. Notwithstanding Section 5 (Termination) of the Agreement, County may terminate the Agreement immediately for failure to report. Contractor shall report all known or suspected instance of abuse to the Contact listed in Section 17 (Notices) of the Agreement.

**(End of Exhibit A)**

**Revised Exhibit B (4/2019)****Amount and Method of Payment**

In consideration of the services provided by Contractor described in Revised Exhibit A (4/2019) and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

The remaining funding amount for this Agreement is as follows:

- a. FY 19-20: \$109,262
- b. FY 20-21: \$113,633

In consideration of the services provided by Contractor pursuant to Revised Exhibit A (4/2019), Description of Services to be Performed by Contractor, and subject to the terms of the Agreement, Contractor shall invoice County based on the payment schedule below. Invoices shall include any applicable taxes and fees. County shall pay Contractor upon receipt and approval of invoices.

**Invoices to be sent to:**

County of San Mateo Human Services  
 Agency Attn: STEM Program  
 1 Davis Drive, Belmont, CA 94002  
 Email: [STEM@smcgov.org](mailto:STEM@smcgov.org)

	<b>Payment Amount</b>	<b>Invoice Deadline</b>	<b>Deliverable</b>
<b>FY 19-20</b>	\$52,131	<b>October 1, 2019</b>	Upon Agreement execution.
	\$57,131	<b>February 15, 2020</b>	Upon receipt and approval of the Mid-Year Report for FY19-20 ( <i>due January 31, 2020</i> )
<b>FY 20-21</b>	\$54,317	<b>August 15, 2020</b>	Upon receipt and approval of the Year End Report for FY20-20 ( <i>due July 31, 2020</i> )
	\$59,316	<b>February 15, 2021</b>	Upon receipt and approval of the Mid-Year Report for FY20-21 ( <i>due January 31, 2021</i> )
<b>TOTAL</b>	<b>\$222,895</b>		

County shall have the option to adjust amounts listed in the table above to meet its program/project goals across fiscal years to meet its program goals as agreed upon by both parties and approved by County in writing so long as it does not exceed the total Agreement obligation.

**(End of Exhibit B)**