

AMENDMENT TO AGREEMENT

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

THIS AMENDMENT TO THE AGREEMENT, entered into this ____ day of _____, 2025, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Fresh Lifelines for Youth, 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 delivering the contractor's Law and Leadership programs to at-risk youth at community sites within San Mateo County; and

WHEREAS, the parties now wish to amend the Agreement to include the Peer Point Program for at-risk youth in the community and to add \$250,000 in additional funding.

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 the Contractor in accordance with all terms, conditions, and specifications outlined in this Agreement and Exhibit A1, the County shall make payment to the Contractor based on the rates and in the manner specified in Exhibit B1. The 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 the County's total fiscal obligation under this Agreement exceed **FIVE HUNDRED SEVENTEEN THOUSAND EIGHT HUNDRED TWENTY-FOUR DOLLARS AND ZERO CENTS (\$517,824.00)**. In the event that the County makes any advance payment, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. The 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 (rev. June 2025), 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.

Kassa Belay
Kassa Belay (Jul 14, 2025 09:45 PDT)
Contractor Signature

07/14/2025
Date

Kassa Belay
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, the Contractor shall provide the following services:

1. Law Program: Community Classes

FLY will provide their twelve-week law education course twice yearly (Fall/Spring semesters) at five community sites in San Mateo County. Law facilitators provide approximately 200 hours of the necessary preparation and service delivery on an annual basis. Four staff members will be responsible for the preparation and service delivery.

- **Total Hours per Fiscal Year:** 200 hours
- **Total Clients Served per Fiscal Year:** 30 clients

2. Law Program: Baseline Assessment

A dedicated staff member collects demographic information, criminal background, mental health, and substance abuse history as well as current state of well-being, self-efficacy, and hope for the future in a comprehensive set of baseline case management assessments.

- **Total Hours per Fiscal Year:** 39 hours
- **Total Clients Served per Fiscal Year:** 30 clients

3. Leadership Program: Case Management

A FLY Case Manager will help youth design a service plan around educational, vocational, and health goals. They will provide support for achieving these goals and connect them to appropriate resources. A Case Manager is on call 24 hours a day, and will attend school and probation meetings as well as court dates to provide input on youth success, struggles, and needs. A Case Manager will also assist youth in understanding the legal process and their rights within the process.

- **Total Hours per Fiscal Year:** 96 hours
- **Total Clients Served per Fiscal Year:** 4 clients

4. Leadership Program: Activities (Retreats, Prosocial, and Service Learning)

Each of the Leadership Training Program cohorts undergoes an intensive three-day, two-night outdoor retreat. Both Administrative and support from other FLY staff are essential for the retreat that occurs twice a year. Five staff members will be responsible for the preparation and service delivery.

- **Total Hours per Fiscal Year:** 102 hours
- **Total Clients Served per Fiscal Year:** 4 clients

5. Leadership Program: Intake/Risk-Needs Assessment

A FLY case manager will administer assessments one-on-one to all participants in the Leadership Training Program. The intake session, including the actuarial assessment, lasts approximately two hours.

- **Total Hours per Fiscal Year:** 24 hours
- **Total Clients Served per Fiscal Year:** 4 clients

6. Peer Point Program (FY 2025-26)

Starting on July 1, 2025, two dedicated staff members will provide diversion opportunities to San Mateo County youth through partnering schools and police departments. Youth referred will have opportunities to participate in peer-led restorative justice circles, followed by individualized case management.

Alternative Service Delivery Method

All service delivery will be provided in person unless agreed upon otherwise and with written authorization by the County. When necessary, any of the services listed in Exhibit A may be provided remotely when it is in the best interest of the clients.

Data Collection and Reporting Requirement

The Contractor will administer assessments to aid in program and service delivery. These assessments need to be agreed upon by both the County and the Contractor.

Required Quarterly CBO Meetings

The 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.

Exhibit B1

Fresh Lifelines for Youth, Inc.

Payments

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

- A. In no event shall the County's total fiscal obligation under this Agreement exceed **FIVE HUNDRED SEVENTEEN THOUSAND EIGHT HUNDRED TWENTY-FOUR DOLLARS AND ZERO CENTS (\$517,824.00)**.
- B. Under this Agreement, the County shall reimburse the Contractor for all its allowed expenses to a set limit (see "Payment Schedule" below) in exchange for the services described in Exhibit A1.
- C. Billable salaries include all payable wages, including holidays, paid time off, overtime bonuses, etc. Allowed expenses include the 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. Before submittal, cost reimbursement claims must be certified and signed by a responsible officer of the Contractor with the authority to certify that the information submitted by the Contractor is accurate and the Contractor is entitled to payment under the terms of the Agreement. The County may rely on said certification in making payment, but this payment will not constitute a waiver of any of the County's legal rights or objections.
- E. When submitting invoices to the County, the 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 the 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 under Exhibit A1.
- 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. The Contractor will submit a Program Activity Report (PAR) and Invoice on a quarterly basis which will include the Contractor's name and address; contract number; funding stream, invoice number; fiscal year; quarter, date, 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 a responsible officer of the Contractor as per item D above.
- K. Along with invoices and supporting documents, the Contractor shall submit quarterly narratives and Performance Measure statistics on a quarterly basis.

- L. Contractor shall email copies of original, signed invoices, supporting documents, and activity reports to the Probation Department's Fiscal Services Unit:

Prob_Accounts_Payable@smcgov.org

- M. Under no circumstances will the contractor charge clients any additional fees for services provided under this agreement.

- N. Remittance Address:
Fresh Lifelines for Youth, Inc.
Sobrato Center for Nonprofits
1400 Parkmoor Ave Suite 250
San Jose, CA 95126

Payment Schedule

PERSONNEL

Position	FY 2023-24	FY 2024-25	FY 2025-26	Total
Director of San Mateo County	\$4,641.08	\$4,641.08	\$29,612.08	\$38,894.24
Associate Director of Programs SMC	\$4,903.70	\$4,903.70	\$13,750.70	\$23,558.10
Leadership & STAY FLY Programs Manager	\$5,750.42	\$5,750.42	\$5,750.42	\$17,251.27
Leadership Program Case Manager SMC	\$7,806.58	\$7,806.58	\$7,806.58	\$23,419.75
Leadership Program Lead Case Manager	\$8,536.61	\$8,536.61	\$8,536.61	\$25,609.82
Leadership and STAY FLY Coordinator	\$5,479.83	\$5,479.83	\$5,479.83	\$16,439.49
Law & Reentry Programs Manager SMC	\$5,988.90	\$5,988.90	\$5,988.90	\$17,966.70
Law Program Site Manager SMC	\$9,698.43	\$9,698.43	\$9,698.43	\$29,095.29
Law & Reentry Programs Coordinator SMC	\$3,653.22	\$3,653.22	\$3,653.22	\$10,959.66
Law Program Evaluation Specialist SMC	\$3,653.22	\$3,653.22	\$3,653.22	\$10,959.66
Associate Director of Fiscal Contracts Management	\$221.78	\$221.78	\$603.78	\$1,047.35
Associate Director of Evaluation and Learning Mgr	\$208.96	\$208.96	\$590.96	\$1,008.89
Peer Point Restorative Plan Specialist II SMC	\$0.00	\$0.00	\$58,309.00	\$58,309.00
Peer Point Manager SMC	\$0.00	\$0.00	\$72,798.00	\$72,798.00
Fringe	\$16,346.54	\$16,346.54	\$61,082.54	\$93,775.62
PERSONNEL TOTAL	\$76,889.28	\$76,889.28	\$287,314.28	\$441,092.84

NON-PERSONNEL

Direct Operating Costs	FY 2023-24	FY 2024-25	FY 2025-26	Total
Transportation	\$561.44	\$561.44	\$2,561.44	\$3,684.32
Program Supplies & Activities	\$3,337.40	\$3,337.40	\$10,087.40	\$16,762.20
Client Costs	\$370.56	\$370.56	\$8,468.56	\$9,209.68
Staff Training and Professional Development	\$0.00	\$0.00	\$0.00	\$0.00
NON-PERSONNEL TOTAL	\$4,269.40	\$4,269.40	\$21,117.40	\$29,656.20

INDIRECT	FY 2023-24	FY 2024-25	FY 2025-26	Total
INDIRECT	\$8,115.87	\$8,115.87	\$30,843.17	\$47,074.90

GRAND TOTALS	FY 2023-24	FY 2024-25	FY 2025-26	Total
Personnel	\$76,889.28	\$76,889.28	\$287,314.28	\$441,092.84
Non-Personnel	\$4,269.40	\$4,269.40	\$21,117.40	\$29,656.20
Indirect	\$8,115.87	\$8,115.87	\$30,843.17	\$47,074.90
GRAND TOTALS	\$89,274.55	\$89,274.55	\$339,274.84	\$517,824.00

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

Invoice and Quarterly Report Due Dates

Service Period	Invoice Due Date	Invoice/Report Content
FY 2023- 2024 - Q1 7/1/2023 – 09/30/2023	October 15, 2023	Service description Units of services Number of youths served Performance Measures Statistics
FY 2023- 2024 – Q2 10/1/2023 – 12/31/2023	January 15, 2024	Service description Units of services Number of youths served Performance Measures Statistics
FY 2023- 2024 – Q3 1/1/2024 – 3/31/2024	April 15, 2024	Service description Units of services Number of youths served Performance Measures Statistics
FY 2023- 2024 – Q4 4/1/2024 – 6/30/2024	July 7, 2024	Service description Units of services Number of youths served Performance Measures Statistics
FY 2024- 2025 - Q1 7/1/2024 – 09/30/2024	October 15, 2024	Service description Units of services Number of youths served Performance Measures Statistics
FY 2024- 2025 – Q2 10/1/2024 – 12/31/2024	January 15, 2025	Service description Units of services Number of youths served Performance Measures Statistics
FY 2024- 2025 – Q3 1/1/2025 – 3/31/2025	April 15, 2025	Service description Units of services Number of youths served Performance Measures Statistics
FY 2024- 2025 – Q4 4/1/2025 – 6/30/2025	July 7, 2025	Service description Units of services Number of youths served Performance Measures Statistics
FY 2025- 2026 - Q1 7/1/2025 – 9/30/2025	October 15, 2025	Service description Units of services Number of youths served Performance Measures Statistics
FY 2025- 2026 – Q2 10/1/2025 – 12/31/2025	January 15, 2026	Service description Units of services Number of youths served Performance Measures Statistics
FY 2025- 2026 – Q3 1/1/2026 – 3/31/2026	April 15, 2026	Service description Units of services

		Number of youths served Performance Measures Statistics
FY 2025- 2026 – Q4 4/1/2026 – 6/30/2026	July 7, 2026	Service description Units of services Number of youths served Performance Measures Statistics

Performance Measures

Performance Measures	FY 2023-24 Target	FY 2024-25 Target	FY 2025-26 Target
The percentage of youth enrolled in the Leadership and Law Programs reports that the programs gave them access to positive adult role models	80%	80%	80%
The percentage of youth enrolled in the Leadership and Law Programs who report they are less likely to break the law after being in FLY	80%	80%	80%
The percentage of youth enrolled in the Leadership and Law Programs reports that the programs gave them more confidence to deal with negative peer pressure	80%	80%	80%
Recidivism: The percentage of youth enrolled in the Leadership Program who did not sustain a new charge during the program year	75%	75%	75%
Education improvement: The percentage of eligible seniors in the Leadership Program who attained a GED or HS diploma	60-80%	60-80%	60-80%
The percentage of youth referred to the Peer Point Program who increase their social emotional learning skills.	N/A	N/A	80%
The percentage of youth referred to the Peer Point Program who increase their educational attainment.	N/A	N/A	80%