

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

THIS AMENDMENT TO THE 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, the parties entered into an Agreement on September 6, 2016 for professional services, in the amount of \$528,386, for the term July 1, 2016 through June 30, 2018;

WHEREAS, on October 31, 2017, the Chief of the Health System approved an amendment to the agreement for a cost of living adjustment, increasing the amount of the agreement by \$2,325 to \$530,711 with no change to the agreement term;

WHEREAS, on February 27, 2018, our Board approved an amendment to the agreement to provide tobacco prevention throughout San Mateo County, increasing the amount of the agreement by \$60,000 to \$590,711, with no change to the agreement term; and

WHEREAS, the parties wish to amend the Agreement to provide prevention services throughout San Mateo County, extending the term of the agreement through June 30, 2020, and increasing the amount of the agreement by \$478,250 to \$1,068,961.

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

1. Section 4. Payments of the agreement is amended to read as follows:

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A3," County shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B3." 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 ONE MILLION SIXTY-EIGHT THOUSAND NINE HUNDRED SIXTY-ONE DOLLARS (\$1,068,961).

2. Exhibit A2 is hereby deleted and replaced with Exhibit A3 attached hereto.
3. Exhibit B2 is hereby deleted and replaced with Exhibit B3 attached hereto.
4. All other terms and conditions of the agreement dated October 31, 2017, between the County and Contractor shall remain in full force and effect.

*** SIGNATURE PAGE FOLLOWS ***

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

COUNTY OF SAN MATEO

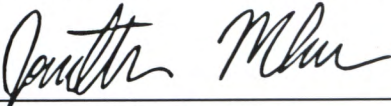
By: _____
President, Board of Supervisors
San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

YOUTH LEADERSHIP INSTITUTE



Contractor's Signature

Date: 10/22/18 _____

EXHIBIT A3 – SERVICES
YOUTH LEADERSHIP INSTITUTE
FY 2016 – 2020

Behavioral Health and Recovery Services (BHRS) provides a continuum of comprehensive services to meet the complex needs of our clients and is designed to promote healthy behavior and lifestyles (a primary driver of positive health outcomes). A full range of high quality services is necessary to meet the varied needs of the diverse population residing in San Mateo County. As financing, program structure and redesign changes occur, the services within this agreement may fluctuate or be further clarified.

In consideration of the payments set forth in Exhibit B3, Contractor shall provide the following services:

I. DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

In providing its operations, Contractor will maintain compliance with the requirements listed and referred to in the San Mateo County Behavioral Health and Recovery Services (BHRS) Alcohol and Other Drug Services (AOD) Policy and Procedure Manual. In doing so, Contractor will follow, and assure that the Community-Based Partnership follows federal, state, and local requirements, including general administrative, fiscal, and reporting responsibilities. These requirements and responsibilities are set forth in the AOD Policy and Procedure Manual located at <http://smchealth.org/bhrs/aod/handbook>, and is incorporated by reference herein.

A. Community-Based Partnership (July 1, 2016 – June 30, 2017)

Community-Based Partnerships are comprised of local government, parents, youth, community activists, educators, law enforcement, businesses, faith-based leaders, health providers, and others who are mobilizing at the local level to make their communities safer, healthier, and to reduce the problems associated with alcohol and other drugs. A Community-Based Partnership is an evidenced-based strategy that promotes coordination and collaboration and makes efficient use of limited resources. By connecting multiple sectors of the community in a comprehensive approach, community-based partnerships are able to plan and implement strategies, coordinate activities and achieve measurable outcomes.

Contractor will be the fiscal and lead agency for the Community-Based Partnership for the provision of alcohol and other drug-related prevention services in the Half Moon Bay and Pescadero community of San Mateo County. Contractor is responsible for convening the Community-Based Partnership.

1. Work Plan and Budget Development and Approval:

- a. Contractor will develop a Work Plan in collaboration with the Community-Based Partnership, based on the Partnership's assessment of community-level conditions, priorities, and capacity with respect to alcohol and other drug issues.
- b. Contractor will consult with the Community-Based Partnership and develop a Budget that includes a Budget Justification. The Budget must be consistent with the scope of work reflected in the Work Plan and shall include a twenty percent (20%) in-kind match. The Governor of California has signed a directive stating that state funds can no longer be used to purchase promotional items, colloquially known as SWAG (Stuff We All Get). This includes items such as t-shirts, mugs, key chains, etc. See the following link: <http://gov.ca.gov/news.php?id=16911>. A list of non-allowable expenditures can also be found in the AOD Provider Handbook.
- c. Contractor will allocate a minimum of SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$7,500) for evaluation services.
- d. Contractor will allocate a minimum of ONE THOUSAND DOLLARS (\$1,000) for training, and will include:
 - i. Sending two (2) to four (4) staff members and partners, to attend one (1) to two (2) California Department of Health Care Services (DHCS) sponsored alcohol and other drug prevention trainings each fiscal year.
- e. Contractor's Work Plan and Budget must be approved by the BHRS AOD Administrator or designee and uploaded to the Primary Prevention SUD Data Service site no later than July 30th. Failure to meet this deadline will result in the suspension of payment. The approved Work Plan and Budget are hereby incorporated by reference. The Work Plan requirements include, but are not limited to:
 - i. Work Plan shall align with the AOD Strategic Prevention Framework 2014-2019 (SPF) and with the San Mateo County AOD Work Plan, as incorporated in the SPF. These documents are in the AOD Provider Handbook.
 - ii. Using the SPF and the San Mateo County AOD Work Plan, the Community-Based Partnership shall:
 - 1) Select at least one (1) Problem Statement and Goal in Priority Area 1; identify and implement

- at least three (3) Interventions/Strategies that address the Problem Statement.
 - 2) Select at least one (1) Problem Statement and Goal in Priority Area 2; identify and implement at least three (3) Interventions/Strategies that address the Problem Statements.
 - 3) The Community-Based Partnership may identify additional problem statements, goals and additional interventions/strategies if needed to address the local conditions in their community. Approval to implement these interventions/strategies using this funding is at the discretion of the BHRS AOD Administrator or designee.
 - 4) Upon identifying the Problem Statements and Goals, the Community-Based Partnership shall use the selected Interventions/Strategies and develop specific, measurable, time-bound objectives in a Logic Model and Work Plan.
- iii. The Work Plan shall incorporate environmental alcohol and other drug prevention strategies. Environmental strategies must address the multiple environmental conditions and circumstances under which problem alcohol and other drug usage occur. Such complex set of factors may include:
 - 1) the environment,
 - 2) the rules and regulations of the social institutions to which individuals belong,
 - 3) the norms of the communities in which they live,
 - 4) the mass media messages to which they are exposed, and
 - 5) the accessibility and availability of alcohol and other drugs.
- iv. Changes to the Work Plan and/or corresponding Budget must be negotiated collaboratively with the Community-Based Partnership and BHRS AOD. Work Plan modifications are subject to approval by the BHRS AOD Administrator or designee.

2. Work Plan Implementation

- a. Contractor, in collaboration with the Community-Based Partnership, shall implement Work Plan intervention/strategies to achieve Work Plan objectives.

- b. Contractor shall include the County BHRS Analyst/Program Manager in meetings of the Community-Based Partnership to provide technical assistance and consultation, and to monitor progress towards accomplishing the objectives described in the Work Plan.

3. Participation in BHRS AOD Sponsored Activities

Contractor shall participate in BHRS AOD sponsored and recommended training, technical assistance opportunities, County-wide networking meetings and events, and shall encourage community partners to participate as well.

- B. Marijuana Community Education Campaign (July 1, 2016 – September 30, 2016 & February 1, 2018 – June 30, 2018)

Contractor shall inform, educate and engage community groups by providing the following:

1. Work with existing community collaboratives to provide alcohol, tobacco, and/or other drug prevention and community education campaigns in San Mateo County.
2. Conduct community assessments including surveys and data collection.
3. Conduct community outreach and/or education campaigns, including underserved communities in San Mateo County.
4. Contractor shall complete annual activities/events as described in Attachment A2.

- C. Prevention Services (July 1, 2017 – June 30, 2018)

1. Community Capacity Building

BHRS will provide training for the implementation process and procedures regarding sponsorship activities through a Training Academy. Contractor will attend and complete at least two (2) trainings per month to perform targeted activities. Contractor will perform the following activities:

- a. attend at least two (2) trainings per month,
- b. build partnership and community capacity, identify and document organizational sponsorship policies, and

- c. set priorities for the next two (2) years of work.

Upon satisfactory completion of the first year deliverables, funding for years two (2) and three (3) July 1, 2018- June 30, 2020, will be evaluated and then re-evaluated on a year-to-year basis. Funding is contingent upon meeting the previous year's outcomes and County funding availability.

2. Year One Deliverables:

Contractor will describe the process and activities your agency will engage in to meet the following deliverables:

- a. Program Objectives: At the end of March 2018 of Year One, Contractor will develop a scope of work that includes measurable objectives that will address mitigating the use and abuse of each of the following: alcohol, marijuana, and other drugs. Contractor also has the option of developing a fourth measurable general objective that will address AOD issues. Objective categories may include, but are not limited to, the following:
 - i. Reduction of at-risk behavior
 - ii. Increased knowledge of the effects of alcohol, marijuana, and other drugs
 - iii. Implementation of community policy initiatives to minimize youth access to alcohol, marijuana, and other drugs.
- b. Training: Attendance to two (2) or more alcohol, tobacco, and other drug (ATOD) prevention-related trainings every month by at least two (2) staff members.
- c. Policy development: Documentation of a policy enacted by the Contractor's board of directors related to acceptance of donations, goods, volunteers, or sponsorship from tobacco, marijuana and alcohol companies or their affiliates. Discussion of policy considerations will include benefits and risks of industry affiliations. The policy may include, but not be limited to, decisions by the board of directors on the following:
 - i. Whether to accept sponsorship of programs, events, participants, etc., by the alcohol, tobacco, and /or marijuana industries.
 - ii. Allowable donations and in kind goods from alcohol, tobacco and/or marijuana industries.
 - iii. Alcohol, tobacco, and/or marijuana industry partnership through staff volunteer activities.

- d. Schedule and execute community conversations to assess and redefine priorities and objectives. Submit documentation of executed community conversations to BHRS Program Service Manager.
- e. Scope of Work: A Scope of Work for years two (2) and three (3) must be submitted by March 31, 2018 and approved by the BHRS Program Service Manager;
- f. Contractor shall complete monthly and annual deliverables as described in Attachment B2.

2. Tobacco Prevention Services

- a. Smoke Free Housing
 - i. In partnership with local elected officials and residents/associations, this project will promote youth leadership while supporting community-based tobacco-control advocacy. YLI will coordinate youth to advocate for the jurisdiction(s) to implement a smoke-free housing policy.
 - ii. In partnership with the San Mateo County Tobacco Prevention Program and the San Mateo County Tobacco Education Coalition, this project will coordinate a multi-jurisdictional policy initiative to promote, raise public awareness, advocate for policy implementation in jurisdictions that include but are not limited to: Brisbane, South San Francisco, San Bruno, San Mateo and Redwood City.
 - iii. Contractor shall complete activities/events as described in Attachment D2.

D. Prevention Education and Collaboration (July 1, 2018 – June 30, 2020)

Contractor is responsible for participating in county-wide efforts to reduce the impact of alcohol and other drugs through prevention education, collaboration with partners (residents, community organizations, government, health providers, law enforcement, businesses, faith leaders, etc.). Contractor shall advocate for policies and/or research of policies, and continued capacity building through professional development.

Contractor shall provide prevention activities for the following topics: alcohol, marijuana, opioids, and overarching prevention efforts. Each topic shall include one (1) or more of the following: community education,

merchant education, media, policy advocacy, parent engagement, youth leadership engagement, and social determinants of health.

1. Marijuana Prevention

a. Community Education

- i. Attend national, state, regional, and local conferences/trainings to learn evidence-based best practices for marijuana community education.
- ii. Work with community partners to update education curricula developed for priority communities (youth, Spanish-language, Pacific Islander communities, etc.).
- iii. Conduct outreach to at least thirty (30) organizations/groups including but not limited to PTAs, Board of Education, neighborhood associations, youth leadership groups, student body associations, Boys and Girls Clubs, churches, CBOs, and YMCA to conduct education presentation.
- iv. Provide six (6) Marijuana Presentations

b. Media

- i. Implement media education campaign to complement community education messages. Ensure media reaches different regional, race/ethnicity, age groups in San Mateo County.

c. Policy Advocacy

- i. Research policy advocacy initiatives implemented in states and local jurisdictions to minimize the impact of marijuana.
- ii. Meet with at least ten (10) local policy makers to educate about the impacts of marijuana and to gauge interest in considering policy options.
- iii. Develop at least five (5) marijuana prevention policy templates.
- iv. Provide training to coalition members about policy advocacy strategies to minimize the impact of marijuana.
- v. Coordinate community input into local policy processes.

d. Innovations in Marijuana Prevention

- i. Conduct research into different opportunities for community members to access marijuana (medical, retail, online sites/apps).

- ii. Outreach to understand business models and practices of marijuana access locations (physical and online).
- iii. Recruit colleagues from the state and other jurisdictions as appropriate to form a workgroup to explore opportunities to limit youth access to marijuana through these innovation platforms.
- iv. Develop and maintain a database of online platforms for accessing marijuana, as needed.

2. Alcohol Prevention

a. Community Education

- i. Attend national, state, regional, and local conferences/trainings to learn evidence-based best practices for alcohol community education.
- ii. Work with community partners to update education curricula developed for priority communities (youth, Spanish-language, Pacific Islander communities, etc.).
- iii. Provide four (4) alcohol presentations.
- iv. Develop template presentation on alcohol industry targeting youth through media placement strategies. Presentation should include data on current youth usage of different media platforms and industry efforts to reach youth through different platforms.
- v. Adapt existing presentation templates as needed throughout the campaign.
- vi. Recruit at least ten (10) participants for a social media advocacy workgroup.
- vii. During FY 2018-19, hold monthly workgroup meetings to review and provide feedback on workgroup products.
- viii. Develop strategic plan for the work of the coalition. Strategic plan should be reviewed annually.
- ix. Hold quarterly coalition meetings for FY 2019-20.

b. Social Media

- i. Conduct research to understand the structures and mechanisms for ad placements and decision making for social media platforms.
- ii. Conduct conversations with community groups to educate about the role of social media in educating youth about alcohol use.
- iii. Draft model social media policy around youth exposure to pro-alcohol messages on social media platform.

- iv. Meet with social media companies to explore options for protecting youth from pro-alcohol messaging on social media.
 - v. Engage social media companies in protecting youth through education and advocacy efforts.
 - vi. Engage technical assistance from national content experts on alcohol marketing policies.
- c. Merchant Education
- i. Disseminate merchant education packets to at least two hundred (200) retailers.
 - ii. Research policy advocacy initiatives implemented in states and local jurisdictions to minimize the impact of alcohol.
 - iii. Meet with at least ten (10) local policy makers to educate about the impacts of marijuana and to gauge interest in considering policy options.
- d. Policy Advocacy
- i. Develop at least five (5) alcohol prevention policy templates.
 - ii. Provide training to coalition members about policy advocacy strategies to minimize the impact of alcohol.

3. Opioids Prevention

- a. Community Education
- i. Create and adapt as needed a 1-hour template of community education curriculum to educate the community about opioids.
 - ii. Work with community partners to update education curricula developed for priority communities (youth, Spanish-language, Pacific Islander communities, etc.).
 - iii. Provide six (6) opioids presentations
 - iv. Identify potential kiosk locations (such as pharmacies and police departments).
 - v. Conduct one-on-one educational meetings with potential kiosk locations to gauge interest in hosting a kiosk.
 - vi. Connect interested locations with Environmental Health to discuss next steps for kiosk installation.

4. Overarching Prevention Activities

- a. Youth Leadership Engagement

- i. Engage at least ten (10) youth in a youth leadership engagement program.
 - ii. Conduct at least monthly meetings with program participants to provide them with the knowledge and skills to address alcohol and other drugs and implement AOD prevention program planning.
 - iii. Youth in the program will engage in an AOD-prevention-related activity that demonstrates the knowledge and skills they gained from the program. Activities can include community presentations, PSAs, letters to the editor, presentation at a city council meeting, school board advocacy, etc.
 - b. Social Determinants of Health
 - i. Conduct research on the social determinants of health (SDOH) and how they impact the alcohol and other drug use activity in the community you serve.
 - ii. Develop a report to justify addressing at least one (1) SDOH in your community.
 - iii. Attend at least one (1) training on the SDOH and its connection to AOD issues.
 - iv. Attend community meetings to build your organization's capacity to address the SDOH.
 - v. Engage community members in addressing the SDOH.
 - vi. Advocate for community and/or policy makers to address the SDOH in order to minimize AOD use in your community.
 - vii. Complete installation of PhotoVoice
- 5. Contractor shall complete monthly and annual deliverables as described in Attachment B3.
- 6. Tobacco Prevention Services
 - a. Smoke Free Housing
 - i. In partnership with local elected officials and residents/associations, this project will promote youth leadership while supporting community-based tobacco-control advocacy. YLI will coordinate youth to advocate for the jurisdiction(s) to implement a smoke-free housing policy.
 - ii. In partnership with the San Mateo County Tobacco Prevention Program and the San Mateo County Tobacco Education Coalition, this project will coordinate a multi-jurisdictional policy initiative to promote, raise public awareness, advocate for policy implementation in jurisdictions

that include but are not limited to: Colma, San Carlos, and East Palo Alto.

- iii. Contractor shall complete activities/events as described in Attachment D3.

E. Friday Night Live and Club Live (July 1, 2016 – June 30, 2018)

- 1. Contractor will provide the following alcohol and drug prevention services, which include County-wide coordination of Friday Night Live and Club Live, member group support, training, and technical assistance.

- a. Friday Night Live and Club Live Coordination

Contractor shall engage in programming that meets the FNL Youth Development Standards of Practice, Operating Principles and Core Components outlined at <http://fridaynightlive.org/about-us/cfnlp-overview/>.

- i. Contractor shall be responsible for the County-wide 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:
 - 1) 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.
 - 2) Develop and maintain the FNL Countywide Youth Coalition.
 - 3) Develop training materials for youth-led/youth-adult partnership facilitated environmental prevention and/or policy advocacy efforts.
 - 4) Provide training and technical assistance.
 - 5) Complete evaluation and reporting activities.
 - 6) Support local FNL/CL participation in County-wide, regional, and statewide opportunities.
 - 7) Maintain Membership In Good Standing (MIGS) of the State FNL Network by meeting network standards 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 A3 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.B. of Exhibit A3.
 - 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. The Work Plan shall address 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
 - i. Contractor shall implement Work Plan strategies and activities to achieve Work Plan objectives.
 - ii. Participate in AOD sponsored activities.

2. Administrative and Reporting Requirements

- a. Primary Prevention SUD Data Service Collection and Reporting
 - i. Contractor shall ensure that all persons responsible for Primary Prevention SUD Data Service (PPSDS) data entry have sufficient knowledge of the PPSDS Data

Quality Standards by requiring all users to participate in PPSDS trainings prior to inputting data into the system.

- ii. Contractor shall enter planning, services/activities, and evaluation data into the DHCS web-based PPSDS by the date of occurrence on an ongoing basis throughout each month. Contractor shall submit all data for each month no later than the 10th day of the following month. Data shall include the Community-Based Partnership's implementation activities and be in accordance with the requirements of the AOD Provider Handbook. Contractor shall also comply with the PPSDS Data Quality Standards (Document #1T.)
- iii. The quantity and quality of PPSDS data input should accurately and adequately reflect the amount of funding, time, and effort devoted to implementation of the Work Plan. The service cost for the PPSDS Duration of Services Report will not exceed THREE HUNDRED DOLLARS (\$300) per hour.
- iv. Contractor shall communicate with BHRS AOD staff PPSDS data review and comply with BHRS AOD staff requests for data corrections and/or changes.
- v. BHRS AOD Analyst will review PPSDS data entry on a quarterly basis to ensure activities are reflective of the Partnership's Work Plan goals and objectives, and to ensure that data meets the PPSDS Data Quality Standards. Failure to adequately complete and/or document approved Work Plan activities in PPSDS may result in a corrective action plan and/or withholding of payment.
- vi. Contractor shall submit an annual progress report on Work Plan goals and objectives no later than August 15th for the previous fiscal year.
- vii. Use PPSDS for all FNL reporting, including Chapter Profiles, FNL County Profiles, and chapter activity.
- viii. Follow the FNL Data Entry Instructions for PPSDS as provided by DHCS in the PPSDS Library.

b. Implementation Progress Reporting

Contractor shall maintain additional documentation of all Work Plan activities, including but not limited to:

- i. meeting agenda and notes,
- ii. sign-in sheets,
- iii. flyers,
- iv. brochures,

- v. proclamations and ordinances adopted, etc.
- vi. Contractor shall document Work Plan progress, including successes, challenges, participation by the Community-Based Partnership, and timeliness.
- vii. Contractor, in collaboration with the Community-Based Partnership, shall update the Work Plan as needed. All updates shall be approved by the BHRS AOD Administrator or designee. Failure to maintain an approved Work Plan will result in a delay or withholding of payment.

c. Financial and Units of Service Reporting

Contractor will submit the Year-end Cost Report, Agency Audit, and Year-end SPF Progress Report to the assigned BHRS AOD Analyst in accordance with the requirements of the AOD Provider Handbook.

II. ADMINISTRATIVE REQUIREMENTS

A. Quality Management and Compliance

1. Critical Incident Reporting

Contractor is required to submit Critical Incident reports to BHRS Quality Management (via fax # 650-525-1762) when there are unusual events, accidents, errors, violence or significant injuries requiring medical treatment for clients, staff or members of the community. (Policy #93-11 and 45 C.F.R. § 164, subpart C, in compliance with 45 C.F.R. § 164.316.)

The incident reports are confidential however discussion may occur with the Contractor regarding future prevention efforts to reduce the likelihood of recurrence. Contractor is required to participate in all activities related to the resolution of critical incidents.

2. California Department of Health Care Services

Contractor providing state funded health services may not employ any persons deemed an Ineligible Person by the California Department of Health Care Services (DHCS) in the provision of services for the County through this Agreement. Any employee(s) of Contractor determined to be an Ineligible Person will be removed from responsibility for, or involvement with County clients or operations. An "Ineligible Person" is an individual who has been (1) convicted of a crime involving fraud or abuse of the Medi-Cal

program, or (2) suspended from the federal Medicare program for any reason. Ineligibility may be verified by checking: <http://files.medi-cal.ca.gov/pubsdoco/SandILanding.asp>. Once there, scroll down to the bottom of the page and click on Medi-Cal Suspended and Ineligible Provider List (Excel format). The list is in Alphabetical order. Search by the individual's last name.

3. Fingerprint Compliance

Contractor certifies that its employees, trainees, and/or its subcontractors, assignees, volunteers, and any other persons who provide services under this agreement, who have direct contact with any client will be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of individuals with whom Contractor's employees, trainees, and/or its subcontractors, assignees, or volunteers have contact. Contractor shall have a screening process in place to ensure that employees who have positive fingerprints shall:

- a. Adhere to CCR Title 9 Section 13060 (Code of Conduct) when providing services to individuals with whom they have contact as a part of their employment with the Contractor; or
- b. Obtain a waiver from Community Care Licensing allowing the employee to provide services to individuals with whom they have contact as part of their employment with the Contractor.

A certificate of fingerprinting certification is attached hereto and incorporated by reference herein as Attachment E.

B. Cultural Competency

Implementations of these guidelines are based on the National Culturally and Linguistically Accessible Services (CLAS) Standards issued by the Department of Health and Human Services. For more information about these standards, please contact the Health Equity Initiatives Manager (HEIM) at ode@smcgov.org.

1. Contractor will submit an annual cultural competence plan that details on-going and future efforts to address the diverse needs of clients, families and the workforce. This plan will be submitted to the BHRS Analyst/Program Manager and the Health Equity Initiatives Manager (HEIM) by September 30th of the fiscal year.

The annual cultural competence plan will include, but is not limited to the following:

- a. Implementation of policies and practices that are related to promoting diversity and cultural competence, such as ongoing organizational assessments on disparities and needs, client's rights to receive language assistance.
 - b. Contractor forum for discussing relevant and appropriate cultural competence-related issues (such as a cultural competence committee, grievance, or conflict resolution committee).
 - c. Ongoing collection of client cultural demographic information, including race, ethnicity, primary language, gender and sexual orientation in health records to improve service provision and help in planning and implementing CLAS standards.
 - d. Staffing objectives that reflect the cultural and linguistic diversity of the clients. (Contractor will recruit, hire and retain clinical staff members who can provide services in a culturally and linguistically appropriate manner.)
 - e. Contractor will ensure that all program staff receive at least 8 hours of external training per year (i.e. sponsored by BHRS or other agencies) on how to provide culturally and linguistically appropriate services including the CLAS and use of interpreters.
2. Contractor will actively participate in at least one cultural competence effort within BHRS and/or to send a representative to attend the Cultural Competence Council (CCC) for the term of the Agreement. Participation in the CCC allows for the dissemination of CLAS as well as ongoing collaborations with diverse stakeholders. Contractor shall submit to BHRS Office of Diversity and Equity (ODE) by March 31st, a list of staff who have participated in these efforts. For more information about the CCC, and other cultural competence efforts within BHRS, contact HEIM.
 3. Contractor will establish the appropriate infrastructure to provide services in County identified threshold languages. Currently the threshold languages are: Spanish, Tagalog and Chinese (Mandarin and Cantonese). If Contractor is unable to provide services in those languages, Contractor is expected to contact Access Call Center or their BHRS Analyst/Program Manager for consultation. If additional language resources are needed, please contact HEIM.

4. Contractor will translate relevant and appropriate behavioral health-related materials (such as forms, signage, etc.) in County identified threshold languages in a culturally and linguistically appropriate manner. BHRS strongly encourages its contractors to use BHRS-sponsored forms in an effort to create uniformity within the system of care. Contractor shall submit to HEIM by March 31st, copies of Contractor's health-related materials in English and as translated.
5. Should Contractor be unable to comply with the cultural competence requirements, Contractor will meet with the BHRS Analyst/Program Manager and ode@smcgov.org to plan for appropriate technical assistance.

III. GOALS AND OBJECTIVES

Contractor shall ensure that the following outcome objectives are pursued throughout the term of this Agreement:

A. Community-Based Partnership

Goal: Build capacity by the end of the first year.

Objective: Ninety percent (90%) of identified activities and deliverables will be completed by June 30, 2018.

B. Friday Night Live and Club Live

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 "agree" to "strongly agree" for all five FNL Youth Development Standards of Practice.

C. Tobacco Prevention

Goal: Increase the number of smoke-free multi-unit housing units in San Mateo County.

Objective: In partnership with local elected officials and housing residents/associations, twenty percent (20%) of jurisdictions will implement a smoke-free multi-unit housing policy.

D. Prevention Education and Collaboration

Goal: Increase community awareness and education of the harms of alcohol and other drug use.

Objective: Ninety percent (90%) of identified activities and deliverables will be completed annually as referenced in Attachment A.

*** END OF EXHIBIT A3 ***

EXHIBIT B3 – PAYMENTS AND RATES
YOUTH LEADERSHIP INSTITUTE
FY 2016 – 2020

In consideration of the services provided by Contractor in Exhibit A3, County shall pay Contractor based on the following fee schedule:

I. PAYMENTS

In full consideration of the services provided by Contractor under this Agreement and subject to the provisions of Paragraph 3 of this Agreement, County shall pay Contractor in the manner described below:

A. Maximum Obligation

The maximum amount that County shall be obligated to pay for all services provided under this Agreement shall not exceed the amount stated in Paragraph 4 of this Agreement. Furthermore, County shall not pay or be obligated to pay more than the amounts listed below for each component of service required under this Agreement.

In any event, the maximum amount County shall be obligated to pay for all services rendered under this contract shall not exceed ONE MILLION SIXTY-EIGHT THOUSAND NINE HUNDRED SIXTY-ONE DOLLARS (\$1,068,961).

B. Community-Based Partnership (July 1, 2016 – June 30, 2017)

County shall pay Contractor a total of ONE HUNDRED FIFTY-SEVEN THOUSAND FIVE HUNDRED NINETY DOLLARS (\$157,590). Contractor shall be paid one-twelfth (1/12th) of the maximum amount per month or THIRTEEN THOUSAND THREE HUNDRED THIRTY-THREE DOLLARS (\$13,333).

C. Marijuana Community Education Campaign (July 1, 2016 – September 30, 2016 & February 1, 2018 – June 30, 2018)

The total amount County shall be obligated to pay Contractor for marijuana education shall not exceed THIRTY-EIGHT THOUSAND NINE HUNDRED DOLLARS (\$38,900).

1. For the term July 1, 2016 through September 30, 2016, the total obligation is EIGHTEEN THOUSAND NINE HUNDRED DOLLARS (\$18,900). Contractor shall be reimbursed based upon completion of activities as described in Attachment A2, FY 2016-17.

2. For the term February 1, 2018, through June 30, 2018, the total obligation is TWENTY THOUSAND DOLLARS (\$20,000). Contractor shall be reimbursed based on completion of activities as described in Attachment A2, FY 2017-18

D. Prevention Services (July 1, 2017 – June 30, 2018)

1. Community Capacity Building

County shall pay Contractor a total of ONE HUNDRED FIFTY-SEVEN THOUSAND DOLLARS (\$157,000). Contractor shall be paid one-twelfth (1/12th) of the maximum amount per month, or THIRTEEN THOUSAND EIGHTY-THREE DOLLARS (\$13,083), provided that performance requirements have been met.

2. Performance Requirements

- a. County and Contractor agree, in the event that Contractor fails to complete the deliverables as described in Attachment B2, Table 1 and Table 2, by the specified date and to the satisfaction of the County, the County may, at its sole discretion, reduce the next month's one-twelfth (1/12th) payment by the amount of the unmet deliverable(s).

b. Timeline for Deliverables and Payment Adjustments

The expected timeline for deliverables and the corresponding payment adjustments (if any) are detailed as follows:

After July 2017 Progress Report	After August 2017 Progress Report	After Sept. 2017 Progress Report	After October 2017 Progress Report
Consultation between AOD contract monitor and Contractor to carry uncompleted program deliverables into August.	Consultation between AOD contract monitor and Contractor to carry uncompleted program deliverables into September.	Consultation between AOD contract monitor and Contractor to reconcile completed activities for July - September.	Consultation between AOD contract monitor and Contractor to reconcile completed activities for August-October.
Payment for July	Payment for August	Payment for September	Payment for October
Remains the 1/12 th	Remains the 1/12 th	1/12 th flat rate, minus stated costs of uncompleted activities from July.	1/12 th flat rate, minus stated costs of uncompleted activities from August.
After November 2017 Progress Report	After December 2017 Progress Report	After January 2018 Progress Report	After February 2018 Progress Report
Consultation between AOD contract monitor and Contractor to reconcile completed activities for September-November.	Consultation between AOD contract monitor and Contractor to reconcile completed activities for October-December.	Consultation between AOD contract monitor and Contractor to reconcile completed activities for November-January.	Consultation between AOD contract monitor and Contractor to reconcile completed activities for December- February.

Payment for November	Payment for December	Payment for January	Payment for February
1/12 th flat rate, minus stated costs of uncompleted activities from September.	1/12 th flat rate, minus stated costs of uncompleted activities from October.	1/12 th flat rate, minus stated costs of uncompleted activities from November.	1/12 th flat rate, minus stated costs of uncompleted activities from December.
After March 2018 Progress Report	After April 2018 Progress Report	After May 2018 Progress Report	After June 2018 Progress Report
Consultation between AOD contract monitor and Contractor to reconcile completed activities for January-March.	Consultation between AOD contract monitor and to reconcile completed activities for February-April.	Consultation between AOD contract monitor and Contractor to reconcile completed activities for March-May.	Consultation between AOD contract monitor and Contractor to reconcile completed activities for April-June.
Payment for March	Payment for April	Payment for May	Contract Cost Reconciliation for FY 2017-18 Expenditures – Final Payment
1/12 th flat rate, minus stated costs of uncompleted activities from January.	1/12 th flat rate, minus stated costs of uncompleted activities from February.	1/12 th flat rate, minus stated costs of uncompleted activities from March-May.	

3. Funding is contingent upon availability of funds for AOD prevention and upon Contractor's satisfactory progress on the contracted service deliverables as described in the approved Work Plan.
 - a. Contractor will provide the deliverables described in the approved Work Plan in the Major Activities column, and by the date listed in the Completion Date column.
 - b. Contractor will review the Major Activities/deliverables completed in the Work Plan with the BHRS AOD Analyst on a quarterly basis. Any incomplete Major Activities may result in a corrective action plan, or may result in the delay or withholding of future payments.
 - c. If it is determined that the Contractor has not met the Major Activities deliverables by the required Completion Dates, County may issue a corrective action plan for unmet deliverables. Failure to adhere to the corrective action plan may result in the delay or withholding of future payments, or Contractor reimbursing the County for the contract value of any and all unmet Major Activity deliverables.
4. Tobacco Prevention Services (July 1, 2017 – June 30, 2020)

The total amount County shall be obligated to pay Contractor for tobacco prevention services shall not exceed ONE HUNDRED

EIGHTEEN THOUSAND SIX HUNDRED FIFTY DOLLARS (\$118,650) for the term of the agreement.

- a. Contractor will provide services described in Attachment D2 and D3 in column "Major Activities".
- b. Contractor will invoice County per amount described in Attachment D2 and D3 column "Payment" upon completion of each major activity, and County will remit payment.

E. AOD Prevention (July 1, 2018 – June 30, 2020)

The total amount County shall be obligation to pay Contractor for Prevention Education and Collaboration services shall not exceed THREE HUNDRED NINETY-NINE THOUSAND SIX HUNDRED DOLLARS (\$399,600) for the two (2) year term.

1. 2018 – 2019

For the term July 1, 2018 through June 30, 2019, Contractor shall be paid a total of ONE HUNDRED EIGHTY-NINE THOUSAND EIGHT HUNDRED DOLLARS (\$189,800). Contractor shall be reimbursed based upon completion of activities as described in Attachment B3, FY 2018-19.

2. 2019 – 2020

For the term July 1, 2019 through June 30, 2020, Contractor shall be paid a total of TWO HUNDRED NINE THOUSAND EIGHT HUNDRED DOLLARS (\$209,800). Contractor shall be reimbursed based upon completion of activities as described in Attachment B3, FY 2019-20.

3. Performance Requirements

Contractor will invoice for completed activities based on Price per Event costs outlined in Attachment C3 – Deliverable Payments. Adequate supporting documents will be submitted as stipulated in the Documents column of Attachment B3 – Deliverable Options. County and Contractor agree, in the event that Contractor fails to complete the deliverables as described in Attachment C3 – Deliverables Payment to the satisfaction of the County, Contractor shall invoice monthly for deliverables completed during the previous month.

4. Funding is contingent upon availability of funds for AOD prevention and upon Contractor's satisfactory progress on the contracted service deliverables as described in the approved Attachment C3 – Deliverables Payment.
 - a. Contractor will provide the deliverables described in the approved Activities column.
 - b. Contractor will review the Major Activities/deliverables completed in the Work Plan with the BHRS AOD Analyst on a quarterly basis. Any incomplete Major Activities may result in a corrective action plan, or may result in the delay or withholding of future payments
 - c. If it is determined that the Contractor has not met the Major Activities deliverables by the expected Completion Dates, County may issue a corrective action plan for unmet deliverables. Failure to adhere to the corrective action plan may result in the delay or withholding of future payments, or Contractor reimbursing the County for the contract value of any and all unmet Major Activity deliverables.

F. Friday Night Live and Club Live (July 1, 2016 – June 30, 2018)

The total amount County shall be obligation to pay Contractor for Club Live/Friday Night Live services shall not exceed ONE HUNDRED NINETY-SEVEN THOUSAND TWO HUNDRED TWENTY-ONE DOLLARS (\$197,221) for the term of the agreement.

1. 2016 – 2017

- a. Club Live: For the term July 1, 2016 through June 30, 2017, County shall pay Contractor a total of NINETEEN THOUSAND FOUR HUNDRED THIRTY-TWO DOLLARS (\$19,432). Contractor shall be one-twelfth (1/12th) of the maximum amount per month, or ONE THOUSAND SIX HUNDRED NINETEEN DOLLARS (\$1,619).
- b. Friday Night Live: For the term July 1, 2016 through June 30, 2017, County shall pay Contractor a total of SEVENTY-SEVEN THOUSAND SEVEN HUNDRED TWENTY-ONE DOLLARS (\$77,721). Contractor shall be one-twelfth (1/12th) of the maximum amount per month, or SIX THOUSAND FOUR HUNDRED SEVENTY-SEVEN DOLLARS (\$6,477).

2. 2017 – 2018

- a. Club Live: For the term July 1, 2017 through June 30, 2018, County shall pay Contractor a total of TWENTY THOUSAND FIFTEEN DOLLARS (\$20,015). Contractor shall be one-twelfth (1/12th) of the maximum amount per month, or ONE THOUSAND SIX HUNDRED SIXTY-EIGHT DOLLARS (\$1,668).
 - b. Friday Night Live: For the term July 1, 2017 through June 30, 2018, County shall pay Contractor a total of EIGHTY THOUSAND FIFTY-THREE DOLLARS (\$80,053). Contractor shall be one-twelfth (1/12th) of the maximum amount per month, or SIX THOUSAND SIX HUNDRED SEVENTY-ONE DOLLARS (\$6,671).
- G. Contractor will be responsible for all expenses incurred during the performance of services rendered under this Agreement.
- H. Modifications to the allocations in Paragraph A of this Exhibit B3 may be approved by the Chief of the Health System or designee, subject to the maximum amount set forth in Paragraph 4 of this Agreement.
- I. Not used.
- J. 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.
- K. In the event this Agreement is terminated prior to June 30, 2020, 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.
- L. Monthly Invoice and Payment

Contractor shall invoice the County on or before the tenth (10th) working day of each month prior to the service month. Payment by County to Contractor shall be monthly. Invoices that are received after the tenth (10th) working day of the month are considered to be late submissions and may be subject to a delay in payment. County reserves the right to deny payment of invoices if Contractor does not meet contract deliverables including CalOMS Pv data submission requirements.

Invoices and reports for the Community-Based Partnership, Community Capacity Building, Friday Night Live/Club Live and AOD Prevention are to be sent to:

County of San Mateo
Behavioral Health and Recovery Services
BHRS – AOD Program Analyst
310 Harbor Blvd., Building E
Belmont, CA 94002

Invoices and reports for Tobacco Prevention Services are to be sent to:

County of San Mateo
Behavioral Health and Recovery Services
BHRS – CHPU Francesca Lomotan
310 Harbor Blvd., Building E
Belmont, CA 94002

Invoices and reports for the Marijuana Education Campaign are to be sent to:

County of San Mateo
Behavioral Health and Recovery Services
Attn: Tobacco Prevention Program Director
310 Harbor Blvd., Building E
Belmont, CA 94002

M. 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.

N. County May Withhold

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 Quality Improvement Manager of San Mateo County BHRS. Contractor shall meet at least quarterly with the BHRS AOD Analyst, to review the Work Plan, documentation, and billing reports and to take appropriate corrective action, as needed, to resolve any discrepancies.

O. Inadequate Performance

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, to review documentation, billing and/or other reports, and to take appropriate corrective action, as needed, to resolve any identified discrepancies. This Agreement may be renegotiated, allowed to continue to end of term, or terminated pursuant to Paragraph 5 of this Agreement. Any unspent monies due to performance failure may reduce the following year's agreement, if any.

P. Claims Certification and Program Integrity

Anytime Contractor submits a claim to the County for reimbursement for services provided under Exhibit A3 of this Agreement, Contractor shall certify by signature that the claim is true and accurate by stating the claim is submitted under the penalty of perjury under the laws of the State of California.

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

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

Executed at _____ California, on _____ 20__

Signed _____ Title _____

Agency _____"

*** END OF EXHIBIT B3 ***

ATTACHMENT A2
YOUTH LEADERSHIP INSTITUTE
MARIJUANA COMMUNITY EDUCATION CAMPAIGN
FY 2016 - 2017

Marijuana is the number one cause for youth and young adults to enter into treatment programs in San Mateo County. With the legalization of medical marijuana in California, emerging data related to the health and safety impacts of recreational marijuana use have highlighted the need for a community education campaign. Through this education campaign, YLI will: 1) assess the current knowledge, attitudes, and behaviors among San Mateo County residents; 2) provide culturally-appropriate education about the health and safety impacts of marijuana use with a special focus on youth; 3) engage in community dialogue to determine the most effective community environments that would limit youth access and exposure to marijuana.

Activity	Documentation	Number	Rate/Payment
Provide feedback to the Knowledge, Attitude and Behavior (KAB) surveys distributed by AOD within 2 weeks of receipt of draft survey from AOD.	Roster from AOD scheduled feedback meeting or written feedback document submitted	1	\$200.00
<i>Sub-Total</i>			<i>\$200</i>
Collect KAB surveys about marijuana by August 15, 2016. * See note below.	Completed surveys submitted on paper, online or by smartphone	500	\$5.00/survey
<i>Sub-Total</i>			<i>\$5,500</i>
Review marijuana KAB survey results distributed by AOD and provide feedback during AOD scheduled partnership meeting by September 15, 2016.	Meeting roster maintained by AOD	1	\$200.00
<i>Sub-Total</i>			<i>\$200</i>
Participate in AOD sponsored trainings about the impacts of marijuana Please note: The first training held on 4/22/2016 is not reimbursable.	Training attendance roster maintained by AOD	5 participants per training	\$100.00/person, 10 person maximum per 4 trainings
		10 participants	\$100.00/person 10 person maximum per training (1 make-up training)
		Additional AOD approved trainings	\$1,000 maximum
<i>Sub-Total</i>			<i>\$4,000</i>
Based on template provided by AOD, develop organization-specific community education presentation about the health and safety impacts of marijuana use with a special focus on youth. Target Groups:	Electronic copies of presentations submitted	10 presentations	\$500/presentation

1. CBO			
2. School Administration			
3. Youth			
4. Parents			
5. Policy makers in RWC			
6. Policy makers in Coastsides			
7. Spanish speaking parents			
8. Spanish speaking youth			
9. TBD			
10. TBD			
<i>Sub-Total</i>			\$5,000
Conduct community education presentations about marijuana by September 30, 2016. Each presentation will be attended by at least 12 community members and be at least 30 minutes in length.	Presentation sign in sheets, session surveys, picture or other documentation	10 presentations	\$200/presentation
<i>Sub-Total</i>			\$2,000
Participate in 3 to 4 hour AOD sponsored community strategic planning meeting to develop countywide priorities related to marijuana. Meeting to be scheduled for July/August 2016.	Meeting roster maintained by AOD	10	\$200/participant
<i>Sub-Total</i>			\$2,000
TOTAL			\$18,900

* Survey collection payment will be \$5.00 per survey for the first 100 completed surveys. Submission of the first 100 completed surveys will be paid an additional \$500.00. Each additional survey collected will be paid \$10.00 per survey. Completion of 200 total surveys will be paid an additional \$500.00.

Payment breakdown for 500 surveys	
100 surveys x \$5.00	\$500
Bonus	\$500
100 surveys x \$10.00	\$1,000
Bonus	\$500
300 surveys x \$10.00	\$3,000
TOTAL	\$5,500

ATTACHMENT A2
YOUTH LEADERSHIP INSTITUTE
MARIJUANA EDUCATION CAMPAIGN
FY 2017 – 2018

Activity	Number	Price per Event	Total per Year
<u>Parent Education Panel Presentations</u> a) Consult with CHPU staff to determine the regions and schools to target for the presentation. b) A panel of speakers will be recruited that includes pediatrician, school rep, law enforcement, policy maker, etc. c) Presentations will be scheduled for at least 1.5 hours and will include but not limited to data on the health impacts of cannabis including brain development, the impact on the school environment, the law enforcement implications of cannabis use, and policy opportunities available to communities. d) Outreach will be conducted to recruit at least 100 parents to each presentation. e) In consultation with CHPU contract monitor, coordinator would be responsible for working with school/district personnel to schedule the event, develop outreach materials, coordinate promotion of event, provide refreshments as appropriate, recruit and coordinate panel presentations, ensure proper A/V logistics, etc. associated with the event.	5	\$2,000	\$10,000
<u>Cannabis Education Presentations</u> a) Outreach will be conducted so that at least 12 community members attend the presentation b) Presentation to include the impact of cannabis use on the health and well-being of the individual and the community they live in c) Documentation of presentations completed can include sign in sheets, photos, presentations copy	20	\$500	\$10,000
SUBTOTAL			\$20,000

ATTACHMENT B2 – DELIVERABLE OPTIONS
YOUTH LEADERSHIP INSTITUTE
FY 2017 – 2018

Description – Monthly Deliverables	Documentation: At least one per deliverable to be submitted by Contractor
M1. Attend monthly AOD prevention partnership meetings. • Program coordinator • Program director • Someone who will be directly involved in program delivery	AOD Staff Collects: • Meeting agenda • Brief meeting notes • Sign-in sheets
M2. Five (5) staff attend 2 trainings per month • Program coordinator of the organization and partner organizations • Project director • Program manager • Community/youth leader • Program assistant	• Certificate(s) of completion • Registration confirmation • Sign-in sheets (Staff Confirmation)
M3. Post messages on social media platform Platform can include • Type of social media-Facebook, Twitter, Instagram, Google+, LinkedIn, YouTube, Pinterest, Instagram, Snapchat, WhatsApp, Meetup, Next-door, Yelp, text messages • Creative content- ○ Relevant, useful, and interesting ○ Easy to understand and share ○ Friendly, conversational, and engaging ○ Action-oriented ○ Engaging • Should include at least one ATOD prevention message • Type of content-text only, images, links, videos • Relevant- Time of posting, message tailored to target audience	• Link to message • Screen shot of message • Details of response- likes, shares, key messages/lessons learned
M4. Respond to media story/post with prevention message • Respond within 24 hrs. if possible • Make use of teachable moments	• Screen shot of responses

• Build on the conversation • Provide additional AOD prevention message • Follow-up	
M5. Communications to whole partnership distribution list • Should include message about AOD prevention meetings/ activities/updates	• Copy of communication message that shows list of target group
M6. Meet with AOD contract monitor in person or by phone to provide updates or seek assistance	• Appointment schedule-calendar with date and time • Meeting notes
M7. Conduct monthly community coalition meetings • Program coordinator • Program director • Should be attended by at least 3 community members	Submit all: • Sign-in Sheets • Meeting Agenda • Meeting notes
M8. Monthly youth coalition meetings • Program coordinator • Program director	Submit all: • Sign-in Sheets • Meeting Agenda • Meeting notes
M9. Conduct community education presentation • Topic • Target audience • Venue • Date and time • Your organization's staff or board meeting do not count for this activity	• Recruitment plan • Powerpoint presentation or education material copy • Attendance list /Sign-in sheet • Feedback survey copies • Evaluation findings • Audio/video recordings • Photos
M10. Input into statewide database by the 5th of the month • Detailed • Clear • Specific • Relevant	• Submission confirmation-with screen shot or document(dated)

Description – Annual Deliverables	Documentation: At least one per deliverable to be submitted by Contractor
A1. Establish social media presence within 1 st two months	• Screen shot of social media site
A2. Conduct six 2-hour trainings for countywide AOD prevention partnerships	• Training agenda • Training promotional flyer • Presentation materials • Sign-in sheets
A3. Board policy decision on ATOD industry sponsorship (\$2,000 for policy development only, \$3,000 for board dialogue)	• Policy language • Board meeting agenda • Presentation materials • Board minutes
A4. Annual Hallmark activity (PSA, lived experience video, photovoice, mural project, poster contest, etc.)	• Promotional materials • Event pictures • Presentation materials • Sign-in sheets
A5. Attend up to 10 other countywide or community meetings on related issues (mental health, immigration, law enforcement, etc.)	• Meeting flyers • Meeting agenda
A6. Organizational by-laws language	• Copy of organizational bylaws
A7. Community assessment activities, priority-setting conversation	• Event materials (agenda, notes, pictures) • Event outcomes
A8. Develop FY 2018-20 AOD prevention scope of work, due 3/31	• Submitted scope of work
A9. Within first two months, submit copy of sub-contract agreements	• Copy of agreements with partner organizations
A10. Two (2) staff members attend the statewide Cultural Competency training in Sacramento in July 2017	• Event registration confirmation • Meeting materials
A11. Submission of annual cultural competency plan by September 30, 2017	• Copy of CCP submitted
A12. Administrative Functions which will be measured through the annual site visit.	• Site visit documents demonstrating completion of required activities

**ATTACHMENT C2 – DELIVERABLE PAYMENT
YOUTH LEADERSHIP INSTITUTE
FY 2017 – 2018**

Table 1 – Required Monthly Activities

Activity	Number per Month	Price per Event	Price per Month	Total per Year
M1. Attend monthly AOD prevention partnership meetings	1	\$200	\$200	\$2,400
M2. Five (5) staff attend 2 trainings per month	4	\$200	\$2,000	\$24,000
M3. Post messages on social media platform	4	\$200	\$800	\$9,600
M4. Respond to media story/post with prevention message	4	\$200	\$800	\$9,600
M5. Communications to whole partnership distribution list	4	\$200	\$800	\$9,600
M6. Meet with AOD contract monitor in person or by phone	2	\$200	\$400	\$4,800
M7. Monthly community coalition meetings	1	\$1,000	\$1,000	\$12,000
M8. Monthly youth coalition meetings	2	\$500	\$1,000	\$12,000
M9. Conduct community education presentation	2	\$500	\$1,000	\$12,000
M10. Input into state database by the 5 th of the month	1	\$500	\$500	\$6,000
SUBTOTAL				\$102,000

Table 2 – Required Annual Activities

Activity	Total per Year
A1. Establish social media presence within 1 st two months	\$1,000
A2. Conduct six 2-hour training for countywide AOD prevention partnerships	\$12,250
A3. Board policy decision on ATOD industry sponsorship (\$2,000 for policy development only, \$3,000 for board dialogue)	\$5,500
A4. Annual Hallmark activity (PSA, lived experience video, photovoice, mural project, poster contest, etc.)	\$21,250
A5. Attend up to 10 other countywide or community meetings on related issues (mental health, immigration, law enforcement, etc.). Five for YLI; five for Puente	\$2,000
A6. Organizational by-laws language?	\$500
A7. Community assessment activities, priority-setting conversation	\$5,000
A8. Develop FY 2018-20 AOD prevention scope of work, due 3/31	
A9. Within first two months, submit copy of sub-contract agreements	
A10. At least two staff member attend the statewide Cultural Competency training in July 2017 (\$1,000 per staff member)	\$2,000
A11. Submission of annual cultural competency plan by September 30, 2017.	\$1,000
A12. Administrative Functions which will be measured through the annual site visit.	
A13.1. Option 1: Completion of site visit requirements with no corrective action plans (CAP) will pay full \$5,000;	
A13.2 Option 2: If CAPs are needed, CAPs will be submitted within 30 days of receipt of site visit outcomes (pays \$2,500); AND completion of CAP activities within 60 days (or within timeline negotiated with contract monitor) pays \$2,500.	\$5,000
SUBTOTAL	\$55,000
TOTAL of Combined Monthly and Annual Required Activities:	\$157,000

Attachment D2 - Youth Leadership Institute (Smoke-free Housing)
July 1, 2017 - June 30, 2018

Agency Name	Youth Leadership Institute
Project Title	Smoke-free Housing

Smoke-free Housing Goal: In partnership with local elected officials and residents/associations in jurisdiction(s) determined by the Smoke-Free Multi-Unit Housing Workgroup, Youth Leadership Institute will coordinate youth to advocate for the jurisdiction(s) to implement a smoke-free housing policy designating a minimum of 100% of their units as smoke-free (including patios and balconies).

Project Description
In partnership with the San Mateo County Tobacco Prevention Program and the San Mateo County Tobacco Education Coalition, this project will coordinate a multi-jurisdictional policy initiative - to promote, raise public awareness, advocate for policy implementation in jurisdictions that include, but are not limited to: San Mateo, Brisbane, San Bruno, South San Francisco, and Redwood City.

<u>Major Activities</u>	Completion Date	Documentation/Process Measures	Payment Per Event	Max # of Events	New Total
At least one (1) staff person will participate in one (1) – one (1) hour Multi-Unit Housing (MUH) workgroup call/meeting per month for twelve (12) months		meeting minutes maintained by TPP	\$ 50.00	12	\$ 600.00
At least one (1) staff person will provide status update on the project at each of the four (4) – two (2) hour Tobacco Education Coalition (TEC) meetings per year		meeting minutes maintained by TPP	\$ 100.00	4	\$ 400.00
At least one (1) staff person will participate in four (4) community events, such as local legislative events in targeted cities to distribute information and educational materials regarding implementation of the MUH policy.		photographic evidence supporting attendance and agenda if appropriate	\$ 250.00	4	\$ 1,000.00

Staff will recruit and maintain ten (10) youth coalition members and/or community advocates to help carry out current and future project activities such as educational visits, public speaking, and letter writing. Volunteers will be recruited through a number of platforms including, but not limited to listservs, online platforms, newspaper ads, networking events (the youth will receive a one-time stipend from Tobacco Prevention Program (TPP) after completion of at least one (1) coalition activity). Youth cannot be staff of the organization nor any person who has participated in TEC activities in San Mateo County in the past three (3) calendar		name, address, contact information of volunteers	\$ 150.00	10	\$ 1,500.00
Staff will provide two (2) hours of training on TEC and MUH related topics to each of the ten (10) youth coalition members and/or community advocates. Training can be conducted in a 1:1 setting or in a group. Group training can be billed at a rate of fifty percent (50%) of the amount allowable for the number of individuals in the session. Example: One (1) hour provided to five (5) advocates can be billed for two and a half (2.5) hours; two (2) hours provided to five (5) advocates can be billed for five (5) hours.		sign-in sheet and session agenda	\$ 500.00	10	\$ 5,000.00
Staff will develop a generic training agenda for recruited youth coalition members and/or community advocates. Agenda should reflect the topics intended to be covered and over what period of time (one (1) hour or two (2) hours)		generic training agenda	\$ 100.00	1	\$ 100.00
Staff will create educational handout for recruited youth coalition members and/or community advocates to reinforce training topics that aligns with an educational handout created by Breathe CA.		educational handout	\$ 300.00	1	\$ 300.00
At least one (1) staff member and/or adult community advocate will participate in 1 - 1 hour training for Make Time for Fitness		participation noted by TPP	\$ 150.00	1	\$ 150.00
At least one (1) staff member and/or recruited adult community advocate will participate in the annual Make Time for Fitness event in Redwood City		participation noted by TPP	\$ 300.00	1	\$ 300.00

At least one (1) staff person and/or youth coalition member will collect observational data on the implementation/compliance of smoke-free multi-unit housing ordinances at ten (10) distinct housing sites in each of the targeted jurisdictions using a tool provided by TPP. Contractor may elect to conduct observations at up to twenty (20) sites. (billed per site visited)		data collection sheets	\$ 300.00	20	\$ 6,000.00
Staff will develop a data collection strategy detailing sites expected to be visited in the targeted jurisdiction and rationale for selection of those sites		data collection plan	\$ 200.00	1	\$ 200.00
At least two (2) staff and/or youth coalition members will participate in the 2018 Information and Education Days hosted by American Lung Association's: The Center for Tobacco Policy & Organizing		legislative visit agenda	\$ 2,000.00	1	\$ 2,000.00
At least one (1) staff person will provide twelve (12) hours of guidance and insight to a mini-grantee shadowing the staff ensuring completion of contract activities and/or related educational event. This activity is per hour and cannot include time to complete the activity that the individual is observing. Instead this should encompass the preparation time immediately prior to the event (i.e. explanation of what is to occur) and the post assessment of the event (i.e. discussion of learnings and outcomes).		notes detailing date and summary of guidance	\$ 100.00	12	\$ 1,200.00
At least one (1) staff member will shadow youth coalition member(s) in conducting 1:1 visits with four (4) city council members or staff for 15-30 minutes in targeted jurisdictions - update on coalition activities, discuss policy opportunities		notes detailing meeting date, time, location, meeting attendees, and outcomes	\$ 500.00	4	\$ 2,000.00
At least one (1) staff person and/or youth coalition member and/or community advocate will provide public comment during two (2) city council meetings in at least five (5) jurisdictions about the coalition's MUH efforts. Staff will coordinate with TPP to ensure appropriateness and effectiveness of jurisdictions chosen. These may include current and future targets.		link to city council meeting video/minutes that captures comments	\$ 150.00	10	\$ 1,500.00

Youth coalition members will write and submit 2 distinct letters to the editor discussing the benefits of smoke-free multi-unit housing. Coordination should occur during the smoke-free MUH workgroup meetings to prevent duplication.		copy of email submission	\$ 250.00	2	\$ 500.00
At least two staff and/or youth coalition members will participate in Housing Leadership Day.		registration confirmation and agenda	\$ 1,500.00	1	\$ 1,500.00
In collaboration with youth coalition members, write and submit distinct abstracts about the campaign to APHA, SOPHE, and at least one other health conference on the work of the MUH		copy of abstract submissions	\$ 750.00	3	\$ 2,250.00
Staff will provide TA to TPP as requested related to policy implementation (flat amount)		records maintained by TPP	\$ 1,000.00	2	\$ 2,000.00
Staff will recruit two (2) new organizations to participate in the coalition. Organizations are expected to attend at least two (2) TEC meetings during the fiscal year		list of organizations recruited and point of contact for each	\$ 750.00	2	\$ 1,500.00
Staff will conduct two (2) training sessions for the monthly learning academy hosted by the Community Health Promotion Unit. Organization will consult with TPP on the appropriateness of the topics.		training agenda	\$ 2,250.00	2	\$ 4,500.00
Staff will provide general oversight and guidance to youth coalition members participating in the campaign		bi-monthly email summary of general activities that occurred outside the specific activities of this contract	\$ 500.00	6	\$ 3,000.00
Staff will coordinate and host one (1) youth-specific coalition meeting that will seek to engage additional youth outside of the ten (10) recruited for this project		meeting agenda and minutes	\$ 2,500.00	1	\$ 2,500.00

ATTACHMENT B3 – DELIVERABLE OPTIONS
YOUTH LEADERSHIP INSTITUTE
FY 2018 – 2020

A. Community Education	Documentation Required
Attend local, regional, state, and national conferences/trainings to learn evidence-based best practices for ATOD community education. Who should attend: • Program coordinator • Program director • Someone who will be directly involved in program delivery	• Certificate(s) of completion • Registration confirmation For trainings conducted, submit all: • Outreach flyer • Sign-in sheet • Training materials
Work with community partners to update education curricula.	• Copy of curricula
Conduct outreach to at least thirty (30) organizations/groups including but not limited to PTAs, Board of Education, neighborhood associations, youth leadership groups, student body associations, Boys and Girls Club, churches, community-based organizations, and YMCA to conduct education presentation.	• List of organizations contacted • Outreach plan with list of organizations, dates, and outcomes of outreach
Community presentations	• Sign in sheets that show date, location, topic, minimum twelve (12) participants
B. Alcohol – Social Media Coordination Activities	Documentation Required
Develop template presentation on alcohol industry targeting youth through media placement strategies. Presentation should include data on current youth usage of different media platforms and industry efforts to reach youth through different platforms.	• Copy of template
Adapt existing presentation templates as needed throughout the campaign.	• Copy of updated presentation template
Recruit at least ten (10) participants for a social media advocacy workgroup. Recruit partners/ meet with partners, brainstorm list of possible partners in Summer 2018. Group membership statewide.	• List of workgroup members including organizations represented and contact information
During Year 1 hold monthly workgroup meetings to review and provide feedback on workgroup	• Sign-in sheets

products. Start monthly meetings in September 2018, establish meeting times/date place.	Meeting notes including date meeting was held, participants, and meeting outcomes
Develop strategic plan for the work of the coalition. Lead strategic planning process in fall 2018/winter2019. Strategic plan should be reviewed annually.	Copy of strategic plan
Hold quarterly coalition meetings for Year 2.	- Sign in sheets - Meeting notes including date meeting was held, participants, and meeting outcomes
Conduct research to understand the structures and mechanisms for ad placements and decision making for social media platforms. Develop research tools/methodologies and implement research in Year 1. Update conducted research in Year 2.	Copy of research report
Draft model social media policy around youth exposure to pro-alcohol messages on social media platform. Draft policy based on findings and recommendations in Summer 2019 in preparation for advocacy in Year 2.	Copy of social media policy to minimize youth exposure to pro-alcohol messages on social media
Meet with social media companies to explore options for protecting youth from pro-alcohol messaging on social media. Set up meetings in Summer 2019. Meet with social media companies-target Facebook, go to events that are hosted by Facebook such as the Facebook Festival. Assess the possibility of Instagram, Snapchat, and/or YouTube. Engage colleagues from other jurisdictions interested in engaging in the campaign.	- Sign in sheets - Meeting agenda and outcomes - Pictures
Engage social media companies in protecting youth through education and advocacy efforts.	Record of advocacy efforts
If appropriate, engage technical assistance from national content experts on alcohol marketing policies	Contract with technical assistance consultant(s)
C. Merchant Education	Documentation Required
Disseminate merchant education packets to at least two hundred (200) alcohol retailers	List of retailers receiving education packets
D. Media Education	Documentation Required
Implement media education campaign to complement community education messages.	- Copy of social media post - Copy of placed other media messages/ads
E. Policy Advocacy	Documentation Required

Research policy advocacy initiatives implemented in states and local jurisdictions to minimize the impact of AOD.	- Articles about policy initiatives - Policy language
Develop at least two (2) AOD prevention policy templates.	Copy of policy template
Meet with local policymakers to educate about the impacts of AOD and to gauge interest in considering policy options.	List of policymakers, dates, topics discussed, and outcomes of contact
Provide information and technical assistance (TA) as needed to policy makers.	Log of TA provided with date, name, topic and outcome of TA provided
Provide training to coalition members about policy advocacy strategies to minimize the impact of AOD.	- Training agenda with date, subject, and topics addressed - Sign in sheet
Coordinate community input into local policy processes.	- Copy of communications to coordinate input - Training agendas as appropriate - Talking points developed for/by participants
Opioids: Identify potential kiosk locations (such as pharmacies and police departments).	List of feasible names and addresses of potential medication takeback kiosks, not to include locations with existing program
Opioids: Conduct one-on-one educational meetings with potential kiosk locations to gauge interest in hosting a kiosk.	Meetings notes to include name, address, contact person, and outcomes of meetings
Opioids: Connect interested locations with Environmental Health to discuss next steps for kiosk installation.	- Communications with EHS, and - Documentation of installation of kiosks (news releases, pictures)
F. Innovations in Cannabis Education	Documentation Required
Background Research: 1) Conduct research into different opportunities for community members to access cannabis (medical, retail, online sites/apps). a) lead with a hypothesis, methodology, implementation, and recommendations for this project; research proximity to schools/ youth centers and delivery	Copy of completed research report with literature and other background materials used for research

2) Summer 2018: develop hypothesis, ID potential online sites, develop Year 1 detailed workplan and outcomes 3) Fall 2018: Initiate research into delivery methods, requirements, products 4) Winter 2018: Create infographic on some lessons learned, high-level findings, assess what needs to be further researched 5) Spring 2019: Craft recommendations for youth, parents, and decision-making bodies when engaging with these services	
Outreach to understand business models and practices of marijuana access locations (physical and online). Outreach and continue to update business models; find out more information on how these services differ in different jurisdictions, decoy-like operations, talking to online service employees, calling to get more info about these online services	• Record of outreach activities conducted • Report on business models used for physical and online retail • Results of decoy surveys • Record and/or outcome of conversations with industry reps
Recruit colleagues from the state and other jurisdictions as appropriate to form a workgroup to explore opportunities to limit youth access to marijuana through these innovation platforms	• List of workgroup participants with organizations represented and contact information
As needed, Year 1: develop and maintain a database of online platforms for accessing marijuana. Develop a training/presentation on what marijuana online sells look like in SMC. Year 2: maintain database; continue to educate partners on what marijuana online sells look like in SMC.	• Copy of database • Training outlines
G. Overarching	Documentation Required
Engage at least ten (10) youth in a youth leadership engagement program. This group will serve as the Friday Night Live (FNL) Roadmap Chapter, follow FNL principles of youth leadership, and implement activities as stipulated in FNL statewide guidelines	• List of youth involved in FNL Roadmap Chapter • Documentation of activities conducted by group (flyers, agenda, notes, etc.) • Annual FNL outcome report
Conduct at least monthly meetings with youth program participants to provide them with the knowledge and skills to address alcohol and other drugs and implement AOD prevention program planning. Activity will be separate from FNL Roadmap Chapter activities.	• Meeting agenda with dates, topics and • Meeting outcomes
Each youth in the program will engage in an AOD-prevention-related activity to demonstrate the knowledge and skills they gained from the	• Documentation of activity conducted by program participants (parents/youth)

program. Activities can include community presentations, PSAs, letters to the editor, presentation at a city council meeting, school board advocacy, etc. Activities will be separate from FNL Roadmap Chapter activities.	
Meet with AOD contract monitor in person or by phone monthly to provide updates or seek assistance	• Appointment schedule-calendar with date and time • Meeting notes
Input into statewide database by the 5th of the month • Detailed • Clear • Specific • Relevant	• Submission confirmation-with screen shot or document (dated)
Administrative functions which will be measured through the annual site visit: Option 1: Completion of site visit requirements with no corrective action plans (CAP) will pay full \$5,000; Option 2: If CAPs are needed, CAPs will be submitted within thirty (30) days of receipt of site visit outcomes (pays \$2,500); AND completion of CAP activities within sixty (60) days (or within timeline negotiated with contract monitor) pays \$2,500.	• Copy of completed site visit report • Evidence of completion of CAPs, if appropriate
Attend monthly countywide meetings to coordinate AOD prevention strategies.	• Meeting agenda • Attendees list
H. Social Determinants of Health	Documentation Required
Develop a report to justify addressing at least one (1) Social Determinant of Health (SDOH) in your community.	• Copy of report
Attend community meetings to build your organization's capacity to address the SDOH.	• Meeting agenda • Meeting minutes with list of participants present
Advocate for community and/or policy makers to address the SDOH in order to minimize AOD use in your community.	• Documentation of advocacy (picture of meeting with policymaker, meeting notes, etc.)
Complete installation of Photovoice project	• Outreach flyer for event • Pictures of installation

**ATTACHMENT C3 – DELIVERABLE PAYMENT
YOUTH LEADERSHIP INSTITUTE
FY 2018 – 2020**

Table 1 – Contract Activities

Activity	Number Year 1	Number Year 2	Price per Event	Total Year 1	Total Year 2	Contract Total
Community Education						
1. Attend local, regional, state and national conferences/trainings to learn evidence-based best practices for ATOD education (seven (7) per year for AOD trainings attended). Additional \$10,000 specified for five (5) trainings per year conducted for the Prevention Training Academy.	12	12	\$500 attend \$2,000 present	\$13,500	\$13,500	\$27,000
2. Work with community partners to update education curricula (two (2) cannabis, two (2) alcohol, two (2) opioids)	3	3	\$500	\$1,500	\$1,500	\$3,000
3. Conduct outreach to at least thirty (30) organizations/groups including but not limited to PTAs, Board of Education, neighborhood associations, youth leadership groups, student body associations, Boys and Girls Clubs, churches, community-based organizations, and YMCAs to conduct ATOD education presentations	1	N/A	\$2,000	\$2,000	N/A	\$2,000
4. Conduct community presentations. (twelve (12) cannabis, eight (8) alcohol, eight (8) alcohol social media, twelve (12) opioids)	20	20	\$500	\$10,000	\$10,000	\$20,000
Alcohol – Coordination Activities – Social Media						
5. Develop template presentation on alcohol industry targeting youth through media placement strategies. Presentation should include data on current youth usage of different media platforms and industry efforts to reach youth through different platforms.	1	1	\$5,000	\$5,000	\$5,000	\$10,000
6. Adapt existing presentation templates as needed throughout the campaign.	1	1	\$1,000	\$1,000	\$1,000	\$2,000
7. Recruit at least ten (10) participants for a social media advocacy workgroup. Recruit partners/meet with partners, brainstorm list of possible partners in Summer 2018. Group membership statewide.	10	N/A	\$500	\$5,000	N/A	\$5,000

8. During Year 1 hold monthly workgroup meetings to review and provide feedback on workgroup products. Start monthly meetings in September 2018, establish meeting times/date place.	10	12	\$1,000	\$10,000	\$12,000	\$22,000
9. Develop strategic plan for the work of the coalition. Lead strategic planning process in fall 2018/winter 2019. Strategic plan should be reviewed annually.	1	1	\$5,000	\$5,000	\$5,000	\$10,000
10. Hold quarterly coalition meetings for Year 2.	N/A	4	\$2,000	N/A	\$8,000	\$8,000
11. Conduct research to understand the structures and mechanisms for ad placements and decision making for social media platforms. Develop research tools/methodologies and implement research in Year 1. Update conducted research in Year 2.	1	1	\$5,000	\$5,000	\$5,000	\$10,000
12. Draft model social media policy around youth exposure to pro-alcohol messages on social media platform. Draft policy based on findings and recommendations in Summer 2019 in preparation for advocacy in Year 2.	1	N/A	\$10,000	\$10,000	N/A	\$10,000
13. Meet with social media companies to explore options for protecting youth from pro-alcohol messaging on social media. Set up meetings in Summer 2019. Meet with social media companies – target Facebook, go to events that are hosted by Facebook such as the Facebook Festival. Assess the possibility of Instagram, Snapchat, and/or YouTube. Engage colleagues from other jurisdictions interested in engaging in the campaign.	N/A	1	\$10,000	N/A	\$10,000	\$10,000
14. Engage social media companies in protecting youth through education and advocacy efforts.	N/A	1	\$10,000	N/A	\$10,000	\$10,000
15. If appropriate, engage technical assistance from national content experts on alcohol marketing policies.	1	1	\$15,000	\$15,000	\$15,000	\$30,000
Merchant Education						
16. Disseminate merchant education packets to at least two hundred (200) alcohol retailers.	N/A	1	\$5,000	N/A	\$5,000	
Media Education						
17. Implement media education campaign to compliment community education messages. (1 placed media Y2)	6	7	\$200 social media \$1,000 other media	\$1,200	\$2,200	\$3,400
Policy Advocacy						

level findings, assess what needs to be further researched e) Spring 2019: Craft recommendations for youth, parents, and decision-making bodies when engaging with these services									
27. Outreach to understand business models and practices of marijuana access locations (physical and online). Outreach and continue to update business models; find out more information on how these services differ in different jurisdictions, decoy-like operations, talking to online service employees, calling to get more info about these online services	1	1	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$10,000	
28. Recruit colleagues from the state and other jurisdictions as appropriate to form a workgroup to explore opportunities to limit youth access to marijuana through these innovation platforms	4	4	\$500/meeting	\$2,000	\$2,000	\$2,000	\$2,000	\$4,000	
29. As needed, Year 1: develop and maintain a database of online platforms for accessing marijuana. Develop a training/presentation on what marijuana online sells look like in SMC. Year 2: maintain database; continue to educate partners on what marijuana online sells look like in SMC.	1	1	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$10,000	
Overarching Activities									
30. Engage at least ten (10) youth in a youth leadership engagement program. This group will serve as the Friday Night Live (FNL) Roadmap Chapter, follow FNL principles of youth leadership, and implement activities as stipulated in FNL statewide guidelines.	N/A	N/A	\$30,000 per year	\$30,000	\$30,000	\$30,000	\$30,000	\$60,000	
31. Conduct at least monthly meetings with the youth program participants to provide them with the knowledge and skills to address ATOD and implement ATOD prevention program planning. This activity will be different from Activity 30 above and with different groups of youth from Activity 30.	24	24	\$500	\$12,000	\$12,000	\$12,000	\$12,000	\$24,000	
32. Youth in the program will engage in AOD-prevention related activity to demonstrate the knowledge and skills they gained from the program. Activities can include community presentations, PSAs, letters to the editor, presentation at a city council meeting, school board advocacy, etc. These activities will be different from the activities of the FNL Roadmap chapter.	6	6	\$500	\$3,000	\$3,000	\$3,000	\$3,000	\$6,000	

33. Meet with AOD contract monitor in person or by phone at least monthly to provide updates and seek assistance.	12	12	\$100	\$1,200	\$1,200	\$1,200	\$2,400
34. Input into statewide database by the 5 th of the month.	12	12	\$200	\$2,400	\$2,400	\$2,400	\$4,800
35. Administrative functions which will be measured through the annual site visit: Option 1: Completion of site visit requirements with no corrective action plans (CAP) will pay full \$5,000; Option 2: If CAPs are needed, CAPs will be submitted within thirty (30) days of receipt of site visit outcomes (pays \$2,500); AND completion of CAP activities within sixty (60) days (or within timeline negotiated with contract monitor) pays \$2,500.	1	1	\$5,000	\$5,000	\$5,000	\$5,000	\$10,000
36. Attend monthly countywide meetings to coordinate AOD prevention strategies.	12	12	\$200	\$2,400	\$2,400	\$2,400	\$4,800
Social Determinants of Health (SDOH)							
37. Conduct research on the social determinants of health (SDOH) and how they impact the alcohol and other drug use activity in the community you serve. Continue meeting monthly with Coastside Collaborative to lead research efforts on SDOH							
38. Develop a report to justify addressing at least one (1) SDOH in your community. (immigration, transportation and housing)	1	1	\$2,000	\$2,000	\$2,000	\$2,000	\$4,000
39. Attend community meetings to build your organization's capacity to address the SDOH.	3	3	\$200	\$600	\$600	\$600	\$1,200
40. Advocate for community and/or policy makers to address the SDOH in order to minimize AOD in your community.	4	4	\$500	\$2,000	\$2,000	\$2,000	\$4,000
41. Complete installation of Photovoice project	1	N/A	\$5,000	\$5,000	\$5,000	N/A	\$5,000
TOTAL				\$189,800	\$209,800	\$209,800	\$399,600

TOTAL: \$399,600

Attachment D3 - Youth Leadership Institute
July 1, 2018 - June 30, 2020

Agency Name	Youth Leadership Institute
Project Title	Smoke-free Housing

Smoke-free Housing Goal: In partnership with local elected officials and residents/associations in jurisdiction(s) determined by the Smoke-Free Multi-Unit Housing Workgroup, Youth Leadership Institute will coordinate youth to advocate for the jurisdiction(s) to implement a smoke-free housing policy designating a minimum of one hundred percent (100%) of their units as smoke-free (including patios and balconies).

Project Description
In partnership with the San Mateo County Tobacco Prevention Program (TPP) and the San Mateo County Tobacco Education Coalition (TEC), this project will participate - to promote, raise public awareness, advocate for policy implementation in jurisdictions that include, but are not limited to: Colma, San Carlos, or East Palo Alto.

#	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation/Process Measures</u>	<u>Payment Per Event</u>	<u>Max # of Events (NOT per hr)</u>	<u>Total</u>
A	At least one (1) staff person will participate in one (1), one (1) hour Multi-Unit Housing (MUH) Workgroup call/meeting per month or as determined by workgroup, up to a maximum of eighteen (18) meetings.	6/30/2020	Workgroup Minutes (maintained by staff)	\$100	24	\$2,400
B	At least one (1) staff person will attend and provide status update on the project at each of the four (4), two (2) hour TEC meetings per year.	6/30/2020	Coalition Meeting Minutes (maintained by staff)	\$0	8	\$0
C	At least one (1) staff person will participate in eight (8) community events, such as local legislative events in targeted cities to distribute information and educational materials regarding multi-unit housing. Activity paid per event, not per person. (\$150/event)	6/30/2020	Event photo(s), log of events attended	\$150	8	\$1,200

#	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation/Process Measures</u>	<u>Payment Per Event</u>	<u>Max # of Events (NOT per hr)</u>	<u>Total</u>
D	At least two (2) staff/volunteers will attend the bi-annual Information and Education Day(s) in Sacramento with the TPP and TEC.	5/30/2020	Registration and schedule of appointments	\$2,000	1	\$2,000
E	Annually, at least two (2) staff/volunteers (max four (4)) will participate in the Make Time for Fitness Event. In the event this event is not held, a substitution may be negotiated with TPP. Payed per participant not per event.	6/30/2020	Photo(s) of staff/volunteers at event (maintained by staff)	\$275	8	\$2,200
F	Annually, at least two (2) staff/volunteers (max 4) will attend training sponsored by TPP for the Make Time for Fitness Event. In the event this event is not held, a substitution may be negotiated with TPP. Payed per participant not per event.	6/30/2020	Sign-in sheets (maintained by staff)	\$150	8	\$1,200
G	Staff will recruit and maintain ten (10) youth coalition members and/or community advocates to help carry out current and future project activities such as educational visits, public speaking, and letter writing. Volunteers will be recruited through a number of platforms including, but not limited to listservs, online platforms, newspaper ads, networking events (these youth will receive a one (1) time stipend from TPP after completion of at least one (1) coalition activity). Youth can not be staff of the organization and at least five (5) must not have participated in TEC activities in San Mateo County in the past three (3) calendar years.	12/31/2018	List of advocates to include: name, address, preferred contact (email/phone)	\$300	10	\$3,000
H	Provide at least twenty-four (24) hours of training to youth or young adult advocates to increase understanding of the impact of secondhand smoke on youth and communities of color, public speaking, social media, and letter writing for the project.	6/30/2019	Log of training topics, agendas, sign-in sheets	\$150	24	\$3,600

#	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation/Process Measures</u>	<u>Payment Per Event</u>	<u>Max # of Events (NOT per hr)</u>	<u>Total</u>
I	In year one (1) of the contract, attend the Midwest Academy training hosted by TPP and/or The Center for Tobacco Policy and Organizing or contact TPP for refresher on the material. The training will provide participants with the skills to complete the Midwest Academy Chart.	12/31/2018	Notes	\$200	1	\$200
J	Participate in one (1), 2-4 hour strategic planning session with the coalition and community partners to complete the Midwest Academy Strategy Chart which will identify short, intermediate, and long term goals, organizational considerations, constituents, allies, opponents, targets, and tactics to create a plan for organizational change strategy.	12/31/2018	Agenda, sign-in sheet	\$300	1	\$300
K	On an as-needed basis, seek input from youth and provide feedback to other contractors and TPP on media pieces developed for the campaign. Can be billed once annually.	6/30/2020	Written notes with youth feedback; e-copy of submission to other contractors	\$500	2	\$1,000
L	Conduct at least six (6), one-on-one, 20 - 30 minute educational visits regarding smoke-free housing with key leaders from potential partner agencies such as County Department of Housing, Legal Aide of San Mateo County, and Housing Leadership Council. These potential partners will be given a packet of educational materials and will be asked for their support and assistance in conducting the local smoke-free housing campaign.	6/30/2020	Log of meetings, meeting notes	\$250	6	\$1,500
M	Participate in eight (8) webinars and/or trainings regarding smoke-free multi-unit housing and/or working with youth to address health outcomes/disparities hosted by California Tobacco Control Program (CTCP) and other organizations that are referred to the project by TPP.	6/30/2020	Registration and one of the following- certificate (if provided), screenshot of training in progress	\$200	8	\$1,600

#	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation/Process Measures</u>	<u>Payment Per Event</u>	<u>Max # of Events (NOT per hr)</u>	<u>Total</u>
N	In collaboration with TEC, conduct educational visits with at least ten (10) elected officials and/or staff of local jurisdictions to provide education on the impact of secondhand smoke exposure and encourage a public discussion of the issue via a study session, regular council meeting, or town hall.	4/30/2020	Log of visits and notes from meetings with attendees	\$500	10	\$5,000
O	With the prior approval of TPP, attend one (1) public health conference where knowledge of tobacco control, particularly smoke free multi-unit housing, can be gained.	6/30/2020	Registration and event program	\$1,500	1	\$1,500
P	Prepare and submit a five (5) page final report of the efforts of the project to include strategies used, successes, and lessons learned. Present a high-level ten (10) minute overview of the project accomplishments at each TEC general meeting annually in June.	6/15/2020	E-copy of report, TEC minutes reflecting presentation (maintained by staff)	\$2,000	2	\$4,000
Q	Engage/train at least two (2) youth, to conduct 1-5 presentations to fifteen (15) high school or community college peers at Sequoia High School and the San Mateo Community College District schools about the negative impact of exposure to secondhand smoke and flavors/menthol products through 20-30 minute class presentations, club or other extracurricular activity presentations, or school assemblies. At the end of each presentation, share information on what youth can do to address the issues presented in the presentation.	3/31/2019	Log of presentations, photos, sign-in sheets, agendas	\$750	5	\$3,750
R	Write and submit four (4) abstracts for submission to national or regional public health conferences including but not limited to: American Public Health Association, National Conference on Tobacco or Health, Society for Public Health Education, etc. on the efforts of the organization to advance smoke-free housing policies in San Mateo County. Consult with TPP on appropriate conferences not listed above.	6/15/2020	E-copy of abstract, copy of submission receipt	\$500	4	\$2,000

#	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation/Process Measures</u>	<u>Payment Per Event</u>	<u>Max # of Events (NOT per hr)</u>	<u>Total</u>
S	Conduct a public opinion poll of a total of five hundred (500) (max seven hundred fifty (750)) residents to determine resident support for SF MUH policies in two (2) jurisdictions that do not currently have policies. Poll will be developed in conjunction with TPP and the program evaluator. Survey can be conducted in-person and/or online. An outreach plan, must be developed and reviewed by TPP prior to implementation.	6/30/2019	Outreach plan, raw survey results of completed surveys	\$7,500	1	\$7,500
T	Collect at least fifty (50) observational surveys at multi-unit housing complexes to access the adherence to local policies or to provide baseline data in jurisdictions without policies. Contact TPP for tool, training on the tool, and list of sites to visit.	6/15/2020	Completed surveys	\$300	50	\$15,000
U	Update Smoke-Free Multi-Unit Housing Wikipedia page to reflect changes in local and regional policy advances for smoke-free multi-unit housing. Page located at: https://en.wikipedia.org/wiki/Smoke-free_multi-unit_housing . Updates should be conducted in October, December, February, and May.	6/30/2020	Screenshots of page before and after updates	\$150	8	\$1,200
V	Conduct at least eight (8) (maximum fifteen (15)), educational visits approximately fifteen (15) minutes in length to property managers to gain approval for conducting educational sessions at their multi-unit housing locations. Prepare to conduct educational sessions.	6/30/2020	Educational Visit Log	\$400	15	\$6,000

#	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation/Process Measures</u>	<u>Payment Per Event</u>	<u>Max # of Events (NOT per hr)</u>	<u>Total</u>
W	Market and conduct at least eight (8) (maximum fifteen (15)), informational workshops for 15-45 minutes at venues such as multi-unit complexes, groups serving lower income renters, service provider meetings/events or tenant advocacy organizations. Workshops will consist of at least five (5) participants each who reside at these locations. The workshops will address issues such as the harms of secondhand smoke and asthma triggers, how to address concerns related to smoke entering from a neighboring unit, and request attendee involvement in the smoke-free housing campaign. In addition to providing information to the tenants, the workshops will be used to recruit advocates who would like to assist in the smoke-free housing campaign. Create and bring a Coalition email listserv sign-up sheet to each workshop.	6/30/2020	Forum Agendas, Presentation Materials, Listserv Sign-up Sheets	\$500	15	\$7,500
X	Conduct additional activities approved by TPP.	6/30/2020	Documentation to be negotiated with TPP depending on activity	\$5,000	1	\$5,000

Project Total	\$78,650
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