

COUNTY OF SAN MATEO
Interdepartmental Correspondence

Date: August 29, 2001 25
Hearing Date: September 18, 2001

TO: Honorable Board of Supervisors

FROM: Maureen D. Borland, Director, Human Services Agency
Yvonne Frazier, Administrator, Alcohol and Drug Services

SUBJECT: Fourth Amendment to the Two-Year (FY 2000-01, FY 2001-02) Agreement with Free At Last

RECOMMENDATION

Adopt a resolution authorizing the execution of a fourth amendment to the two-year (FY 2000-01, FY 2001-02) Agreement with Free At Last.

Background

On July 11, 2000, the Board adopted a resolution that authorized the execution of a two-year (FY 2000-01, FY 2001-02) agreement with Free At Last, in the amount of \$982,518, for the provision of alcohol and drug treatment (treatment) services; and authorized the Human Services Agency's (HSA) Director to execute amendments and minor modifications during the initial two-year period, not to exceed \$25,000. As was the case with many of the alcohol and drug treatment providers, Free At Last was awarded both one-year (FY 2000-01) and two-year (FY 2000-02) agreements. Included in the two-year agreement are the Bay Area Services Network (BASN) funded services.

The first amendment to the two-year agreement with Free At Last, which was executed by the Director of the Human Services Agency on February 26, 2001 decreased the CalWORKs nonresidential treatment services and funding by \$19,466. The total amended contract obligation under the first amendment was \$963,052.

The second amendment to the two-year agreement with Free At Last increased the BASN nonresidential treatment services and funding by \$42,814. This second amendment was executed by the HSA Director on May 1, 2001. The total amended contract obligation under the second amendment was \$1,005,866.

The third amendment to the two-year agreement with Free At Last was approved by the Board on July 31, 2001. The third amendment: 1) decreased the BASN women's residential services and funding by \$40,492; and 2) decreased the BASN Sober Living Environment (SLE) transitional housing services and funding by \$9,074; and 3) increased the BASN nonresidential treatment services and funding by \$59,512. The third amendment also contained the Equal Benefits Compliance. The total amended contract obligation through the third amendment was \$1,015,812.

Discussion

On June 25, 2001, the Board of Supervisors approved the Alcohol and Drug Services preliminary budget which contained a Cost of Doing Business Increase (COBI) for alcohol and drug prevention and treatment providers. This fourth amendment adds a ten percent COBI in the amount of \$36,515 from County General Funds.

Also included in this fourth amendment is a decrease in Bay Area Services Network (BASN) services and funding for FY 2001-02. The County funded overmatch in the amount of \$38,834 for BASN services has been discontinued effective June 30, 2001 due to a lack of funds. BASN services for FY 2001-02 are being adjusted through this fourth amendment to reflect the trend in service utilization based on FY 2000-01 usage and the decrease in funding. The total contract obligation through this fourth amendment is \$1,013,493.

Free At Last was also awarded a one-year fee-for-service agreement which contains both Office of Justice Programs (OJP) funded North County and Comprehensive Drug Court Implementation (CDCI) grant funded South County Drug Court services, as well as Proposition 36 treatment services. The fee-for-service contract was approved by the Board of Supervisors on August 7, 2001.

The resolution and fourth amendment to the two-year agreement have been reviewed and approved by County Counsel's office as to form.

Fiscal Impact

The term of the fourth amendment is from July 1, 2001 through June 30, 2002. This fourth amendment decreases BASN services by \$38,834, and adds a ten percent COBI in the amount of \$36,515. There is no additional Net County Cost associated with this fourth amendment.

RESOLUTION NO. _____

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

* * * * *

RESOLUTION AUTHORIZING THE EXECUTION OF A FOURTH AMENDMENT TO
THE TWO-YEAR (FY 2000-01, FY 2001-02) AGREEMENT WITH FREE AT LAST

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

WHEREAS, on July 11, 2000, the County of San Mateo entered into an agreement with
Free At Last for the furnishing of alcohol and drug treatment services as set forth in that
agreement; and

WHEREAS, on February 26, 2001, May 1, 2001, and July 31, 2001 the first, second, and
third amendments to the two-year agreement with Free At Last were executed; and

WHEREAS, it is now the mutual desire and intent of the parties to further amend the
two-year agreement; and

WHEREAS, this Board has been presented with a form of a fourth amendment to the
two-year agreement with Free At Last and has examined and approved it as to both form and
content and desires to enter into the fourth amendment.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the President of this Board of
Supervisors be, and is hereby authorized and directed to execute said fourth amendment to the
two-year agreement with Free At Last for and on behalf of the County of San Mateo, and the
Clerk of this Board shall attest the President's signature thereto.

FOURTH AMENDMENT TO THE TWO-YEAR AGREEMENT WITH
FREE AT LAST
FOR ALCOHOL AND DRUG TREATMENT SERVICES

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

WITNESSETH

WHEREAS, on July 11, 2000 the parties hereto entered into a two-year agreement for the furnishing of certain services by Contractor to County as set forth in that Agreement; and

WHEREAS, on February 26, 2001, May 1, 2001, and July 31, 2001 the parties hereto entered into first, second, and third amendments to the two-year agreement; and

WHEREAS, it is now the mutual desire and intent of the parties hereto to amend and clarify that Agreement:

CHANGE #1: Insert: Exhibit E, Outcome Based Management and Budgeting Responsibilities into Section 1 of the body of the Agreement.

CHANGE #2: Amend Paragraph 3.A. Maximum Amount to read as follows:

3. Payments.

A. Maximum Amount. In full consideration of Contractor's performance of the services described in the Exhibits, the amount that County shall be obligated to pay for services rendered under this Agreement shall not exceed ONE MILLION THIRTEEN THOUSAND FOUR HUNDRED NINETY-THREE DOLLARS (\$1,013,493) 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 annual projections:

For the period July 1, 2000 through June 30, 2001

Org#s:	74136	74132	74145	
Acct.#s:	6163	6163	6163	
		Cal-		
	NNA	WORKS	CNTY	FOP
	<u>NonRes.</u>	<u>NonRes.</u>	<u>Wm.Res.</u>	<u>NonReim.</u>
Total Estimated Gross Program Costs	\$48,450	\$1,000	\$57,790	\$38,303
*Less Estimated Other Revenue	\$ 9,039	\$ -0-	\$10,635	\$38,303
Maximum County Contract Obligation	\$39,411	\$1,000	\$47,155	\$ -0-

Org#s:	74143	74141	74141	74131	
Acct.#s:	6163	6163	6163	6163	
	NNA	BASN	BASN	BASN	
	<u>PeriRes.</u>	<u>WmRes.</u>	<u>SLE</u>	<u>NonRes.</u>	<u>TOTAL</u>
Total Estimated Gross Program Costs	\$336,231	\$47,282	\$15,907	\$117,863	\$662,826
*Less Estimated Other Revenue	\$ 57,645	\$28,838	\$10,460	\$ -0-	\$154,920
Maximum County Contract Obligation	\$278,586	\$18,444	\$ 5,447	\$117,863	\$507,906

For the period July 1 2001 through June 30, 2002

Org#s:	74136	74132	74145		
Acct.#s:	6163	6163	6163		
		Cal-			
	NNA	WORKS	CNTY	FOP	
	<u>NonRes.</u>	<u>NonRes.</u>	<u>Wm.Res.</u>	<u>NonReim.</u>	
Total Estimated Gross Program Costs	\$59,789	\$1,379	\$66,586	\$97,089	
*Less Estimated Other Revenue	\$16,437	\$ 379	\$14,715	\$97,089	
Maximum County Contract Obligation	\$43,352	\$1,000	\$51,871	\$ -0-	
Org#s:	74143	74141	74141	74131	
Acct.#s:	6163	6163	6163	6163	
	NNA	BASN	BASN	BASN	
	<u>PeriRes.</u>	<u>WmRes.</u>	<u>SLE</u>	<u>NonRes.</u>	<u>TOTAL</u>
Total Estimated Gross Program Costs	\$393,377	\$39,640	\$12,597	\$88,363	\$758,820
*Less Estimated Other Revenue	\$ 86,932	\$ 8,760	\$ 4,628	\$24,293	\$253,233
Maximum County Contract Obligation	\$306,445	\$30,880	\$ 7,969	\$64,070	\$505,587

CHANGE #3: Insert Sections E into Paragraph 7 of the body of the agreement to read as follows:

E. Violation of the Non-Discrimination Provisions.

1. 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:
 - a) Termination of this Agreement;
 - b) Disqualification of the Contractor from bidding on or being awarded a County Contract for a period of up to 3 years;
 - c) Liquidated damages of \$2,500 per violation;
 - d) Imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

2. To effectuate the provisions of this paragraph, the County Manager shall have the authority to:
 - a) Examine Contractor's employment records with respect to compliance with this paragraph;
 - b) 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.

CHANGE #4: Amend Section I.C.1. in Exhibit A to read as follows:

1. County shall pay Contractor as follows:
 - a. County shall pay Contractor THREE THOUSAND TWO HUNDRED EIGHTY-FOUR DOLLARS and TWENTY-FIVE CENTS (\$3,284.25) per month, not to exceed THIRTY-NINE THOUSAND FOUR HUNDRED ELEVEN DOLLARS (\$39,411) for the period July 1, 2000 through June 30, 2001.
 - b. In addition, County shall pay Contractor THREE THOUSAND SIX HUNDRED TWELVE DOLLARS AND SIXTY-SIX CENTS (\$3,612.66) per month, not to exceed FORTY-THREE THOUSAND THREE HUNDRED FIFTY-TWO DOLLARS (\$43,352) for the period July 1, 2001 through June 30, 2002.

CHANGE #5: Amend Section III.C.1. in Exhibit A to read as follows:

1. County shall pay Contractor as follows:
 - a. County shall pay Contractor TWENTY-THREE THOUSAND TWO HUNDRED FIFTEEN DOLLARS and FIFTY CENTS (\$23,215.50) per month, not to exceed TWO HUNDRED SEVENTY-EIGHT THOUSAND FIVE HUNDRED EIGHTY-SIX DOLLARS (\$278,586) for the period July 1, 2000 through June 30, 2001.
 - b. In addition, County shall pay Contractor TWENTY-FIVE THOUSAND FIVE HUNDRED THIRTY-SEVEN DOLLARS AND EIGHT CENTS (\$25,537.08) per month, not to exceed THREE HUNDRED SIX THOUSAND FOUR HUNDRED FORTY-FIVE DOLLARS (\$306,445) for the period July 1, 2001 through June 30, 2002.

CHANGE #6: Amend Section I.A. in Exhibit B to read as follows:

- A. **County Women's Residential Alcohol and Drug Treatment Units of Service:**
 1. For the period July 1, 2000 through June 30, 2001, admit to Contractor's County women's residential alcohol and drug treatment program a minimum of six (6) program participants who meet the population criteria identified in Contractor's treatment expansion proposal dated November 18, 1998. Provide a total of two thousand nineteen (2,019) days of residential alcohol and drug treatment services to be allocated by Contractor.

2. For the period July 1, 2001 through June 30, 2002, admit to Contractor's County women's residential alcohol and drug treatment program a minimum of four (4) program participants who meet the population criteria identified in Contractor's treatment expansion proposal dated November 18, 1998. Provide a total of seven hundred thirty (730) days of residential alcohol and drug treatment services to be allocated by Contractor.

CHANGE #7: Amend Section I.C.1. in Exhibit B to read as follows:

1. County shall pay Contractor as follows:
 - a. County shall pay Contractor THREE THOUSAND NINE HUNDRED TWENTY-NINE DOLLARS AND FIFTY-EIGHT CENTS (\$3,929.58) per month not to exceed FORTY-SEVEN THOUSAND ONE HUNDRED FIFTY-FIVE DOLLARS (\$47,155) for the period July 1, 2000 through June 30, 2001.
 - b. In addition, County shall pay Contractor FOUR THOUSAND THREE HUNDRED TWENTY-TWO DOLLARS AND FIFTY-EIGHT CENTS (\$4,322.58) per month not to exceed FIFTY-ONE THOUSAND EIGHT HUNDRED SEVENTY-ONE DOLLARS (\$51,871) for the period July 1, 2001 through June 30, 2002.

CHANGE #8: Amend Sections I.A.1. and I.A.2. in Exhibit C to read as follows:

1. For the period July 1, 2000 through June 30, 2001:
 - a. Admit to Contractor's BASN nonresidential alcohol and drug treatment program a minimum of fifteen (15) program participants.
 - b. Provide two thousand seven hundred forty-one (2,741) hours of staff availability dedicated to BASN nonresidential services including face-to-face contacts, preparation time, and record keeping. Staff available hours will include a minimum of five (5) contact hours, per BASN program participant, per week, and at least one (1) individual session, per BASN program participant, per week. These five (5) contact hours, above, are to be conducted over at least three (3) calendar days, per week. In addition, a weekly allowance of four (4) hours per week is allotted for administrative work.
2. For the period July 1, 2001 through June 30, 2002:
 - a. Admit to Contractor's BASN nonresidential alcohol and drug treatment program a minimum of nine (9) program participants.

- b. Provide one thousand four hundred ninety (1,490) hours of staff availability dedicated to BASN nonresidential services including face-to-face contacts, preparation time, and record keeping. Staff available hours will include a minimum of five (5) contact hours, per BASN program participant, per week, and at least one (1) individual session, per BASN program participant, per week. These five (5) contact hours, above, are to be conducted over at least three (3) calendar days, per week. In addition, a weekly allowance of four (4) hours per week is allotted for administrative work.

CHANGE #9: Amend Section I.C.1. in Exhibit C to read as follows:

1. County shall pay Contractor as follows:
 - a. County shall pay Contractor a maximum of ONE HUNDRED SEVENTEEN THOUSAND EIGHT HUNDRED SIXTY-THREE DOLLARS (\$117,863) for the period July 1, 2000 through June 30, 2001. This is the contract obligation designated for BASN nonresidential alcohol and drug treatment services. County shall pay Contractor at the rate of FORTY-THREE DOLLARS (\$43.00) per staff available hour actually provided.
 - b. County shall pay Contractor a maximum of SIXTY-FOUR THOUSAND SEVENTY DOLLARS (\$64,070) for alcohol and drug treatment services for the period July 1, 2001 through June 30, 2002. This is the contract obligation designated for BASN nonresidential alcohol and drug treatment services. County shall pay Contractor at the rate of FORTY-THREE DOLLARS (\$43.00) per staff available hour actually provided.

CHANGE #10: Amend Section II.A.1. in Exhibit C to read as follows:

1. **BASN Women's Residential:**
 - a. For the period July 1, 2000 through June 30, 2001 admit a minimum of two (2) BASN women residential alcohol and drug treatment program participants. Provide a total of three hundred forty-eight (348) days of BASN women's residential alcohol and drug services to be allocated by Contractor.
 - b. For the period July 1, 2001 through June 30, 2002 admit a minimum of three (3) BASN women residential alcohol and drug treatment program participants. Provide a total of five hundred

eighty-two (582) days of BASN women's residential alcohol and drug services to be allocated by Contractor.

CHANGE #11: Amend Section II.C.1. in Exhibit C to read as follows:

1. County shall pay Contractor as follows:
 - a. County shall pay Contractor a maximum of EIGHTEEN THOUSAND FOUR HUNDRED FORTY-FOUR DOLLARS (\$18,444) for the period July 1, 2000 through June 30, 2001. This is the portion of the contract obligation designated for BASN women's residential alcohol and drug treatment services. County shall pay Contractor at the rate of FIFTY-THREE DOLLARS (\$53.00) per day for services actually rendered.
 - b. County shall pay Contractor a maximum of THIRTY THOUSAND EIGHT HUNDRED EIGHTY DOLLARS (\$30,880) for the period July 1, 2001 through June 30, 2002. This is the portion of the contract obligation designated for BASN women's residential alcohol and drug treatment services. County shall pay Contractor at the rate of FIFTY-THREE DOLLARS (\$53.00) per day for services actually rendered.

CHANGE #12: Amend Section III.A. in Exhibit C to read as follows:

A. BASN Units of Service:

1. For the period July 1, 2000 through June 30, 2001 Contractor will provide a total of three hundred ninety-three (393) days of BASN sober living environment (SLE) transitional housing to a minimum of two (2) BASN program participants.
2. For the period July 1, 2001 through June 30, 2002 Contractor will provide a total of five hundred seventy-five (575) days of BASN sober living environment (SLE) transitional housing to a minimum of two (2) BASN program participants.

CHANGE #13: Amend Section III.C.1. in Exhibit C to read as follows:

1. County shall pay Contractor as follows:
 - a. County shall pay Contractor a maximum of FIVE THOUSAND FOUR HUNDRED FORTY-SEVEN DOLLARS (\$5,447) for the period July 1, 2000 through June 30, 2001. This is the portion of the contract obligation designated for BASN sober living environment (SLE) transitional housing. County shall pay Contractor at the rate of THIRTEEN DOLLARS AND EIGHTY-SIX CENTS (\$13.86) per bed day provided.

- b. County shall pay Contractor a maximum of SEVEN THOUSAND NINE HUNDRED SIXTY-NINE DOLLARS (\$7,969) for the period July 1, 2001 through June 30, 2002. This is the portion of the contract obligation designated for BASN sober living environment (SLE) transitional housing. County shall pay Contractor at the rate of THIRTEEN DOLLARS AND EIGHTY-SIX CENTS (\$13.86) per bed day provided.

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

1. The Agreement of July 11, 2000, as amended on February 26, 2001, May 1, 2001, and July 31, 2001 is further 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 July 11, 2000, as amended on February 26, 2001, May 1, 2001 and July 31, 2001 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

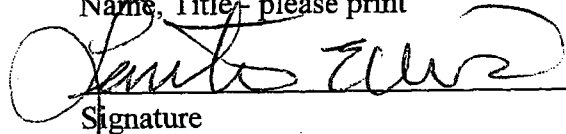
Date: _____

ATTEST:

Clerk of Said Board

Date: _____

FREE AT LAST
By: Lenta Ellis - CEO
Name, Title, please print


Signature

Date: August 7, 2001

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

EXHIBIT E
Outcome Based Management and Budgeting Responsibilities
FREE AT LAST
July 1, 2001 through June 30, 2002

Contractor's 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:

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

Human Services Agency's (HSA) Responsibilities

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

COUNTY OF SAN MATEO
Departmental Correspondence

Date: July 11, 2001

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 CONTRACTED
Yes TIME?

DUTIES:

Provides residential, perinatal, and nonresidential alcohol and drug treatment and prevention services.

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

Remarks/Comments:

This is a renewal certificate.

Signature:

Priscilla Morse
Risk Management

Inform.wp

ACORDTM CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
07/10/01

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: Connecticut Indemnity Company
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 <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	MZG80762820	07/01/00	09/01/01	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/OP AGG \$2,000,000
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 <input checked="" type="checkbox"/> Drive Other Car	MZG80762820	07/01/00	09/01/01	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	ECF108140	07/01/01	07/01/02	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
The County Of San Mateo, Its' Officers, Agents, Employees And Legal Representatives Are Included As Additional Insureds
RE: Named-Insured Use/Lease Of The Following Dwellings & Locations For Their Program Operations: (1) California House, 1560 California Street, (See Attached Descriptions)

CERTIFICATE HOLDER County Of San Mateo Human Services Agency 262 Harbor Blvd. Belmont, CA 94002-5008	ADDITIONAL INSURED; INSURER LETTER	CANCELLATION Ten Day Notice for Non-Payment SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL SEND BY REGISTERED MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, AND TO THE INSURED TO WHOM THIS CERTIFICATE IS ISSUED, OF THE CANCELLATION OF THIS POLICY AND THE REASON THEREFOR. REPRESENTATIVES AUTHORIZED REPRESENTATIVE <i>Jim Dore</i>
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IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

DESCRIPTIONS (Continued from Page 1)

Mt.View, CA., (2) Fernando House, 325 Fernando Avenue, Palo Alto, CA ., (3)
Margarita House, 442 Margarita Avenue, Palo Alto, CA

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

1. Designation of Premises (Part Leased to You):
See below

2. Name of Person or Organization:
County Of San Mateo
Human Services Agency
262 Harbor Blvd.
Belmont, CA 94002-5008

3. Additional Premium:
(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:
1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.

The County Of San Mateo, Its' Officers, Agents, Employees And Legal Representatives Are Included As Additional Insureds
RE:Named-Insured Use/Lease Of The Following Dwellings & Locations For Their Program Operations: (1) California House,1560 California Street, Mt.View, CA., (2) Fernando House,325 Fernando Avenue,Palo Alto, CA ., (3) Margarita House,442 Margarita Avenue,Palo Alto, CA

PRIMARY INSURANCE:
IT IS UNDERSTOOD AND AGREED THAT THIS INSURANCE IS PRIMARY AND ANY OTHER INSURANCE MAINTAINED BY THE ADDITIONAL INSURED SHALL BE EXCESS ONLY AND NOT CONTRIBUTING WITH THIS INSURANCE.

AS RESPECTS LIABILITY, IT IS AGREED THAT ALL RIGHT OF SUBROGATION IS HEREBY WAIVED UNDER SUCH INSURANCE POLICY AS RESPECTS THE ADDITIONAL INSUREDS AS IDENTIFIED IN THIS ENDORSEMENT.

CANCELLATION CLAUSE:
IT IS UNDERSTOOD AND AGREED THAT THE ADDITIONAL INSURED[S]

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - MANAGERS OR LESSORS OF
PREMISES**

(Continued from page 1.)

WILL BE GIVEN THIRTY [30] DAYS WRITTEN NOTICE BEFORE ANY CANCELLATION, NON-RENEWAL OR REDUCTION OF COVERAGE. CANCELLATION FOR NON-PAYMENT OF PREMIUM CAN BE TEN [10] DAYS PRIOR TO THE EFFECTIVE DATE, HOWEVER SUCH NOTICE MUST BE BY REGISTERED MAIL. ALL NOTICES WILL SPECIFICALLY REFER TO THE ABOVE PROJECT.