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**County of San Mateo
Human Service Agency**

Date: May 31, 2001
Hearing Date: June 19, 2001

To: Honorable Board of Supervisors

From: Maureen Borland, Director Human Services Agency,
Stuart Oppenheim, Northern Regional Director

Maureen D. Borland ml
Stuart Oppenheim

SUBJECT: Approve an Agreement with Shelter Network

Recommendation

Adopt a resolution authorizing the President of the Board to execute an Agreement with Shelter Network in the amount of \$750,000 for the provision of transitional housing and recovery services to families involved in Juvenile Dependency Court, for the period of June 1, 2001 through June 30, 2002.

Background

The County of San Mateo, Human Services Agency issued a Request for Proposals (RFP) on September 19, 2000 and invited service providers to respond with a proposal to develop a transitional housing program with supportive services for families involved in the Juvenile Dependency Court System where the parent(s) have a primary issue with substance abuse. On January 15, 2001, Shelter Network was selected to provide such housing and supportive services through the RFP process. Shelter Network has extensive experience in San Mateo County successfully providing emergency and transitional housing to families and individuals for the Human Services Agency (HSA) and for the County in general.

The Human Services Agency and the Juvenile Court Services have collaborated in creating a residential program for families involved in the Dependency Court System that would assist in the process of overcoming barriers to recovery and family stability. Housing for families participating in community based drug treatment is often problematic and difficult to locate. During treatment the parent(s) needs to be involved in a community that supports a drug and alcohol free environment. Their current housing is often a barrier to successful completion of treatment due to triggers that are present in the environment. Families involved in residential treatment are provided with supportive re-entry into the community without having to return to the neighborhood where they were active drug or alcohol users. Parents who do not need residential treatment benefit from the community-based programs and services associated with the transitional housing program and the children benefit from earlier reunification or by remaining in the custody of their parent(s) while the parent(s) receives treatment.

DISCUSSION

Shelter Network will provide transitional housing for five (5) families at a time for a period of six to twelve months per stay. Comprehensive services will be provided to support each family in their efforts to remain drug and alcohol free. Shelter Network is currently in the pre-development phase of the project and will provide services to the families as described in this Agreement in their current facilities until the project is completed. The location of the new facility will be at Villa Terrace in San Mateo. The County Counsel Office has approved the form of the Agreement.

Fiscal Impact

This agreement is effective from June 1, 2001 through June 30, 2002, for a total of \$750,000. Of this amount, \$500,000 will be used to provide five units of transitional housing and \$250,000 will be used to provide supportive and treatment services. This Agreement will be funded 100% with CalWORKs Federal and State revenue. There is no Net County Cost.

RESOLUTION NO. _____

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

* * * * *

RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH
SHELTER NETWORK FOR TRANSITIONAL HOUSING FOR FAMILIES INVOLVED IN
JUVENILE COURT DEPENDENCY DUE TO SUBSTANCE ABUSE ISSUES

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

WHEREAS, there has been presented to this Board of Supervisors for its
consideration and acceptance an agreement with Shelter Network reference to which
is hereby made for further particulars, whereby Shelter Network will provide transitional
housing and case management services to families involved in Juvenile Court due to
substance abuse issues;

WHEREAS, Shelter Network will construct 15 new units of which 5 will be set
aside for Families in Drug and Alcohol treatment as part of their Juvenile Court case
orders;

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

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



**AGREEMENT BETWEEN
COUNTY OF SAN MATEO
AND**

SHELTER NETWORK

For the Period of

JUNE 1, 2001- June 30, 2002

Agency Contact Person:
Nalini Nath
Administrative Assistant
1.650.595.7550

AGREEMENT WITH SHELTER NETWORK

THIS AGREEMENT, entered into this _____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Shelter Network, 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/Agency thereof; and

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of providing transitional housing for families involved with Juvenile Dependency Court due to issues related to substance abuse.

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

The following exhibits are attached hereto and incorporated by reference therein.

1. **Exhibits**

Exhibit A: Program Description

Exhibit B: Payment Schedule

Exhibit C: Budget

Exhibit D: Compliance with Section 504

2. **Services to be performed**

In consideration of the payments hereinafter set forth in Exhibit B, attached hereto and incorporated by reference herein, Contractor, under the general direction of the Director of the Human Services Agency, or her authorized representative, with respect to the product or result of Contractor's services, shall perform services as described in Exhibit A, attached hereto and incorporated by reference herein.

3. **Payments**

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 \$750,000 SEVEN HUNDRED FIFTY THOUSAND dollars for this contract period.

B. **Rate of Payment.** The rate and terms of payment shall be as specified in Exhibit B. Any rate increase is subject to the approval of the Director of Human Services or her authorized representative, and shall not be binding on County unless so approved in writing. In no event may the rates established in Exhibit B be increased to the extent that the maximum County obligation shall not exceed the total specified in paragraph 4A above. Each payment shall be conditioned on the performance of the services described in Exhibit A to the full satisfaction of the Director of Human Services or her representative.

C. **Time Limit for Submitting Invoices.** Contractor shall submit an invoice for services to County for payment in accordance with the provisions of Exhibit B. County shall not be obligated to pay Contractor for the services covered by any invoice if Contractor presents the invoice to County more than one-hundred eighty (180) days after the date Contractor renders the services, or more than ninety (90) days after this Agreement terminates, whichever is earlier.

D. **Availability of Funds.** Payment for all services provided pursuant to this contract is contingent upon the availability of County, State, and Federal funds. In the event the State or Federal government does not appropriate the necessary funds as part of either or both of their budgets, the County shall not be liable for any payment whatsoever; including, but not limited to, payments that are based on County funds. The County may terminate the agreement for unavailability of Federal, State or County funds.

4. **Relationship of Parties**

It is expressly understood that this is an agreement between two (2) independent contractors and that no agency, employee, partnership, joint venture or other relationship is established by this Agreement. The intent by both County and Contractor is to create an independent contractor relationship. Contractor expressly acknowledges and accepts his/her tax status as, and the tax consequences, of an independent contractor. Further, as an independent contractor, Contractor expressly acknowledges and accepts that he/she has no rights, benefits, privileges and/or claims in any form whatsoever under, from through and/or pursuant to the San Mateo County Civil Services Rules.

5. **Hold Harmless**

Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind and description, brought for, on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomever belonging; or (C) any other loss or cost, including but not limited to, the concurrent active or passive negligence of County, its officers, agents, employees, or servants resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to

injuries or damage for which the County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or will misconduct.

The duty of Contractor to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

6. **Insurance**

A. The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by the Director of Human Services and Contractor shall use diligence to obtain such issuance and to obtain such approval. The Contractor shall furnish the Human Services Agency with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the Human Services Agency of any pending change in the limits of liability or of any cancellation or modification of the policy.

(1) **Worker's Compensation and Employer's Liability Insurance.**

The Contractor shall have in effect during the entire life of this Agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor makes the following certification, required by Section 1861 of the California Labor Code:

I am aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.

(2) **Liability Insurance.** The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractor's operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified below.

Such insurance shall include:

(a)	Comprehensive General Liability	\$ <u>1,000,000</u>
(b)	Motor Vehicle Liability Insurance	\$ <u>1,000,000</u>
(c)	Professional Liability	\$ <u>1,000,000</u>
(d)	Worker's Compensation	\$ <u>Statutory</u>

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the County of San Mateo at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

7. **Non-Discrimination**

Contractor shall comply with the non-discrimination requirements described below:

A. **Section 504 of the Rehabilitation Act of 1973.**

- 1) Pursuant to Section 504 (Public Law 93-112), the Contractor agrees that no otherwise qualified disabled individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this contract.
- 2) Compliance of Section 504 of the Rehabilitation Act of 1973, as amended, requires that all benefits, aids and services are made available to disabled persons on an equivalent basis with those received by non-disabled persons. Contractor shall agree to be in compliance with Section 504 requirements by 1) signing the Letter of Assurance, attached and incorporated herein as Exhibit C, or 2) by developing a plan for compliance to be submitted to the Section 504 Coordinator, Department of Health Services, as soon as possible but not later than by the end of the current Fiscal Year.

B. **Non-discrimination - General.** No person shall, on the grounds of age (over 40), ancestry, creed, color, disability, marital status, medical conditions, national origin, political or religious affiliation, race, sex, sexual orientation or any non-job-related criteria be excluded from participation in, be denied the benefits, or be subjected to discrimination under this agreement.

C. **Non-Discrimination - Employment.** Contractor shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Agreement. Contractor's affirmative action policies shall be made available to County upon request.

8. **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 complaint, 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.

All contractors with contracts over \$5,000 must comply with the County Ordinance code with respect to the provision of employee benefits; as set forth in the ordinance, such contractors are prohibited from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.

9. **Child Abuse Prevention and Reporting.**

Contractor agrees to ensure that all known or suspected instances of child abuse or neglect are reported to a child protective agency as defined in Penal Code Section 11165.9. This responsibility shall include:

- A. A requirement that all employees, consultants, or agents performing services under this contract who are required by Penal Code Section 11166(a), to report child abuse or neglect, sign a statement that he or she knows of the reporting requirement and will comply with it.
- B. Establishing procedures to ensure reporting even when employees, consultants, or agents who are not required to report child abuse under Penal Code 11166(a), gain knowledge of, or reasonably suspect that a child has been a victim of abuse or neglect.

- C. At county's sole discretion, contractor agrees that its employees and/or its subcontractors, assignees, and volunteers who, during the course of performing services under this agreement, have contact with children will be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of children with whom contractor's employees and/or its subcontractors, assignees, or volunteers have contact.

10. **Assignments and Subcontracts**

- A. Without the written consent of the Director of Human Services or her designee, this Agreement is not assignable in whole or in part. Any assignment by Contractor without the written consent of the Director of Human Services or her designee violates this Agreement and shall automatically terminate this Agreement.
- B. Contractor shall not employ subcontractors or consultants to carry out the responsibilities undertaken pursuant to this contract without the written consent of the Director of Human Services or her designee.
- C. All assignees, subcontractors, or consultants approved by the Director of Human Services or her designee shall be subject to the same terms and conditions applicable to Contractor under this agreement, and Contractor shall be liable for the assignee's, subcontractor's or consultant's acts and/or omissions.
- D. All agreements between Contractor and subcontractor and/or assignee for services pursuant to this Agreement shall be in writing and shall be provided to County.

11. **Records**

- A. Contractor agrees to provide to County, to any Federal or State department having monitoring or reviewing authority, to County's authorized representatives and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine and audit all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.
- B. Contractor shall maintain and preserve all records relating to this Agreement in its possession of any third party performing work related to this Agreement for a period of three (3) years from the termination date of this Agreement, or until audit findings are resolved, whichever is greater.

12. **Compliance with Applicable Laws**

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County and Municipal laws, ordinances, regulations, including but not limited to appropriate licensure, certification regulations confidentiality requirements and applicable quality assurance regulations.

13. **Alteration of Agreement**

This Agreement is entire and contains all the terms and conditions agreed upon by the parties. No alteration or variation shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement shall be binding on the parties hereto.

14. **Interpretation and Enforcement**

A. Any notice, request, demand or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United States mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed:

- 1) In the case of County, to:
San Mateo County
Human Services Agency
Stuart Oppenheim, Northern Regional Director
400 Harbor Blvd, Bldg. B
Belmont , CA 94002
1.650.301.8710
- 2) In the case of Contractor, to:
Michelle Jackson, Executive Director
Shelter Network
1450 Chapin Avenue, Second floor
Burlingame, Ca 94010
1.650.685.5800

B. **Controlling Law.**

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation and performance of this Agreement shall be governed by the laws of the State of California.

15. **Term of the Agreement**

Subject to compliance with the terms and conditions of this Agreement for transitional housing for families involved in Juvenile Dependency court due to substance abuse issues or to a alternate population as directed by the Director of the Human Services Agency. The term of this Agreement shall be from June 1, 2001 through June 30, 2002. This Agreement may be terminated by Contractor, Director of the Human Services Agency or her designee at any time upon thirty (30) days written notices to the other party.

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

COUNTY OF SAN MATEO

By: _____

Michael D. Nevin, President

Board of Supervisors, County of San Mateo

Date: _____

ATTEST:

Clerk of Said Board

Date: _____

Shelter Network
Contractor - Print Name

Michele Jackson, Executive Director
Print name and title

Michele Jackson
Signature

Date: 5/30/01

Tax ID # 77-0160469

**DESCRIPTION OF CONTRACTOR'S RESPONSIBILITIES
SHELTER NETWORK
JUNE 1, 2001 THROUGH JUNE 30, 2002**

Contractor Responsibilities :

Engage in activities and supply information required to implement the County's Outcome-Based Management and Budgeting (OBM) initiative. Activities include, but are not limited to:

- Attending planning and informational meetings;
- Developing program performance and outcome measurements;
- Collecting and submitting data necessary to fulfill measurement requirements;
- Participating in technical assistance and training events offered by the Human Services Agency and seeking technical assistance and training necessary to fulfill measurement requirements; and
- Participating in a review of performance and outcome information;
- Comply with OBM Implementation Guidelines as specified in memos released by the Human Services Agency.

**PROGRAM DESCRIPTION
SHELTER NETWORK**

Scope of work

Contractor shall use funds received under this Agreement for the following purposes:

I. Services

The Contractor shall provide the following services and supporting activities from June 1, 2001 through June 30, 2002:

1. Transitional housing for five families involved with the Juvenile dependency system and in treatment or recovery for drug or alcohol abuses that are referred by the juvenile court judge.
2. Five families selected by the juvenile court judge will receive case management services supportive of and appropriate for families working on drug and alcohol issues.
3. Provide training to staff appropriate for transitional housing programs providing structure and support to families with substance abuse issues
4. Shelter Network staff will participate in training on juvenile court requirements and expectations.
5. Work closely with Children and Family social workers services, to ensure regular communication about families progress and modifications of case plans and court supervision.
6. Participate when necessary in case planning activities such as Family Self-Sufficiency Team (FSST), Case Assistance and others as identified.

7. Five families referred by the juvenile court judge will receive licensed childcare for children between 18 months and 5 years of age as needed.
8. Provide weekly life skills workshops.
9. Provide parenting workshops including child abuse training.
10. Provide access to children's mobile health services.
11. Provide weekly on site Alcoholics and Narcotics Anonymous groups.
12. Provide transportation to daily drug and alcohol treatment.
13. Quarterly progress reports on services as described under this scope of work.
14. Provide access to and coordination of employment services with Peninsula Works or vocational training programs.
15. Provide housing related services to secure safe and stable housing upon completion of the program.

II. Facility

Contractor shall construct 15 units of transitional housing on property at 319 & 325 Villa Terrace, San Mateo, California. Such housing shall be constructed in conformity with all applicable local laws, regulation and codes.

In return for the County's provision of funding under this agreement to partially fund the Contractor's costs of the 15 units, Contractor shall provide five (5) units for families referred to Contractor through the Juvenile Court Dependency System as families in need of transitional housing and drug and alcohol treatment and recovery services under this agreement. The Director of the Human Services Agency may at any time authorize the utilization of the five units and associated services for an alternative population.

**DESCRIPTION OF COUNTY'S RESPONSIBILITIES
AND
PAYMENT SCHEDULE AND FISCAL PROVISIONS**

**SHELTER NETWORK
JUNE 1, 2001 THROUGH JUNE 30, 2002**

Human Services Agency's (HSA) Responsibilities:

Provide technical assistance and support to assist contractor's implementation of the County's Outcome-Based Management and Budgeting (OBM) initiative. Issue and review OBM Implementation Guidelines. Conduct review of performance and outcome information.

Provide reimbursement for the cost of contractor staff time spent attending OBM meetings, training sessions, and technical assistance events held or required by HSA at the rate of \$ 25.00 / hour. Application for reimbursement must be made in accordance with eligibility criteria and procedures set forth in OBM Implementation Guidelines.

PAYMENTS

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

- A. County shall issue Contractor one payment of \$250,000 upon execution of this agreement to provide contractor with funds to apply to start-up costs associated with provision of services under this Agreement.
- B. The remaining \$500,000 will be issued to Contractor in four (4) equal payments of \$125,000 within 14 days of the end of each quarter as following:

September 30, 2001	-	\$125,000
December 31, 2001	-	\$125,000
March 31, 2002	-	\$125,000
June 30, 2002	-	\$125,000

In no event shall the total payment to contractor under this Agreement exceed the maximum contract obligation of \$750,000.

- C. County may withhold all or part of Contractor's total payment if the Director of Human Services or her designee reasonably determines that Contractor has not satisfactorily performed the services described in Exhibit A.
- D. County will give thirty (30) days' prior written notice to Contractor of County's intent to withhold payment.

- E. If County reasonably determines that circumstances warrant immediate action, County may withhold payment immediately, without the thirty (30) day waiting period, upon County's written notice with justification to Contractor.
- F. Within thirty (30) days following the end of each quarter for Fiscal Year 2001-2002, Contractor shall submit to the County a financial report, in such format and detail as specified by the County, of expenditures relating to the provisions of services under this agreement. Contractor shall include expenditures incurred in June 2001 in such reports.
- G. Facility expenditures which may be funded under this agreement may include, but are not limited to:
- architectural and engineering expenses
 - local fees and permits
 - preliminary site improvements
 - actual renovation costs
- H. In the event that Contractors allowable expenditures in providing services under this agreement are less than payments Contractor receives under this agreement, Contractor shall utilize such unexpended funds as directed by County or refund such unexpended funds to County as directed by County

Shelter Network Budget

Exhibit C

Part I - Program Services Budget

Program Director	12,500
Case Manager	23,500
Children's Coordinator	8,500
Program Secretary	7,500
Shelter Supervisors	35,250
Relief Shelter Supervisor	14,000
Social Security & Medicare	7,918
Health and Dental Insurance	7,981
Retirement	3,038
State Unemployment Insurance	779
Workers Compensation Insurance	2,251
Temporary Service	2,250
Audit Fees	1,125
Payroll Services Fees	1,125
Pre-Employment Physical	375
Professional Services	<u>2,250</u>
	Personnel Expenses 130,342
Utilities	5,625
Insurance	2,625
Equipment and Furnishings	18,750
Van purchase	7,500
Vehicle Fuel and Maintenance	1,875
Maintenance and Supplies	3,750
Printing and Design	1,125
Supplies	750
Postage and Courier	375
Telephone	2,250
Mileage and Travel	1,125
Staff Recruitment	3,000
Staff Training and Recognition	1,875
Volunteer Activities	375
Food	7,500
Licensed Childcare	22,833
Children's Supplies	375
Transportation	375
Workshops	750
Household Supplies	3,075
Rental Assistance	5,000
Other Client Assistance	<u>3,750</u>
	General Operations & Direct Client Assistance 94,658
Miscellaneous costs	<u>25,000</u>
Total Program Expenses	\$ 250,000

Part II - Facility Project Budget

Professional services for Architects, Engineers, and consultants	62,500
Permits and Fees	37,500
Site Improvements	62,500
Landscaping	12,500
Construction	275,000
Miscellaneous and Contingency	<u>50,000</u>
Total Facility Project	\$ 500,000

EXHIBIT D

**ATTACHMENT I
SHELTER NETWORK**

**(Required only from Contractors who provide services
directly to the Public on the County's behalf.)**

Assurance of Compliance with Section 504 of the
Rehabilitation Act of 1973, as Amended

The undersigned (hereinafter called the "Contractor(s)") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.

The Contractor(s) gives/give this assurance in consideration of for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor(s), its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

The Contractor(s): (Check a or b)

a. employs fewer than 15 persons.

b. employs 15 or more persons and, pursuant to section 84.7 (a) of the regulation (45 C.F.R. 84.7 (a)), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

Michele Jackson
Name of 504 Person - Type or Print

Shelter Network 1450 Chapin Ave, 2nd Floor
Name of Contractor(s)-Type or Print Street Address of P.O. Box Burlingame, CA
94010

City, State, Zip Code

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

5/30/01

Date

Michele Jackson, Executive Director

Signature and Title of
Authorized Official

*Exception: DHHS regulations state that:

"If a recipient with fewer than 15 employees finds that, after consultation with a handicapped person seeking its services, there is no method of complying with (the facility accessibility regulations)...other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."

2 pages

County of San Mateo
Departmental Correspondence

DATE: ²¹⁻ May 18 2001

TO: Priscilla Morse, Risk Manager
Ext.- 4610, Fax -4864, Pony #EPS163

FROM: *R* Nalini Nath, Children and Family Services
Ext: 7550; Fax: 6401; Pony: HSA202CW

SUBJECT: Contract Insurance Approval

CONTRACTOR: Shelter Network

Does Contractor Travel and What Percent? No

DUTIES: Provide transitional housing for Juvenile court cases clients.

INSURANCE COVERAGE:	AMOUNT	APPROVE	WAIVE	MODIFY
Comprehensive Liability _x Additional Insured	\$2m \$1m	<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	\$1m	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation No of Employees	statutory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks/Comments:

Thanks.

SIGNATURE: *Priscilla Morse*
Risk Management

5-21-01
Date

MAY. 18. 2001 3:22PM

SINCLAIR DWYER & CO.

NO. 4676

P. 1/1

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD) 05/18/2

PRODUCER
 Sinclair-Dwyer & Co., Inc.
 231 Sansome St. #500
 San Francisco, Ca. 94104
 415 781-7830

INSURED Shelter Network of San Mateo County
 1450 Chapin Avenue, 2nd Floor
 Burlingame, CA 94010
 650-685-5880 x17

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 BEING

INSURERS AFFORDING COVERAGE

INSURER A: Nonprofits Insurance Alliance
 INSURER B: Safety National Casualty
 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, THIS CERTIFICATE 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 <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	2000-01344NPO	07/01/00	07/01/01	EACH OCCURRENCE \$1,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				FIRE DAMAGE (Any one fire) \$ 100
					MED EXP (Any one person) \$ 10
					PERSONAL & ADV INJURY \$1,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	2000-01344NPO	07/01/00	07/01/01	COMBINED SINGLE LIMIT (Ea accident) \$1,000
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	PR8270	07/01/00	07/01/01	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
					E.L. EACH ACCIDENT \$1,000
					E.L. DISEASE - EA EMPLOYEE \$1,000
	OTHER				E.L. DISEASE - POLICY LIMIT \$1,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Certificate Holder is named Additional Insured as respects liability arising from Named Insured operations.

10 day notice of cancellation for non-payment of premium.

CERTIFICATE HOLDER ADDITIONAL INSURED; INSURER LETTER: A CANCELLATION

County of San Mateo
 Office of Housing
 Attn: Judy Davila
 262 Harbor Blvd.
 Belmont, CA 94002

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

