



**AGREEMENT BETWEEN  
COUNTY OF SAN MATEO**

**AND**

**YOUTH AND FAMILY ENRICHMENT SERVICES**

**For the Period of**

**JULY 1, 2003 THROUGH JUNE 30, 2004**

Agency Contact Person:  
**Human Services Agency  
Beverly Dekker-Davidson,  
Human Services Manager  
650.363-4535**

**AGREEMENT WITH YOUTH AND FAMILY ENRICHMENT SERVICES FOR  
PREVENTION, PLACEMENT AND AFTERCARE SERVICES**

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2003 ,  
by and between the COUNTY OF SAN MATEO, hereinafter called "County," and YOUTH AND  
FAMILY ENRICHMENT SERVICES (YFES), 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 the professional services for the Human Services Agency, hereinafter described:

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

The following exhibits are attached hereto and incorporated by reference herein:

1. **Exhibits**

Exhibit A: Program Description

Exhibit B: Payment Schedule

Exhibit C: Compliance with Section 504

Exhibit D: Program Monitoring

Exhibit E: Outcome Based Management Performance Measures

Exhibit F. Equal Benefits Compliance Declaration Form

2. **Services to be Performed**

In consideration of the payments hereinafter set forth in Exhibit B, attached hereto and  
incorporated by reference herein, Contractor, under the general direction of the Director of  
Human Services Agency, or her authorized representative, with respect to the product or  
result of Contractor's services, shall perform services as described in Exhibit A, attached  
hereto and incorporated by reference herein.

3. **Payments**

- A. **Maximum Amount.** In full consideration of Contractor's performance of the services described in Exhibit A, the amount that the County shall be obligated to pay for services rendered under this Agreement shall not exceed FIVE HUNDRED SEVENTEEN THOUSAND FORTY FIVE DOLLARS (\$517,045).
- B. **Rate of Payment** The rate and terms of payment shall be as specified in Exhibit B. Any rate increase is subject to the approval of the Director of the Human Services Agency or her authorized representative, and shall not be retroactive unless so approved in writing. In no event may the rates established in Exhibit B be increased to the extent that the total County obligation shall not exceed the total specified in paragraph 3.A. above. Each payment shall be conditioned on the performance of the services described in Exhibit A to the full satisfaction of the Director of the Human Services Agency 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 Exhibit B. 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.
- D. **Availability of Funds** Payment for all services provided pursuant to this Agreement is contingent upon the availability of County, state, and federal funds and marriage license fees. In the event the state or federal government does not appropriate 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 the agreement for unavailability of federal, state or County funds.

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 tax status as and the tax consequences of an independent contractor. Further, as an independent contractor, Contractor expressly

acknowledges and accepts that he/she has no rights, benefits, privileges and/or claims in any form whatsoever under, from through and/or pursuant to the San Mateo County Civil Services 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 on account of: (A) injuries to or death of any person including contractor, or (B) damage to property of any kind whatsoever and to whomsoever belonging, (C) any other loss or damage, including but not limited to, the concurrent active or passive negligence of the County, its officers, agents, employees or servants, resulting from the performance of any work required of Contractor, or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which 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 the 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. The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph 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 of any pending change in the limits of liability or of any cancellation or modification of the policy.

(1) The 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, the 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 require every employer to be insured against liability for Worker's 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) \_\_\_\_\_ The 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 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 Contractors operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor 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 be not less than the amount specified below.

Such insurance shall include:

- (a) Comprehensive General Liability .... \$1,000,000
- (b) Motor Vehicle Liability Insurance .... \$1,000,000
- (c) Professional Liability ..... \$1,000,000

After one year from the date 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 and shall be the only insurance 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 handicapped individual shall, solely by reason of a handicap, 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 handicapped persons on an equivalent basis with those received by non-handicapped persons. Contractor shall agree to be in compliance with Section 504 requirements by 1) signing the Letter of Assurance, attached and incorporated herein as Exhibit C, 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 Discrimination** 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 nondiscrimination policies shall be made available to County upon request.

D. **Equal Benefits** 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.

8. **Violation of Non-Discrimination Provisions.**

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

- i) termination of this Agreement;
- ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years;
- iii) liquidated damages of \$2,500 per violation;
- iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

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

- i) examine Contractor's employment records with respect to compliance with this paragraph;
- ii) set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contractor 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.

9. **Child Abuse and Neglect Reporting Act.**

Contractor agrees to ensure that all known or suspected instances of child abuse or neglect are reported to a child protective agency. Contractor agrees to fully comply with the Child Abuse and Neglect Reporting Act, Cal Pen Code 11164 et seq. Contractor will ensure that all known or suspected instances of child abuse or neglect are reported to an agency (police department, sheriff's department, county probation department if designated by the county to receive mandated reports, or the county welfare department) described 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 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, the Penal 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 provide services under this contract and who will have supervisory or disciplinary power over a minor or any person under his or her care (Penal 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 services will be at County's sole discretion and Contractor's sole expense.

10.

**contracts**

- A. Without the written consent of the Director of the Human Services Agency 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 Agency 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 Agreement without the written consent of the Director of Human Services Agency or her designee.
- C. All assignees, subcontractors, or consultants approved by the Director of Human Services Agency 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 the 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 four (4) years from the termination date of this Agreement, or until audit findings are resolved, whichever is greater.

12. **Compliance with Applicable Laws**

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County and Municipal laws, regulations, including but not limited to appropriate licensure, certification regulations, and confidentiality requirements, and applicable quality assurance regulations.

13. **Monitoring**

All services performed and payments made pursuant to this Agreement shall be monitored according to the protocols set forth in Exhibit D, attached hereto and incorporated by reference herein.

14. **Alteration of 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.

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:

1) In the case of San Mateo County, to:  
Beverly Dekker-Davidson, Human Services Manager  
Human Services Agency  
2500 Middlefield Road  
Redwood City, CA 94063  
650-363-4535

2) In the case of Contractor, to:  
Robert Rybicki, Executive Director  
Youth and Family Enrichment Services  
610 Elm Street, Suite 212  
San Carlos, CA 94070  
650-366-8401 x308

B. . . . .

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. Contractor's Obligations

Contractor will 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;
- e. Participating in a review of performance and outcome information; and
- f. Comply with OBM Implementation Guidelines as specified in memos released by the Human Services Agency.

- 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; and
- c. Conduct review of performance and outcome information.

17. **Outcome-Based Management Performance Measures**

All services performed made pursuant to this Agreement shall be based on the performance measures set forth in Exhibit E, attached hereto and incorporated by reference herein.

18. **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, 2003, through June 30, 2004. This Agreement may be terminated by Contractor, Director of the Human Services Agency, or her designee at any time 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: \_\_\_\_\_  
Rose Jacobs Gibson, President  
Board of Supervisors

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Clerk of Said Board

Date: \_\_\_\_\_

YOUTH AND FAMILY ENRICHMENT SERVICES

Robert Rybicki, Executive Director  
Name, Title, Print

\_\_\_\_\_  
Signature

Date: 6/13/03

## EXHIBIT A

### **AGREEMENT WITH YOUTH AND FAMILY ENRICHMENT SERVICES FOR THE PERIOD JULY 1, 2003 THROUGH JUNE 30, 2004**

#### **PROGRAM DESCRIPTION**

Contractor will provide contracted services at mutually agreed upon location(s) in San Mateo County. All payments under this Agreement must directly support services specified in this Agreement. Contractor will provide the following services:

#### **I. YOUR HOUSE RESIDENTIAL SERVICES**

##### **1. Residential Services:**

Provide family and individual counseling services, shelter, health care, substance abuse and general support services to youth in assisting them toward family reunification.

- a. Provide residential services to seventy five (75) youths including residential emergency overnights.
  - With parental permission, provide up to a thirty-day (30 days) residential stay for each youth. Extensions, not to exceed a total residential stay of forty-five (45 days) days, may be provided with the approval of the Contractor's Clinical Director and the Human Services Adolescent Services Manager.
  - During the Your House stay, arrange to return the youth home, or find other suitable living arrangements.
  - Provide family counseling during the residential stay and after reunification.
- b. Provide face-to-face, one-time crisis intervention services to one hundred ten (110) individuals.
- c. Respond to five hundred (500) crisis phone calls.
- d. Provide long-term stable for four (4) placements for San Mateo County dependents.

##### **2. Outreach:**

Provide outreach contact with youth and other service providers across San Mateo County about youth services available within the community including shelter, health care, substance abuse, and general support services.

- a. Provide a total of two thousand five hundred (2,500) street-based and community outreach contacts with youth in San Mateo County.

- Develop baseline data on the number of street-based and community outreach contacts with youth in San Mateo County who are emancipated foster care youth.

3. Case Management:

Provide comprehensive assessment, case management and counseling to youth at-risk of expulsion or ... location in Daly City.

- a. Complete a comprehensive assessment of and provide services to fifty (50) youth and their families. Services may include case management, group, family, and/or individual counseling, or referrals to other service providers.

II. FAMILY LAW SERVICES

1. Workshops:

a. Divorce – The Legal, Financial and Emotional Impact:

- Contractor will provide one (1) workshop per month for a total of eleven (11) workshops per year. Contractor will provide workshops to an average of eight (8) to ten (10) attendees per workshop.
- Contractor will provide these workshops with a judge, attorney, mediator, therapists, and CFS (Children and Family Services) presenters.
- Content will include topics such as what to expect from the legal system, what questions to ask when selecting an attorney, how divorce affects adults and children, how one’s response to divorce can affect the legal, and financial outcome.
- Increased marketing and outreach efforts will be done, with outreach to Family Law attorneys, Children and Family Services, and domestic violence prevention and intervention programs such as: Violence in Families Initiative Program, and other Domestic Violence services providers. Marketing will include information on Divorce Workshops, Ask a Lawyer , Direct Services, resources, Restraining Order Services, and Divorce Forms Workshops and tools. Marketing will include both written materials and involvement in Domestic Violence Prevention initiatives.

b. Divorce – How to Fill Out Your Own Divorce Forms:

- Contractor will provide one (1) workshop per month for a total of eleven (11) workshops per year. Contractor will provide workshops to an average of eight (8) attendees per workshop.
- Contractor will provide these workshops with a family law attorney presenter.
- ...

2. Clinics:

a. Ask-a-Lawyer:

- Contractor will offer a clinic three to four times per month. (except when Wednesday falls on a legal holiday).
- Contractor will provide clinics to an average of four to six (4-6) attendees per clinic for a minimum of one hundred fifty (150) attendees per year.
- Contractor will provide these clinics with a family law attorney presenter.
- Contractor will provide clinics to include a private session with a local volunteer family law attorney to address individual questions and concerns in a family law consultation.

3. Direct Services:

a. Provide a telephone assistance program to 2500 callers:

- Provide current information on family law and other agency referrals.
- Telephone assistance will be offered Monday through Friday from 8:00 a.m. through 5:00 p.m.
- Restraining orders assistance at the Superior Court two times per month for 175 Restraining Orders annually

4. Resources:

- Resources provided shall include indexed divorce legal packets, support estimates and family law handbooks, including law workbooks to be distributed to assist families in proper legal procedures.

**III. CRISIS INTERVENTION SUICIDE PREVENTION SERVICES**

Contractor will provide youth intervention services and will operate the alcohol and drug information and referral help line and the crisis counseling and referral services program at a mutually agreed upon location(s) in San Mateo County. All payments under this Agreement must directly support services specified in this Agreement. Contractor will provide the following services:

1. Personnel:

- a. Maintain a minimum of five (5) Youth Intervention Team members. Team members will be post-masters interns, trainee counselors and/or experienced phone crisis counselor volunteers and will receive regular supervision by Contractor's Director of Youth Services.

- b. Provide thirty (30) hours of training to Youth Intervention Team members. Training will include youth suicide issues, suicide risk assessment, and youth crisis intervention.
- c. Provide one hundred fifty (150) presentation of one (1) hour education program to elementary, middle and high school students in their health/safety education classes. Program facilitators will be Youth Intervention Team members. The program will include:
  - Self-esteem
  - Coping/decision making skills
  - Alcohol and drug issues
  - Depression/suicide warning signs
  - How to access help
  - Appropriate follow-up/support for any child as needed
- d. Provide an on-call counselor from the Youth Intervention Team during school hours, every day that school is in session. Provide an estimated one hundred (100) crisis outreach responses countywide, to assist youth in crisis.
  - Respond appropriately to each crisis outreach call as assessed by Contractor's Director of Youth Services.
  - Response may include telephone counseling, in person individual or group counseling, intervention and/or transition to Psychiatric Emergency Services or the Mental Health Youth Case Management Team.
- e. Youth Intervention Team members will provide up to three (3) telephone or in-person follow-up sessions per crisis outreach call that they respond to. Provide one hundred (100) follow-up sessions or electronic responses to youth that have received crisis outreach response services.
- f. Provide an estimated three (3) follow-up sessions as appropriate to support people related to each crisis outreach call. Support people may include, but are not limited to teachers, other agencies, hospitals and family members/caretakers.

2. ~~Provide crisis telephone counseling and referral services for potential suicide victims throughout San Mateo County.~~

- a. Maintain twenty-four (24) hour-a-day, seven (7) days-a-week crisis telephone counseling and referral services for potential suicide victims throughout San Mateo County.
  - Potential suicide victims include those who are depressed, suicidal, and/or distressed.



- b. Provide telephone counseling and referral services to an estimated population of fifteen thousand (15,000) callers.
  - Of the estimated calls or electronic contacts fifteen seven hundred and fifty (750) will be from individuals 18 years old and younger and fourteen thousand two hundred and fifty hundred (14,250) will be from individuals over 18 years of age.
  - Telephone counseling and referral services will include direct and indirect services to address the emotional crisis.
  - Recruit new volunteers to answer the crisis counseling and referral line.
  - Training hours will include seven (7) hours of training to volunteers for Contractor's Crisis Line on how to respond to calls from youths in crisis and their families. Provide forty (40) hours of training to each of a minimum of thirty-four (34) crisis counseling and referral services volunteers.
  - Keep a record of all calls received.
  - Develop a plan to increase the diversity of the populations served that may include developing any of the following:
    - A "language bank" of volunteer interpreters in the community.
    - Fliers and public service announcements in non-English languages.
    - Special recruitment efforts to attract more multi-cultural volunteers for the crisis line as well as for Contractor's Board of Trustees.
    - Increased training of volunteers in sensitivity and awareness regarding multi-cultural issues in San Mateo County.
  - Provide electronic follow-up via e-mail/Web technology to 150 callers

#### **IV. EMANCIPATED FOSTER YOUTH OUTREACH AND AFTERCARE SERVICES**

The target population of emancipated foster care youth will include youth 16-21 years of age. Contractor will identify and provide services to former foster youth who was 16 years of age and older at the time they exited placement.

##### **1. Outreach**

- Provide 500 contacts with youth 16-21 years of age.
- Participate through ACAT (Adolescent Collaborative Action Team) on a monthly basis to provide outreach to other youth service providers
- Maintain periodic contact both with youth and service providers.
- Encourage providers to identify former foster youth in their programs.

##### **2. Assessment of Youth**

- Determine needs, issues, strengths and goals with youth.
- Establish steps to achieve goals.

3. Develop and Coordinate Service Delivery Plan
  - Identify needs to be met including public transportation, employment and training, health care, housing assistance (18 and older) and
  - After care services will include education, crisis counseling, legal assistance, emergency assistance, job placement and vocational training.
  - Make appropriate referrals and provide follow- up.
  - Secure resources identified in the service delivery plan.
  
4. Mentoring and recreational activities
  - Secure resources for mentoring and recreational activities, including twelve mentoring workshops per year.
  
5. Development and Maintain Case Files for each youth served
  - Maintain contact log with dates, purpose of contact, activity, agreement, instructions and outcomes.
  - Obtain authorization on all expenses. Keep record of expenses and category in case.
  
6. Meet regularly with the County's Independent Living Program Coordinator to review program and identify youth needs and plan for use of resources.
  
7. Attend Independent Living Program (ILP) extended team meetings, Family Conferencing meetings, Adolescent Collaborative Action Team (ACAT) and other meetings as agreed upon.
  
8. Participate in program development to meet the needs of former foster youth 18-21 years of age who have been emancipated from the foster care system.
  
9. Assist in establishing a baseline of information on the target population to be served.
  
10. Contractor will provide services to the targeted population by maintaining the required expertise and abilities:
  - Knowledge of adolescent development and foster youth issues.
  - Knowledge of transition to independence issues
  - Knowledge of independent living skills, employment, housing, mental health, substance abuse, and education.
  - Experience working with adolescents.
  - Motivational skills
  - Outreach skills
  - Ability to communicate effectively about the former foster youth population

11. Provide Family Conferencing for each youth entering the ILP program two years prior to exiting the foster care system, for a total of twenty five (25) youth per year. Following responsibilities will be included:

- Provide administrative organization and convening family conferences
- Contact youth, Children and Family Services Case Manager (CFSCM) and ILP Coordinator to develop participants in the family conference
- Convene and facilitate family conference
- Develop in collaboration with conference participants and CFSCM the Transitional Independent Living Plan
- Develop a Plan for Permanence for each youth, identifying a caring adult for each youth transitioning to emancipation
- Supervise interns assisting in family conferencing
- Monitor progress for each youth quarterly

**V. TRANSITIONAL HOUSING PLACEMENT PROGRAM**

1. Housing placement services will include housing search, negotiations with prospective landlords and placement of youth into leased units as youth are accepted into the program.
2. Provide housing establishment and maintenance costs such as unit deposits, first and last month's rent, telephone and utility installation, purchase of furniture, linen, cookware, dishes and small appliances.
3. Provide a Transitional Housing Placement Program Coordinator to provide case management services including close supervision, monitoring and follow up.
4. Conduct background checks on all employees assigned to the transitional housing placement program including age, criminal history and, drug and alcohol history.
5. Provide monitoring and independent living skills services such as the quality of the home environment, health and nutrition, education, budgeting, money management, work and social activities of youth placed in transitional housing.
6. Provide money management skill development services such as development of individualized financial responsibility plans and scheduled budget sessions with individual youths in the program.
7. Coordinate case assessment with the County Independent Living Program and Human Services Agency staff.

8. Contractor will adhere to the State transitional housing plan for the Transitional Housing Placement Program.

**VI. DAYBREAK PROGRAM FOR HOMELESS YOUTH**

Contractor will operate the Daybreak Program for Homeless Youth serving adolescents ages 16 through 20 years of age, at a mutually agreed upon location in San Mateo County. All payments under this Agreement must directly support services specified in this Agreement. Maximum length of stay in Daybreak shall not exceed eighteen (18) months without prior written approval of the Human Services Agency's Northern Regional Director. Maximum length of stay is the maximum amount of time the County will fund Daybreak Program services, per individual.

1. Program Services

- a. Provide assessment to a minimum of ninety (90) homeless youth. All youth who are not appropriate for admission to Daybreak will be provided with referrals to other social services.
- b. Develop individual case plans and service contracts for thirty (30) youths admitted in the six (6) month shelter component, ten (10) youths admitted in the shared housing component, and five (5) youths involved in the aftercare component.
- c. Provide a minimum of two thousand nine hundred twenty (2,920) days of residential care; seven hundred (700) hours of structured independent living skills training; and two thousand (2,000) hours of individual counseling and case management consultation.

**EXHIBIT B**

**AGREEMENT YOUTH AND FAMILY ENRICHMENT SERVICES FOR THE  
PERIOD JULY 1, 2003 THROUGH JUNE 30, 2004  
PAYMENT SCHEDULE**

**I. PAYMENTS**

In full consideration of the services provided by Contractor pursuant to this Agreement, and subject to the provisions of Paragraph 3 hereinabove, County shall pay Contractor in the manner described below, unless otherwise specifically authorized by the Director of the Human Services Agency or her designee. In no event will the total payment to Contractor under this Agreement shall exceed the maximum contract obligation specified in Paragraph 3.A., hereinabove.

A Following is the annual funding breakdown per service component:

<b>Fiscal Year 2003-04</b>	
Your House Residential Services	\$234,845.00
Family Law Services	\$55,313.00
Crisis Intervention Suicide Prevention Services	\$72,501.00
Emancipated Foster Youth Outreach and After Care Services	\$70,000.00
Transitional Housing Placement Program	\$50,000.00
Daybreak Program for Homeless Youth	\$34,386.00
<b>TOTALS</b>	<b>\$517,045</b>

B. County shall pay Contractor monthly upon receipt of an invoice based on the breakdown of services components as follows for the period from July 1, 2003 through June 30, 2004:

<b>Monthly Funding Distribution</b>	<b>Payments for the months of 7/03 through 5/04</b>	<b>Payment for the month of 6/04</b>
Your House Residential Services	\$19,570.41	\$19,570.49
Family Law Services	\$ 4,609.41	\$ 4,609.49
Crisis Intervention Suicide Prevention Services	\$ 6,041.75	\$ 6,041.75
Emancipated Foster Youth Outreach and After Care Services	\$ 5,833.33	\$ 5,833.37
Transitional Housing Placement Program	\$ 4,166.66	\$ 4,166.74
Daybreak Program for Homeless Youth	\$ 2,865.50	\$ 2,865.50
<b>TOTALS</b>	<b>\$43,087.06</b>	<b>\$43,087.34</b>

- C. In the event that Contractor provides less than all services specified in Exhibit A, 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. hereinabove. 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 contractor obligation specified in Paragraph 3.A. hereinabove.
- D. Final settlement payment for this Agreement shall be no greater than the actual net allowable costs for actual or accrued expenditures made during the term of the Agreement, July 1, 2003 through June 30, 2004. Actual net allowable costs will be determined by the final year-end Cost Reports.
1. Contractor will submit to County a final year-end Cost Reports to no later than ninety (90) days after the termination of the Agreement (July 1, 2003 through June 30, 2004).
  2. Contractor will submit a final year-end Cost Report and it may serve as Contractor's final budget revision upon approval from the Director of the Children and Family Services Department. Contractor may transfer funds between personnel and operating expenses in the final/year-end Cost Report.
- E. 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 County billing format.
1. County may withhold all or part of Contractor's total monthly payments if Contractor repeatedly does not submit on time any of the following satisfactorily completed documents, as directed by the County. This applies regardless of the contract period from which data come or to which their data refer. County will inform Contractor in writing when County intends to withhold payment. 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. Participant Fee Schedule
    - d. Quarterly Expenditure Reports
    - e. Monthly Units of Service Reports
    - f. Quarterly Activity Report
    - g. Quarterly Demographic Report
    - h. Monthly Hours of Staff Availability Reports
    - i. Six (6) Month Reports

- j. Outcome Objectives Report
  - k. Final/year-end Cost Report
2. County may withhold all or part of Contractor's total payment if the Director of Human Services Agency or her designee reasonably determines that Contractor has not satisfactorily performed the services described in Exhibit A.
    - 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.
  3. 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.
- F. Services provided in excess of the maximum financial obligation of County will be solely at Contractor's risk and financial responsibility.
- G. If Contractor does not utilize the total contract revenue budgeted for one or more county-funded cost centers, Contractor may do one or more of the following:
1. Request authorization from County to apply excess revenue to the next fiscal year contract and to expand the excess revenue on services provided pursuant to a contract for services with County.
  2. Request authorization from County to transfer the excess revenue over expenditures to other County-funded services specified in this contract.
  3. Refund to County the excess revenue.

**EXHIBIT C**

**AGREEMENT WITH YOUTH AND FAMILY ENRICHMENT SERVICES**

**(Required only from Contractors who provide services directly to the Public on the 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) gives/give this assurance in consideration of for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognizes/recognize and agrees/agree 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).

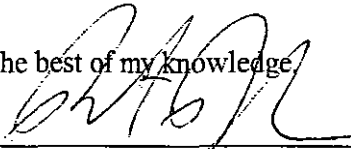
The Contractor(s): (Check a or b)

- a. employs fewer than 15 persons.
- b.  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.

Robert Rybicki - YFES  
Name of 504 Person - Type or Print  
610 ELM ST. Suite 212  
Address  
SAN CARLOS CA. 94070  
City & State Zip Code

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

6/13/03  
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."



**AGREEMENT WITH YOUTH AND FAMILY ENRICHMENT SERVICES FOR THE  
PERIOD JULY 1, 2003 THROUGH JUNE 30, 2004**

**PROGRAM MONITORING**

**I. CONTRACTOR'S RESPONSIBILITIES**

**A. Reporting Requirements**

1. Submit to County the Quarterly Activity Report describing delivery of services provided and the Quarterly Demographic Report. Submit reports at the end of each quarter as follows:

**Fiscal Year 2003-04 (July 1, 2003 through June 30, 2004)**

<u>Qtr.</u>	<u>Qtr. Ends</u>	<u>Report Due</u>
7/1/03	9/30/03	10/10/03
10/1/03	12/31/03	01/10/04
1/1/03	3/31/04	4/10/04
4/1/03	6/30/04	7/10/04

2. Submit to County a Mid-Year and End of Year Reports describing actual delivery of services provided and listing the current members of Contractor's governing Board. Explain any variations from expected service levels. Submit report on December 30, 2003 and June 30, 2004.
3. Submit to County outcome data on surveys provided by County staff. Survey data will be collected and submitted four times during the term of this Agreement and provide the Reporting Requirements as follows:

**Your House Residential Services:**

a. **Residential:**

Upon exit, 85% of youth will return home or be placed in an alternate living environment. Case records will be monitored quarterly to determine compliance with the above.

b. **Bilingual Counselor:**

A bilingual counselor will provide culturally sensitive assessment, individual, group, and family counseling. Case records will indicate the number of sessions provided and the type (group, family and individual). 100% of the youth receiving counseling will have a treatment plan developed and/or receive referrals for other general support services.

c. Outreach:

The North County staff will provide outreach to seriously at risk youth. Counselors will make 2,500 street based and community outreach contacts to at risk youth to link with shelter, health care, substance abuse and general support services. Monitoring will be based on staff records indicating the type of contact and tracking the numbers of contacts.

4. Report on the Report on the Report on the Report on the Report

At the end of each month, Contractor will submit to County a summary of activities for the month. Summary of activities will include all activities provided in that month relative to services provided. Submit reports within fifteen (15) days after the end of each month. Contractor will keep back-up documentation such as group sign-in sheets, etc for activities/services provided.

Projected Outcome Objectives – Family Law

a. Upon exit, eighty percent (80%) of the workshop and Ask a lawyer Clinic participants will report an increase in their knowledge on divorce procedures, how to navigate the legal system, and how divorce may impact them and their children. Data's for the objectives will be collected through workshop survey and case notes.

5. Projected Outcome Objectives – Crisis Intervention and Suicide Prevention Services

a. Hundred percent (100%) of individuals seeking crisis counseling and intervention will receive immediate counseling and referral to other services.

b. Eighty percent (80%) of youth participating in suicide intervention and prevention educational courses will report a greater understanding on the above topic.

Data's for the above objectives will be collected through telephone logs, counselor notes, attendance rosters and educational surveys.

6. Emancipated Foster Youth Outreach and After Care Services

The following objectives will be tracked from the Emancipated Foster Youth Program:

- a. Emancipated Foster Youth Program staff at YFA will document all efforts to locate former foster youth through countywide youth serving agencies. A quarterly report will indicate the number and type of contact made by staff.
- b. For actual youth contacted case management and information will be provided. Each contact shall be recorded in case records and provided to HSA outlining the number and type of contact and service provided.
- c. An annual summary of services and contacts will be provided with a tracking system in place to provide clear ongoing data on the status of each youth contacted.

7. Transitional Housing Placement Program (THPP)

The following objectives will be tracked from the Transitional Housing Placement Program.

- a. Twelve youth will be accepted into the program and stable housing developed for them
- b. All youth served will receive intensive case management services including employment, health, education, and mentoring services
- c. On a quarterly basis case management records will be surveyed to determine that the above services have been initiated and monitored. At the end of one year a summary report will indicate the status of each youth in the program and his/her progress toward independence.

8. Projected Outcome Objectives - Daybreak

The following outcome objectives will be tracked upon the participant's exit from the shelter component:

- a. Thirty percent (30%) of the youth with individual case plans will complete a job-training program or secure a high school equivalency degree.
- b. Eighty percent (80%) of the youth with individual case plans will secure and maintain employment.
- c. Sixty percent (60%) of the youth with individual case plans will transition to a positive living arrangement (independent living, return to family, or Job Corps).

Three month Follow-up Survey:

- a. Eighty percent (80%) of the survey respondents will report not having been homeless since their Daybreak stay.
- b. Sixty-five percent (65%) of the survey respondents will report that their current living situations has improved since their Daybreak stay.

**EXHIBIT E**

**AGREEMENT WITH YOUTH AND FAMILY ENRICHMENT SERVICES FOR  
THE PERIOD JULY 1, 2003 THROUGH JUNE 30, 2004**

**OUTCOME BASED MANAGEMENT PERFORMANCE MEASURES**

Youth and Family Enrichment Services will provide quarterly reports to the Human Services Adolescents Services Manager on the following performance measures:

<b>Your House – Youth in Residential Services</b>				
<b>Outcome</b>	<b>Performance Measure</b>	<b>Source of Data</b>	<b>Actual FY 2002-03</b>	<b>Estimated FY 2003-04</b>
Provide residential services to 75 youths in crisis and four youth on a long-term basis.	Upon exit, 85% of the youth will return home or be placed in an alternative living arrangement in compliance with their case deposition plan. Provide stable on-going placement for two to three San Mateo County Dependents for up to one year.	Counselor Assessments	100	75

<b>Family Law Services</b>				
<b>Outcomes</b>	<b>Performance Measure</b>	<b>Source of Data</b>	<b>Actual FY 2002-03</b>	<b>Estimated FY 2003-04</b>
Offer workshop to 192 participants on the legal system and divorce	Upon exit, 80% of the Workshop Participants will increase knowledge in the legal system regarding divorce	Workshop Survey and Case notes	80	110
Provide information to 80 participants attending Ask a Lawyer Clinic	Upon exit, 80% of the clinic attendees will obtain knowledge on how the divorce may impact them and their children	Workshop Survey and Case notes	60	80
Provide telephone Assistance to 2500 callers needing legal assistance and 175 restraining orders	Provide telephone response and restraining order assistance to callers in need of Domestic Violence assistance	Data kept by program attorney	2860	2500

Crisis Center Help Line				
Outcomes	Performance Measure	Source of Data	Actual FY 2002-03	Estimated FY 2003-04
Provide telephone counseling and referral services to an estimated 15,000 callers	100% of individuals seeking crisis counseling and intervention will receive immediate counseling and referral to other services	Telephone Logs, Counselor Notes	15,000	15,000
Provide information on suicide intervention and prevention to 4,500 youths	80% of youths participating in suicide intervention and prevention education will report a greater understanding on the topic	Telephone Logs, Counselor Notes Attendance Rosters and educational surveys	4,596	4,500
Provide assistance to 25 youth entering the Independent Living Program using a Family Conference Model	25 youth will participate in a family conference and develop a Transitional Living Plan	Reports and Counselor records	N/A	25

Emancipated Foster Youth Outreach				
Outcomes	Performance Measure	Source of Data	Actual FY 2002-03	Projected FY 2003-04
Former foster youth will receive outreach and case management services Aftercare Case Management will assist youth in transition from foster care to adulthood.	Each youth will receive multiple services. Each time a youth receives a service is a contact – 800 contacts will be made per year	Counselor records	500 contacts to youth to provide case management and information, Intensive ongoing assessment and case-management for 25-30 recently emancipated youth	900 contacts to youth to provide case management and information

**Transitional Housing Placement Program**

<b>Outcomes</b>	<b>Performance Measure</b>	<b>Source of Data</b>	<b>Actual FY 2002-03</b>	<b>Estimated FY 2003-04</b>
Provide housing, counseling, case management and education services to youth ages 17-19	100% of youth served will receive housing, counseling, mentoring, coaching, and employment services	Counselor records	8	10

**Daybreak - Individual Case Plans Developed**

<b>Outcomes</b>	<b>Performance Measure</b>	<b>Source of Data</b>	<b>Actual FY 2002-03</b>	<b>Estimated FY 2003-04</b>
An unduplicated count of 45 youths will transition to a positive living arrangement	Upon exit, 60% of the youth with an individual case plan will transition to a positive living arrangement	Counselor Assessments	45	45

**COUNTY OF SAN MATEO  
Equal Benefits Compliance Declaration Form**

**I Vendor Identification**

Name of Contractor: Youth and Family <sup>Enrichment</sup> ~~Enrichment~~ Services  
Contact Person: Bob Rybicki  
Address: 610 Elm St, Suite 212  
San Carlos CA 94070  
Phone Number: 366-8401 x 308  
Fax Number: \_\_\_\_\_

**II Employees**

Does the Contractor have any employees?  Yes  No

Does the Contractor provide benefits to spouses of employees?  Yes  No

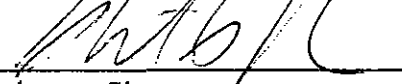
\*If the answer to one or both of the above is no, please skip to Section IV.\*

**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.


  
Signature  
EXECUTIVE DIRECTOR  
Title

Robert Rybicki  
Name (Please Print)  
6/13/03  
Date



copy

**SAN MATEO COUNTY  
MEMORANDUM**

**DATE:** June 5, 2003  
**TO:** Priscilla Harris Morse FAX: 363-4864 PONY: EPS 163  
**FROM:**  Nalini Nath FAX: 596-3478 PONY: HSA210  
**SUBJECT:** Contract Insurance Approval

The following is to be completed by the department before submission to Risk Management:

CONTRACTOR NAME: Youth and Family Assistance (YFA)

DOES THE CONTRACTOR TRAVEL AS A PART OF THE CONTRACT SERVICES?:  
yes

NUMBER OF EMPLOYEES WORKING FOR CONTRACTOR: yes

DUTIES TO BE PERFORMED BY CONTRACTOR FOR COUNTY: Services for Daybreak Shelter for Homeless Yotuhls ages 16 through 20 years of age.

The following will be completed by Risk Management:

INSURANCE COVERAGE:	Amount	Approve	Waive	Modify
Comprehensive General Liability	<u>\$1,000,000</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle Liability	<u>\$1,000,000</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Liability	<u>\$1,000,000</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation	<u>Statutory</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS/COMMENTS: Thanks.

  
Risk Management Signature

6-9-03  
Date

# ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID J5  
YOUTH-5

DATE (MM/DD/YYYY)  
06/13/03

**PRODUCER**  
  
(MP) Heffernan Insurance Brkrs  
855 Oak Grove Avenue, #100  
Menlo Park CA 94025-4455  
Phone: 650-328-1400 Fax: 650-853-3881

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.

**INSURED**  
  
Youth & Family Enrichment Services  
610 Elm Street, Ste 212  
San Carlos, CA 94070

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	General Ins Co of America	
INSURER B:	First Natl ins. Co. of Amer.	24724
INSURER C:	Laea Insurance Company	
INSURER D:	Safeco Surplus Lines 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 MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY	CP7757378I	07/01/03	07/01/04	EACH OCCURRENCE	\$ 1000000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 200000
		CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 10000
						PERSONAL & ADV INJURY	\$ 1000000
						GENERAL AGGREGATE	\$ 2000000
						PRODUCTS - COMP/OP AGG	\$ 2000000
						GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>	
B		AUTOMOBILE LIABILITY	BA7757378D	07/01/03	07/01/04	COMBINED SINGLE LIMIT (Ea accident)	\$ 1000000
		<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		HIRED AUTOS					
		NON-OWNED AUTOS					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		ANY AUTO				OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
		DEDUCTIBLE					\$
		RETENTION \$					\$
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	ECF108305	07/01/03	07/01/04	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$ 1000000
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$ 1000000
						E.L. DISEASE - POLICY LIMIT	\$ 1000000
D		OTHER				Per Occur	1000000
		Prof Liability	LP7757378I	07/01/03	07/01/04	Aggregate	2000000
		Claims Made					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 Certificate Holder is named as Additional Insured as respect to services provided by the Named Insured. \*10 Day Notice of Cancellation for non-payment of premium.

**CERTIFICATE HOLDER**

**CANCELLATION**

COUNT00  
 County of San Mateo  
 Human Services Agency  
 Attn: Nalini Nath-Contracts  
 262 Harbor Blvd, Bldg A  
 Belmont CA 94002

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