

## **Exhibit A**

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

As part of a program that began through a combined Byrne Justice Assistance Grant and Measure K funding, Live in Peace shall perform the following services:

1. Provide supportive educational and case management services to approximately 80 at-risk youth who are on probation, truant or at high risk of not graduating from high school in East Palo Alto and East Menlo Park.
2. Receive program referrals from the Sequoia Union High School District, local law enforcement, local non-profits and other key stakeholders for student enrolment.
3. Conduct educational or other necessary assessments to determine individual youth needs.
4. In coordination with key partners, conduct on-going multidisciplinary team reviews of all youth referred to the program to determine participation eligibility and suitability.
5. Develop individual program plans for all youth selected for program participation that among other things, includes educational steps for credit recovery, high school graduation and other supportive services.
6. Assign each program participant to a dedicated case manager who will:
  - monitor each student's academic progress to determine effectiveness of program placement and services through direct communication and coordination with the Sequoia Union High School District.
  - provide guidance and encouragement to the youth to promote self-esteem and program completion.
7. Provide the following supportive services to program participants:
  - Academics—including credit recovery, tutoring and academic counseling
  - Case Management and Advocacy
  - Skill Building and Enrichment Opportunities
  - Pro-Social Activities
  - Career and Leadership Development
8. Refer select youth to One East Palo Alto for summer employment services.
9. Refer youth to the County's Human Services Agency staff for family and parenting supportive services and to Behavioral Health and Recovery Services for mental health and substance use disorder treatment.
10. Maintain detailed data on the academic progress of and services provided to youth participating in the program through UpMetrics.
11. Participate in and provide data as requested for meetings and other purposes as requested by the County Manager's Office.
12. Submit monthly reports with the content and on the schedule described in Exhibit C.

The County Manager and Legislative Officer reserve the right to make minor modifications to the above listed services.

## **Exhibit B**

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:

Contractor will invoice County on a monthly basis for actual and pre-approved expenditures accrued during the previous month.

The County may terminate this Agreement or a portion of the services referred in Exhibit A based upon availability of federal, state, or County funds by providing a thirty (30) day written notice to Contractor. The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable.

All invoices are to be submitted to the County Manager's Office, Fiscal Services, 400 County Center, 1<sup>st</sup> floor, Redwood City, CA 94063 or email to [CMO\\_Fiscal@smcgov.org](mailto:CMO_Fiscal@smcgov.org).

## Exhibit C

### Program Monitoring

In addition to program reporting elements to be collected through UpMetrics, Contractor will provide the County Manager's Office with quarterly reports on the below detailed performance measures.

1. Number of youth enrolled in the program.
2. Number of youth by high school attendance year (e.g., 5<sup>th</sup> year seniors, seniors, juniors, etc.).
3. Number of youth by high school of attendance.
4. Number and percentage of youth by racial and/or ethnic categories (e.g., White, Black, Latino, Pacific Islander, etc.).
5. Number and percent of youth who are on probation, chronically truant and/or credit deficient.
6. Narrative description of specific issues or challenges that arose for youth during this reporting period, and how they were addressed.
7. Number and percent of youth actively and not actively receiving SWAG services.
8. List and description of any new supportive services not included on the SWAG Strategic Structure table that were initiated during this reporting period.
9. For each program listed on the SWAG Strategic Structure table provide the following, organizing by the structure of that table:
  - Case Management—Total youth contacts
  - Counseling—Identify number of youth receiving counseling of each type (Academic; Counseling/Vocational)
  - Referrals—Identify agency referral made to and the number of referrals made for each
  - Multi-Meeting Activities—The name of the activity, number of meetings and total attendance
  - One-Time Activities and Events—A brief description of the activity, the date of the activity and total attendance.
10. Number of youth successfully completing program (i.e., obtaining necessary credits for high school graduation).
11. Narrative description of accomplishments and challenges during the reporting period.  
Observations should include benefits or changes observed as a result of grant funded activities.

Reports are to be submitted to the Contract Manager:

Connie Juarez-Diroll, County Manager's Office, 400 County Center, 1<sup>st</sup> floor, Redwood City, CA 94063,  
[cjuarez-diroll@smcgov.org](mailto:cjuarez-diroll@smcgov.org).