


COUNTY OF SAN MATEO
Departmental Correspondence

Date: July 24, 2001

Hearing Date: August 7, 2001

TO: Honorable Board of Supervisors

FROM: Maureen D. Borland, Director, Human Services Agency
Yvonne Frazier, Administrator, Alcohol and Drug Services 

SUBJECT: Agreement with Youth and Family Assistance for Alcohol and Drug Prevention Services for the One-Year Period July 1, 2001 through June 30, 2002

RECOMMENDATION:

Adopt a resolution:

- 1) authorizing the President of the Board to execute an agreement with Youth and Family Assistance (YFA) in the amount of \$115,220 for the one-year period July 1, 2001 through June 30, 2002; and
- 2) authorizing the Director of the Human Services Agency to execute amendments and minor modifications during the term of the agreement, however, such authority is limited to:
 - a) reducing the County's maximum fiscal obligation in the event there is a commensurate reduction in the term of the agreement, the units of service or the types of service provided by Contractor,
 - b) increasing the County's maximum fiscal obligation in the event there is a commensurate increase in the term of the agreement, the units of service and/or the types of services provided by Contractor, however, said increase(s) shall be limited to a total of \$25,000, and
 - c) making changes in the types or units of service provided by Contractor, as long as the changes have no impact on the County's maximum fiscal obligation.

Background:

The State allocates funds to counties through a combined Drug/Medi-Cal (D/MC) and Negotiated Net Amount (NNA) contract for alcohol and drug prevention and treatment services. The agreement with YFA contains services funded through the NNA portion which contains funding from State general funds, Federal block grant funds and drug-free school funds.

In FY 2000-01 the Board of Supervisors approved a one-year agreement with YFA to provide alcohol and drug prevention services. Alcohol and Drug Services recommends contracting with YFA to continue providing services throughout FY 2001-02.

As the Human Services Agency's Outcome Based Management pilot program, Alcohol and Drug Services developed performance measures for both treatment and prevention services and collected baseline data from contracted treatment and prevention programs throughout FY 2000-01. In addition, during FY 2000-01, the Human Services Agency (HSA) initiated a dialogue on designing a more coordinated and collaborative approach to providing prevention services. The Agency will facilitate planning efforts throughout FY 2001-02 while continuing to provide its current continuum of contracted alcohol and drug prevention services.

Discussion:

The Contractor will provide alcohol and drug information and referral services through its "helpline" twenty four (24) hours per day, seven (7) days per week. This service is staffed by volunteers who receive seventy (70) hours of pertinent training and is publicized by the Contractor through community outreach efforts such as public service announcements, presentations, flyers and youth resource information cards. YFA's Youth Health Center, based in Redwood City, will provide education and information dissemination to youth and parents through interactive presentations. Peer mentors will receive training and assist with the presentations and follow-up. In addition, YFA will provide the "Mis Hermanas" education and support services to forty (40) young women between the ages of fourteen (14) and eighteen (18). YFA will provide six series' of ten weekly sessions each.

The agreement and resolution have been reviewed and approved as to form by the County Counsel's office.

Performance Measures:

Alcohol and Drug Services is in compliance with the Human Services Agency's Outcome-Based Management (OBM) Program Plan. Below are the Recommended Performance Measures included in the OBM Plan. Aggregate data and projections shown below include data collected from YFA.

Alcohol and Drug Prevention Services

Outcome-Based Management Performance Measures	Baseline for FY2000-01	FY 2000-01 Actual Data	Projected for FY 2001-02
Number of participants served in: A) school linked programs B) education/outreach programs C) youth development programs	A) 459* B) 19,530* C) 445*	A) 597** B) 24,472** C) 656**	A) 460 B) 19,550*** C) 450***
Number of participants participating in cognitive skill building (tutoring/education, problem solving/decision making/critical thinking, communication and leadership development).	20,434*	25,725**	20,460***
Percentage of participants completing the program demonstrating increased achievement motivation	Baseline data will be available by August 2001.	Actual data will be available by August 2001.	Projection to be developed from FY 2000-01 baseline.
Percentage of participants completing the program demonstrating a positive view of personal future	Baseline data will be available by August 2001.	Actual data will be available by August 2001.	Projection to be developed from FY 2000-01 baseline.
Percentage of participants completing the program demonstrating increased planning and decision making skills	Baseline data will be available by August 2001.	Actual data will be available by August 2001.	Projection to be developed from FY 2000-01 baseline.
Percentage of youth (Grade 6 and above) completing the program reporting abstinence of reduction in the use of alcohol, tobacco, and/or other drugs	Baseline data will be available by August 2001.	Actual data will be available by August 2001.	Projection to be developed from FY 2000-01 baseline.

* Based on combined contracted targets for individuals served in prevention programs.

** Actuals for period July 1, 2000 through March 31, 2001.

***Projections reflect the same targets for contracted services as in FY 2000-01. FY 2000-01 actuals were higher in some cases due to over performance.

Term and Fiscal Impact:

The term of this one-year agreement is from July 1, 2001 through June 30, 2002. The total contract obligation is \$115,220, with \$69,550 from State and Federal block grant funds, \$35,250 from HSA fund balance, and \$10,420 from Net County Cost approved by the Board of Supervisors for Cost of Business Increase (COBI). The entire contract obligation is included in the FY 2001-02 preliminary budget for Alcohol and Drug Services.

Esther Lucas, ext. 6432

cc: Deborah Penny Bennett, Deputy County Counsel

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH YOUTH AND FAMILY ASSISTANCE FOR THE PROVISION OF ALCOHOL AND DRUG PREVENTION SERVICES FOR THE ONE-YEAR PERIOD 7/1/2001 THROUGH 6/30/2002; AND AUTHORIZING THE DIRECTOR OF THE HUMAN SERVICES AGENCY TO EXECUTE SUBSEQUENT AMENDMENTS AND MINOR MODIFICATIONS DURING THE TERM OF THE AGREEMENT, HOWEVER, SUCH AUTHORITY IS LIMITED TO:

- A) REDUCING THE COUNTY'S MAXIMUM FISCAL OBLIGATION IN THE EVENT THERE IS A COMMENSURATE REDUCTION IN THE TERM OF THE AGREEMENT, THE UNITS OF SERVICE OR THE TYPES OF SERVICE PROVIDED BY CONTRACTOR,
- B) INCREASING THE COUNTY'S MAXIMUM FISCAL OBLIGATION IN THE EVENT THERE IS A COMMENSURATE INCREASE IN THE TERM OF THE AGREEMENT, THE UNITS OF SERVICE AND/OR THE TYPES OF SERVICES PROVIDED BY CONTRACTOR, HOWEVER, SAID INCREASE(S) SHALL BE LIMITED TO A TOTAL OF \$25,000, AND
- C) MAKING CHANGES IN THE TYPES OR UNITS OF SERVICE PROVIDED BY CONTRACTOR, AS LONG AS THE CHANGES HAVE NO IMPACT ON THE COUNTY'S MAXIMUM FISCAL OBLIGATION.

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, this Board has been presented with a form of the Agreement and has examined and approved it as to both form and content and desires to enter into said Agreement:

NOW, THEREFORE IT IS HEREBY RESOLVED that the President of this Board of Supervisors be, and is hereby authorized and directed to execute said Agreement for and on behalf of the County of San Mateo, and the Clerk of this Board shall attest the President's signature thereto; and

BE IT FURTHER RESOLVED, that the Director of the Human Services Agency shall be authorized to execute subsequent amendments and minor modifications thereto during the term of the Agreement, however, such authority is limited to:

- a) reducing the County's maximum fiscal obligation in the event there is a commensurate reduction in the term of the agreement, the units of service or the types of service provided by Contractor,
- b) increasing the County's maximum fiscal obligation in the event there is a commensurate increase in the term of the agreement, the units of service and/or the types of services provided by Contractor, however, said increase(s) shall be limited to a total of \$25,000, and
- c) making changes in the types or units of service provided by Contractor, as long as the changes have no impact on the County's maximum fiscal obligation.



**AGREEMENT BETWEEN
COUNTY OF SAN MATEO**

AND

YOUTH AND FAMILY ASSISTANCE
For the Period of

July 1, 2001 through June 30, 2002

Agency Contact:
Esther Lucas
Human Services Analyst
(650) 802-6432

**AGREEMENT WITH
YOUTH AND FAMILY ASSISTANCE
FOR ALCOHOL AND DRUG PREVENTION SERVICES**

THIS AGREEMENT, entered into this _____ day of _____, 2001, by and between the COUNTY OF SAN MATEO, hereinafter called "County" and YOUTH AND FAMILY ASSISTANCE, 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/ Agency thereof; and

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of performing professional services of alcohol and drug prevention services; in accordance with State and Federal laws, regulations and funding mandates.

The following exhibits and attachments are attached hereto and incorporated by reference therein.

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

1. **Exhibit - - - Attachments**
 - Exhibit A: State NNA Funded Prevention Services and Rates of Payment for those Services.
 - Exhibit B: **Outcome Based Management and Budgeting Responsibilities**
 - Attachment 1: Compliance with Section 504
 - Attachment 2: Fingerprinting Compliance
 - Attachment 3: Payment Procedures
 - Attachment 4: Monitoring Procedures
 - Attachment 5: Program Specific Requirements
 - Attachment 6: Equal Benefits Compliance

2. **Services to be Performed by Contractor.**

In consideration of the payments hereinafter set forth in the Exhibits and Attachments herein, Contractor shall perform alcohol and drug prevention services as set forth in the Exhibits and Attachments attached and incorporated by reference.

3. **Payments.**
 - A. **Maximum Amount.** In full consideration of Contractor's performance of the services described in the Exhibits, the amount that County shall be obligated to pay for services rendered under this Agreement shall not exceed ONE HUNDRED FIFTEEN

THOUSAND TWO HUNDRED TWENTY DOLLARS (\$115,220) for the contract term.

B. **Rate of Payment.** The rates and terms of payment shall be specified in the **Exhibits and Attachments**. Any rate increase is subject to the approval of the Director of Human Services or her authorized representative, and shall not be binding on County unless so approved in writing. In no event may the established rates be increased to the extent that the maximum County obligation shall exceed the total specified in paragraph 3.A. above. Each payment shall be conditioned on the satisfactory performance of the services described in the **Exhibits** to the full satisfaction of the Director of Human Services or her representative.

C. **Time Limit for Submitting Invoices.** Contractor shall submit an invoice for services to County for payment in accordance with the provisions of the **Exhibits and Attachments**. County shall not be obligated to pay Contractor for the services covered by any invoice if Contractor presents the invoice to County more than one hundred eighty (180) days after the date Contractor renders the services, or more than ninety (90) days after this Agreement terminates, whichever is earlier.

In order to ensure full and timely payment for services provided, Contractor is required to submit invoices for services provided to County no later than the fifteenth (15th) day of each month.

D. **Availability of Funds.** Payment for all services provided pursuant to this Agreement are contingent upon the availability of County, State, and Federal funds. In the event the State or Federal government does not appropriate or pay County the necessary funds as part of either or both of their budgets, the County shall not be liable for any payment whatsoever; including, but not limited to, payments that are based on County funds. The County may terminate this Agreement for unavailability of Federal, State or County funds.

E. **Program Budget.**

1. Contractor will expend funds received for operation of its program and services according to Contractor's annual operating budget. Said budget shall be subject to the approval of the Human Services Agency. Actual expenditures may exceed budgeted expenditures to the extent that actual income exceeds budgeted income.

2. Transfers between personnel and operating expenses that in the aggregate equal or exceed ten percent (10%) of the maximum amount specified in Paragraph 3.A. hereinabove or TEN THOUSAND DOLLARS (\$10,000), whichever is less, of the annual budget for contracted services may be made only upon prior authorization of the Alcohol and Drug Services Manager.

4. **Relationship of Parties.**

It is expressly understood that this is an agreement between two (2) independent contractors and that no agency, employee, partnership, joint venture or other relationship is established by this Agreement. The intent by both County and Contractor is to create an independent contractor relationship. Contractor expressly acknowledges and accepts his/her/its tax status and the tax consequences of an independent contractor. Further, as an independent contractor, Contractor expressly acknowledges and accepts that he/she/it has no rights, benefits, privileges and/or claims in any form whatsoever under, from, through and/or pursuant to the San Mateo County Civil Service Rules.

5. **Hold Harmless.**

Contractor shall indemnify and save harmless the County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind and description, brought for, or (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomever belonging; or (C) any other loss or cost, including but not limited to, the concurrent active or passive negligence of the County, its officers, agents, employees and servants, resulting from the performance of any work required of Contractor or payments made pursuant to the Agreement, provided that this shall not apply to injuries or damage for which the County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

6. **Insurance.**

A. Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this section has been obtained and such insurance has been approved by the Director of Human Services and Contractor shall use diligence to obtain such issuance and to obtain such approval. The Contractor shall furnish the Human Services Agency with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the Human Services Agency or any pending change in the limits of liability or of any cancellation or modification of the policy.

1) **Workers' Compensation and Employer's Liability Insurance.**

Contractor shall have in effect during the entire life of this Agreement, Workers' Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, Contractor makes the following certification, required by Section 1861 of the California Labor Code:

I am aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake

self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.

2) Liability Insurance. Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her/it while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by himself/herself/itself or by any subcontractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amount specified below.

Such insurance shall include:

- (a) Comprehensive General Liability... ..\$ 2,000,000
- (b) Automobile Liability.....\$ 1,000,000
- (c) Professional Liability.....\$ 2,000,000

After one year from the date of this Agreement is first executed, the County may at its sole discretion, require an increase in the amount of liability insurance to the level then customary in similar County agreements by giving sixty (60) days notice to Contractor. County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the County, its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if the County or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the County of San Mateo at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

7. Non-Discrimination

Contractor shall comply with the non-discrimination requirements described below:

A. Section 504 of the Rehabilitation Act of 1973.

1) Pursuant to Section 504 (Public Law 93-112), the Contractor agrees that no otherwise qualified disabled individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this contract.

2) Compliance of Section 504 of the Rehabilitation Act of 1973, as amended, requires that all benefits, aids, and services are made available to disabled persons on an

equivalent basis with those received by non-disabled persons. Contractor shall agree to be in compliance with Section 504 requirements by 1) signing the Letter of Assurance, attached and incorporated herein as Attachment 1, or 2) by developing a plan for compliance to be submitted to the Section 504 Coordinator, Department of Health Services, as soon as possible but not later than by the end of the current Fiscal Year.

B. No person shall, on the grounds of age (over 40), ancestry, creed, color, disability, marital status, medical conditions, national origin, political or religious affiliation, race, sex, sexual orientation or any non-job-related criteria be excluded from participation in, be denied the benefits, or be subjected to discrimination under this Agreement.

C. Non-Discrimination - Employment. Contractor shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Agreement. Contractor's equal opportunity employment policies shall be made available to County upon request.

D. Violation of the Non-Discrimination Provisions.

1. Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to:

- a) Termination of this Agreement;
- b) Disqualification of the Contractor from bidding on or being awarded a County Contract for a period of up to 3 years;
- c) Liquidated damages of \$2,500 per violation;
- d) Imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

2. To effectuate the provisions of this paragraph, the County Manager shall have the authority to:

- a) Examine Contractor's employment records with respect to compliance with this paragraph;
- b) set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other contract between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are

dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint and a description of the circumstance. Contractor shall provide County with a copy of their response to the complaint when filed.

8. Equal Benefits Compliance. With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.

9. Child Abuse Prevention, Reporting and Fingerprinting -

Contractor agrees to ensure that all known or suspected instances of child abuse or neglect are reported to a child protective agency as defined in Penal Code Section 11165.9. This responsibility shall include:

A. A requirement that all employees, consultants, or agents performing services under this contract who are required by Penal Code Section 11166(a), to report child abuse or neglect, sign a statement that he or she knows of the reporting requirement and will comply with it.

B. Establishing procedures to ensure reporting even when employees, consultants, or agents who are not required to report child abuse under Penal Code Section 11166(a), gain knowledge of, or reasonably suspect that a child has been a victim of abuse or neglect.

C. Contractor agrees that its employees, subcontractors, assignees, volunteers, and any other persons who work at the program and/or provide services under this Agreement and who will have a supervisory or disciplinary power over a minor or any person under his/her care (Penal Code 11105.3) will be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of children with whom Contractor's employees, subcontractors, assignees or volunteers have contact. All fingerprinting will be at County's sole discretion and Contractor's sole expense.

D. The fingerprinting process will be completed and the results of the process will be obtained before any of Contractor's employees, subcontractors, assignees or volunteers are assigned or permitted to work at the program.

E. Contractor will maintain, and make available to County upon request, a written certification for each individual employee, subcontractor, assignee, volunteer and any other person who works at the program and/or provides services under this agreement. Such certification shall state that the individual has been fingerprinted, that the results of the fingerprinting process have been obtained, and that the process has disclosed no criminal history on the part of the individual which would compromise the safety of persons with whom that individual has contact.

10. **Assignments and Subcontracts.**

A. Without the written consent of the Director of Human Services or her designee, this Agreement is not assignable in whole or in part. Any assignment by Contractor without the written consent of the Director of Human Services or her designee violates this Agreement and shall automatically terminate this Agreement.

B. Contractor shall not employ subcontractors or consultants to carry out the responsibilities undertaken pursuant to this contract without the written consent of the Director of Human Services or her designee.

C. All assignees, subcontractors, or consultants approved by the Director of Human Services or her designee shall be subject to the same terms and conditions applicable to Contractor under this Agreement, and Contractor shall be liable for the assignee's, subcontractor's or consultant's acts and/or omissions.

D. All agreements between Contractor and subcontractor and/or assignee for services pursuant to this Agreement shall be in writing and shall be provided to County.

11. **Records.**

A. Contractor agrees to provide to County, to any Federal or State department having monitoring or reviewing authority, to County's authorized representatives and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine and audit all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

B. Contractor shall maintain and preserve all records relating to this Agreement in its possession of any third party performing work related to this Agreement for a period of **five (5)** years from the termination date of this Agreement, or until audit findings are resolved, whichever is greater.

12. **Compliance with Applicable Laws.**

All services shall be performed in accordance with all applicable Federal, State, County and Municipal laws, ordinances, regulations, and funding mandates, including but not limited to appropriate licensure, certification regulations, and requirements pertaining to confidentiality, civil rights, and quality assurance. Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

13. **Entire Agreement.**

This Agreement is entire and contains all the terms and conditions agreed upon by the parties. No alteration or variation shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement shall be binding on the parties hereto.

14. This Agreement is not a representation or indication of subsequent funding or contracting for the services described herein. The levels of services and payments set forth in this Agreement are not necessarily inclusive of start-up costs, or computed on an annualized basis.

15. **Interpretation and Enforcement.**

A. Any notice, request, demand or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United States mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed to:

(1) In the case of County, to:
San Mateo County Human Services Agency
Alcohol and Drug Services
400 Harbor Boulevard, Building C
Belmont CA 94002
(650) 802-6400

(2) In the case of Contractor, to:

Youth and Family Assistance
609 Price Avenue
Redwood City, CA 94063

B. **Controlling Law.** The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation and performance of this Agreement shall be governed by the laws of the State of California.

16. **Term of the Agreement.**

Subject to compliance with the terms and conditions of this Agreement, the term of this Agreement shall be from July 1, 2001, through June 30, 2002. This Agreement may be terminated by Contractor, Director of Human Services or her designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

By: _____
Michael D. Nevin, President
Board of Supervisors

Date: _____

ATTEST:

Clerk of Said Board

Date: _____

YOUTH AND FAMILY ASSISTANCE

Cheryl Zando, Executive Director
Name, Title - Print

Cheryl Zando
Signature

Date: 7/16/01

Contractor's Tax I.D. # 94-3094966

EXHIBIT A
YOUTH AND FAMILY ASSISTANCE

State Negotiated Net Amount (NNA) Funded Alcohol and Drug Prevention Services
July 1, 2001 through June 30, 2002

I. Prevention Services and Rates of Payment

Contractor will provide the following alcohol and drug prevention services at a mutually agreed upon location in San Mateo County. All payments under this Agreement must directly support services specified in this Agreement.

A. Alcohol and Drug Information and Referral Services "Helpline"

1. Maintain a twenty-four (24) hour a day, seven (7) day-a-week phone line using the existing information and referral number: (650) 573-3950.
2. Provide alcohol and drug education and referral information by telephone to an estimated population of two thousand five hundred (2,500) persons.
3. Maintain a specialized alcohol and drug curriculum for those volunteers answering the helpline.
4. Recruit and train new volunteers to answer the helpline.
5. Provide a total of seventy (70) hours of training to each volunteer in how to deal with crisis calls including thirty (30) hours of training that is specifically related to helping callers on the Alcohol and Drug Helpline.
6. Update alcohol and drug resource/referral information at least quarterly so that information is accurate and complete.
7. Publicize and promote the information and referral helpline services.
 - a. Develop and distribute fliers and youth cards to at least five thousand (5,000) agencies, community organizations, libraries and individuals throughout the County.
 - b. Develop three (3) public service announcements during the year. Distribute to at least fifty (50) radio/television stations and newspapers each quarter.
 - c. Develop a resource list of youth prevention service providers throughout the County and inform them of the helpline services.

8. Provide presentations to community groups, teachers/schools, police, professionals and businesses on request. Include information about Contractor's helpline services and youth outreach services in all Contractor's presentations.
9. Keep a record of all calls received.
10. Prevention Hours of Staff Availability
Provide nine hundred twenty-nine (929) hours of staff availability dedicated to alcohol and drug prevention services including direct program services, preparation time and record-keeping time.
11. Rates of Payment
Monthly County payment to Contractor is determined by dividing the entire fiscal obligation into twelve (12) monthly payments. In full consideration of the alcohol and drug prevention services provided by Contractor:
 - a. County shall pay Contractor THREE THOUSAND EIGHT HUNDRED TWENTY DOLLARS AND SIXTY-SEVEN CENTS (\$3,820.67) per month, not to exceed a maximum contract obligation of FORTY FIVE THOUSAND EIGHT HUNDRED FORTY-EIGHT DOLLARS (\$45,848) for the term of the Agreement.

B. Youth Health Center: Outreach Services

1. Provide education and information dissemination to two thousand two hundred seventy five (2,275) youth in school and community based settings through interactive presentations. The Contractor's health educator will work with Peer Mentors to provide the one (1) to three (3) hour presentations.
2. Provide education and information dissemination to parents of youth in San Mateo County through presentations. Provide the presentations every six weeks to the parents of students identified in schools as at-risk for involvement in the juvenile justice system. One-time presentations will cover topics related to the continuum of substance abuse and familial patterns.
3. Training of Peer Mentors will occur on a biannual basis and will include three (3) hours of basic drug and alcohol education. This activity will assist the Peer Mentors in providing appropriate substance use education to the

community.

4. **Prevention Hours of Staff Availability**
Provide one thousand one hundred thirty-seven (1,137) hours of staff availability dedicated to alcohol and drug prevention services including direct program services, preparation time and record-keeping time.
5. **Rates of Payment**
Monthly County payment to Contractor is determined by dividing the entire fiscal obligation into twelve (12) monthly payments. In full consideration of the alcohol and drug prevention services provided by Contractor:
 - a. County shall pay Contractor THREE THOUSAND THREE HUNDRED NINETY-THREE DOLLARS AND EIGHT CENTS (\$3,393.08) per month, not to exceed a maximum contract obligation of FORTY THOUSAND SEVEN HUNDRED SEVENTEEN DOLLARS (\$40,717) for the term of the Agreement.

C. **"Mis Hermanas" Educational/Support Groups:**

1. Provide the "Mis Hermanas" education and support services to a minimum of forty (40) young women ages 14-18 from the target population. Participants may be referred by school personnel or self-referred.
 - a. Provide six (6) workshop series' of ten (10) weekly sessions each. The self-contained groups will provide an opportunity to address the risks of alcohol and drug use, the importance of completing one's education, enhancing self-esteem, and developing decision-making skills.
2. **Prevention Hours of Staff Availability**
Provide eight hundred eighty-one (881) hours of staff availability dedicated to alcohol and drug prevention services including direct program services, preparation time and record-keeping time.
3. **Rates of Payment**
Monthly County payment to Contractor is determined by dividing the entire fiscal obligation into twelve (12) monthly payments. In full consideration of the alcohol and drug prevention services provided by Contractor:

- a. County shall pay Contractor TWO THOUSAND THREE HUNDRED EIGHTY-SEVEN DOLLARS AND NINETY-TWO CENTS (\$2,387.92) per month, not to exceed a maximum contract obligation of TWENTY EIGHT THOUSAND SIX HUNDRED FIFTY-FIVE DOLLARS (\$28,655) for the term of the Agreement.

II. Planning Process for Prevention Services

Contractor will participate in a planning process, to be initiated and facilitated by Human Services Agency staff, to design a coordinated multi-disciplinary approach to providing prevention services. Participation may include but is not limited to the following:

- 1. Collecting and sharing information about the level and quality of services Contractor provides.**
- 2. Attending planning meetings pertaining to design of the Human Services Agency's prevention services delivery system.**
- 3. Participating in efforts to form linkages with other service providers, collaboratives and/or Family Resource Centers.**

EXHIBIT B
Outcome Based Management and Budgeting Responsibilities
YOUTH AND FAMILY ASSISTANCE

July 1, 2001 through June 30, 2002

Contractor's Responsibilities:

Engage in activities and supply information required to implement the County's Outcome-Based Management and Budgeting (OBM) initiative. Activities include, but are not limited to:

- A. Attending planning and informational meetings;
- B. Developing program performance and outcome measurements;
- C. Collecting and submitting data necessary to fulfill measurement requirements;
- D. Participating in technical assistance and training events offered by the Human Services Agency and seeking technical assistance and training necessary to fulfill measurement requirements; and
- E. Participating in a review of performance and outcome information;
- F. Comply with OBM Implementation Guidelines as specified in memos released by the Human Service Agency.

Human Services Agency - HSA Responsibilities:

- A. Provide technical assistance and support to assist Contractor's implementation of the County's Outcome-Based Management and Budgeting (OBM) initiative.
- B. Issue and review OBM Implementation Guidelines.
- C. Conduct review of performance and outcome information.

ATTACHMENT 1

**(Required only from Contractors who provide services directly to the public
on County's behalf)**

Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended

The undersigned (hereinafter called the "Contractor(s)") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.

The Contractor(s) give/gives this assurance in consideration of and for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognize/recognizes and agree/agrees that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor(s), its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

The Contractor(s): (Check a or b)

- a. () employs fewer than 15 persons.

- b. (X) employs 15 or more persons and, pursuant to Section 84.7 (a) of the regulation (45 C.F.R. 84.7 (a)), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

<u>Cheryl Zando</u>	
Name of 504 Person	Type or Print
<hr/>	
<u>Youth + Family Assistance</u>	<u>609 Price Ave # 205</u>
Name of Contractor(s)	Street Address or P.O. Box
<hr/>	
<u>Redwood City</u>	<u>CA</u>
City	State
	<u>94063</u>
	Zip Code

I certify that the above information is complete and correct to the best of my knowledge.

<u>7/16/01</u>	<u>Cheryl Zando, Executive Director</u>
Date	Signature and Title of Authorized Official

*Exception: DHHS regulations state that: "If a recipient with fewer than 15 employees finds that, after consultation with a handicapped person seeking its services, there is no method of complying with (the facility accessibility regulations)...other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."

ATTACHMENT 2

FINGERPRINTING COMPLIANCE

Agreement with

Youth & Family Assistance
Name of Contractor

for

Alcohol and Drug Prevention
Services

- A. In accordance with the Child Abuse Prevention and Reporting section of this Agreement, Contractor agrees that its employees, subcontractors, assignees, volunteers and any other persons who **work at the program and/or provide services under this agreement**, and who will have supervisory or disciplinary power over a minor or any person under his/her care (Penal Code 11105.3) will be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of children with whom Contractor's employees, subcontractors, assignees or volunteers have contact. All fingerprinting will be at County's sole discretion and Contractor's sole expense.
- B. **The fingerprinting process will be completed and the results of the process will be obtained before any of Contractor's employees, subcontractors, assignees or volunteers are assigned or permitted to work at the program.**
- C. **Contractor will maintain, and make available to County upon request, a written certification for each individual employee, subcontractor, assignee, volunteer and any other person who works at the program and/or provides services under this Agreement. Such certification shall state that the individual has been fingerprinted, that the results of the fingerprinting process have been obtained, and that the process has disclosed no criminal history on the part of the individual which would compromise the safety of persons with whom that individual has contact.**

Chavezando
Name (Signature)

Executive Director
Title

7/16/01
Date

ATTACHMENT 3

**Payment Procedures
YOUTH AND FAMILY ASSISTANCE
July 1, 2001 through June 30, 2002**

I. PAYMENTS:

- A. In the event that Contractor provides less than all services specified in the Exhibits, County reserves the right to pay only for the actual services provided plus an additional ten percent (10%) of the maximum contract obligation specified in Paragraph 3.A. of the body of this Agreement, subject to Paragraph I.B. of this Attachment. The payment of the additional ten percent (10%) of the maximum contract obligation will compensate Contractor for maintaining the program on a continuous basis. County shall bear no other responsibility to compensate Contractor for that service. In no event will the total payments to Contractor under this Agreement exceed the maximum contract obligation specified in Paragraph 3.A. of the body of this Agreement.
- B. Final settlement payment for this Agreement shall be no greater than the actual net allowable costs for actual or accrued expenditures made pursuant to the annual budget for contracted services submitted by Contractor for the term of the contract. Actual net allowable costs will be determined by the final/year-end Cost Report.
1. Contractor will submit to County for review and approval an annual budget covering all contracted services under this Agreement. The budget will be submitted prior to execution of this Agreement.
 2. Contractor will submit to County a final/year-end Cost Report no later than **August 15, 2002**.
 3. Contractor's final-year-end Cost Report may serve as Contractor's final budget revision upon approval of the Alcohol and Drug Services Manager. Subject to Paragraph 3.E. of the body of this Agreement, Contractor may transfer funds between personnel and operating expenses in the final/year-end Cost Report.
- C. County will pay Contractor upon Contractor's timely submission of satisfactorily completed documents, as follows: Monthly reports of direct services provided in the previous month and monthly bills in accordance with the County billing format.
1. County may withhold all or part of Contractor's monthly payment if

Contractor fails to submit timely satisfactorily completed reports, including but not limited to the following. This may apply to previous contract periods. County will release withheld payments to Contractor when County determines that Contractor has satisfactorily submitted all required documents.

- a. **annual budget proposal**
 - b. **cost allocation plan**
 - c. **Prevention Activities Data System (PADS)**
 - d. **quarterly revenue, expenditure and units of service reports**
 - e. **monthly activity reports including monthly hours of staff availability**
 - f. **quarterly narrative report**
 - g. **outcome objectives data/report**
 - h. **final/year-end cost report**
2. **County shall pay Contractor within thirty (30) days of receipt of invoice, provided invoice is accurate and any supporting documentation required for payment of invoice is also accurate. Invoices and/or supporting documentation that is inaccurate or contains inconsistencies must first be corrected and a new invoice submitted. County shall pay Contractor within thirty (30) days of receipt of corrected invoice and/or supporting documentation.**
3. **County may withhold all or part of Contractor's total payment if the Director of Human Services or her designee reasonably determines that Contractor has not satisfactorily performed the services described in the Exhibits and attachments to this agreement.**
- a. **County will give thirty (30) days' prior written notice to Contractor of County's intent to withhold payment.**
 - b. **If County reasonably determines that circumstances warrant immediate action, County may withhold payment immediately upon County's written notice with justification to Contractor.**
4. **When County plans not to renew an agreement in the following fiscal year or when County plans to terminate this Agreement early, County may withhold all or part of Contractor's final payment until:**
- a. **Contractor satisfactorily submits all reports required by this Agreement and until County has reviewed all of these reports, including the final Cost Report.**

- b. Federal, state, or county government completes any audit that has been commissioned or is underway and submits the audit report, and County has reviewed said audit report.
5. Services provided in excess of the maximum financial obligation of County will be solely at Contractor's risk and financial responsibility.
6. **If Contractor anticipates inability to provide the fully contracted units of service for one or more cost centers, Contractor must notify the Alcohol and Drug Services Manager, in writing, immediately upon discovery of such inability. Contractor will exercise best efforts to make said notification by February 28, 2002.**

attach3.wpd

ATTACHMENT 4
Monitoring Procedures
YOUTH AND FAMILY ASSISTANCE
July 1, 2001 through June 30, 2002

I. CONTRACTOR'S RESPONSIBILITIES:

A. Reporting Requirements for Alcohol and Drug Prevention Services:

1. Submit to County monthly activity report for prevention services describing actual delivery of services provided, and the monthly demographic report. Submit report within ten (10) calendar days after the end of each month.
2. Submit to County the Quarterly Expenses, Revenues and Units of Service Reports outlining expenses made, revenues received and units of service provided for each quarter, year-to-date. Submit reports within ten (10) calendar days after the end of each quarter.
3. Submit to County quarterly narrative reports describing actual delivery of services provided under the Exhibits and listing the current members of Contractor's governing board. Explain any variances to expected service level. Submit quarterly narrative reports by the end of the month following each quarter.
4. Submit to Alcohol and Drug Services any alcohol and drug prevention outcome objectives data and reports as directed by the County Alcohol and Drug Services Manager or her designee.
5. Submit to County annual Prevention Activities Data System (PADS) report. Submit the PADS to the County no later than June 30, 2002.
6. Participate in, and cooperate with policies and procedures established for the timely submissions of the Prevention Activities Data System (PADS), and other reports, as specified in this Attachment.

II. COUNTY'S RESPONSIBILITIES:

- A. A County program liaison will monitor the submission of all correspondence required in this Agreement, including, but not limited to, the following:
1. Monthly reports.
 2. Financial reports such as annual budgets, cost allocation plans, and cost reports.
 3. Quarterly Expenses, Revenues and Units of Service reports.
 4. Quarterly narrative reports.
 5. Outcome data/reports.
 6. Other requested reports.
- B. A County program liaison will visit Contractor during the contract term. The visits shall be for the purpose of reviewing any aspect of Contractor's program operations. The visit may include, but is not limited to, the following tasks:
1. Review of all pertinent participant records.
 2. Appropriate interviews/discussions with participants served by Contractor.
 3. Review and monitor all correspondence and reports submitted by Contractor related to Contractor's services provided under this Agreement.
 4. Meet with appropriate program management and operations staff.
 5. Conduct site visit(s) to Contractor's program(s) at least once during the term of the Agreement to review all aspects of program operations. Site visit(s) may include a review of Contractor's programmatic and fiscal documentation related to required reports on services specified in the Exhibits.
 - a. Provide a written site review report documenting areas of compliance and any necessary corrective action(s) required.
 6. A County program liaison will attend an organized activity of a selected component or selected components of Contractor's program(s) at least once during the contract term.

- C. Alcohol and Drug Services will conduct monthly provider meetings with representatives of all contracted service providers and appropriate staff. The purpose of these meetings shall be information sharing, discussion of service delivery, progress on stated goals and objectives, and communication regarding policy and procedure issues.
- D. Provide ongoing technical assistance as needed.
- E. Alcohol and Drug Services shall act as intermediary on behalf of each contracted alcohol and drug service provider in the submission of the PADS forms to the State of California.

attach4.wpd

ATTACHMENT 5

Program Specific Requirements YOUTH AND FAMILY ASSISTANCE July 1, 2001 through June 30, 2002

I. GENERAL ADMINISTRATIVE REQUIREMENTS:

- A. Attend each of the following meetings:
 - 1. Monthly Alcohol and Drug Prevention Provider's meetings.
 - 2. **Other meetings as required by the County.**

- B. Acknowledge the San Mateo County Alcohol and Drug Services and/or the County of San Mateo as a funding source on newly developed promotional materials. (Type size of acknowledgment should be in keeping with the text print size of the materials.)

- C. Subcontracting requirements:
 - 1. Pursuant to **Paragraph 10** of this Agreement hereinabove, Contractor may subcontract for provision of services described in this Agreement with written approval of the Director of Human Services or her designee.

- D. **If Contractor subcontracts for any services under this agreement, Contractor will guarantee that any and all subcontractors have and maintain the same level of insurance coverage required of the Contractor under this agreement. Contractor and county will be listed as additional insured on all applicable insurance of subcontractor.**

II. ADMINISTRATIVE REQUIREMENTS FOR PREVENTION PROGRAMS:

- A. Maintain service delivery documentation for all direct services that will include, but not be limited to, the following:
 - 1. Sign-in sheets
 - 2. Activity logs

- B. Documentation of referral criteria, evaluation materials, and reports **pertaining to program activities.**

- C. All documentation necessary to report on progress toward outcome objectives of services specified in Attachment 4.

- D. Other documentation and statistical information as determined by the Alcohol and Drug Services Manager in consultation with Contractor.
- E. **Administer alcohol and drug prevention program surveys as directed by the Alcohol and Drug Services Manager or her designee.**

III. **PROGRAM CERTIFICATION**

In performing the services described in the Exhibits, Contractor shall perform the following services and abide by the following provisions:

A. **Program Requirements:**

- 1. Commence new program services no later than ninety (90) days after initiation of any start-up activities that are funded by County.
- 2. Make use of available community resources, including recreational resources.
- 3. Operate program(s) during times that provide reasonable accessibility for program participants with hours of operation posted in a conspicuous location.
- 4. Perform outreach activities to encourage individuals in need of alcohol and/or other drug services to reach these services.

B. **Underserved Populations Requirements:**

- 1. Work collaboratively with the County to provide outreach activities and prevention and treatment services to special and/or underserved populations that address their needs.
 - a. Work collaboratively with the County to provide multilingual, multicultural, and special population-oriented programs and/or alcohol- and drug-related materials in order to meet the needs of the people in the community(ies) served by Contractor.
 - b. Work collaboratively with County to ensure that Contractor's program does not deny services based on language ability.
 - c. Special and/or underserved populations include the following:
 - 1) Non-English speaking
 - 2) Hearing impaired
 - 3) Physically impaired

- 4) Gay/lesbian
- 5) Elderly (for adult services)
- 6) Pregnant women
- 7) HIV-positive
- 8) **Persons with co-occurring disorders**
- 9) Diverse cultures

2. Demonstrate a commitment, in good faith, to recruit and retain program staff who can communicate with and relate to diverse populations.
3. Assure that Contractor's program staff receive training that addresses the prevention and treatment issues and approaches relevant to the special and/or underserved populations designated in Paragraph B.1.c. above.

C. Administrative Requirements:

1. Allow San Mateo County Drug and Alcohol Advisory Board (DAAB) members to visit Contractor's program site(s) at a mutually agreed time. One (1) day advance notification will suffice when a member of the DAAB and the Alcohol and Drug Services Manager, agree that an immediate visit is necessary.
2. Provide statistical information upon reasonable request of County.

D. Facility Requirements:

1. Maintain wheelchair accessibility to program activities according to governing law, including the Americans With Disabilities Act (ADA), as applicable.
2. Provide service site(s) that will promote attainment of Contractor's program objectives. Arrange the physical environment to support those activities.
3. Decrease program costs when possible by procuring items at no cost from County surplus stores and by accepting delivery of such items by County.

E. Governance and Operational Requirements:

1. Comply with all federal, state, and San Mateo County governmental agencies regulations and requirements **including applicable provisions of the County's Combined Negotiated Net Amount and Drug Medi-Cal Contract** that are or become effective during the term of the contract that

relate to providing publicly funded alcohol and drug services.

2. Develop and enforce written policies and procedures, to be maintained in an operations manual available to all staff and volunteers. Include the following:
 - a. A conflict of interest policy applicable to all of Contractor's program's employees, which includes, but is not limited to, financial conflict of interest.
 - b. Personnel policies that discuss the following:
 - 1) Criteria regarding employment of disabled people, including recovering alcohol and drug abusers, for each position, including the minimum length of recovery required for each position.
 - a) Include criteria regarding the employment of current program participants.
 - 2) Criteria describing the required academic and/or experiential background of Contractor's program's treatment and prevention staff in alcohol and drug use and related problems, including recognition of referral criteria such as jaundice, convulsions, and disorientation.
 - c. Program eligibility standards and policies and procedures for admission to and termination from the program.
 - d. Procedures for obtaining medical, psychiatric evaluation, and emergency services.
 - e. Policies for maintaining participant records consistent with state and federal laws. Surrender such records to County should Contractor's program cease operations.
 - f. A statement of participants' rights and the grievance procedure utilized to respond to complaints. The statement and the grievance procedure must be available to program participants.
 - g. A confidentiality policy that complies with all applicable laws, including the following:

- 1) Federal Department of Health and Human Services, Public Health Service, 42 Code of Federal Regulation Part 2, entitled, "Confidentiality of Alcohol and Drug Abuse Patient Records; Final Rule."
 - 2) California "Mandated Blood Testing and Confidentiality to Protect Public Health Act" of 1985 and all amendments, regarding AIDS/HIV issues.
 - 3) Health and Safety Code Section 11812(c).
- h. An abstinence-based prevention and recovery philosophy by which Contractor will maintain program structure, operation, and staffing.
- 1) Contractor agrees that the use, sale, or distribution of alcohol and illicit drugs will be prohibited on all program premises; and at any event that is sponsored by or on behalf of Contractor's program (unless otherwise agreed upon in writing by the Alcohol and Drug Services Manager).
 - 2) Contractor agrees that all materials utilized by Contractor and that all activities conducted by Contractor will not promote the use of alcohol or illicit drugs.
 - 3) Contractor agrees not to accept any donations (including, but not limited to, money, goods, services, promotional materials, entertainment, or use of any goods) from any company or organization whose principal business is the manufacture, sale, distribution, or promotion of alcohol or tobacco, including but not limited to, companies of the alcohol or tobacco industries.
- i. A policy statement on smoking in program facilities and during program activities.
- j. A policy statement on the use of medically-prescribed drugs for dually diagnosed participants or participants who have other medical problems.
- k. A policy statement on prevention of violence in the workplace.

F. Conflict of Interest Requirements:

1. If Contractor is a nonprofit agency, Contractor will comply with the California Corporations Code on Non-Profit Corporations.
2. Do not permit any member of Contractor's governing board to have or acquire, directly or indirectly, any personal financial interest in the performance of this Agreement, as by providing goods or services for compensation, or otherwise, without having first disclosed the same to the governing board.
3. Disclose to County in writing, within fourteen (14) calendar days of the occurrence of any of the following circumstances:
 - a) When any of the following persons or organizations performs for compensation any administrative or operational functions for Contractor with respect to the performance of this contract (including, but not limited to, fiscal accounting or bookkeeping functions).
 - 1) Any member of Contractor's governing board.
 - 2) Any person who is related by blood or marriage to a manager or a member of Contractor's governing board.
 - 3) Any organization in which any person who is related by blood or marriage to a manager or member of Contractor's governing board has a substantial personal financial interest.
 - b) When Contractor enters into any agreement for the acquisition of goods or services for more consideration that would be paid for equivalent goods or services on the open market.
4. If the Alcohol and Drug Services Manager, reasonably determines that any activity constitutes a conflict of interest which is detrimental to program participants, program implementation, or program functioning, County may require Contractor to cease said activity.
5. If Contractor does not cooperate with any of the provisions of Paragraphs 1 through 4 of this Section, County may withhold payment subsequent to Contractor's non-cooperation. County will describe intention to withhold payment with justification in writing to Contractor.

IV. FISCAL CERTIFICATIONS

In performing the services described in the Exhibits, Contractor shall perform the following services and abide by the following provisions:

- A. In the event that Contractor's program owes money to any County agency for services or goods received specifically pursuant to this Agreement or owes money based on any audit, Contractor shall promptly refund to County, upon County's request, the amount to be withheld, or County may, at its option, deduct the amount owed from any payment due to Contractor or that will become due to Contractor under this Agreement.
- B. Maintain all financial records, perform all cost allocations, and complete all financial reports according to standard accounting practices, as well as the California Department of Alcohol and Drug Programs's Alcohol Services Reporting System Manual (ASRS) and the Federal Office of Management and Budget's (OMB) Circular Nos. A-128 and A-133.
- C. If it is deemed necessary by the Alcohol and Drug Services Manager, hire a Certified Public Accountant to perform a fully certified audit of Contractor's program at Contractor's expense.
 1. Contractor will perform audit according to standard accounting practices.
 2. This expense is an allowable cost in Contractor's program budget.
 3. If County reasonably believes that governing board may not have met its fiduciary and/or other contractual responsibilities, the Alcohol and Drug Services Manager may reserve the right to develop the use of said audit and to approve the selection of the auditor.
- D. If Contractor receives THREE HUNDRED THOUSAND DOLLARS (\$300,000) or more in federal funds in a fiscal year, Contractor must have a single audit in accordance with Circular No. A-128 or A-133. If Contractor is a non-profit organization with only one federal program, the audit can be made for that one program only.
 1. **Contractors receiving annually an aggregate of ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) or more of funds from the County must have a financial audit.**
 2. All audits must be conducted in accordance with government Auditing Standards (1994 Revision), prescribed by the U.S. Comptroller General,

covering all County programs.

3. Contractor may conduct audit either annually or biannually. If Contractor conducts audit biannually, audit must cover a two- (2-) year period.
 4. Audit reports will identify each County program covered by the audit, including contract amounts and contract periods.
 5. If a funding source has more stringent and specific audit requirements than the audit requirements set forth in Paragraphs D.1 through 4, directly above, those audit requirements shall apply in addition to the audit requirements set forth herein.
 6. Contractor will permit independent auditors to have access to Contractor's records and financial statements as necessary to comply with all applicable audit requirements.
 7. The cost of the audit must be reasonable and is an allowable cost in Contractor's program budget.
 8. Contractor will submit a copy of the audit report to County no later than **ninety (90) days** after termination of this Agreement. Contractor may submit a written request for additional time to complete the audit report, subject to County's **written** approval.
- E. **Make no capital equipment purchases not already included in Contractor's approved budget, with contract funds, without prior written approval from the Director of Human Services or her designee.**
1. **County has the option to retain ownership of capital equipment purchased with contract funds.**
- F. Contractor will spend no contract funds on fundraising.
- G. Contractor will notify County upon Contractor's program's receipt of any donation valued at TWO THOUSAND DOLLARS (\$2,000) or more.

VI. UNUSUAL INCIDENTS POLICY

Contractor shall report any unusual incidents occurring in connection with the performance of this Agreement with regards to Contractor's program(s), within twenty-four (24) hours of the incident, as well as a written report to the Alcohol and Drug Services Manager, within three (3) calendar days of any unusual incident.

- A. Unusual incidents include, but are not limited to the following:
1. Summoning of police/fire/emergency services personnel to the program premises in order to handle disturbances or crimes.
 2. The death by any cause of a person currently receiving services from Contractor's program(s).
 3. The death, under unusual circumstances, of any individual who has received services during the past six (6) to twelve (12) months from the agency.
 4. Situations arising which would seriously hamper the ability of the agency to deliver its services under this agreement with the County (including the loss of key personnel).
 5. Serious personal injury.
 6. Serious property damage.

COUNTY OF SAN MATEO

Equal Benefits Compliance Declaration Form

I Vendor Identification

Name of Contractor: Youth + Family Assistance
 Contact Person: Mandy Grignon
 Address: 609 Price Avenue #205
Redwood City, CA 94063
 Phone Number: 366-8401 ext 327 Fax Number: 366-8455

II Employees

Does the Contractor have any employees? X Yes ___ No
 Does the Contractor provide benefits to spouses of employees? X Yes ___ No

If the answer to one or both of the above is no, please skip to Section IV.

III Equal Benefits Compliance (Check one)

- Yes, the Contractor complies by offering equal benefits, as defined by Chapter 2.93, to its employees with spouses and its employees with domestic partners.
- Yes, the Contractor complies by offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- No, the Contractor does not comply.
- The Contractor is under a collective bargaining agreement which began on _____ (date) and expires on _____ (date).

IV Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this 16 day of July, 2001 at Redwood City CA
 (City) (State)

Cheryl E. Zando
 Signature

Cheryl E. Zando
 Name (Please Print)

Executive Director
 Title

94-3094966
 Contractor Tax Identification Number

COUNTY OF SAN MATEO
MEMORANDUM

DATE: July 11, 2001
TO: Priscilla Morse, Risk Manager
FROM: Esther Lucas FAX: 802-6440; Pony: HSA202PE; Phone: 802-6432
SUBJECT: Contract Insurance Approval

CONTRACTOR NAME: Youth and Family Assistance

DO THEY TRAVEL: yes

PERCENT OF THE TIME

NUMBER OF EMPLOYEES:

DUTIES (SPECIFIC): Provides alcohol and drug prevention and nonres.
treatment services

COVERAGE	Amount	Approve	Waive	Modify
Comprehensive General Liability	\$ 2,000,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle Liability	\$ 1,000,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Liability	\$ 2,000,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worker's Compensation	statutory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS/COMMENTS:

Renewal

Priscilla Morse
Signature

SUBMIT TO RISK MANAGEMENT

PONY EPS-163

FAX 363-4864

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE: 07/10/02

PRODUCER (650)328-1400 FAX (650)853-3881
Heffernan Group/MBO Insurance
 License #0564249
 855 Oak Grove Ave.
 Menlo Park, CA 94025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED Youth & Family Assistance
 609 Price Avenue, #205
 Redwood City, CA 94063

INSURER A: General Ins Co of America
 INSURER B: First National Ins Co of Amer
 INSURER C: Connecticut Indemnity Ins. Co.
 INSURER D: Safeco Surplus Lins Ins Co
 INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR EXCLUSIONS AND CONDITIONS OF SUCH

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	CP7757378G	07/01/2001	07/01/2002	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$
					PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY	BA7757378B	07/01/2001	07/01/2002	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
	<input type="checkbox"/> DEDUCTIBLE				\$
	<input type="checkbox"/> RETENTION \$				\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	ECF108305	07/01/2001	07/01/2002	WC STATUTORY LIMITS \$
					UTIF-ER \$
					E.L. EACH ACCIDENT \$ 1,000,000
					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
					E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	OTHER Professional Liability	LP7757378G	07/01/2001	07/01/2002	\$1,000,000 Per Occurrence \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Certificate Holder is named as additional insured as respects to servicers provided by the Named Insured.

CERTIFICATE HOLDER ADDITIONAL INSURED; INSURER LETTER: A CANCELLATION

County of San Mateo
 Alcohol & Drug Program
 Attn: Jane Marks
 400 Harbor Blvd.
 Building C
 Belmont, CA 94002

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
 Charles Ott/RAR

C.W.O.
 ©ACORD CORPORATION

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.