The Tompkins County Youth Services Department  
2019 Achieving Youth Results

Pitch Program Application

To better understand the strengths, needs, and goals for Tompkins County youth the Tompkins County Youth Services Department launched Achieving Youth Results (AYR). The work of Achieving Youth Results is bringing our community together to develop an action plan for the Tompkins County community to more fully support youth and their families. Achieving Youth Results tracks countywide indicators or data allowing us as a community to brainstorm action plans that support youth as we attempt to reach six goals. With over seventy sessions our community spoke clearly about ways to build on current success to provide further opportunities for young people to thrive. As the community experts, we now reach back out to you to make these ideas a reality.

In the spirit of innovation and growth, the Youth Services Department is hosting our second annual community-wide AYR Pitch Program in March of 2019. This pitch program will allow non-profit agencies to compete for a grant as little as $500 or as high as $5,000 (with a 50% match of funds) to move the attached AYR actions forward.

## How to Apply

To apply to the AYR Pitch Program an applicant must fill out the attached application *(pages 5-6)* and submit all information via email (please scan signatures) or snail mail to Theresa Albert at [talbert@tompkins-co.org](mailto:talbert@tompkins-co.org) or Tompkins County Youth Services Department, 320 W. State/MLK Jr. Street, Ithaca NY 14850 **by January 4, 2019 (no exceptions)**. Those accepted to participate in the pitch program will receive a confirmation of participation by January 14, 2019 at 5pm. Project teams must be representatives of domestic public and private nonprofit entities (as determined by the IRS) that will provide services in Tompkins County to youth in the targeted age group (0-24) and/or their families.

## Community Coaching and Engagement

Project Teams will be assigned a community coach who will meet with the team for a minimum of 45 minutes prior to the Pitch Program to discuss ways to support the pitch, collaborations to be considered, or concerns they may have with the project. The project team leader will then incorporate any ideas they feel beneficial to the project into the plan for a final pitch. The project team lead must have the authority to update and/or change the pitch/project during the Program.

## Youth Services Priorities

* We will be looking to fund a cross section of projects.
* We are committed to providing projects in rural and urban settings across Tompkins County.
* We encourage projects to serve diverse populations.
* Youth is defined as young people ages 0-24.
* All projects MUST be related to the Achieving Youth Results Community Convening Results included as Attachment B. For more information on Achieving Youth Results please visit <http://www.tompkinscountyny.gov/youth/AYR>
* This funding provided through this program is not on-going funding and should be seen as a way for organizations to pilot or expand programming to be responsive to what the community members shared during Achieving Youth Results sessions. These funds should not be looked at as replacement funding.
* If you received Pitch Program funding in 2018, you cannot apply, for 2019 funds, for the same program/project (even if it would happen in a different location, or serve different teens, or asking for a different amount of funding, etc.). Again, this is not intended to be on-going funding for programs/projects.
* We recognize no one program will change the indicators of AYR on their own, though each program may contribute to the community changes we are seeking.

## Pitch Program

On March 13,2019, project teams will be invited to present a nine-slide verbal pitch to a panel of community members. Participants will have **10 minutes** to provide their pitch. All pitches will outline the following within their nine slides: *(The information to be discussed within the pitch is detailed further in Attachment A.)*

1. Introduction
2. The opportunity or concern the project addresses
3. An overview of the project
4. The underlying magic to your project
5. Collaborative analysis and sustainability of your project
6. An overview of the project management team
7. Key metrics used for the project
8. Financial analysis
9. Summary

## Rules

* There is a total of $20,000 available across all goal areas.
* The minimum allowable request is $500 and the maximum request is $5,000.
* All requests must include a match of 50% of the total funding which is shown in the budget total (Ex. A $500 request will show a total budget of $750).
* The project team lead must have the authority to adapt, change, or redevelop any and/or all aspects of the project during the course of the Program.
* All applications and pitches must use the Achieving Youth Results strategies included in Attachment B.
* Youth Services staff members will not be coaching any applicants on ways to better participate in the pitch program.
* The Pitch Program judges will consist of community members who have experience with funding youth programming in Tompkins County; they may not be familiar with every organization or program.
* Those who receive 2019 AYR funding will be expected to provide Tompkins County Youth Services Department with a midterm report by 5:00 pm on August 19, 2019 and a final report no later than January 27, 2020. This funding is for the current year only.
* All funds must be expended between April 1 - December 31, 2019.
* Questions can be emailed to Bridgette Nugent, [bnugent@tompkins-co.org](mailto:bnugent@tompkins-co.org), or Theresa Albert, [talbert@tompkins-co.org](mailto:talbert@tompkins-co.org).

## Information on Contracting with Tompkins County

* Each recipient of funding will be required to sign a contract (sample attached).
* Payment schedule will be determined based on the amount of award.
* Payments will only be made to an organization and or agency, not to an individual.

## Dates and Additional Details

|  |  |  |
| --- | --- | --- |
| Date | Time | Item |
| January 4, 2019 | 4:00 PM | AYR Pitch Program Application deadline |
| January 14, 2019 | 5:00 PM | Notification of acceptance to participate in the AYR Pitch Program |
| January 21 – March 1, 2019 | Anytime | Meeting with community coaches to discuss pitches |
| March 1, 2019 | 12:00 PM | All pitch presentations must be sent electronically to County Youth Services [talbert@tompkins-co.org](mailto:talbert@tompkins-co.org) |
| March 13, 2019 | TBD | AYR Pitch Presentation (location TBD in the Ithaca Area) |
| March 13, 2019 | TBD | AYR Pitch Program Award Ceremony |
| March 25, 2019 |  | Contracts released to AYR Pitch Program Recipients |
| August 19, 2019 | 5:00 PM | Midterm Reports due |
| April 1 - December 31, 2019 |  | All funds must be expended |
| January 27, 2020 | 4:30 PM | Final reports due |

The Tompkins County Youth Services Department  
2019 Achieving Youth Results

Pitch Program Application – DUE JANUARY 4, 2019

|  |  |  |  |
| --- | --- | --- | --- |
| Organization Name |  | Project Name |  |
| Executive Director Name |  | Project Manager Name |  |
| Address |  | Phone |  |
| Email |  | Type of Non-Profit  (Gov’t, School, 501c3, etc.) |  |
| Project Budget Total |  | Amount Requested |  |
| Estimated Project Start Date |  | Estimated Project End Date |  |

|  |
| --- |
| Achieving Youth Results goal and which community idea this project will address, select only one. |
|  |

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| --- |
| Describe in 250 words or less, how your project impacts your target population. |
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| --- |
| Provide an overview of your project in 250 words or less. |
|  |

## APPLICATION CERTIFICATION

Project applicants must certify that their organization will comply with the following requirements, if funding is awarded as a result of the Pitch Program. All awardees of funds shall:

* Comply with all Equal Opportunity Laws, including the Americans with Disabilities Act of 1990;
* Sign a "Certification Regarding Debarment, Suspension, and Other Responsibility Matters," indicating that they have not been debarred or suspended from participating in federal programs because of crimes, fraud, or other serious violations of federal laws and regulations;
* Maintain an insurance policy that includes, at a minimum (depending on the program, there may be additional requirements) general liability coverage with single limits of liability in the amount of $1,000,000. The County requires that such policies name it as an additional insured;
* Maintain an active Board of Directors of Advisory Board which provides ongoing leadership and direction to the agency, meets regularly, keeps minutes, is diverse, and conducts fiscal reviews on an on-going basis;
* Maintain paid and/or volunteer staffing at an appropriate level with training, staff performance reviews, and clear roles and responsibilities to ensure project success;
* Agree to allow on-site inspections of any records related to their project.

We certify that (organization) will comply with the above requirements.

|  |  |
| --- | --- |
| Executive Director Name: | Project Lead Name: |
| Signature | Signature |
| Date | Date |

**DUE JANUARY 4, 2019**

# Attachment A: Questions to be answered during the Pitch Program on March 13, 2019.

The project team will be given ten minutes, which will be timed, to review the following nine slides.

# Introduction

|  |
| --- |
| Which organization, agency, or institution do you represent? What is your role in the organization? What will you be providing in your pitch? |
|  |

# Opportunity or Concern

|  |
| --- |
| Describe the community opportunity or concern your project will be targeting for change. In your description you must include which Achieving Youth Results goal area and community idea number your project will be working under. Goal areas and community ideas are included in Attachment B, pages 9-14. |
|  |

# Project Overview

|  |
| --- |
| Describe your project. Include your target audience (age, location, gender, specific identifiers, etc.) and overall scope of your project. |
|  |

# Underlying Magic

|  |
| --- |
| Describe the magic behind your proposed project: what makes it work? Why is your organization the organization to make it happen? |
|  |

# Collaborative Analysis and Sustainability

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| --- |
| There are many organizations and individuals in Tompkins County committed to supporting youth and families. What organizations, programs, or individuals will you be working with to move this project forward? How do you plan to sustain the project beyond 2019? |
|  |

# Project Management Team

|  |
| --- |
| Who are the leaders of this project? Please describe how their experiences are the best fit to make this project a success. |
|  |

# Key Metrics

|  |
| --- |
| Please tell us how many youth/families you hope to serve. How will you measure how well your project met the needs of your target audience? How will you measure if those who participated in the project had a meaningful experience that may shape their future behaviors? |
|  |

# Financial Analysis

|  |
| --- |
| What is your projected revenue and expenses for this project? How will you match the funding provided by the Tompkins County Youth Services Department? |
|  |

# Summary

|  |
| --- |
| What else should we know? |
|  |

# Attachment B: Achieving Youth Results Community Brainstormed Activities

**Goal:** Community

**Goal Definition:** Our community (Tompkins County) will provide children, youth and families with healthy, safe and thriving environments.

**Indicator(s) that organizations will contribute to changing:** Tompkins County Students who self-report they feel safe in their neighborhood & Families in Tompkins County who spend 30% or more on income for housing

**Ideas from community sessions:**

1. Increase the number of youth friendly community centers (formal and informal)
2. Increase the number of intergenerational programs offered by service providers
3. Work to create a list of community hubs that youth and families currently use
4. Seek out youth friendly businesses that may be willing to host youth nights/days
5. Create an online presence (or app) that lists hours and times that youth friendly events occur in the entire community
6. In communities where a youth friendly community center does not currently exist work with local partners to find ways to develop a space
7. Ask young people what they want in their community for a youth community center (what hours, locations, events, etc.)
8. Host Community Conversations or Talking Circles in each community to discuss ways to develop community hubs
9. Create a community campaign showcasing youth culture (a way to show adults that kids still need to explore and experiment)
10. Develop an intergenerational board for youth and adults to come together and develop programming that serves both populations
11. Host an annual intergenerational event that travels throughout the County (block party or community event)
12. Invite youth to events at locations where older adults gather (Kendal, Lifelong, etc.)
13. Work with each generation to create stories for the generations to share with one another
14. Support intergenerational mentoring programming
15. Develop a family mentoring program where retirees help mentor young parents
16. Implement neighborhood watch associations
17. Sponsor a block party or community event
18. Create more playgrounds and play spaces
19. Create community gardens

**Goal:** Economic Security

**Goal Definition:** Youth will be prepared for their eventual economic security**.**

**Indicator(s) that organizations will contribute to changing:** Children and youth (0-18) living below poverty level within Tompkins County & Percentage of Tompkins County children and youth receiving free or reduced lunch

**Ideas from our community sessions:**

1. Bring food and education to people where they are (mobile education/ food/ clothing)
2. Work with schools and employers to develop a more robust school-to-career pipeline
3. Work with teachers to have businesses “host” or mentor the teacher on what students will need to work in TC
4. Work with schools to have a “one stop career shop” which has professionals coming in on an ongoing basis to help students prepare for employment in TC
5. Help teachers and schools align curriculum offerings with “life” and “work” skills; offer support to teachers to not burden them further
6. Have businesses “adopt” a school and offer tours and site visits of the business so that the school at each level can learn about the business
7. Adopt a career day in each school or daycare to showcase one career in Tompkins County each month.
8. Host a workshop weekend for participants (youth) to learn about different types of jobs in the community.
9. Have a “face of” campaign throughout the county to showcase the various careers in Tompkins County and the education needed for that career.
10. Work with teachers to have businesses “host” or mentor the teacher on what students will need to work in Tompkins County
11. Work with schools to have a “one stop career shop” which has professionals coming in on an ongoing basis to help students prepare for employment in TC
12. Help teachers and schools align curriculum offerings with “life” and “work” skills; offer support to teachers to not burden them further
13. Educative families and youth about how to get into the skilled trades
14. Provide financial literacy programs to youth

**Goal:** Education

**Goal Definition:** Youth will leave school prepared to live, learn and work in their community.

**Indicator(s) that organizations will contribute to changing:** Tompkins County high school graduation rates in cohort groups (5 year outcome) & Percentage of Tompkins County public school 3rd grade students scoring at 3-4 Levels on the English Language Arts Assessment

**Ideas from our community sessions:**

1. Support the development of parent advocates throughout the county/community
2. Increase volunteerism and community connections of youth in each school district through a commitment from the school districts to help youth explore community and business opportunities
3. Compile a list of current parent advocates and their roles within the school systems
4. Define what parent advocates do for other parents
5. Create informal networks for parents to communicate and support one another
6. Work with school districts to assess their willingness to accept parent advocates
7. Create a robust parent advocate framework where each school district would be able to have a daily parent advocate available for parents coming to the school to meet about their child
8. Publicize resources for parents throughout Tompkins County
9. Develop a big brothers/big sister program for families
10. Incentivize volunteerism within the schools by offering credit or extra credit for youth who log a certain amount of volunteer hours
11. Create a resource guide of volunteer opportunities to be provided to teachers so they can help youth find opportunities in the community
12. Allow volunteers to come into the classrooms to show students various careers and opportunities with in Tompkins County
13. Develop partnerships with businesses so youth can have “community career mentors”
14. Focus on programs that help youth cope with stressors
15. Work with youth to help them explore colleges and promote ways to eliminate the barriers to attending college
16. Increase volunteerism in our schools so youth can learn from older adults
17. Develop “adulting” or life skill programs to help youth understand basic activities

**Goal:** Engagement

**Goal Definition:** Children and youth will demonstrate commitment to their community as contributing members of their families, schools, and neighborhoods.

**Indicator(s) that organizations will contribute to changing:** Percentage of Tompkins County students (grade 7-12) who self-report that they have participated 10 or more times in clubs, organizations or activities in the school or the community within the past year & Juvenile and young adult arrest rates for property crimes within Tompkins County

**Ideas from our community sessions:**

1. Coordinate existing programs so that they can utilize similar resources (space, publicity, location, transportation, timing, etc.)
2. Support further mentoring programs for youth within rural communities and other specialized populations
3. Survey youth to see what activities they would like in our community
4. Provide free bus passes or a system to coordinate ride shares
5. Buses run on programming schedules
6. Create a shared calendar for programs to input their events (electronic)
7. Publicize youth events in one location
8. Host youth networking events in the community where youth meet mentors from various backgrounds
9. Encourage adults and young adults to mentor youth in the community
10. Develop a community campaign to recruit mentors to all mentoring programs
11. Create a central mentor registry
12. Create or support at least one mentoring program in all school districts (choose one grade level in each district and set up mentor for each youth)
13. Have law enforcement or other professional groups “adopt a class” and mentor a class
14. Increase the availability and awareness of current program offerings among community members
15. Develop programs that help adults better understand the youth culture
16. Bring youth and adults together to help them understand one another

**Goal:** Family

**Goal Definition:** Children will grow up in safe environments.

**Indicator(s) that organizations will contribute to changes:** Percentage of 12th Graders in Tompkins County reporting they have moved homes 5 or more times since kindergarten & Percentage of families/children in Tompkins County facing food insecurity

**Ideas from our community sessions:**

1. Utilize informal community spaces (fire departments, service organizations, churches, etc.) to provide resources for families such as fresh foods, gardens, classes, etc.
2. Ask families what types of programming and/or supports they would like in their community through the use of the Community Café model
3. Provide families with community dinner nights that include recipes for the foods provided and an opportunity to prepare the meal together
4. Research current food distribution system and find pockets of families that may not be able to access those locations
5. Create a mobile food truck that is a “pay as you can” that offers free fresh food to the communities
6. Research how food advocates are organized and ways that they can work directly with families/communities to increase the knowledge of their programming and services, help to promote this information throughout the community
7. Promote current food/education programs more widely and across organizations (publicize the coordination of programs happening)
8. Provide fresh food baskets to offices where families often frequent (DSS, Doctors, Daycares, etc.)
9. Create an incentive program to have adults become more active in family management – taking cooking classes, home improvement classes, financial management, etc.

**Goal:** Physical and Emotional Health

**Goal Definition:** Children and youth will have optimal physical and emotional health.

**Indicator(s) that organizations will contribute to changes:** Childhood obesity rates for Tompkins County youth & Percentage of Tompkins County middle and high school youth who report they are sad or depressed most days

**Ideas from our community sessions:**

1. Bring food and education to people where they are
2. Develop an education campaign that helps the community understand the signs of stress and the importance of social and emotional development for children and youth at all ages and stages
3. Increase access to mental health providers in rural communities and among underserved population
4. Work with rural communities to more thoroughly uncover the barriers to mental health access (location, stigma, desire, etc.)
5. Create a one-stop shop at each doctor’s office to talk about health mental and physical
6. Help schools to ensure that they have an onsite staff person for each building available on a daily basis for youth to visit if they have an emotional health need
7. Expand outreach efforts by mental health providers to have on-site visits on a weekly if not daily basis that are accessible for students and families
8. Assess what campaigns are currently being done and their target audiences
9. Create a vision for a community campaign on whole child wellness
10. Research communities that do this well
11. Host a community wide event that celebrates wellness of children and families – recognize individuals for their contributions to the community
12. Research current food distribution systems and find pockets of families that may not be able to access those locations
13. Support and develop backpack programs for ALL youth not just those who may have economic needs.
14. Promote current food/education programs more widely and across organizations (publicize the coordination of programs happening)
15. Create family programming that allows youth and adults to become more active together
16. Hold screen black out days in communities
17. Include all family members including therapy animals in programming
18. Improve relationships with schools and youth through community involvement with in the schools

# Attachment C: Sample Contract with Tompkins County

**Contract: XXXXXXXXXX**

# AGREEMENT

AGREEMENT, made by and between the COUNTY OF TOMPKINS, a municipal corporation of the State of New York, having offices at 125 East Court Street, Ithaca, New York 14850, hereinafter referred to as the *“COUNTY”,* and NAME, ADDRESS, CITY, STATE, ZIP CODE, hereinafter referred to as the *“CONTRACTOR”.*

WITNESSETH

## WHEREAS, the Tompkins County Youth Services Dept. wishes to enter into an agreement for the provision of youth services, and

## WHEREAS, theCONTRACTOR can provide services as per the completed application on file with the COUNTY.

## WHEREAS, the COUNTY is desirous of contracting with the Contractor to provide specific services,

## NOW, THEREFORE, in consideration of the promises, covenants and agreements contained herein, the parties agree as follows:

1. The CONTRACTOR shall provide services between the time period of April 1, 2019 and December 31, 2019.
2. The CONTRACTOR agrees to:

* Xxxx

**SAMPLE CONTRACT**

* Xxxxx
* Xxxx

1. The COUNTY agrees to pay the CONTRACTOR up to but not to exceed the amount of **$xxx.**

* A fifty percent (50%) match is required by the CONTRACTOR *(i.e.: if your award is in the amount of $500, CONTRACTOR must contribute an additional $250).*
* Once contract is fully signed: *(Payment scheduled will be detailed upon determination of award amount.)*

1. The CONTRACTOR shall indemnify, hold harmless, and defend the County, its officers and employees against any and all claims and action brought against the County in accordance with the terms and conditions described in Appendix A.
2. No youth shall be denied access to any county-supported program because of race, creed, gender, sexual orientation, national origin or disability.
3. Tompkins County must consider the wage levels and benefits, particularly health care, provided by contractors when awarding bids or negotiating contracts, and to encourage the payment of livable wages whenever practical and reasonable.

If contractor certifies on Attachment 1 that its employees directly providing services outlined in this contract are NOT paid a living wage, the department contract representative may have a conversation with contractor to understand the cost implications of achieving the living wage threshold, whether there are structural barriers impacting the ability to pay the living wage, plans to improve wages over time, generous fringe benefits, or other considerations that should be applied when addressing the question of whether it is practical or reasonable to meet the living wage threshold including the cost required to bring the contract to the living wage threshold.

1. REGULATORY COMPLIANCE. The Contractor agrees to comply with all Federal, State, and local laws and regulations governing the provision of goods and services under this Contract. To the extent that federal funds are provided to the Contractor under this contract, the Contractor agrees that it will comply with all applicable federal laws and regulations, including but not limited to those laws and regulations under which the Federal funds were authorized.

Further, Contractor agrees to comply with the County’s Compliance Plan regarding Federal and State fraud and abuse laws; the Compliance Plan can be viewed at www.tompkins-co.org, or a copy can be obtained by contacting Tompkins County Department of Administration.

Contractors that are providers of healthcare services certify that the Contractor, and all employees, directors, officers and subcontractors of the Contractor, are not “excluded individuals or entities” under Federal and/or New York State statutes, rules and regulations. If the Contractor provides healthcare services, the Contractor agrees to screen all employees, directors, officers and subcontractors on a monthly basis at the New York State Office of Medicaid Inspector General website, and any other websites related to the Excluded Parties List System required by Federal and/or New York State Medicare or Medicaid statutes, rules and regulations, to determine if any employee, director, officer, or subcontractor is on or has been added to the exclusion list.

The Contractor shall promptly notify the County if any employee, director, officer or subcontractor is on or has been added to the exclusion list. The County reserves the right to immediately cancel this contract, at no penalty to the County, if any employee, director, officer or subcontractor is on or has been added to the exclusion list.

By signing this contract, the Contractor attests to that fact that the Contractor and/or the provider have not been sanctioned nor excluded by any of the aforementioned entities.

1. It is mutually agreed between the parties that an independent contractor relationship is hereby established under the terms and conditions of this contract.

**SAMPLE CONTRACT**

1. COUNTY reserves the right to cancel this agreement given five (5) days written notice.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tompkins County Youth Services Dept

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME, TITLE, AGENCY/ORGANIZATION

**CONTRACT APPENDIX A:**

**Tompkins County Hold Harmless and Insurance Requirements**

Contractor shall indemnify, hold harmless and defend Tompkins County and its officers, employees, agents and elected officials from and against any and all claims and actions brought against Tompkins County and its officers, employees, agents and elected officials for injury or death to any person or persons or damage to property arising out of the performance of this contract by the Contractor, its employees, subcontractors or agents except all actions and claims arising out of the negligence of Tompkins County. The Contractor shall maintain the following minimum limits of insurance or as required by law, whichever is greater.

**A.) Workers’ Compensation and New York Disability**

**Workers’ Compensation**

Statutory coverage complying with NYS Workers’ Compensation Law Section 57 General Municipal Law Section 125, Contractor must submit one of the following:

CE-200 - Certification of Attestation of Exemption form NYS Workers’ Compensation and/or Disability Benefits Coverage available at http://www.wcb.ny.gov/content/main/forms/AllForms.jsp, **OR**

CE-105.2 - Certification of NYS Workers’ Compensation Insurance (U-26.3 f or State Insurance Fund version), **OR**

SI-12 - Certificate of NYS Workers’ Compensation Self Insurance, **OR**

GSI-105.2 - Certificate of NYS Workers’ Compensation Group Self-Insurance Employers’ Liability $1,000,000

**Disability Benefits Requirements**

**SAMPLE CONTRACT**

Statutory coverage complying with NYS Workers’ Compensation Law Section 220 (8) under General Municipal Law Section 125, Contractor must submit one of the following:

CE-200 - Certification of Attestation of Exemption from NYS Workers’ Compensation and/or Disability Benefits Coverage, **OR**

DB120.1 - Certificate of Disability Benefits Insurance, **OR** DB155 - Certificate of Disability Self-Insurance

NOTE: Proof of NYS Workers’ Compensation and NYS Disability Benefits must be provided on

NYS forms as listed above (complete information available at http://www.wcb.ny.gov/content/main/forms/AllForms.jsp or Bureau of Compliance at (866) 546-9322).

**B.)** **Commercial General Liability** including, contractual, independent contractors,

products/completed operations

Each Occurrence $1,000,000

General Aggregate 2,000,000

Products/Completed Operations Aggregate 2,000,000

Personal and Advertising Injury 1,000,000

Fire Damage Legal 50,000

Medical Expense 5,000

* **General Aggregate** shall apply separately to the project prescribed in the contract
* It is expressly understood and agreed by the Contractor that the insurance requirements specified above, contemplate the use of occurrence liability forms.
* Tompkins County and its officers, employees, agents and elected officials are to be included as **Additional Insured’s on a primary and non- contributory basis**

All insurance shall be written with insurance carriers licensed by the New York State Office of Financial Services and have a Best’s rating of A XI or better. Proof of insurance shall be provided on the Accord Certificate of Insurance, Accord 25 (05/2010), or insurance company certificate. All Certificates shall contain a sixty (60) day notice of cancellation, non-renewal or material change to Tompkins County. All Certificates must be signed by a licensed agent or authorized representative of the insurance company. Broker signature is not acceptable. Certificates of Insurance shall be submitted with the signed contract.

**CONTRACT ATTACHMENT 1**

**Contractor’s Representation—Livable Wage Policy**

**Livable Wage Policy:**  By policy, Tompkins County must “consider the wage levels and benefits, particularly health care, provided by contractors when awarding bids or negotiating contracts, and to encourage the payment of livable wages whenever practical and reasonable.”

Paying the living wage rate to all employees directly involved in providing the contracted County service is not mandatory. However, the attainment of a broadly-applied living wage is a County goal and is therefore an important consideration applied by the County when reviewing contract proposals.

**The Current Living Wage:** The Living Wage in Tompkins County is computed by the Alternatives Federal Credit Union and is currently $13.90 per hour if the employer contributes at least half the cost of an employee’s health insurance/benefit cost and $15.11 per hour if the employer does not make such a contribution. The rate will be adjusted again in May 2019.

**Requirement of All Contractors: As a part of its proposal or contract representations, a prospective service contractor must advise the County whether it will pay the AFCU livable wage rate to all Covered Employees directly involved in the provision of the contracted service, including employees of any subcontractor engaged to assist in providing the service.**

**Additionally, contractors are asked to estimate the number of employees who will be directly involved in the provision of the contracted service. If not all employees are going to be paid the Living Wage, contractors are asked to estimate how many full-time, and how many part-time, covered employees will NOT be paid the living wage.**

**Covered Employees** include all full- and part-time employees, other than those Excluded Employees described below, who are directly involved in the provision of the contracted service, including employees of sub-contractors engaged to assist in providing the service.

**Excluded Employees** are:

**SAMPLE CONTRACT**

* Employees under the age of 18
* Seasonal or temporary employees (90 days or less)
* Employees in a probationary status (90 days or less)
* Those employed in a sheltered or supported work environment
* Employees participating in a limited-duration (90 day) job training program
* Employees participating in an academic work-study or academic internship program
* Volunteers
* Employees participating in mandated welfare-to-work programs
* Employees paid pursuant to a collective bargaining agreement

**Contractor’s Living Wage Representation**

**1. Approximately how many Covered Employees, including employees of any subcontractor involved in providing the service, will be involved in the provision of the contracted service?\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Will all Covered Employees, including employees of any subcontractors directly involved in the provision of County services, be paid at least the living wage?**

Yes No

**3. If the answer is “No”, approximately how many covered employees will NOT be paid at the living wage?**

**Full-time\_\_\_\_\_\_\_\_\_\_ Part-time\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If you answered “Yes” to the Living Wage Representation and are awarded the County contract, you will be expected to maintain all employees directly involved in the provision of services under this contract at or above the living wage as of the time of execution of the contract for the duration of the contract.

If you answered “No,” your response will be among the considerations applied by the County in making its contract award. As a part of contract negotiations, the County may request additional information from you regarding the basis of this response.