



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Health System



DATE: August 25, 2011
BOARD MEETING DATE: September 27, 2011
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors

FROM: Jean S. Fraser, Chief, Health System
Brian Zamora, Director, Family Health Services/Chronic Disease and Injury Prevention
Stephen Kaplan, Director, Behavioral Health and Recovery Services

SUBJECT: Agreement with Youth Leadership Institute

RECOMMENDATION:

Adopt a Resolution authorizing the:

- A) President of the Board to execute an Agreement with Youth Leadership Institute for the provision of alcohol and other drug prevention services, photovoice training, and tobacco education for the term July 1, 2011 through June 30, 2013, for a maximum obligation of \$314,558; and
- B) Authorizing the Chief of the Health System or designee to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

BACKGROUND:

For over ten years Youth Leadership Institute (YLI) has provided county-wide Friday Night Live (FNL) and Club Live (CL) coordination, training and technical assistance on youth development and environmental prevention efforts for San Mateo County. YLI has over 20 years experience coordinating community-based programs for young people and adult allies in Marin, San Francisco, and San Mateo counties. YLI develops and supports Friday Night Live (FNL) and Club Live (CL) chapters and youth-led environmental change projects throughout San Mateo County. YLI builds capacity through youth-adult partnerships to support the successful development of county-wide and community-based Alcohol and Other Drug Services prevention efforts.

On April 8, 2010, the Chronic Disease and Injury Prevention (CDIP) Tobacco Prevention Program released a Request for Proposals (RFP) for tobacco prevention services. YLI was selected to provide a Tobacco Youth Coalition creating access to smoke-free apartments, and Smoke Free Hollywood advocating for the reduction of tobacco usage in the movie industry.

In April 2011 Behavioral Health and Recovery Services issued a RFP for FNL and CL county-wide coordination, member group support, training and technical assistance. YLI was the only respondent to the RFP and was contracted to provide these services.

DISCUSSION:

Contractor will provide prevention services to a network of ten or more FNL and CL chapters. FNL chapters are composed of high school youth and CL chapters are composed of middle school youth. When possible FNL and CL chapters are linked to community-based partnership efforts. YLI will work with the youth and their adult allies, using a framework of youth development principles and standards of practice. These programs directly serve 300 youth, and outreach to many more. In addition, Contractor will provide photovoice training, and tobacco education through smoke-free movies and second hand smoke prevention. Photovoice is a research and evaluation method that gives participants the opportunity, through photography and dialogue, to capture their voices and affect decisions within the community.

The Agreement and Resolution have been reviewed and approved by County Counsel. The Contractor’s insurance has been reviewed and approved by Risk Management.

The Contractor has assured compliance with the County’s Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits. This Agreement is on the Continuing Resolution.

The Agreement contributes to the Shared Vision 2025 outcome of a Healthy Community by providing countywide coordination of FNL and CL services, preparing youth to succeed in positive leadership roles, and providing opportunities for youth to participate in community-level change initiatives. It is anticipated that 90% of youth who participate in the FNL and CL programs will rate their experience as “sufficient” to “strong” in all five FNL Youth Development Standards of Practice.

Performance Measure:

Measure	FY 2010-11 Actual	FY 2011-12 Projected
Percentage of participants in San Mateo County Friday Night Live programs who rate their experience as “sufficient” to “strong” for all five FNL Youth Development Standards of Practice.	90%	90%

FISCAL IMPACT:

The term of the Agreement is July 1, 2011 through June 30, 2013. The Agreement maximum is \$314,558 for the two-year term. The maximum obligation for FY 2011-12 is \$172,279. Of that amount, it is anticipated that State Net Negotiated allocation will fund \$89,779, Mental Health Services Act funds will provide \$12,500, and Tobacco Master Settlement will fund \$70,000. There is no Net County Cost. Funds for these services have been included in the BHRS and CDIP FY 2011-12 Recommended Budgets. Similar arrangements will be in place for FY 2012-13.

RESOLUTION NO. _____

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

* * * * *

RESOLUTION AUTHORIZING THE: A) PRESIDENT OF THE BOARD TO EXECUTE AN AGREEMENT WITH YOUTH LEADERSHIP INSTITUTE FOR THE PROVISION OF ALCOHOL AND OTHER DRUG PREVENTION SERVICES, PHOTOVOICE TRAINING, AND TOBACCO EDUCATION FOR THE TERM OF JULY 1, 2011 THROUGH JUNE 30, 2013, FOR A MAXIMUM OBLIGATION OF \$314,558; AND B) CHIEF OF THE HEALTH SYSTEM OR DESIGNEE TO EXECUTE CONTRACT AMENDMENTS WHICH MODIFY THE COUNTY'S MAXIMUM FISCAL OBLIGATION BY NO MORE THAN \$25,000 (IN AGGREGATE), AND/OR MODIFY THE CONTRACT TERM AND/OR SERVICES SO LONG AS THE MODIFIED TERM OR SERVICES IS/ARE WITHIN THE CURRENT OR REVISED FISCAL PROVISIONS

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

WHEREAS, there has been presented to this Board of Supervisors for its consideration and acceptance an Agreement, reference to which is hereby made for further particulars, whereby Youth Leadership Institute shall provide alcohol and other drug prevention services, photovoice training, and tobacco education for the term July 1, 2011 through June 30, 2013 for a maximum obligation of \$314,558; and

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

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the President of this Board of Supervisors be and is hereby authorized and directed to execute said Agreement for and on behalf of the County of San Mateo, and the Clerk of

this Board shall attest the President's signature thereto.

BE IT FURTHER RESOLVED that the Chief of the Health System or the Chief's designee is authorized to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

* * * * *

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

THIS AGREEMENT, entered into this _____ day of _____ ,
20____, by and between the COUNTY OF SAN MATEO, hereinafter called
"County," and YOUTH LEADERSHIP INSTITUTE, 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 thereof;

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of alcohol and other drug treatment services, photovoice training and tobacco education.

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

1. Exhibits and Attachments

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

- Exhibit A—Services
- Exhibit B—Payments and rates
- Attachment C—Project CASA
- Attachment D—Smoke Free Hollywood
- Attachment E—Fingerprinting Certification
- Attachment I—§504 Compliance

2. Services to be performed by Contractor

In consideration of the payments set forth herein and in Exhibit "B," Contractor shall perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibit "A."

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A," County shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B."

The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable. In no event shall the County's total fiscal obligation under this Agreement exceed THREE HUNDRED FOURTEEN THOUSAND FIVE HUNDRED FIFTY-EIGHT DOLLARS (\$314,558).

4. Term and Termination

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2011 through June 30, 2013.

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 County 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 County 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 "I," 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. Further, Contractor certifies that the Contractor and all of its subcontractors will adhere to all applicable provisions of Chapter 4.106 of the San Mateo County Ordinance Code, which regulates the use of disposable food service ware.

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 and Venue

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:
San Mateo County
Behavioral Health and Recovery Services
Mental Health Services
225 37th Avenue
San Mateo, CA 94403

Or

San Mateo County
Community Health
Tobacco Prevention Program
2000 Alameda de las Pulgas
San Mateo, CA 94403

In the case of Contractor, to:
Youth Leadership Institute
28 Second Street, Suite 400
San Francisco, CA 94105

In the event that the facsimile transmission is not possible, notice shall be given both by United States mail and an overnight courier as outlined above.

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

COUNTY OF SAN MATEO

By: _____
President, Board of Supervisors
San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

YOUTH LEADERSHIP INSTITUTE

Contractor's Signature

Date: _____

EXHIBIT A – SERVICES
YOUTH LEADERSHIP INSTITUTE
2011 – 2013

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

I. DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

A. ALCOHOL AND OTHER DRUG SERVICES

Contractor will provide countywide coordination of Friday Night Live and Club Live, member group support, training, and technical assistance.

In providing its services and operations, Contractor will maintain compliance with requirements of the San Mateo County Alcohol and Other Drug Services (AOD) Provider Handbook including additions and revisions, incorporated by reference herein and is located at: <http://www.aodsystems.com/SMC/Index.htm>. is incorporated by reference herein.

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.

1. Friday Night Live and Club Live Coordination

- a. Contractor shall be responsible for the Countywide coordination and support of Friday Night Live (FNL) and Club Live (CL) alcohol and drug prevention services. Contractor will submit an annual detailed Work Plan to the AOD Administrator or designee for approval. The work plan will include:
 - i. Provide FNL/CL Chapter and Advisor support for a minimum of ten (10) FNL/CL Chapters of which four (4) chapters will engage in Environmental Prevention Action Projects.
 - ii. Develop and maintain the FNL Countywide Youth Coalition.
 - iii. Develop training materials for youth-led/youth-adult partnership facilitated environmental prevention and/or policy advocacy efforts.
 - iv. Provide training and technical assistance.
 - v. Complete evaluation and reporting activities.

- vi. Support local FNL/CL participation in countywide, regional, and statewide opportunities.
- vii. Maintain Membership In Good Standing (MIGS) of the State FNL Network by meetings 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.

b. Work Plan and Budget Development and Approval

- i. Contractor will develop a detailed Implementation Work Plan which will include, but is not limited to, all activities listed in Section II.A. of this Exhibit A above.
- ii. Contractor will develop a Budget consistent with the scope of work reflected in the Work Plan.
- iii. Contractor's Work Plan and Budget must be approved by the AOD Administrator or designee. The approved Work Plan and Budget are hereby incorporated by reference. Work Plan requirements include, but are not limited to:
 - 1) Work Plan shall align with the Behavioral Health and Recovery Services (BHRS) Prevention Framework and the AOD Strategic Prevention Framework. These documents are located in the AOD Provider Handbook described in Section I. of Exhibit A.
 - 2) Work Plan objectives shall be identified and strategies shall be developed with youth and community input as appropriate, and based upon local data. Strategies shall seek to impact community systems. Work Plan shall address the five (5) steps in the Strategic Prevention Framework: Assessment, Capacity, Planning, Implementation, and Evaluation.
 - 3) Objectives must be specific and measurable with strategies and activities appropriate to achieve objectives.
 - 4) Changes to the Work Plan and/or corresponding budget are subject to approval by the County AOD Administrator or designee.

- c. Work Plan Implementation:
 - 1. Contractor shall implement Work Plan strategies and activities to achieve Work Plan objectives.
 - 2. Participate in AOD sponsored activities.

B. ADMINISTRATIVE AND REPORTING REQUIREMENTS

- 1. CalOMS Prevention Data Collection and Reporting
 - a. Enter data on a regular basis (as services occur) documenting the Contractor's activities into the California Department of Alcohol and Drug Program's web-based Outcomes Measurement System for Prevention (CalOMS Pv) Data System and in accordance with the requirements of the AOD Provider Handbook, located online at: <http://www.aodsystems.com/SMC/Index.htm>.
 - b. The quantity and quality of CalOMS Pv data input should accurately and adequately reflect the amount of funding, time, and effort devoted to implementation of contracted activities. The link to the Web-based CalOMS Prevention data system is: <https://kitservices1.kithost.net/calomspv/pSystem.aspx>.
 - c. Communicate with County AOD staff regarding CalOMS Pv data review and comply with County AOD staff requests for data corrections and/or changes.
- 2. Implementation Progress Reporting
 - a. Maintain documentation of all activities.
 - b. Contractor shall document progress, including successes, challenges, participation by adult allies, community residents, youth, and other sector representatives, and timeliness.
 - c. Contractor shall document progress, including successes, challenges, participation by adult allies, community residents, youth, and other sector representatives, and timeliness.
 - i. Provide a written quarterly progress update to the assigned AOD Analyst in a format approved by the County AOD Administrator or designee.

3. Submit the Quarterly Expense, Revenue, and Units of Service Report, Year-end Cost Report, and Agency Audit to the assigned AOD Analyst in accordance with the requirements of the Alcohol and Other Drug Services Provider Handbook, located online at: <http://www.aodsystems.com/SMC/Index.htm>.
4. Contractor shall report hours of staff availability dedicated to AOD prevention activities and efforts, including preparation time and record keeping time, for each fiscal year. Annual hours of staff availability are determined by one thousand seven hundred eighty-seven (1,787) hours, and is equivalent to one (1) full time employee.
 - i. Hours of staff availability and funding allocations for the FNL and CL program modalities are determined based on historical utilization. Currently eighty percent (80%) is for FNL and twenty percent (20%) is for CL. These percentages may be re-negotiated each fiscal year if a need is identified.

C. MENTAL HEALTH SERVICES

1. Photovoice
 - a. Photovoice is a participatory research and evaluation method in which participants are given the opportunity, through photography and dialogue, to capture their voices and affect important decisions in our community.
 - b. This training and its accompanying toolkit will take the participants through each phase of the Photovoice process and will provide interactive and hands on experience to use and train other adults and youth in Photovoice. Participants will learn how to partner with their team to:
 - i. develop framing questions and engage in an iterative data collection process using photography and individual and group reflections. Framing questions provide the lens through which participants will take photos and are the foundation of what makes Photovoice a research and evaluation tool and not a photo journaling project.

- ii. think critically about your communities issues and assets, document the meaning behind their photos and why they are important for the community to see as well as brainstorm various avenues for recommendation dissemination.
- c. Contractor shall provide two (2) one (1) day Photovoice trainings per year, and include up to fifty (50) participants a year. Each training will include materials and technical assistance.

D. TOBACCO PREVENTION SERVICES

- 1. YO! Mateo Countywide Tobacco Youth Coalition: Project CASA (Creating Access to Smoke-free Apartments)
 - a. In partnership with San Mateo County Tobacco Prevention Program and the San Mateo County Tobacco Education Coalition, this project will promote youth leadership while supporting community-based tobacco-control advocacy. YLI will coordinate a countywide youth tobacco prevention coalition—YO Mateo (Youth Organizing San Mateo County) to promote, raise public awareness, and advocate for policy and practices that increase housing resident access to smoke-free areas in two of the five following listed geographic regions: 1) North County (Daly City, Pacifica, South San Francisco), 2) The Coastside (Half Moon Bay, El Granada), 3) South Coast (La Honda, Pescadero), 4) Mid County (San Mateo, San Bruno) and 5) South County (Redwood City, North Fair Oaks, Menlo Park).
 - b. In the 2011-2012 year, YLI Staff and YO! Mateo will work primarily on materials development and launch of large scale media advocacy through a press conference to build momentum for the campaign. In the 2012-2013 year, YO! Mateo will identify and expand campaign efforts to a new geographic region.

- c. **Smoke-free Housing Goal:** In partnership with the housing residents in one region, YO! Mateo will advocate for the management of at least 6 multi-unit housing complexes (defined as having 10 or more units) to adopt a smoke-free housing policy inclusive of either: designating a minimum of 50% of their units as smoke-free (including patios and balconies), or establishing smoke-free common areas or policies governing other smoke-free designated areas.
2. **Smoke Free Hollywood**
- a. In partnership with San Mateo County Tobacco Prevention Program and the San Mateo County Tobacco Education Coalition, this project will promote youth leadership while supporting community-based tobacco-control advocacy. YLI will coordinate a countywide youth tobacco prevention coalition—YO Mateo (Youth Organizing San Mateo County) to promote, raise public awareness, and advocate for policy and practices to reduce movie industry sponsorship of tobacco in films in either South San Francisco or Millbrae.
 - b. To increase the empowerment and voice of local youth leaders, YLI will work with a subcontracted videographer from BAYCAT to document and develop a 5 minute video on the Smoke Free Hollywood campaign to in order to highlight the steps towards building support for a city to adopt a resolution. This video will be distributed as a tool throughout TEC and to other channels including networks through CYAN, and the UCSF Center for Tobacco Control Research and Education.
 - c. **Hollywood and Tobacco Goal:** At least 1 city will pass a resolution supporting smoke-free movies including: using an “R” rating for movies that depict smoking; requiring a certificate of no pay-off in the credits, and halting the depiction of tobacco brands in the movies. The campaign will be supported by a youth tobacco advocacy in one city in San Mateo County and a video to further the campaign available to Tobacco Education Coalition (TEC) partners.

E. **GOALS AND OBJECTIVES**

- 1. **AOD - Prevention Services**

Goal: Percentage of participants satisfied with the FNL programs.

Objective: Ninety percent (90%) of participants in San Mateo County Friday Night Live programs shall rate their experience as “sufficient” to “strong” for all five FNL Youth Development Standards of Practice.

Data shall be collected by County with assistance from Contractor.

2. Tobacco Prevention

Goal: Increase support for smoke-free movies efforts

Objective: Seventy-five percent (75%) of attendees of educational events will report support for the smoke-free movies campaign, as evidenced through at least one hundred (100) public opinion surveys.

EXHIBIT B – PAYMENTS AND RATES
YOUTH LEADERSHIP INSTITUTE
2011 – 2013

In consideration of the services provided by Contractor in Exhibit “A”, County shall pay Contractor based on the following fee schedule:

I. PAYMENT

In full consideration of the services provided by Contractor and subject to the provisions of Paragraph 3. ("Payments") of this Agreement, County shall pay Contractor in the manner described below, except that any and all payments shall be subject to the conditions contained in this Agreement.

A. ALCOHOL AND OTHER DRUG SERVICES

1. For the term July 1, 2011 through June 30, 2012, County shall pay Contractor for Club Live Services one-twelfth (1/12) of the maximum amount per month, or ONE THOUSAND FOUR HUNDRED NINETY-SIX DOLLARS AND THIRTY-THREE CENTS (\$1,496.33), not to exceed SEVENTEEN THOUSAND NINE HUNDRED FIFTY-SIX DOLLARS (\$17,956).
2. For the term July 1, 2011 through June 30, 2012, County shall pay Contractor for Friday Night Live Services one-twelfth (1/12) of the maximum amount per month, or FIVE THOUSAND NINE HUNDRED EIGHTY-FIVE DOLLARS AND TWENTY-FIVE CENTS (\$5,985.25), not to exceed SEVENTY-ONE THOUSAND EIGHT HUNDRED TWENTY-THREE DOLLARS (\$71,823).
3. For the term July 1, 2012 through June 30, 2013, County shall pay Contractor for Club Live Services one-twelfth (1/12) of the maximum amount per month, or ONE THOUSAND FOUR HUNDRED NINETY-SIX DOLLARS AND THIRTY-THREE CENTS (\$1,496.33), not to exceed SEVENTEEN THOUSAND NINE HUNDRED FIFTY-SIX DOLLARS (\$17,956)
4. For the term July 1, 2012 through June 30, 2013, County shall pay Contractor for Friday Night Live Services one-twelfth (1/12) of the maximum amount per month, or FIVE THOUSAND NINE HUNDRED EIGHTY-FIVE DOLLARS AND TWENTY-FIVE CENTS (\$5,985.25), not to exceed SEVENTY-ONE THOUSAND EIGHT HUNDRED TWENTY-THREE DOLLARS (\$71,823).

5. In full consideration of Contractor's performance of the services described in Exhibit A. paragraph I.A., the amount that County shall be obligated to pay for services rendered shall not exceed ONE HUNDRED SEVENTY-NINE THOUSAND FIVE HUNDRED FIFTY-EIGHT DOLLARS (\$179,558) for the term of the Agreement.

B. MENTAL HEALTH SERVICES

1. For the term July 1, 2011 through June 30, 2012, County shall pay Contractor for two (2) trainings per year, at a rate of SIX THOUSAND TWO HUNDRED FIFTY DOLLARS (\$6,250) per training, not to exceed TWELVE THOUSAND FIVE HUNDRED DOLLARS (\$12,500).
2. For the term July 1, 2012 through June 30, 2013, County shall pay Contractor for two (2) trainings per year, at a rate of SIX THOUSAND TWO HUNDRED FIFTY DOLLARS (\$6,250) per training, not to exceed TWELVE THOUSAND FIVE HUNDRED DOLLARS (\$12,500).
3. In full consideration of Contractor's performance of the services described in Exhibit A. paragraph I.B., the amount that County shall be obligated to pay for services rendered shall not exceed TWENTY-FIVE THOUSAND DOLLARS (\$25,000) for the term of the Agreement.

C. TOBACCO PREVENTION SERVICES

1. YO! Mateo Countywide Tobacco Youth Coalition: Project CASA (Creating Access to Smoke-free Apartments)
 - a. For the term July 1, 2011 through June 30, 2013, County shall pay Contractor for services described in Exhibit A. paragraph D.1., a maximum of FORTY THOUSAND DOLLARS (\$40,000) annually, not to exceed EIGHTY THOUSAND DOLLARS (\$80,000) for the two-year term.
 - b. Contractor will provide services described in Attachment C in column labeled Major Activities by the date listed in the column labeled Completion Date.
 - c. Contractor will invoice County per amount described in Attachment C column labeled Payment upon completion of each major activity, and County will remit payment.

2. Smoke Free Hollywood Campaign
 - a. For the term July 1, 2011 through June 30, 2012, County shall pay Contractor for services described in Exhibit A. paragraph D.2., a maximum of THIRTY THOUSAND DOLLARS (\$30,000).
 - b. Contractor will provide services described in Attachment D in column labeled Major Activities by the date listed in the column labeled Completion Date.
 - c. Contractor will invoice County per amount described in Attachment D column labeled Payment upon completion of each major activity, and County will remit payment.
- D. In any event, the maximum amount County shall be obligated to pay for services rendered under this Agreement shall not exceed THREE HUNDRED FOURTEEN THOUSAND FIVE HUNDRED FIFTY-EIGHT DOLLARS (\$314,558).
- E. Budget modifications may be approved by the Chief of the Health System or designee, subject to the maximum amount set forth in Paragraph D of this Exhibit B.
- F. The Chief of the Health System or designee is authorized to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.
- G. In the event that funds provided under this Agreement are expended prior to the end of the contract period, Contractor shall provide ongoing services under the terms of this Agreement through the end of the contract period without further payment from County.
- H. In the event this Agreement is terminated prior to June 30, 2013, Contractor shall be paid on a prorated basis for only that portion of the contract term during which Contractor provided services pursuant to this Agreement. Such billing shall be subject to the approval of the Chief of the Health System or designee.
- I. Disallowances that are attributable to an error or omission on the part of County shall be the responsibility of County. This shall include but not be limited to quality assurance (QA) audit disallowances as a result of QA Plan error or format problems with County-designed service documents.

J. Monthly Reporting

1. Payment by County to Contractor shall be monthly. Contractor shall bill County on or before the tenth (10th) working day of each month for the prior month. The invoice shall include a summary of services and costs per program for the month of service.
2. The summary ("Summary") shall include data such as: caseload, units of service, type of housing provided, vacancy rate, and other evaluative information as requested by County. Such Summary will accompany the invoice described above. The Summary shall become incorporated into an annual (fiscal year-end) report which shall include such information as the Chief of the Health System or the Chief's designee requires to permit reporting, monitoring, and evaluation of Contractor's program pursuant to this Agreement.

K. County anticipates revenues from various sources to be used to fund services provided by Contractor through this Agreement. Should actual revenues be less than the amounts anticipated for any period of this Agreement, the maximum payment obligation and/or payment obligations for specific services may be reduced at the discretion of the Chief of the Health System or designee with 30 days notice.

L. If County or Contractor finds that performance is inadequate, at the County's discretion, a meeting may be called to discuss the causes for the performance problem, and this Agreement may either be renegotiated, allowed to continue to end of term, or terminated pursuant to Paragraph 4 of this Agreement. Any unspent monies due to performance failure may reduce the following year's agreement, if any.

M. In the event Contractor claims or receives payment from County for a service, reimbursement for which is later disallowed by County or the State of California or the United States Government, then Contractor shall promptly refund the disallowed amount to County upon request, or, at its option, County may offset the amount disallowed from any payment due or become due to Contractor under this Agreement or any other agreement.

N. County May Withhold Payment

Contractor shall provide all pertinent documentation requested by County. The County may withhold payment for any and all services for which the required documentation is not provided, or if the documentation provided does not meet professional standards as determined by the BHRS Quality Improvement Manager. Contractor shall meet quarterly with County contract monitor, as designated by the BHRS Director, to review documentation and billing reports, and to take appropriate corrective action, as needed, to resolve any identified discrepancies.

O. Invoice Certification and Program Integrity

Anytime Contractor submits an invoice to the County for reimbursement for services provided under Schedule A of this Agreement, Contractor shall certify by signature that the invoice is true and accurate by stating the invoice is submitted under the penalty of perjury under the laws of the State of California.

The invoice must include the following language and signature line at the bottom of the form(s) and/or cover letter used to report the invoice:

“Under the penalty of perjury under the laws of the State of California, I hereby certify that this invoice for services complies with all terms and conditions referenced in the Agreement with San Mateo County.

Executed at _____ California, on _____, 20____

Signed _____ Title _____

Agency _____”

Attachment C – Project CASA (Smoke-free Housing Project)

Agency Name	Youth Leadership Institute
Project Title	YO! Mateo Countywide Tobacco Youth Coalition: Project CASA (Creating Access to Smoke-free Apartments)

Smoke-free Housing Goal: In partnership with the housing residents in one region, YO! Mateo will advocate for the management of at least 6 multi-unit housing complexes (defined as having 10 or more units) to adopt a smoke-free housing policy inclusive of either: designating a minimum of 50% of their units as smoke-free (including patios and balconies), or establishing smoke-free common areas or policies governing other smoke-free designated areas.

Project Description

In partnership with San Mateo County Tobacco Prevention Program and the San Mateo County Tobacco Education Coalition, this project will promote youth leadership while supporting community-based tobacco-control advocacy. YLI will coordinate a countywide youth tobacco prevention coalition—YO Mateo (Youth Organizing San Mateo County) to promote, raise public awareness, and advocate for policy and practices that increase housing resident access to smoke-free areas in two of the five following listed geographic regions: 1) North County (Daly City, Pacifica, South San Francisco), 2) The Coastside (Half Moon Bay, El Granada), 3) South Coast (La Honda, Pescadero), 4) Mid County (San Mateo, San Bruno) and 5) South County (Redwood City, North Fair Oaks, Menlo Park).

In the 2011-2012 year, YLI Staff and YO! Mateo will work primarily on materials development and launch of large scale media advocacy through a press conference to build momentum for the campaign. In the 2012-2013 year, YO! Mateo will identify and expand campaign efforts to a new geographic region.

<u>Objective 1</u>	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation / Process Measures</u>	<u>Payment</u>
<p>1. By December 1, 2011, contractor will develop print materials set for Smoke Free Housing Campaign on behalf of collaborative partners within TEC Smoke Free Housing Workgroup.</p>	<p>1.a. Research housing policies, liability and disability laws and the impact of smoke-free housing policies on health, housing livability, etc.</p>	<p>9/30/11</p>	<p>List of data sources; Present the collected data to Smoke-free Housing Workgroup</p>	<p>\$1,000</p>
	<p>1.b. Staff and youth will develop one 5 by 7 marketing palm card in English and Spanish to clearly and concisely illustrate campaign goals, research and targets. Staff will present marketing campaign card to Smoke-Free Housing workgroup for revisions.</p>	<p>11/30/11</p>	<p>Marketing palm card mock up.</p>	<p>\$1,500</p>
	<p>1.c. YLI Youth and staff will develop one 18 by 24 size poster with</p>	<p>12/30/11</p>	<p>Poster mock up</p>	<p>\$2,000</p>

	campaign information for Smoke Free Housing Workgoup which illustrate campaign goals, research and targets.			
	1.d. Present palmcard and poster mock-ups to Smoke Free Housing Workgroup and TPP staff so revisions can be made as needed.	1/30/12	Evaluation and edits	\$500
	1.e. YLI staff will have 300 palmcards and 250 posters printed and distributed to all Smoke Free Housing workgroup and interested TEC members for widespread dissemination and utilization in campaign activities	2/28/12	Final palmcards, final posters	\$2,000
	1.f. YLI staff and youth advocates will approach community partners, housing	7/30/12	Email with list of attempted placements and success stories (downtown business association, non-	\$1,000

	agencies, and local businesses to post the informational poster.	3/30/13	profits, etc.) Email with list of attempted placements and success stories (downtown business association, non-profits, etc.)	\$1,000
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<u>Objective 2</u>	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation / Process Measures</u>	<u>Payment</u>
<p>2. By March 30, 2012, youth and/or community members and staff will host a large scale press conference to announce launch of Project CASA campaign to various local media outlets (San Mateo County Times, Pacifica Tribune, San Mateo Daily Journal, Sing Tao, EPA Today, others) regarding the need for smoke-free homes.</p> <p>Collaborate with partners in Smoke- Free Housing Workgroup for media event and highlight that priority populations more often renters and are thus most affected by secondhand smoke drifting into their apartment homes.</p>	<p>2.a. Research housing policies, liability and disability laws and the impact of smoke-free housing policies on health, housing livability, etc. Determine best messages for landlords, tenants, and elected officials.</p>	<p>9/30/11</p> <p>10/30/12</p>	<p>Key messages to be used in communicating the issue to the public</p> <p>Updated key messages (post-media event) to be used in communicating the issue to the public</p>	<p>\$500</p> <p>\$1,000</p>
	<p>2.b. YLI staff and youth will develop media advocacy materials including: media advisory, press release, and press packet for event.</p>	<p>03/30/12</p>	<p>Media advocacy materials</p>	<p>\$1,500</p>
	<p>2.c. YLI staff and youth will develop all talking points for spokespersons and key stakeholders</p>	<p>3/15/12</p>	<p>Press Conference Script</p>	<p>\$1,000</p>
	<p>2.d. YLI staff and youth will invite 3-4 key stakeholders to speak at press conference including 1 elected official, 1 ally from the housing sector</p>	<p>2/28/12</p>	<p>Emails, confirmation from various offices</p>	<p>\$500</p>

	and 1 collaborative partner from the Smoke Free Housing Workgroup			
	2.e. YLI staff will train 2-3 key youth advocates on media advocacy, public speaking to become spokespersons for TEC and how to craft media bytes for successful interviews	1/30/12	Training agendas, sign in sheets of youth at TEC meetings and events	\$500
	2.f. YLI staff and youth will confirm all logistics for press conference including but not limited to: venue, co-sponsoring agencies, refreshments, tabling and outreach to audience	3/30/12	Facilities agreements, outreach letters, emails, receipts	\$1,000
	2.g. YLI staff will update media contact database in order to email, fax, and call press contacts and distribute 1) media advisory 2) press release 3) confirmation and any follow up interviews	3/30/12	YLI media contact database	\$500

	<p>2.h. YLI staff and youth will create dramatic visuals and appropriate charts and graphs and have them printed to highlight at press conference</p>	<p>3/30/12</p>	<p>Visuals, charts & graphs</p>	<p>\$1,000</p>
	<p>2.i. Host press conference.</p>	<p>3/30/12</p>	<p>List of Contacts Published Letters/Articles Photos from event Contribution to County BHRs newsletter</p>	<p>\$1,500</p>

<u>Objective 3</u>	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation / Process Measures</u>	<u>Payment</u>
<p>3. By May 30, 2013, youth and/or community members and staff will meet with 1-2 city council members per region to recommend consideration of a smoke-free housing ordinance which may include elements such as smoke-free common areas, a certain percentage of smoke-free units, disclosure to new tenants of where existing smokers live, legal remedies for those affected by secondhand smoke, etc. Organize a meeting with the elected official, share the harms of smoking in multi-unit housing, and recommend for consideration elements that could address the problem.</p>	<p>3.a Initiate contact with council member(s), briefly introduce the project, and request a meeting.</p>	10/30/11	Contact email	\$1,000
		10/30/12	Contact email	\$1,000
		2/28/13	Contact email	\$1,000
	<p>3.b Develop presentation and practice presentation at least once before meeting with the council member.</p> <p>Practice presentation at least once before meeting with the council member.</p>	12/30/11	Presentation outline	\$1,500
		12/30/12	Email indicating practice occurred	\$1,500
	<p>3.c Conduct meetings, and give the council member a copy of educational materials supporting the need for smoke-free housing, as well as an educational packet.</p>	1/30/12	Meeting agenda	\$1,000
		1/30/13	Meeting agenda	\$1,000
		3/30/13	Meeting agenda	\$1,000

	3.d Request a formal consideration by the council member as well as recommendations for next steps to consider a smoke-free housing ordinance.	2/28/12	Signed endorsement or meeting notes/email indicating next steps	\$1,000
		2/28/12	Signed endorsement or meeting notes/email indicating next steps	\$1,500
	3.e Follow-up with recommendations from the councilmember. Reply with a thank you note, responses to any unanswered questions, and contact any additional council members or staff who were recommended to you by the council member. If invited, present to a city council meeting and consult with Tobacco Prevention Program, Technical Assistance Legal Center, and/or other partners to assist the city.	3/30/12	Thank you letter, follow-up materials, correspondence to other staff/elected officials	\$500
		3/30/13	Thank you letter, follow-up materials, correspondence to other staff/elected officials	\$500
		4/30/13	Thank you letter, follow-up materials, correspondence to other staff/elected officials	\$500

<u>Objective 4</u>	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation / Process Measures</u>	<u>Payment</u>
<p>4. By December 30, 2013, youth and/or community member advocates will conduct community outreach for a total of 6-10 hours per region at health fairs, community festivals, public venues, or other events. This outreach will serve to raise awareness about the issue of smoke-free housing, elicit volunteers, discover tenants who have suffered secondhand smoke harms, share information about how to effectively advocate for smoke-free housing, and collect 200 public opinion surveys on the issue of smoking in multi-unit housing complexes in two regions.</p>	<p>4.a YLI staff and will develop outreach plan with tabling at one or several health fairs, community festivals, or similar venues and/or events to complete 6-10 hours of outreach per region.</p>	12/30/11	Email to Tobacco Prevention Program regarding outreach plan	\$500
	<p>4.b Gather educational materials to be used at these outreach events.</p>	9/30/11	Educational materials	
	<p>4.c YLI staff and youth will review the previously developed public opinion survey to gather information from tenants about how they experience secondhand smoke issues in the home.</p>	8/30/11	Completed public opinion survey form	\$500

	4.f Develop findings and recommendations based on data	3/30/12	Initial findings and recommendations report	\$1,500
		3/30/13	Comprehensive findings and recommendations report	\$2,500
	4.g. Conduct 2 presentations to community organizations on the topic, such as Legal Aide Society, Youth Commission, other potential partners to elicit an endorsement of the campaign.	10/30/12	Signed endorsements or agendas indicating the presentation occurred	\$1,000

<u>Objective 5</u>	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation / Process Measures</u>	<u>Payment</u>
<p>5. By June 30, 2012, build the Tobacco Education Coalition smoke-free housing campaign by recruiting project advocates, training these advocates about smoke-free housing issues and strategies, developing a strategy chart to identify routes of attaining project goals, attending Smoke-free Housing workgroup and Tobacco Education Coalition collaborative meetings and events, and participating in policy advancement and networking opportunities such as Capitol Information and Education Days and regional housing conferences.</p> <p>YLI will subcontract one community partner agency to receive trainings and participate in meetings, events</p>	<p>5.a. Recruit 4-8 youth member advocates for YO! Mateo youth coalition.</p>	9/30/11	List of youth/community member advocates	\$1,000
		9/30/12	List of youth/community member advocates	\$1,000
	<p>5.b. Develop tobacco youth advocacy training series with 10-15 hours of skill and knowledge development each year including: meeting facilitation, public speaking, action planning and community organizing.</p>	10/30/11	Training outline/sign-in sheet	\$1,000
		10/30/12	Training outline/sign-in sheet- second year will included additional discussion of meeting with council members	\$1,500
	<p>5.c. Provide tobacco youth advocacy training series of 6 hours of skill and knowledge development each year to Smoke-Free Housing Workgroup youth and staff.</p>	10/30/11	Schedule of training series, evaluations from trainings	\$1,500
		10/30/12	Schedule of training series, evaluations from trainings	\$1,500

and advocacy opportunities.	<p>5.d. Strategize with YO! Mateo which communities will be targeted for the smoke-free housing campaign. With the assistance of the Tobacco Prevention Program, go through a one-session strategic planning session to determine targets and tactics.</p>	12/15/11	Completed Midwest Academy Strategy Chart	\$1,500
		12/15/12	Completed Midwest Academy Strategy Chart	\$1,500
	<p>5.e. Regularly attend and participate in Smoke-Free Housing Workgroup collaborative meetings (in person or by telephone). These meetings will be scheduled between every month to 6 weeks.</p>	6/30/12	Attendance as noted by Tobacco Prevention Program staff	\$1,000 (invoiced after 4 mtgs)
		6/30/13	Attendance as noted by Tobacco Prevention Program staff	\$1,000 (invoiced after 4 mtgs)
	<p>5.f. Designate agency staff as co-facilitator for quarterly Tobacco Education Coalition collaborative meetings, ad hoc meetings and all</p>	6/30/13		

	appropriate policy advocacy tasks for TEC			
	<p>5.g. Attend 1-2 special events annually that will be appropriately budgeted for in an effort to increase visibility of the project and to inform decision makers about the project. Options include annual Capitol Information and Education Days (May event in Sacramento), Local Information and Education Days (October local visit with legislators), or a local housing conference such as Housing Leadership Day (November event locally).</p>	5/15/12	Registration materials/confirmed visit appointment and agenda	\$1,500
		5/15/13	Registration materials/confirmed visit appointment and agenda	\$3,000 (Two events at \$1,500 each- can be invoiced separately)
	<p>5.h. Prepare a final 5-page report about the project, or conduct a 20 minute presentation to the Tobacco Education Coalition highlighting successes,</p>	6/3/13	Final written report or PowerPoint presentation	\$2,500

	challenges, and next steps for the work.			
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<u>Objective 6</u>	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation / Process Measures</u>	<u>Payment</u>
<p>6. By May 30, 2013, youth and/or community members and staff will conduct one-on-one, 15 minute educational visits regarding smoke-free housing with 6-8 multi-unit housing managers or landlords of large complexes (more than 10 units each) per region. Multi-unit housing management will be given a packet of educational materials and will be asked to adopt a smoke-free housing policy.</p>	<p>6.a. Review property owner contacts from TPP and developed through outreach and begin contacting landlords to set up presentations.</p>	10/30/11	List of contacted property owners/managers	\$1,000
		10/30/12	List of contacted property owners/managers	\$1,000
	<p>6.b. Develop talking points for educational visits and hold role-play sessions to practice before conducting visits.</p>	1/30/12	Talking points outline and sign-in	\$1,000
		1/30/13	Sign-in	\$1,000
	<p>6.c. Conduct 6-8 educational visits and request smoke-free housing policy adoption from each manager or landlord.</p>	5/30/12	Sign-in sheet/signed endorsements	\$2,000 (invoiced \$1,000 per mtg. max 2 this year)
		5/30/13	Sign-in sheet/signed endorsements	\$6,000 (invoiced \$1,500 per mtg. max 4 this year)

	6.d. Develop a listing of property owners in targeted jurisdictions, highlighting size of properties, owners, and proximity to schools, etc.	12/30/12	Completed GIS or charts	\$4,000
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Attachment D – Smoke Free Hollywood

Agency Name	Youth Leadership Institute
Project Title	Smoke Free Hollywood

Hollywood and Tobacco Goal: At least 1 city will pass a resolution supporting smoke-free movies including: using an “R” rating for movies that depict smoking; requiring a certificate of no pay-off in the credits, and halting the depiction of tobacco brands in the movies. The campaign will be supported by a youth tobacco advocacy in one city in San Mateo County and a video to further the campaign available to Tobacco Education Coalition (TEC) partners.

Project Description
In partnership with San Mateo County Tobacco Prevention Program and the San Mateo County Tobacco Education Coalition, this project will promote youth leadership while supporting community-based tobacco-control advocacy. YLI will coordinate a countywide youth tobacco prevention coalition—YO Mateo (Youth Organizing San Mateo County) to promote, raise public awareness, and advocate for policy and practices that to reduce movie industry sponsorship of tobacco in films in either South San Francisco or Millbrae.

To increase the empowerment and voice of local youth leaders, YLI will work with a subcontracted videographer from BAYCAT to document and develop a 5 minute video on the Smoke Free Hollywood campaign to in order to highlight the steps towards building support for a city to adopt a resolution. This video will be distributed as a tool throughout TEC and to other channels including networks through CYAN, and the UCSF Center for Tobacco Control Research and Education.

<u>Objective 1</u>	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation/ Process Measures</u>	<u>Payment</u>
<p>1. By June 30, 2012, conduct at least one video screening event to raise community awareness of the issue of smoking in films, through the video YO! Mateo will develop with BAYCAT. The event will have a minimum of 100 people in attendance and include a 20 minute presentation about the topic by youth advocates. The event will be funded by the program and will give youth advocates a chance to speak to their community about the harms of tobacco in films. All participants will be given educational materials and asked to take action, such as writing a letter to the industry, joining the campaign as an advocate, or speaking to their family and friends about the problem in order to raise local awareness.</p>	<p>1.a Develop event logistics (possible locations, event type, contact information, etc.).</p>	9/30/11	List of locations/catering services and contacts	\$1,000
	<p>1.b Contact people to be involved (i.e. speakers, assistants, etc.) and secure event date.</p>	10/30/11	List of contacts	
	<p>1.c Plan out event activities and develop agenda.</p>	11/30/11	Event agenda	\$1,500
	<p>1.d Gather information to be distributed during event, including surveys, letters to the industry, informational flyers, pledge forms, etc.</p>	11/30/11	Forms/informational sheets	\$1,000
	<p>1.e Send out e-mails/invitations and/or design and post flyers promoting the event.</p>	12/30/11	Invitations/flyers	\$500

	1.f Hold event including youth presentation and other informational activity- collect at least 50 surveys, letters to the industry, or other as agreed upon with Tobacco Prevention Program.	2/28/12	Event photos Collected and analyzed letters/surveys	\$1,000
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<u>Objective 2</u>	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation / Process Measures</u>	<u>Payment</u>
<p>2. By March 30, 2012, conduct in one city 6 one-on-one, 15 minute educational visits with key decision makers such as elected officials, school board members, PTA members, leaders of community groups, etc. Provide a packet of educational materials and request a letter of endorsement as a representative of their organization.</p>	<p>2.a Develop talking points for educational visits and hold role-play sessions to practice before conducting visits.</p>	1/30/12	Talking Points Outline	\$1,500
	<p>2.b Conduct educational visits and collect 4-6 signed endorsements.</p>	3/30/12	Sign in sheet/Signed Endorsements	\$3,000 (can be invoiced \$500 per mtg max \$3,000)

<u>Objective 3</u>	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation / Process Measures</u>	<u>Payment</u>
<p>3. By June 30, 2012, YLI will draft and distribute a letter to the editor on their film project and the issue of youth smoking influenced by the film industry.</p>	<p>3.a YLI staff and youth will draft a letter to the editor highlighting the problem of youth exposure to smoking in films and the newly released educational video, leading readers to website video access.</p>	4/15/12	Copy of draft letter	\$1,500
	<p>3.b YLI staff and youth will reach out to elected</p>	4/30/12	Email or notes from the telephone/in	\$500

	officials at the state or local level to ask that they co-sign the letter to the editor with YLI youth advocates, and mail/email a copy of the short film YLI youth developed.		person request	
	3.b YLI staff and youth will mail/email all city councilmembers who have yet to adopt a Hollywood resolution a brief intro letter and copy of their campaign video, requesting that they consider joining other leaders in the community in taking a stand on this issue.	5/30/12	Copy of emails/letters	\$2,000

<u>Objective 4</u>	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation / Process Measures</u>	<u>Payment</u>
4. By March 30, 2012, YLI will partner with BAYCAT videography to capture the process of youth-led advocacy against the tobacco industry's co-option of the entertainment	4.a YLI staff will meet with Baycat to develop outline of video	11/30/11	Outline of video, notes from BAYCAT	\$1,500
	4.b BAYCAT will train YLI youth advocates on how to operate flipcam videos for shooting	10/30/11	Photos of youth receiving training, meeting agenda	\$1,000

industry to illegally market to youth.				
	<p>4.c YLI youth advocates will develop storyboard for video including: the dangers of smoking, environmental prevention strategies in targeting media messages, the process of galvanizing support (through endorsements, meetings with decision makers and public opinion surveys) and present to BAYCAT for feedback in storyline</p>	2/28/12	Storyboard outline	\$500
	<p>4.d BAYCAT and/or YLI youth advocates will film key steps in process for city to adopt a resolution including: 1) skill and knowledge trainings; 2) trip to CYAN; 3) public opinion surveys; 4) one-on-one educational visits with key decision makers; and 5) presentation to city council for resolution</p>	1/30/12	List of shots taken, media release forms	\$2,000

	adoption			
	4.e BAYCAT will incorporate youth feedback into post-production editing	3/30/12	Youth notes on edits, emails with BAYCAT	\$1,000
	4.f YLI youth and staff will screen video at event listed under Objective 1		See Objective 1	
	4.g YLI youth and staff will share video for distribution to wide networks such as San Mateo County FNL, CYAN, UCSF and the Tobacco Education Coalition	4/30/12	Distribution list, emails	\$1,500

<u>Objective 5</u>	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation / Process Measures</u>	<u>Payment</u>
5. By November 30, 2011, using existing pledge form, collect 100 public opinion surveys, from one city from community members in support of Smoke-free Movies. The petitions will be shared with community leaders	5.a Meet with individuals through health fairs, meetings with community groups, etc. to request support on Hollywood and Tobacco issues.	10/30/11	Listing of outreach efforts	
	5.b Collect 100 public opinion	11/30/11	Signed pledges	\$1,000

<p>during educational meetings and at public presentations to community leaders. Petition signers will receive an educational take-home material upon signing.</p>	<p>surveys in total, to be shared with policymakers who would adopt a smoke-free films city resolution.</p>			
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<u>Objective 5</u>	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation / Process Measures</u>	<u>Payment</u>
<p>6. By June 30, 2012, build the Tobacco Education Coalition smoke-free movies campaign by recruiting project advocates, training these advocates about the tobacco and Hollywood issue and tactics, developing project strategies and goals, attending Smoke-free Housing workgroup and Tobacco Education Coalition collaborative meetings and events, and participating in California Youth Advocacy Network (CYAN) YouthQuest in Sacramento.</p>	<p>6.a Recruit 4-8 youth advocates for YO! Mateo and partnering FNL Chapter.</p>	9/30/11	List of youth/community member advocates	\$1,000
	<p>6.b Develop tobacco youth advocacy training series with 10-15 hours of skill and knowledge development including: meeting facilitation, public speaking, action planning and community organizing.</p>	10/30/11	Training outline/sign-in sheet	\$1,000
	<p>6.c Train youth advocates on youth tobacco initiation and Tobacco in Hollywood issues.</p>	11/30/11	Training outline/sign-in sheet	\$1,000
	<p>6.d Present about the smoke-free films campaign to City Council members, during their session or individually meeting with members. Request a smoke-free films resolution to address the issue.</p>	6/30/12	Signed resolution from	\$1,000

	<p>6.e Meet with Tobacco Prevention Program staff every 2 months to discuss progress, plan collaboration, ensure project outcomes are disseminated to the larger Coalition, etc.</p>	<p>6/30/12</p>	<p>Attendance as noted by Tobacco Prevention Program staff</p>	<p>\$1,000 (invoiced after attending 4 mtgs)</p>
	<p>6.f YLI will designate staff to co-facilitate quarterly Tobacco Education Coalition collaborative meetings.</p>	<p>6/3/12</p>	<p>Sign-in sheets</p>	
	<p>6.g Staff and youth advocates will attend YouthQuest, a youth advocacy event in Sacramento held every Spring. The focus of the event is education and advocacy related to the Smoking and Films issue.</p>	<p>3/30/12</p>	<p>Registration materials/confirmed visit appointment and agenda</p>	<p>\$2,000</p>

	6.h Prepare a final 3-page report about the project, or conduct a 10 minute presentation to the Tobacco Education Coalition highlighting successes, challenges, and next steps for the work.	6/3/12	Final written report or PowerPoint presentation	\$1,000
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**ATTACHMENT E - 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 I

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.

Name of 504 Person - Type or Print

Youth Leadership Institute

Name of Contractor(s) - Type or Print

4 West 4th Avenue, Suite 207

Street Address or P.O. Box

San Mateo, CA 94402

City, State, Zip Code

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

Signature

Title of Authorized Official

Date

*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."

**County of San Mateo
Contractor's Declaration Form**

I. CONTRACTOR INFORMATION

Contractor Name:	Youth Leadership Institute	Phone:	650-347-4963
Contact Person:	Katrina Socco	Fax:	650-347-4047
Address:	4 West 4 th 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