

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND
YOUTH LEADERSHIP INSTITUTE**

THIS AGREEMENT is entered into this _____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and **Youth Leadership Institute**, hereinafter called "Contractor";

WITNESSETH:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

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

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

1. Exhibits

The following exhibits and attachments are included hereto and incorporated by reference herein:

- Exhibit A: Description of Services
- Exhibit B: Method and Rate of Payment
- Attachment 1: Assurance of Compliance with Section 504
- Attachment 2: Fingerprinting Compliance Form
- Attachment 3: Contractor Declaration Form

2. Services to be performed by Contractor

In consideration of the payments set forth herein and in Exhibit B, Contractor shall perform the services as set forth in this Agreement, in the Alcohol and Other Drug Services Policy and Procedure Manual and in the Exhibits and Attachments to the Agreement.

3. Payments

A. Maximum Amount

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein, in Exhibit A, and in the Alcohol and Other Drug Services Policy and Procedure Manual, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B and attachments herein for the contract term. The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable.

The total fiscal obligation under this Agreement shall not exceed ONE HUNDRED SEVENTY NINE THOUSAND FIVE HUNDRED FIFTY-EIGHT DOLLARS (\$179,558). The County's total fiscal obligation shall not exceed \$89,779 for FY 2009-10, and \$89,779 for FY 2010-11.

B. Rates, Amounts and Terms of Payment

The amounts, rates and terms of payment shall be specified in the Exhibits, the Alcohol and Other Drug Services Policy and Procedure Manual and Attachments to this Agreement. Any

rate increase is subject to the approval of the Chief of the Health System or designee, and shall not be binding on County unless so approved in writing.

In no event shall the maximum County obligation exceed the total specified in paragraph 3.A. above, unless a duly executed written Amendment to this Agreement authorizes an increase. Each payment shall be conditioned on the satisfactory performance of the services described in the Exhibits herein. In the event the Chief of the Health System or designee determines that Contractor has not satisfactorily performed services, and therefore decides to withhold payment, the Chief or designee shall issue written findings of unsatisfactory performance of services within seven (7) days of any decision to withhold payment.

C. Time Limit for Submitting Invoices

Contractor shall submit an invoice for services to County in accordance with the provisions of the Exhibits and Attachments herein. 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. To ensure full and timely payment for services provided, Contractor is required to submit invoices for services provided no later than the tenth (10th) day of each month.

4. Term and Termination

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2009, through June 30, 2011.

This Agreement may be terminated by Contractor, the Chief of the Health System or designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the County and shall be promptly delivered to the County. Upon termination, the Contractor may make and retain a copy of such materials. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

5. Availability of Funds

The County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon unavailability of Federal, State, or County funds, by providing written notice to Contractor as soon as is reasonably possible after the County learns of said unavailability of outside funding.

6. Relationship of Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the County and that Contractor acquires none of the rights, privileges, powers, or advantages of County employees.

7. Hold Harmless

Contractor shall indemnify and save harmless 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 any property of any kind whatsoever and to whomsoever belonging, (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of 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 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.

8. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion thereof to a third party or subcontract with a third party to provide services required by contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without the County's prior written consent shall give County the right to automatically and immediately terminate this Agreement.

9. Insurance

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 Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. The Contractor shall furnish the Department/Division 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 Department/Division of any pending change in the limits of liability or of any cancellation or modification of the policy.

- (1) **Worker's Compensation and Employer's Liability Insurance** 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 certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires 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) **Liability Insurance** 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

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.

10. Compliance with laws; payment of Permits/Licenses

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, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, and the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended and attached hereto and incorporated by reference herein as Attachment 1 which prohibits discrimination on the basis of handicap in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including, but not limited to, appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations.

In the event of a conflict between the terms of this agreement and State, Federal, County, or municipal law or regulations, the requirements of the applicable law will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

11. Non-Discrimination and Other Requirements

A. *Section 504 applies only to Contractor who are providing services to members of the public.* Contractor shall comply with § 504 of the Rehabilitation Act of 1973, which provides that no otherwise qualified handicapped 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 Agreement.

- B. *General non-discrimination.* No person shall, on the grounds of race, color, religion, ancestry, gender, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this Agreement.
- C. *Equal employment opportunity.* Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County of San Mateo upon request.
- D. *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 section, the County Manager shall have the authority to examine Contractor's employment records with respect to compliance with this paragraph and/or to 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.

- E. *Compliance with Equal Benefits Ordinance.* 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.
- F. The Contractor shall comply fully with the non-discrimination requirements required by 41 CFR 60-741.5(a), which is incorporated herein as if fully set forth.

12. Compliance with Contractor Employee Jury Service Ordinance

Contractor shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service.

13. Retention of Records, Right to Monitor and Audit

(a) CONTRACTOR shall maintain all required records for three (3) years after the COUNTY makes final payment and all other pending matters are closed, and shall be subject to the examination and/or audit of the County, a Federal grantor agency, and the State of California.

(b) Reporting and Record Keeping: CONTRACTOR shall comply with all program and fiscal reporting requirements set forth by appropriate Federal, State and local agencies, and as required by the COUNTY.

(c) CONTRACTOR agrees to provide to COUNTY, to any Federal or State department having monitoring or review authority, to COUNTY's authorized representatives, and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine 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.

14. Merger Clause

This Agreement, including the Exhibits attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement or specification set forth in this body of the agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this agreement, the provisions of this body of the agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

15. 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. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or the United States District Court for the Northern District of California.

16. Notices

Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when both (1) transmitted via facsimile to the telephone number listed below and (2) either deposited in the United States mail, postage prepaid, or when deposited for overnight delivery with an established overnight courier that provides a tracking number showing confirmation of receipt for transmittal, charges prepaid, addressed to:

**In the case of County, to:
COUNTY OF SAN MATEO
DIRECTOR, ALCOHOL AND OTHER DRUG
SERVICES
225 - 37TH AVENUE
SAN MATEO, CA 94403**

**In the case of Contractor, to:
YOUTH LEADERSHIP INSTITUTE
CARLOS MEJIA, VP
4 West 4th Street Suite 207
San Mateo, CA 94402**

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

COUNTY OF SAN MATEO

By: _____
Mark Church, President
Board of Supervisors, San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

YOUTH LEADERSHIP INSTITUTE

By: Carlos Mejia, Vice-President

Signature

Date: _____

Exhibit A - Description of Services YOUTH LEADERSHIP INSTITUTE

Alcohol and Drug Prevention Services

Contractor will provide the following alcohol and drug prevention services at mutually agreed upon locations in San Mateo County. All payments under this Original Agreement must directly support services specified in this Exhibit A. In providing its services and operations, Contractor will maintain compliance with requirements of the AOD Policy and Procedure Manual including additions and revisions, incorporated by reference herein.

I. Alcohol and Drug Prevention Services

A. Services:

1. Countywide Friday Night Live (FNL) and Club Live (CL) alcohol and drug prevention services will be provided.

B. Administrative and Reporting Requirements

1. Maintain documentation of all activities in accordance with the California Outcomes Measurement System for Prevention (CalOMS Pv) reporting requirements. Make such documentation available to the AOD Program Analyst.
2. Enter data documenting Contractor's services into the California Department of Alcohol and Drug Programs' web-based CalOMS data system on a weekly basis-as services occur.
3. Report hours of staff availability dedicated to alcohol and drug prevention direct program services, preparation time, and record keeping time for each program year. Annual hours of staff availability are determined based on the formula $1 \text{ FTE} = 1,787 \text{ hours of staff availability}$.

II. Description of Unique Program Services

A. PREVENTION SERVICES

Friday Night Live (FNL) and Club Live (CL) Programs

Support and Capacity Building for eight (8) to twelve (12) FNL/CL Member Groups of which two (2) to four (4) will be Action Teams. Action teams are member groups which will receive specialized technical assistance to ensure a fun, meaningful, and successful project, access to the FNL fund for resources, and opportunities to promote and receive community and countywide recognition.

Each Member Group will include a minimum of eight (8) youth participants. Contractor's program staff will provide the following:

1. Adult Advisor Support

- a. Consult with each FNL/CL member group adult advisor on a bi-monthly basis.
- b. Hold four countywide convenings of all FNL member groups and/or adult advisors each year to provide a forum for support, collaboration and training. Convenings may include but are not limited to: orientation/open house; round table forum; action planning training, etc.
- c. Assist member group adult advisors in sustaining and supporting member groups. Assistance may include, but is not limited to: designing skill-building activities; facilitating a youth development process; Alcohol, Tobacco, and Other Drug (ATOD) prevention; and environmental prevention projects.

- d. Develop and maintain a network for the FNL/CL member groups to share information about member group activities, and to encourage support, networking, and opportunities for member groups to collaborate on projects.
2. Community Capacity Support
 - a. Outreach and provide linkages to AOD funded Community-based prevention partnerships regarding participation in countywide networking and training opportunities.
 - b. Invite Community-based prevention partnerships to participate in the San Mateo County FNL Network and offer 1-2 individualized trainings, or consultations per partnership.
 3. Prevention Youth Council
 - a. Recruit a diverse core group of eight (8) to ten (10) youth participants representing different FNL/CL member groups and/or San Mateo County communities to serve as the countywide Youth Council for San Mateo County FNL/CL. The Youth Council will act as an FNL Action Team.
 - b. The Youth Council will identify, develop and implement environmental prevention efforts based on community and/or county needs assessment data and in alignment with the County's AOD Strategic Prevention Framework goals and objectives.
 - c. Contractor's staff will meet with Youth Council members monthly to plan and implement county-wide prevention campaigns and participate in social norm change efforts. Contractor will maintain documentation of meetings to include: meeting times/dates; sign in sheets; agenda and minutes.
 - d. The Youth Council will coordinate one (1) county-wide youth convening. Examples of county-wide youth convenings include but are not limited to: planning forums/roundtable discussion forums; press conference/media event; town hall meeting; call to action on AOD-related issue, strategy and/or change effort.
 4. Support Local FNL/CL Participation in Countywide, Regional, and Statewide Opportunities.

Contractor will maintain Membership In Good Standing (MIGS) of the State FNL Network by meeting the standards of the network to ensure program quality and accountability. The MIGS criteria reflects and demonstrates prioritized evidence based youth development practices prevention strategies to achieve FNL outcomes.

Contractor's program staff will provide opportunities for San Mateo County youth who are participants in FNL and CL member groups/action teams to participate in Countywide, Regional, and Statewide opportunities by:

- a. Coordinating participation of San Mateo County youth in regional and statewide trainings, conferences, and events including Contractor's trainings and FNL/CL regional events.
- b. Assuring that member groups receive information about and have the opportunity to participate in countywide trainings and networking opportunities provided by Youth Leadership Institute Friday Night Live Partnership.
- c. Training the Prevention Youth Council and FNL/CL participants to present workshops and take other leadership roles at countywide, regional, and statewide convening and conferences.

D. TRAINING AND TECHNICAL ASSISTANCE

1. Contractor will provide countywide and site-specific activities designed to:
 - a. increase FNL/CL youth participants' awareness of alcohol, tobacco and other drug issues and environmental prevention strategies, and

b. increase their skills and ability to address these issues through countywide and site specific activities.

In addition, Contractor will provide training and skill-building assistance to parents and adult advisors of FNL/CL youth participants which include training and consultation with regard to understanding, implementing and evaluating Youth Development Principles and Standards of Practice as well as ATOD-related training and consultation.

2. Training and Technical Assistance will include the following skill and topic areas:
 - a. Intensive orientation and/or training based on the environmental approach, including strategies and techniques, to addressing ATOD and related problems.
 - b. Action planning;
 - c. ATOD prevention;
 - d. Community Assessment and Asset Mapping;
 - e. Alcohol advertising and promotion strategies;
 - f. Strategies for change;
 - g. Diversity awareness;
 - h. Youth Development; and
 - i. Evaluation

E. EVALUATION:

1. Implement Contractor's Surveys measuring skill and knowledge development, level of program involvement, and demographic information (either through Pre and Post surveys or reflective surveys).
2. Implement Contractor's Youth Development Surveys measuring youth development outcomes in program settings (caring & meaningful relationships, skill building opportunities, school & community engagement, safe environments, and leadership & advocacy opportunities), level of program involvement, and demographic information.
3. Implement the surveys in addition to other required prevention outcome objectives data and reports described in the Alcohol and Other Drug Services Policy and Procedure Manual.

II. Prevention hours of staff availability:

- A. Contractor shall provide one thousand seventy one (1,071) hours of staff availability dedicated to alcohol and drug prevention direct program services, preparation time, and record keeping time. The staff available hours are the contracted units of service. Provide the hours as follows:
 1. Provide eight hundred fifty-seven (857) hours of staff availability for the FNL program.
 2. Provide two hundred fourteen (214) hours of staff availability for the CL program.

III. Performance Measures

75% of youth participating in San Mateo County Friday Night Live programs shall experience "sufficient" to "strong" experiences for all FNL Youth Development Standards of Practice: 1) Emotional and physical safety; 2) community engagement; 3) leadership and advocacy; 4) relationship building and; 5) relevant skill development. This will be measured by the annual administration of YLI's Youth Development Survey, a 55-item survey for youth participants designed to measure the extent to which each of these Standards of Practice is applied in their program setting. These five standards of youth development practice are directly related to the set of features with proven links to positive youth outcomes.

**EXHIBIT B – PAYMENTS AND RATE OF PAYMENTS
YOUTH LEADERSHIP INSTITUTE**

In full consideration of the services provided by Contractor, County shall pay Contractor as follows:

I. Flat Rate Alcohol and Drug Prevention Services

A. In full consideration of the services provided by Contractor, the total amount for alcohol and drug prevention services described in this Agreement is ONE HUNDRED SEVENTY NINE THOUSAND FIVE HUNDRED FIFTY-EIGHT DOLLARS (\$179,558). The program funding for each year of the project is as follows:

1. For the period of July 1, 2009 through June 30, 2010, payment shall not exceed EIGHTY NINE THOUSAND SEVEN HUNDRED SEVENTY-NINE DOLLARS (\$89,779).
2. For the period of July 1, 2010 through June 30, 2011, payment shall not exceed EIGHTY NINE THOUSAND SEVEN HUNDRED SEVENTY-NINE DOLLARS (\$89,779).
3. In any event, funding for FY2010-11 is contingent upon availability of funds for AOD Prevention and the Contractor's satisfactory progress on contracted service deliverables.

B. Payments

County will pay Contractor the total contract amount in twenty four (24) monthly payments based on the payment schedule below. County will pay Contractor's monthly payment within 30 days, upon timely submission of reports as outlined in the AOD Policy and Procedure Manual. All payments under this Agreement must directly support services specified in this Agreement.

July 1, 2009 through June 30, 2010

	Funding Amount	Monthly Payment Amount	Release of Payment
NRC Funded Prevention			
Club Live	17,956	\$1,496.33	12 monthly payments
Friday Night Live	71,823	\$5,985.25	12 monthly payments
Total	\$89,779		

July 1, 2010 through June 30, 2011

	Funding Amount	Monthly Payment Amount	Release of Payment
NRC Funded Prevention			
Club Live	17,956	\$1,496.33	12 monthly payments
Friday Night Live	71,823	\$5,985.25	12 monthly payments
Total	\$89,779		

**ATTACHMENT 1 - ASSURANCE OF COMPLIANCE WITH SECTION § 504
of the Rehabilitation Act of 1973, as Amended
YOUTH LEADERSHIP INSTITUTE**

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 and 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 regulations.

Name of § 504 Person - Type or Print

Youth Leadership Institute
4 West 4th Street Suite 207
San Mateo, CA 94402

Name of Contractor(s) – type or Print

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

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 disabled 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 FORM
YOUTH LEADERSHIP INSTITUTE**

Contractor agrees that its employees and/or its subcontractors, assignees and volunteers who, during the course of performing services under this agreement, have contact with children will be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of children with whom contractors employees, assignees and subcontractors or volunteers have contact.

Name

Title

Signature

Date

**ATTACHMENT 3 - CONTRACTOR'S DECLARATION FORM
COUNTY OF SAN MATEO
YOUTH LEADERSHIP INSTITUTE**

I. CONTRACTOR INFORMATION

Contractor Name:	Youth Leadership Institute	Phone:	(650) 347-4963
Contact Person:	Carlos Mejia, VP	Fax:	(650) 347-4047
Address:	4 West 4th Street Suite 207 San Mateo, CA 94402		

II. EQUAL BENEFITS (check one or more boxes)

Contractors with contracts in excess of \$5,000 must treat spouses and domestic partners equally as to employee benefits.

- Contractor complies with the County's Equal Benefits Ordinance by:
 - offering equal benefits to employees with spouses and employees with domestic partners.
 - offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- Contractor does not comply with the County's Equal Benefits Ordinance.
- Contractor is exempt from this requirement because:
 - Contractor has no employees, does not provide benefits to employees' spouses, or the contract is for \$5,000 or less.
 - Contractor is a party to a collective bargaining agreement that began on ____ (date) and expires on (date), and intends to offer equal benefits when said agreement expires.

III. NON-DISCRIMINATION (check appropriate box)

- Finding(s) of discrimination have been issued against Contractor within the past year by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or other investigative entity. Please see attached sheet of paper explaining the outcome(s) or remedy for the discrimination.
- No finding of discrimination has been issued in the past year against the Contractor by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or any other entity.

IV. EMPLOYEE JURY SERVICE (check one or more boxes)

Contractors with original or amended contracts in excess of \$100,000 must have and adhere to a written policy that provides its employees living in San Mateo County up to five days regular pay for actual jury service in the County.

- Contractor complies with the County's Employee Jury Service Ordinance.
- Contractor does not comply with the County's Employee Jury Service Ordinance.
- Contractor is exempt from this requirement because:
 - the contract is for \$100,000 or less.
 - Contractor is a party to a collective bargaining agreement that began on ____ (date) and expires on (date), and intends to comply when the collective bargaining agreement expires.

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	Name
Date	Title