

36

COUNTY OF SAN MATEO
Interdepartmental Correspondence

DATE: May 11, 2001
HEARING DATE: June 5, 2001

TO: Honorable Board of Supervisors

FROM: Maureen Borland, Director, Human Services Agency
Yvonne Frazier, Alcohol and Drug Services Manager *YF/c*

SUBJECT: Second Amendment to Agreement with Free At Last

Recommendation

Adopt a resolution authorizing the President of the Board to execute a Second Amendment to the FY2000/01 agreement with Free At Last in the amount of \$63,400.

Background:

On June 20, 2000, the Board approved Resolution 63713, which authorized execution of the FY2000/01 agreement with Free At Last for the provision of alcohol and drug prevention and treatment services and authorized the Director of the Human Services Agency to execute amendments and minor modifications up to \$25,000 per agreement. As was the case with many of the alcohol and drug treatment providers, Free At Last was awarded both one-year (FY2000/01) and two-year (FY2001-02) agreements. This is a second amendment to the one-year agreement.

The first amendment to the FY2000/01 agreement with Free At Last added Outcome Based Management support services in the amount of \$15,863 and was executed by the Human Services Agency Director on December 8, 2000.

During the second quarter of FY2000/01, Alcohol and Drug Services identified a combination of rollover funds and other unexpended funds in the HIV Ancillary modality within the Alcohol and Drug Services budget. In order to best utilize these resources, Alcohol and Drug Services identified several contractors, including Free At Last, who were providing prevention services to youth through their FY2000/01 agreements which would qualify for funding through this alternate revenue stream. This amendment reflects an adjustment in the funding source for the portion of the existing services which will now be funded through the HIV Ancillary modality.

In addition, on January 23, 2001, Alcohol and Drug Services released a Request for Proposals for one-time HIV Ancillary services utilizing the remaining \$135,102 in unexpended funds. Four organizations, all current alcohol and drug service providers, submitted proposals which were reviewed by a panel of representatives of public health and HIV service providers. Free At Last was one of four applicants whose proposals were recommended for funding by the review committee which met on March 27, 2001. Processing of amendments to add the one-time HIV Ancillary services was delayed due to contract negotiations during April, 2001.

Discussion:

Through this second amendment, Free At Last will provide additional services to enhance the effectiveness of HIV prevention and early intervention efforts among adults participating in alcohol and drug treatment and at-risk youth in ethnic minority communities, including those who are monolingual immigrants. Ancillary services for youth will include: translation of HIV prevention information into Spanish and Tongan; purchase of incentives for use by the Free At Last's outreach staff to recruit young people for risk assessment, prevention education and HIV testing; and purchase of a computer system for use in scheduling, documentation and preparation

of program materials. Ancillary services for adults will include provision of training and materials for use in the "Living Now" program of the AIDS Community Research Consortium (ACRC). The "Living Now" program trains HIV positive individuals to educate their own support networks, with special emphasis on those who engage in activities which put them at high risk for HIV infection.

The resolution and second amendment have been reviewed and approved by County Counsel's office.

Fiscal Impact

The amendment increases the maximum contract obligation from the original contract obligation of \$695,243 to the new total of \$758,643. Of the \$63,400 increase associated with this second amendment, \$19,400 is for services to youth and \$44,000 is for services to adults. The entire increase is funded through state and federal block grant funds included in the FY2000/01 Alcohol and Drug Services budget. There is no Net County Cost impact as a result of this transaction.

Esther Lucas, ext. 6432
cc: Penny Bennett, Deputy County Counsel

REQUEST FOR PROPOSALS (RFP) INFORMATION

<p>General Description of RFP</p>	<p>One-Time Funding for Alcohol and Drug HIV Prevention and Early Intervention Services for Youth/Adolescents and/or Adults in Treatment. Services for HIV education, training for the target population, referrals to appropriate HIV services, HIV prevention; HIV early intervention and HIV harm Reduction Items that can be bought with these fund are HIV educational videos and equipment, literature and brochures on the prevention of HIV, or ways to reduce the risk of spreading the HIV Virus and Hep C Virus, distribution and demonstration of the proper way to use condoms</p>
<p>List key evaluation criteria</p>	<ol style="list-style-type: none"> 1) Agency qualifications and experience 2) Appropriateness of proposal for one-time funding of a HIV prevention activity or uses of HIV prevention materials 3) Consistency with the Description of Services detailed in this RFP 4) Budget and reasonableness
<p>Where advertised</p>	<p>All Treatment and Prevention Providers + RFP coordinators list of Agencies that have expressed interest in receiving RFP info</p>
<p>In addition to any advertisement, list others to whom RFP was sent</p>	<p>N/A</p>
<p>Total number sent to prospective proposers</p>	<p>10</p>
<p>Number of proposals received</p>	<p>Four proposals were received</p>
<p>Who evaluated the proposals</p>	<p>The four review panel members were Scott Morrow, Health Officer Lisa Netherland, Outreach Coordinator Lisa Fisher, YFA -RWCYHC Program Dir Colette Drane-Hoffman - ELLIPSE Executive Dir</p>

In alphabetical order, names of proposers (or finalists, if applicable) and location	<ol style="list-style-type: none">1) El Concilio de Libertad2) Free at Last in colaboration with ACRC3) Hope Preservation, Inc.4) Pre to 3
--	---

Completed form to be included with all contracts that contain funding/services issued through an RFP process.

rfptempl.wpd

RESOLUTION NO. _____

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

* * * * *

RESOLUTION AUTHORIZING EXECUTION OF A SECOND AMENDMENT TO THE AGREEMENT WITH FREE AT LAST

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

WHEREAS, on June 20, 2000, the County of San Mateo entered into a one-year agreement with Free At Last to provide alcohol and drug recovery services; and

WHEREAS, on December 8, 2000, the parties amended that Agreement; and

WHEREAS, it is now the mutual desire and intent of the parties to further amend and clarify the Agreement; and

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

NOW, THEREFORE, IT IS HEREBY RESOLVED that the President of this Board of Supervisors be, and is hereby authorized and directed to execute said Second Amendment to the Agreement for and on behalf of the County of San Mateo, and the Clerk of this Board shall attest the President's signature thereto.

SECOND AMENDMENT TO THE FY2000-2001 AGREEMENT WITH
FREE AT LAST FOR ALCOHOL AND DRUG PREVENTION AND TREATMENT SERVICES

This Amendment, entered into this _____ day of _____, 2001, by and between the COUNTY OF SAN MATEO (hereinafter called "County") and FREE AT LAST (hereinafter called "Contractor");

W I T N E S S E T H :

WHEREAS, on June 20, 2000, the parties hereto entered into a one-year Agreement for the furnishing of alcohol and drug prevention and treatment services by Contractor to County as set forth in that Agreement; and

WHEREAS, on December 8, 2000, the parties amended that Agreement; and

WHEREAS, it is now the mutual desire and intent of the parties to further amend and clarify the Agreement;

NOW, THEREFORE, the Agreement is hereby amended to read as follows:

1. Change #1: Delete Paragraph 3.A. Maximum Amount and insert the new

Paragraph 3.A. to read as follows:

A. Maximum Amount. In full consideration of Contractor's performance of the services described in Exhibit A, the amount that the County shall be obligated to pay for services rendered under this Agreement shall not exceed SEVEN HUNDRED FIFTY-EIGHT THOUSAND SIX HUNDRED FORTY-THREE DOLLARS (\$758,643) for the contract term. The maximum County contract obligation shall not change even if the estimated other revenue changes. The maximum County obligation stated in this section is based on the following projections:

Org#s:	74137	74146	74146	74161	74162	74126	74161
Acct.#s:	6163	6163	6163	6163	6163	6164	6164
	CSAT	CSAT	CSAT	CSAT	County	NNA	NNA HIV
	<u>NonRes</u>	<u>Wm Res</u>	<u>Men Res</u>	<u>Eval</u>	<u>OBM</u>	<u>PrevNRC</u>	<u> </u>
Total Estimated Gross Program Costs	\$120,294	\$84,972	\$493,059	\$39,528	\$16,464	\$77,729	\$18,831
*Less Estimated Other Revenue	\$31,536	\$17,350	\$86,408	\$23,362	\$601	\$30,839	\$3,201
Maximum County Contract Obligation	\$88,758	\$67,622	\$406,651	\$16,166	\$15,863	\$46,890	\$15,630

Org#s:	74126	74161	74161	74133	74142	
Acct.#s:	6164	5856	5856	6163	6163	
		One-time	One-time			
	NNAPrev	NNA HIV	NNAHIV	NNA Dr Ct	NNADr.Ct	
	<u>Youth Svcs</u>	<u>Youth</u>	<u>Adult</u>	<u>NonRes</u>	<u>Res</u>	TOTAL
Total Estimated Gross Program Costs	\$65,401	\$20,260	\$44,000	\$6,403	\$5,254	\$992,195
*Less Estimated Other Revenue	\$39,351	\$860	\$-0-	\$-0-	\$44	\$233,552
Maximum County Contract Obligation	\$26,050	\$19,400	\$44,000	\$6,403	\$5,210	\$758,643

*Estimated Other Revenue consists of estimates of one (1) or more of the following: third-party payments, client fees, prior year's excess fees, donations, fundraising proceeds, in-kind contributions and other grants

2. Change #2: Insert Paragraph 20 to read as follows:

20. Violation of the Non-Discrimination Provisions

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to:

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

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

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

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint and a description of the circumstance. Contractor shall provide County with a copy of

their response to the complaint when filed.

3. Change #3: Delete Section II.C. in Exhibit B and insert the new Section II.C. into Exhibit B to read as follows:

C. NNA Hours of Staff Availability

Provide a total of three thousand one hundred ninety (3,190) hours of staff availability dedicated to services described in Section II. of Exhibit B including direct program services, preparation time and record-keeping time. Provide these hours of staff availability as follows:

1. Primary Prevention Youth Services

Provide two thousand one hundred twenty-seven (2,127) hours of staff availability to alcohol and drug primary prevention services.

2. HIV Ancillary Services for Youth

Provide one thousand sixty-three (1,063) hours of staff availability to HIV ancillary services for youth.

4. Change #4: Delete Section II.D. in Exhibit B and insert new Paragraph II.D. to read as follows:

D. NNA Youth Services Payment Schedule

In full consideration of the services provided by Contractor pursuant to this Agreement and subject to the provisions of Paragraph 3 of the body of the Agreement, County shall pay Contractor in the manner described below, unless otherwise specifically authorized by the Director of Human Services or her designee:

1. County shall pay Contractor a maximum of FORTY ONE THOUSAND SIX HUNDRED EIGHTY DOLLARS (\$41,680) as follows:
 - a. County shall pay Contractor a maximum of TWENTY SIX THOUSAND FIFTY DOLLARS at the rate of TWO THOUSAND ONE HUNDRED SEVENTY DOLLARS AND EIGHTY-THREE CENTS (\$2,170.83) per month for twelve (12) months, for youth alcohol and drug primary prevention services described in Exhibit B.
 - b. In addition, County shall pay Contractor a maximum of FIFTEEN THOUSAND SIX HUNDRED THIRTY DOLLARS (\$15,630) at the rate of ONE THOUSAND THREE HUNDRED TWO DOLLARS AND FIFTY CENTS (\$1,302.50) per month for twelve (12) months, for HIV prevention (ancillary) services for youth described in Section II. of Exhibit B.

2. County shall pay Contractor within thirty (30) days of receipt of invoice, provided invoice is accurate and any supporting documentation required for payment of invoice is also accurate. Invoices and/or supporting documentation that is inaccurate or contains inconsistencies must first be corrected and a new invoice submitted. County shall pay Contractor within thirty (30) days of receipt of corrected invoice and/or supporting documentation.
3. Payment procedures are outlined in Attachment 3.

5. Change #5: Insert new Section III. into Exhibit B to read as follows:

III. ONE-TIME HIV ANCILLARY SERVICES:

Provide the following HIV ancillary services from April 1, 2001 to June 30, 2001 in collaboration with the AIDS Community Research Consortium (ACRC) to enhance the effectiveness of HIV prevention and early intervention efforts among adult substance users in treatment and at-risk youth in ethnic minority communities, including those who are monolingual immigrants.

A. Outreach to Youth and Adults:

1. Prepare HIV prevention information materials in Spanish and Tongan for distribution to youth and adults.
 - a. Hire two translators to adapt and translate HIV prevention and risk reduction literature about how to prevent contraction of HIV or Hepatitis C or, if already infected, how to prevent the transmission of infection.

B. Outreach to Youth:

1. Purchase incentives that can be used by outreach teams during Contractor's intensive youth summer outreach initiative which entails recruiting young people for risk assessment, prevention education and HIV testing. Incentives will be given to participants who complete the assessment and return for HIV test results.
2. Provide five hundred eighty-two (582) hours of staff availability to HIV ancillary services for youth.

C. Outreach to Adults:

1. Provide training and materials for use in the "Living Now" program of ACRC which trains HIV positive individuals to educate their own support networks, with special emphasis on those who engage in activities which

put them at high risk for HIV infection.

- a. Hire an experienced curriculum developer/translator to adapt the “Living Now” program to suit the cultural perspective of Latinos and to translate program materials into Spanish.
 - b. Design and print the program materials for the first Spanish “Living Now” program.
 - c. Curriculum and informational materials prepared by ACRC as part of this project will remain the property of ACRC.
2. Purchase a computer system with printer for use in scheduling, tracking and documentation for the outreach services and preparation of informational flyers.
 3. Provide four hundred sixty-eight (468) hours of staff availability to HIV ancillary services for adults.

C. NNA One-Time HIV Ancillary Services Payment Schedule

In full consideration of the services provided by Contractor pursuant to this Agreement and subject to the provisions of Paragraph 3 of the body of the Agreement, County shall pay Contractor in the manner described below, unless otherwise specifically authorized by the Director of Human Services or her designee:

1. County shall pay Contractor a maximum of SIXTY THREE THOUSAND FOUR HUNDRED DOLLARS (\$63,400), as follows:
 - a. County shall pay Contractor NINETEEN THOUSAND FOUR HUNDRED DOLLARS (\$19,400) at the rate of SIX THOUSAND FOUR HUNDRED SIXTY-SIX DOLLARS AND SIXTY-SEVEN CENTS (\$ 6,466.67) per month for the months of April, May and June, 2001 for HIV ancillary services for youth described in Section III of Exhibit B.
 - b. In addition, County shall pay Contractor a maximum of FORTY-FOUR THOUSAND DOLLARS (\$44,000) at the rate of FOURTEEN THOUSAND SIX HUNDRED SIXTY-SIX DOLLARS AND SIXTY-SEVEN CENTS (\$14,666.67) per month for the months of April, May and June, 2001 for HIV ancillary services for adults described in Section III of Exhibit B..
2. County shall pay Contractor within thirty (30) days of receipt of invoice, provided invoice is accurate and any supporting documentation required for payment of invoice is also accurate. Invoices and/or supporting

documentation that is inaccurate or contains inconsistencies must first be corrected and a new invoice submitted. County shall pay Contractor within thirty (30) days of receipt of corrected invoice and/or supporting documentation.

3. Payment procedures are outlined in Attachment 3.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES that:

1. The Agreement of June 20, 2000 and the first amendment of December 8, 2000, be amended accordingly.
2. This Amendment is hereby incorporated and made a part of the original Agreement and subject to all provisions therein.
3. All provisions of the original Agreement, and subsequent Amendments, including references to audit and fiscal management requirements otherwise amended hereinabove, shall be binding on all parties hereto.
4. All provisions of the original Agreement, including all monitoring and evaluation requirements, shall be applicable to all amendments herein.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES that the Agreement of June 20, 2000 and the first amendment of December 8, 2000, be amended accordingly.

IN WITNESS, WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hand on the day and year first above written.

COUNTY OF SAN MATEO

By : _____
Michael D. Nevin, President
Board of Supervisors, County of San Mateo

ATTEST:

Clerk of Said Board

Date

Date: _____

FREE AT LAST

[Handwritten Signature] Board Treasurer
 Name, Title Print
 Signature *Priya Haji, Board Treasurer*
 Date *5/7/07*

Contractor's Tax I.D. No. 94-3193317

COUNTY OF SAN MATEO
Departmental Correspondence

Date: September 28, 2000

TO: Priscilla Harris-Morse, Risk Manager
FROM: Jane Marks, Alcohol and Drug Services
Fax: 802-6440; Phone: 802-6418; Pony: HSA202PE

SUBJECT: Contract Insurance Approval

CONTRACTOR: Free At Last

DOES CONTRACTOR TRAVEL? IF YES, WHAT PERCENT OF CONTACTED TIME?
Yes

DUTIES:

Provide alcohol and drug prevention to adults and adolescents; and nonresidential and residential alcohol and drug treatment services to adults and pregnant and/or parenting women.

INSURANCE COVERAGE:	Amount	Approve	Waive	Modify
Comprehensive Liability <input checked="" type="checkbox"/> Additional Insured	\$2M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Liability	\$1M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Liability		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation <input type="checkbox"/> No employees	Statutory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks/Comments:

Signature: *Jane Marks*
Risk Management 9-28-00

Insform.wp

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
07/13/00

PRODUCER
Gallagher Heffernan Insurance
Brokers, Inc. - CA Lic.#0726293
One Market Spear Twr Ste 200
San Francisco, CA 94105

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
Free At Last Community Recovery & Reha
1796 Bay Road
East Palo Alto, CA 94303

INSURER A American Automobile Insurance Comp
INSURER B
INSURER C
INSURER D
INSURER E

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY* X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR	MZG80762820	07/01/00	07/01/01	EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS-COMP/DP AGG \$2,000,000
	GEN L AGGREGATE L MIT APPL ES PER POLICY PRO-JECT LOC		*The limits of liability shown reflect the limits at inception Arthur J Gallagher & Co does not assume any responsibility for notification in the event of depletion of the aggregate		
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRE D AUTOS NON-OWNED AUTOS X Drive Other Car	MZG80762820	07/01/00	07/01/01	COMBINED SINGLE LIMIT (Ea acc dent) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY* ANY AUTO				AUTO ONLY - EA ACC DENT \$ OTHER THAN AUTO ONLY EA ACC AGG \$
	EXCESS LIABILITY* OCCUR CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY				WC STATUTORY LIMITS OTH-ER E L EACH ACC DENT \$ E L D SEASE-EA EMPLOYEE \$ E L D SEASE POLICY L MIT \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
Certificate Holder Included As Loss Payee, Mortgagee & Additional Insured Per Attached Endorsement CP1218 1091
RE: 2043 Euclid Avenue (Malarka House)
East Palo, Alto 94303
(See Attached Descriptions)

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER	CANCELLATION
Northern California Community Loan Fund, A California Nonprofit Public Benefit Corporation 870 Market Street, Ste #677 San Francisco, CA 94102		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Jim Davis</i>

ACORD CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 07/28/00
PRODUCER Gallagher Heffernan Insurance okers, Inc. - CA Lic.#0726293 ne Market Spear Twr Ste 200 San Francisco, CA 94105	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Free At Last Community Recovery & Reha 1796 Bay Road East Palo Alto, CA 94303	INSURERS AFFORDING COVERAGE NSURER A American Automobile Insurance Comp NSURER B NSURER C NSURER D NSURER E	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE OCCUR GENL AGGREGATE LIMIT APPLIES PER POLICY PROJECTIONS LOC				EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS-COMP/OP AGG \$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Each accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	DAMAGE LIABILITY* ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EA ACC \$ AUTO ONLY AGG \$
	EXCESS LIABILITY* OCCUR CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WZP80853773	07/01/00	07/01/01	WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
	OTHER				

*The limits of liability shown reflect the limits at inception. Arthur J. Gallagher & Co. does not assume any responsibility for notification in the event of depletion of the aggregate.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Proof Of Insurance
 RE:Named-Insured Grant/Funding Resource(s)
 Date: Policy Term

CERTIFICATE HOLDER San Mateo County Aids Program Attn: Meredith 725 37th Avenue San Mateo, CA 94403	ADDITIONAL INSURED; INSURER LETTER: _____
CANCELLATION	
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF THE ISSUING INSURER WILL BE RESPONSIBLE TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.	
AUTHORIZED REPRESENTATIVE 	