

COUNTY OF SAN MATEO
Interdepartmental Correspondence

DATE: September 6, 2001

HEARING DATE: September 25, 2001

TO: Honorable Board of Supervisors

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

SUBJECT: Second Amendment to the Two-Year (FY 2000-01, FY 2001-02) Agreement with the Women's Recovery Association

RECOMMENDATION

Adopt a resolution authorizing the execution of a second amendment to the two-year (FY 2000-01, FY 2001-02) Agreement with the Women's Recovery Association.

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 the Women's Recovery Association (WRA), in the amount of \$1,682,940, 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 a total increase of \$25,000 per agreement. As was the case with many of the alcohol and drug treatment providers, WRA was awarded both one-year (FY 2000-01) and two-year (FY 2000-01, FY 2001-02) agreements. WRA was also awarded a fee-for-service agreement for FY 2001-02 which contains drug court services. The fee-for-service agreement was approved by the Board of Supervisors on August 7, 2001.

The two-year agreement included CalWORKs funded nonresidential alcohol and drug treatment services and perinatal residential treatment services funded through State and Federal block grant funds. CalWORKs funded nonresidential alcohol and drug treatment services were also included in contracts with several other alcohol and drug treatment service providers. Alcohol and Drug Services reviewed the utilization of all of its contracted CalWORKs nonresidential treatment services after six months. Based on the results of this review, and conversations with the service providers including WRA, it was determined that the CalWORKs funds would not be fully utilized by the nonresidential treatment programs and should be reallocated. WRA identified a number of program participants in their residential perinatal treatment program who were CalWORKs recipients. The first amendment to the two-year agreement with WRA, approved by the Board on March 27, 2001, reallocated \$99,678 of the unexpended CalWORKs funding to offset the program cost for WRA's residential perinatal program participants who are identified as CalWORKs recipients.

Discussion

This second amendment to the two-year agreement adds a ten percent Cost of Business Increase (COBI) which was approved by the Board on June 25, 2001. The total amount of the COBI included in this agreement for FY 2001-02 is \$72,232. This second amendment also includes a decrease in the adolescent girls' residential alcohol and drug treatment services and a decrease in County funding in the amount of \$74,370 for FY 2001-02. Children and Family Services' Out of Home Placement funds will be used to offset the cost of the program. CalTOP data services in the amount of \$38,000, which were in the one-year (FY 2000-01) agreement, are being continued in the two-year agreement for FY 2001-02. Also included in this second amendment is the required Equal Benefits Compliance, Violation of Non-discrimination, and Outcome Based Management language which has been added for FY 2001-02. The resolution and second amendment have been reviewed and approved by County Counsel's office as to form. The total amended contract obligation under this second amendment is \$1,818,480.

Fiscal Impact

The term of the second amendment is from July 1, 2001 through June 30, 2002. This second amendment to the two-year agreement adds a \$72,232 COBI and \$38,000 for CalTOP data services, and a decrease in County General Funds of \$74,370 for the adolescent girl's residential treatment services, for FY 2001-02. The total COBI obligation and the CalTOP data services are funded with County General funds and are budgeted in the Alcohol and Drug Services preliminary budget for FY 2001-02.

RESOLUTION NO. _____

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

* * * * *

RESOLUTION AUTHORIZING THE EXECUTION OF A SECOND AMENDMENT TO
THE TWO-YEAR (FY 2000-01, FY 2001-02) AGREEMENT WITH
THE WOMEN'S RECOVERY ASSOCIATION

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
the Women's Recovery Association for the furnishing of alcohol and drug treatment services as
set forth in that agreement; and

WHEREAS, on March 27, 2001 the Human Services Agency Director signed a first
amendment to the two-year agreement with the Women's Recovery Association; 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 second amendment to the
two-year agreement with the Women's Recovery Association and has examined and approved it
as to both form and content and desires to enter into the second 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 second amendment to the
two-year agreement with the Women's Recovery Association 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 TWO-YEAR AGREEMENT WITH
WOMEN'S RECOVERY ASSOCIATION
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 the WOMEN'S RECOVERY ASSOCIATION (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 March 27, 2001 the parties hereto entered into a first amendment 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 D, Outcome Based Management and Budgeting Responsibilities, and Attachment 7: Equal Benefits Compliance 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 EIGHT HUNDRED EIGHTEEN THOUSAND FOUR HUNDRED EIGHTY DOLLARS (\$1,818,480) 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	74145	74143	74136	74145	74144
Acct.#s:	6163	6163	6163	6163	6163	6163
		NNA	NNA	Cnty	Cnty	Cnty.
	A+D	Women's	Peri.	Trmt.	Fund.	Fund
	<u>Nonres.</u>	<u>Resid.</u>	<u>Resid.</u>	<u>Readi.</u>	<u>Res.</u>	<u>Adol.Res.</u>
Total Estimated Gross Program Costs	\$98,298	\$387,554	\$243,269	\$53,633	\$141,934	\$309,448
*Less Estimated Other Revenue	\$35,136	\$154,452	\$ 31,730	\$ 1,533	\$ 40,089	\$175,078
Maximum County Contract Obligation	\$63,162	\$233,102	\$211,539	\$52,100	\$101,845	\$134,370

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

Org#s:	74133	74142	74147	
Acct.#s:	6163	6163	6163	
	TrialTrk	TrialTrk	Cal-	
	Drg.Ct.	Drg.Ct.	WORKs	
	<u>NonRes.</u>	<u>Res.</u>	<u>PeriRes.</u>	<u>TOTAL</u>
Total Estimated Gross Program Costs	\$7,864	\$49,607	\$60,626	\$1,352,233
*Less Estimated Other Revenue	\$2,864	\$19,988	\$ 54	\$ 460,924
Maximum County Contract Obligation	\$5,000	\$29,619	\$60,572	\$ 891,309

For the period July 1, 2001 through June 30, 2002

Org#s:	74136	74145	74143	74136	74145	74144
Acct.#s:	6163	6163	6163	6163	6163	6163
	NNA	NNA	NNA	Cnty	Cnty	Cnty.
	A+D	Women's	Peri.	Trmt.	Fund.	Fund
	<u>Nonres.</u>	<u>Resid.</u>	<u>Resid.</u>	<u>Readi.</u>	<u>Res.</u>	<u>Adol.Res.</u>
Total Estimated Gross Program Costs	\$118,109	\$434,171	\$308,713	\$72,029	\$168,360	\$440,568
*Less Estimated Other Revenue	\$ 48,631	\$177,759	\$ 76,020	\$14,719	\$ 56,330	\$380,568
Maximum County Contract Obliga.	\$ 69,478	\$256,412	\$232,693	\$57,310	\$112,030	\$ 60,000

Org#s:	74133	74142	74147	
Acct.#s:	6163	6163	6163	
	TrialTrk	TrialTrk	Cal-	
	Drg.Ct.	Drg.Ct.	WORKs	Cal-
	<u>NonRes.</u>	<u>Res.</u>	<u>PeriRes.</u>	<u>TOPS</u>
Total Estimated Gross Program Costs	\$9,449	\$55,574	\$66,637	\$38,000
*Less Estimated Other Revenue	\$4,449	\$25,955	\$ 8	-0-
Maximum County Contract Obligation	\$5,000	\$29,619	\$66,629	\$38,000

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

D. Equal Benefits Compliance. With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse, and shall accurately complete and execute Attachment 7, the Equal Benefits Compliance form, attached hereto and incorporated by reference herein.

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.D.1. in Exhibit A to read as follows:

- 1. County shall pay Contractor as follows:
 - a. County shall pay Contractor FIVE THOUSAND TWO HUNDRED SIXTY-THREE DOLLARS and FIFTY CENTS (\$5,263.50) per month, not to exceed SIXTY-THREE THOUSAND ONE HUNDRED SIXTY-TWO DOLLARS (\$63,162) for the period July 1, 2000 through June 30, 2001.
 - b. In addition, County shall pay Contractor FIVE THOUSAND SEVEN HUNDRED EIGHTY-NINE DOLLARS and EIGHTY-THREE CENTS (\$5,789.83) per month, not to exceed SIXTY-NINE THOUSAND FOUR HUNDRED SEVENTY-EIGHT DOLLARS (\$69,478) for the period July 1, 2001 through June 30, 2002.

CHANGE #5: Amend Section II.D.1. in Exhibit A to read as follows:

- 1. County shall pay Contractor as follows:
 - a. County shall pay Contractor TWENTY DOLLARS AND SEVENTY-FOUR CENTS (\$20.74) per day for a maximum of two thousand nine hundred twenty (2,920) days, specifically for

those perinatal residential program participants identified by the County as being CalWORKs recipients. In no event shall the amount exceed a maximum of SIXTY THOUSAND FIVE HUNDRED SEVENTY-TWO DOLLARS (\$60,572) for the period July 1, 2000 through June 30, 2001.

- b. In addition, County shall pay Contractor TWENTY-TWO DOLLARS AND EIGHTY-ONE CENTS (\$22.81) per day for a maximum of two thousand nine hundred twenty (2,920) days for the period July 1, 2001 through June 30, 2002, specifically for those perinatal residential program participants identified by the County as being CalWORKs recipients. In no event shall the amount exceed a maximum of SIXTY-SIX THOUSAND SIX HUNDRED TWENTY-NINE DOLLARS (\$66,629) for the period July 1, 2001 through June 30, 2002.

CHANGE #6: Amend Section III.C.1. in Exhibit A to read as follows:

1. County shall pay Contractor as follows:
 - a. County shall pay Contractor NINETEEN THOUSAND FOUR HUNDRED TWENTY-FIVE DOLLARS AND SIXTEEN CENTS (\$19,425.16) per month, not to exceed a maximum contract obligation of TWO HUNDRED THIRTY-THREE THOUSAND ONE HUNDRED TWO DOLLARS (\$233,102) for the period July 1, 2000 through June 30, 2001.
 - b. County shall pay Contractor TWENTY-ONE THOUSAND THREE HUNDRED SIXTY-SEVEN DOLLARS AND SIXTY-SIX CENTS (\$21,367.66) per month, not to exceed a maximum contract obligation of TWO HUNDRED FIFTY-SIX THOUSAND FOUR HUNDRED TWELVE DOLLARS (\$256,412) for the period July 1, 2001 through June 30, 2002.

CHANGE #7: Amend Section IV.C.I. in Exhibit A to read as follows:

1. County shall pay Contractor as follows:
 - a. County shall pay Contractor SEVENTEEN THOUSAND SIX HUNDRED TWENTY-EIGHT DOLLARS AND TWENTY-FIVE CENTS (\$17,628.25) per month, not to exceed a maximum contract obligation of TWO HUNDRED ELEVEN THOUSAND FIVE HUNDRED THIRTY-NINE DOLLARS (\$211,539) for the period July 1, 2000 through June 30, 2001.

- b. County shall pay Contractor NINETEEN THOUSAND THREE HUNDRED NINETY-ONE DOLLARS AND EIGHT CENTS (\$19,391.08) per month, not to exceed a maximum contract obligation of TWO HUNDRED THIRTY-TWO THOUSAND SIX HUNDRED NINETY-THREE DOLLARS (\$232,693) for the period July 1, 2001 through June 30, 2002.

CHANGE #8: Amend Section I.C.1. in Exhibit B to read as follows:

- 1. County shall pay Contractor as follows:
 - a. County shall pay Contractor EIGHT THOUSAND FOUR HUNDRED EIGHTY-SEVEN DOLLARS AND EIGHT CENTS (\$8,487.08) per month, not to exceed a maximum contract obligation of ONE HUNDRED ONE THOUSAND EIGHT HUNDRED FORTY-FIVE DOLLARS (\$101,845) for the period July 1, 2000 through June 30, 2001.
 - b. County shall pay Contractor NINE THOUSAND THREE HUNDRED THIRTY-FIVE DOLLARS AND EIGHTY-THREE CENTS (\$9,335.83) per month, not to exceed a maximum contract obligation of ONE HUNDRED TWELVE THOUSAND THIRTY DOLLARS (\$112,030) for the period July 1, 2001 through June 30, 2002.

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

- 1. County shall pay Contractor as follows:
 - a. County shall pay Contractor FOUR THOUSAND THREE HUNDRED FORTY-ONE DOLLARS AND SIXTY-SIX CENTS (\$4,341.66) per month, not to exceed FIFTY-TWO THOUSAND ONE HUNDRED DOLLARS (\$52,100) for the period July 1, 2000 through June 30, 2001.
 - b. In addition, County shall pay Contractor FOUR THOUSAND SEVEN HUNDRED SEVENTY-FIVE DOLLARS AND EIGHTY-THREE CENTS (\$4,775.83) per month not to exceed FIFTY-SEVEN THOUSAND THREE HUNDRED TEN DOLLARS (\$57,310) for the period July 1, 2001 through June 30, 2002.

CHANGE #10: Amend Section III.A.2. in Exhibit B to read as follows:

2. Contractor will provide the following units of service:
 - a. For the period July 1, 2000 through June 30, 2001, Contractor will admit a minimum of six (6) female adolescents between the ages of fourteen (14) and eighteen (18) who are low income, homeless or at-risk of homelessness, with a history of substance abuse related problems, and who meet the population criteria identified in Contractor's treatment expansion proposal dated October 15, 1998. Provide a maximum of one thousand three hundred eighteen (1,318) days of County adolescent female residential alcohol and drug treatment services to be allocated by Contractor.
 - b. In addition, for the period July 1, 2001 through June 30, 2002, Contractor will admit a minimum of three (3) female adolescents between the ages of fourteen (14) and eighteen (18) who are low income, homeless or at-risk of homelessness, with a history of substance abuse related problems, and who meet the population criteria identified in Contractor's treatment expansion proposal dated October 15, 1998. Provide a maximum of five hundred eighty-eight (588) days of County adolescent female residential alcohol and drug treatment services to be allocated by Contractor.

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

1. County shall pay Contractor as follows:
 - a. County shall pay Contractor ELEVEN THOUSAND ONE HUNDRED NINETY-SEVEN DOLLARS AND FIFTY CENTS (\$11,197.50) per month, not to exceed ONE HUNDRED THIRTY-FOUR THOUSAND THREE HUNDRED SEVENTY DOLLARS (\$134,370) for the period July 1, 2000 through June 30, 2001.
 - b. In addition, County shall pay Contractor FIVE THOUSAND DOLLARS (\$5,000.00) per month, not to exceed SIXTY THOUSAND DOLLARS (\$60,000) for the period July 1, 2001 through June 30, 2002.

CHANGE #12: Add Section IV to Exhibit B to read as follows:

IV. COUNTY-FUNDED CALTOP SERVICES:

The California Treatment Outcome Project (CalTOP) is a project of the State Department of Alcohol and Drug Programs (ADP) to develop and test an integrated outcome monitoring system for alcohol and drug treatment services that includes standardized client assessment and program placement, service utilization, and treatment outcomes.

Contractor will provide the following services as specified in the ADP CalTOP Participation Agreement, March 2000:

A. CalTOP Providers' Deliverables:

1. Collect a data set, which will consist of approximately 240 questions compiled from a variety of sources. The data set will include: the Addiction Severity Index (ASI), the California version of the American Society of Addiction Medicine Placement Criteria and Service Code (CA ASAM/PPC II), a set of 34 interstate common core items which are required for the TOPPS II grant, eight questions that are California specific, the California Alcohol and Drug Data Set (CADDs), plus a set of service utilization codes.

Automated and manual instruments that will be used by the provider for all CalTOP clients are:

- a. University of California at Los Angeles (UCLA) Consent and Locator Forms (completed at intake and mailed to UCLA);
 - b. Utilize ASI software approved by ADP to complete and submit the ASI data (completed at admission);
 - c. Utilize the websolution (the CalTOP data site) to complete and submit CA ASAM/PPC II, TOPPS II, CCOQ, CADDs, UCI (completed at admission and Episode Status Change); and
 - d. Utilize the websolution to complete and submit CalTOP Service Codes Form and CA ASAM/PPC II (completed during services to record services rendered).
2. All collected data should be submitted to ADP at least monthly.
 3. Attend CalTOP training and monthly project meetings.
 4. Contractor will provide one thousand two hundred eighteen (1,218) staff hours dedicated to CalTOP services including face-to-face contacts, preparation time, and record keeping time.

B. Payment Rates:

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

1. County shall pay Contractor THREE THOUSAND ONE HUNDRED SIXTY-SIX DOLLARS AND SIXTY-SIX CENTS (\$3,166.66) per month, not to exceed a maximum contract obligation of THIRTY-EIGHT THOUSAND DOLLARS (\$38,000) for the period July 1, 2001 through June 30, 2002.
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 4.

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

1. The Agreement of July 11, 2000, as amended on March 27, 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 March 27, 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: _____

WOMEN'S RECOVERY ASSOCIATION

By: Linda Carlson Exec Director
Name, Title - please print

Signature

Date: August 8, 01

Contractor's Tax I.D. No. 23-7079003

EXHIBIT D
Outcome Based Management and Budgeting Responsibilities
WOMEN'S RECOVERY ASSOCIATION
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

Equal Benefits Compliance Declaration Form

I Vendor Identification

Name of Contractor: Women's Recovery Association
 Contact Person: JULIE BOY
 Address: 1450 Chapin Ave, 1st Flr
Burlingame, CA
 Phone Number: 650.348.6603 Fax Number: 650.348.0615

II Employees

Does the Contractor have any employees? Yes No

Does the Contractor provide benefits to spouses of employees? Yes No

If the answer to one or both of the above is no, please skip to Section IV.

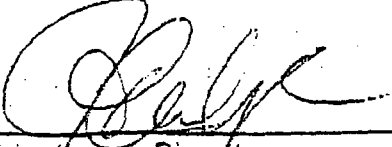
III Equal Benefits Compliance (Check one)

- Yes, the Contractor complies by offering equal benefits, as defined by Chapter 2.93, to its employees with spouses and its employees with domestic partners.
- Yes, the Contractor complies by offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- No, the Contractor does not comply.
- The Contractor is under a collective bargaining agreement which began on _____ (date) and expires on _____ (date).

IV Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this 31 day of May, 2001 at Burlingame, California
 (City) (State)


 Signature
Finance Director
 Title

JULIE A. BOY
 Name (Please Print)
23 7079003
 Contractor Tax Identification Number

COUNTY OF SAN MATEO
Departmental Correspondence

Date: March 5, 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: Women's Recovery Association

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

Yes

DUTIES:

Provides residential, nonresidential, treatment readiness, and perinatal residential alcohol and drug treatment services to adults, adolescents, and pregnant/parenting women and their children.

INSURANCE COVERAGE:	Amount	Approve	Waive	Modify
Comprehensive Liability <input checked="" type="checkbox"/> Additional Insured	<u>\$3M</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Liability	<u>\$1M</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Liability	<u>\$3M</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation <input type="checkbox"/> No employees	<u>Statutory</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks/Comments:

This is a renewal certificate.

Signature: Priscilla Morse
Risk Management

ACORD. CERTIFICATE OF INSURANCE

DATE (MM/DD) 02/24/01

PRODUCER Searcy Insurance Center, Inc.
P O Box 471

Visalia CA 93279-0471
(559) 625-3591
(559) 625-3593 FAX

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.

COMPANIES AFFORDING COVERAGE

- COMPANY A Philadelphia Indemnity Insurance
- COMPANY B
- COMPANY C
- COMPANY D

INSURED WRA Of San Mateo County, Inc.
1450 Chapin, 1st Floor

Burlingame CA 94010
(415) 348-6603

COVERAGES

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO 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 <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT <input checked="" type="checkbox"/> Prof Liab	PHPK001679	02/24/01	02/24/02	GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 PERSONAL & ADV INJURY \$1,000,000 EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ 100,000 MED EXP (Any one person) \$ 5,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	PHPK001679	02/24/01	02/24/02	COMBINED SINGLE LIMIT \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO		/ /	/ /	AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM		01/01/01	01/01/01	EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL		/ /	/ /	STATUTORY LIMITS EACH ACCIDENT \$ DISEASE - POLICY LIMIT \$ DISEASE - EACH EMPLOYEE \$
A	OTHER Bond Fire	PHPK001679	02/24/01	02/24/02	50,000 685,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

The County of San Mateo, its officers, agents, and employees are named as additional insureds.

CERTIFICATE HOLDER:

County Of San Mateo, Alcohol & Drug Services
Attn Jane Marks
400 Harbor Blvd. Building B
Belmont CA 94002

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

AGFORM. CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

08/09/00

PRODUCER Searcy Insurance Center, Inc.
P O Box 471

Visalia CA 93279-0471
(559) 625-3591

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 BELONGING TO THE

COMPANIES AFFORDING COVERAGE.

COMPANY
A Safety National Casualty Co.

INSURED
W R A Of San Mateo County, Inc
1450 Chapin, 1st Floor

Burlingame CA 94010
(650) 348-6603

COMPANY
B

COMPANY
C

COMPANY
D

COVERAGES

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT		/ /	/ /	GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ PERSONAL & ADV INJURY \$ EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		/ /	/ /	COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO		/ /	/ /	AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM		/ /	/ /	EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input checked="" type="checkbox"/> EXCL	PR-83-TBD	08/09/00	08/09/01	<input checked="" type="checkbox"/> STATUTORY LIMITS EACH ACCIDENT \$1,000,000 DISEASE - POLICY LIMIT \$1,000,000 DISEASE - EACH EMPLOYEE \$1,000,000
	OTHER		/ /	/ /	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

San Mateo County Of San Mateo
Alcohol & Drug Services
Attn: Jane Marks
400 Harbor Blvd
Belmont CA 94002

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AUTHORIZED REPRESENTATIVE