


COUNTY OF SAN MATEO
Departmental Correspondence

DATE: January 24, 2002
HEARING DATE: 2-5-2002

TO: Honorable Board of Supervisors
FROM: Gale Bataille, Director, Mental Health Services 
SUBJECT: PATH and SAMHSA Federal Block Grant Applications

RECOMMENDATION

1. Adopt a resolution authorizing the submission of applications to the State Department of Mental Health for federal block grant funds from the Substance Abuse and Mental Health Services Administration (SAMHSA) and for the McKinney Project for Assistance in Transition from Homelessness (PATH) funds.
2. Approve an Appropriation Transfer Request (ATR) in the amount of \$82,169 for FY2001-02 to increase the budget for the remainder of this fiscal year to fund the new programs supported by the SAMHSA Block Grant augmentation.

Background

The State Department of Mental Health (DMH) has allocated \$54,743 in PATH funds, \$668,676 in SAMHSA Federal Block grant funding and a SAMHSA Block Grant augmentation of \$164,338 to San Mateo County for FY2001-02.

The county has received PATH funds since 1989. PATH has funded the Support Team, an outreach team serving the homeless mentally ill, operated by Mateo Lodge, Inc. The SAMHSA block grant has funded services since 1982, providing support to a variety of community programs.

Discussion

In FY2001-02 PATH funds will continue to support outreach services to the homeless mentally ill provided by Mateo Lodge, Inc. SAMHSA ongoing block grants will fund the Mental Health Probation Services, Multicultural Intensive Support Team, Research and Evaluation, Older Adult Peer Counseling, Peer Counseling for Seriously Mentally Ill Adults, and the Outreach and Support Team.

The SAMHSA Block Grant augmentation is targeted to increase integrated alcohol, drug and mental health services to individuals with co-occurring disorders. During FY 2001-02 this fund will support dual diagnosis services to at-risk 16 to 18 year old youth admitted to the Canyon Oaks Center residential treatment program, dual diagnosis treatment in the community by the Youth to Adult Transition Team, and psychiatric consultation to Proposition 36 Assessment Team.

The following are the objectives and actual performance from last year, and objectives for this year.

Performance Measures	2000-01 Objectives	2000-01 Actual	2001-02 Objectives
<u>Mental Health Probation</u> Percentage of Crossroads youth who will remain at home for at least six months	75%	74%	75%
<u>Homeless Support Team (PATH)</u> Percentage of clients served who will be linked to services, including regional mental health services	70%	78%	80%
<u>Peer Counseling for Seriously Mentally Ill</u> Minimum number of consumers enrolled in Peer Counseling course	35	31	35
<u>Outreach and Support Team</u> Number of seriously mentally ill clients who will be transitioned from shelters to a supported living environment	30	29	30

The Mental Health Board has reviewed and approved the spending plan for these funds, as required by the State Department of Mental Health. A Board resolution authorizing the grant application is required for final State Department of Mental Health approval and release of funds. The submission of the request to the Board for authorization of the applications was delayed in order to include the new Augmentation Application, which was submitted to the State in December 2001.

Fiscal Impact

The state has allocated a total of \$887,757 in federal funds to San Mateo County for the PATH and SAMHSA programs. The funding and program expenditures for the ongoing programs are included in the FY2001-02 Mental Health Services' Division budget. The County is required to match \$1 for every \$3 in PATH funds, which is met in-kind through the remaining costs of the Mateo Support Team. The net County cost is \$18,248. The ATR for \$82,619 adds the new program funding and appropriation for the remainder of this year to the FY2001-02 Mental Health Services budget.

RECOMMENDED


 HEALTH SERVICES AGENCY

RESOLUTION NO. _____

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

* * * * *

RESOLUTION AUTHORIZING SUBMISSION OF APPLICATIONS TO THE STATE DEPARTMENT OF MENTAL HEALTH (DMH) FOR FEDERAL BLOCK GRANT FUNDS FROM THE SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA) AND FOR THE MCKINNEY PROJECT FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH) GRANT FUNDS

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

WHEREAS, San Mateo County Mental Health has been notified by the State Department of Mental Health that funds under the Federal McKinney Project for Assistance in Transition from Homelessness (PATH) are available to serve the homeless mentally ill, and funds under the Federal Substance Abuse and Mental Health Services (SAMHSA) are available to serve mentally ill children, adults, and older adults; and

WHEREAS, the Mental Health Board has reviewed these applications; and

WHEREAS, a PATH application has been submitted to DMH for the Mobile Support Team to provide homeless assistance and outreach services and a SAMHSA block grant application has been submitted to DMH for: Mental Health/Probation Services to provide intensive in-home services to youth on probation and mental health services to youth at Juvenile Hall and at Camp Glenwood; the Multicultural Intensive Support Team to provide outreach and support services to the seriously mentally ill; Research and Evaluation activities to measure client outcomes; the Older Adult Peer Counseling Program to provide counseling to older adults; Peer Counseling for Seriously Mentally Ill Adults to promote rehabilitation and recovery of other persons with serious mental illness; Outreach and Support Team to assist seriously mentally ill adults who are homeless or at risk of becoming homeless; a Dual Diagnosis Specialist for the Canyon Oaks Center; a Dual Diagnosis Specialist for the Youth to Adult Transition Team; a Psychiatrist Consultant with dual diagnosis expertise for the Proposition 36 Assessment Team:

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that this Board of Supervisors approve the submission of the Block Grant applications to the State Department of Mental Health.



HEALTH SERVICES AGENCY

August 14, 2001

Ron Bettencourt
Planning, Grants and Revenue Enhancement
Department of Mental Health
1600 Ninth Street, Room 130
Sacramento, CA 95814

Dear Mr. Bettencourt:

Enclosed is San Mateo County's State Fiscal Year 2001-02 renewal application for the SAMHSA Block Grant. The application package includes the original and one copy of the following:

1. Enclosure 1 – Planning Estimate Worksheet
2. Attachment 1 – Assurance of Compliance
3. Attachments 2 and 3 – Certifications
4. Program Narrative
5. Attachment 4 – Program Data Sheets
6. Federal Grant Detailed Provider Budget (MH 1779)

The Mental Health Board review and Board of Supervisors approval will be submitted later. If you have any questions, you may call Janet Crist-Whitzel at (650) 573-3986.

Sincerely,


Gale Bataille, Director
Mental Health Services

Cc: Julie Peck, Deputy Director for Adult and Older Adult Services
Deborah Torres, Deputy Director for Children's Services
Janet Crist-Whitzel, Deputy Director for Administration
Aurora Pangilinan, Financial Services Manager

MENTAL HEALTH SERVICES DIVISION

Board of Supervisors: Mark Church • Rose Jacobs Gibson • Richard S. Gordon • Jerry Hill • Michael D. Nevin • Health Services Director: Margaret Taylor
225 - 37th Avenue • San Mateo, CA 94403 • PHONE 650.573.2541 • TDD 650.573.3206 • FAX 650.573.2841

<http://www.smhealth.org>

SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES
ADMINISTRATION (SAMHSA) BLOCK GRANT
SFY 2001-02 PLANNING ESTIMATE

COUNTY: SAN MATEOISSUE DATE: April 12, 2001PROPOSED ALLOCATION \$ 668,676

The County Department of Mental Health requests continuation of the Substance Abuse and Mental Health Services Administration (SAMHSA), Community Mental Health Services Block Grant. These funds will be used in accordance with 42 U.S.C.A., Sections 300x through 300x-13, as it read on January 1, 1992, and amended by Public Law (PL) 102-321, and will be used as stated in the enclosed Assurance of Compliance with Federal Requirements on Use of Allotments, and the Certification Statements.

The amount is the proposed total expenditure level for SFY 2001-02. The amount identified above is subject to change based on the level of appropriation approved in the State Budget Act of 2000. In addition, this amount is subject to adjustments for a net reimbursable amount to the county. The adjustments include, but are not limited to, Gramm-Rudmann-Hollings (Federal Deficit Reduction Act) reductions, prior year audit recoveries, federal legislative mandates applicable to categorical funding, augmentations, etc. The net amount reimbursable will be reflected on future allocations and/or advance payments as the specific dollar amounts of adjustments become known for each county.

The county should use this amount for planning purposes and to build the county's SFY 2001-02 base budget for SAMHSA Block Grant funded mental health programs.


County Mental Health Director

4/14/01
Date

ASSURANCE OF COMPLIANCE WITH PUBLIC LAW 102-321
REQUIREMENTS ON USE OF ALLOTMENTS

The county, as recipient of grant funds, acknowledges and agrees to the following:

Section 1911(b) PURPOSE OF GRANTS

- (b) Purpose of Grants - A funding agreement for a grant under subsection (a) is that, subject to Section 1916, the State involved will expend the grant only for the purpose of--
 - (b)(1) carrying out the plan submitted under Section 1912(a) by the state for the fiscal year involved;
 - (b)(2) evaluating programs and services carried out under the plan; and
 - (b)(3) planning, administration, and educational activities related to providing services under the plan.

Section 1912 STATE PLAN FOR COMPREHENSIVE COMMUNITY MENTAL
HEALTH SERVICES FOR CERTAIN INDIVIDUALS

- (a) In General - The Secretary may make a grant under Section 1911 only if--
 - (a)(1) the state involved submits to the Secretary a plan for providing comprehensive community mental health services to adults with a serious mental illness and to children with a serious emotional disturbance;
 - (a)(2) the plan meets the criteria specified in subsection (b); and
 - (a)(3) the plan is approved by the Secretary.

Section 1913(c) CRITERIA FOR MENTAL HEALTH CENTERS

- (c) Criteria for Mental Health Centers - The criteria referred to in subsection (b)(2) regarding community mental health centers are as follows--
 - (c)(1) With respect to mental health services, the centers provide services as follows;
 - (c)(1)(A) Services principally to individuals residing in a defined geographic area (hereafter in the subsection referred to as a "service area");

- (c)(1)(B) Outpatient services, including specialized outpatient services for children, the elderly, individuals with a serious mental illness, and residents of the service areas of the centers who have been discharged from inpatient treatment at a mental health facility;
- (c)(1)(C) 24-hour-a-day emergency care services;
- (c)(1)(D) Day treatment of other partial hospitalization services, or psychosocial rehabilitation services;
- (c)(1)(E) Screening for patients being considered for admission to state mental health facilities to determine the appropriateness of such admission;
- (c)(2) The mental health services of the centers are provided, within the limits of the capacities of the centers, to any individual residing or employed within the service area of the center regardless of ability to pay for such services;
- (c)(3) The mental health services of the centers are available and accessible promptly, as appropriate and in a manner which preserves human dignity and assures continuity and high quality care;

Section 1916 RESTRICTIONS ON USE OF PAYMENTS

- (a) In General - A funding agreement for a grant under Section 1911 is that the state involved will not expend the grant--
 - (a)(1) to provide inpatient services;
 - (a)(2) to make cash payments to intended recipients of health services;
 - (a)(3) to purchase or improve land, purchase, construct, or permanently improve (other than minor remodeling) any building or other facility, or purchase major medical equipment;
 - (a)(4) to satisfy any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds; or
 - (a)(5) to provide financial assistance to any entity other than a public or nonprofit private entity.
- (b) Limitation on Administrative Expenses - A funding agreement for a grant under Section 1911 is that the state involved will not expend more than five percent of the grant for administrative expenses with respect to the grant.

Counties have a ten percent administrative cap (see MH 1779)

Section 1946 PROHIBITIONS REGARDING RECEIPT OF FUNDS

(a) Establishment -

(a)(1) Certain false statements and representation - A person shall not knowingly and willfully make or cause to be made any false statement or representation of a material fact in connection with the furnishing of items or services for which payments may be made by a state from a grant made to the state under Section 1911 or 1921.

(a)(2) Concealing or failing to disclose certain events - A person with knowledge of the occurrence of any event affecting the initial or continued right of the person to receive any payments from a grant made to a state under Section 1911 or 1921 shall not conceal or fail to disclose any such event with an intent fraudulently to secure such payment either in a greater amount than is due or when no such amount is due.

(b) Criminal Penalty for Violation of Prohibition - Any person who violates any prohibition established in subsection 9a) shall for each violation be fined in accordance with Title 18, United States Code, or imprisoned for not more than five years, or both.

Section 1947 NONDISCRIMINATION

(a) In General -

(a)(1) Rule of construction regarding certain civil rights laws - For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975, on the basis of handicap under Section 504 of the Rehabilitation Act of 1973, on the basis of sex under Title IX of the Education Amendments of 1972, or on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964, programs and activities funded in whole or in part with funds made available under Section 1911 or 1921 shall be considered to be programs and activities receiving federal financial assistance.

(a)(2) Prohibition - No person shall on the grounds of sex (including, in the case of a woman, on the grounds that the woman is pregnant), or on the grounds of religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds made available under Section 1911 or 1921.

(b) Enforcement -

(b)(1) Referrals to Attorney General after notice: Whenever the Secretary finds that a state, or an entity that has received a payment pursuant to Section 1911 or 1921, has failed to comply with a provision of law referred to in subsection (a)(1), with subsection (a)(2), or with and applicable regulation (including one prescribed to carry out subsection (a)(2), the Secretary shall notify the Chief Executive Officer of the state and shall request the Chief Executive Officer to secure compliance. If within a reasonable period of time, not to exceed 60 days, the Chief Executive Officer fails or refuses to secure compliance, the Secretary may--

(b)(1)(A) refer the matter to the Attorney General with a recommendation that an appropriate civil action be instituted;

(b)(1)(B) exercise the powers and functions provided by the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendment of 1972, or Title VI of the Civil Rights Act of 1964, as may be applicable; or

(b)(1)(C) take such other actions as may be authorized by law.

(b)(2) Authority of Attorney General - When a matter is referred to the Attorney General pursuant to paragraph (a)(1)(A), or whenever the Attorney General has reason to believe that a state or an entity is engaged in a pattern or practice in violation of a provision of law referred to in subsection (a)(1) or in violation of subsection (a)(2), the Attorney General may bring a civil action in any appropriate district court of the United States for such relief as may be appropriate, including injunctive relief.



Signature of Official Authorized
to Sign Application

8/14/01

Date

CERTIFICATIONS

CERTIFICATION REGARDING LOBBYING

- 1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 for each such failure.

SALARY CAP

The undersigned certifies that no grant funds will be used to pay an individual salary at a rate in excess of \$125,000 per year, not including benefits.

DRUG FREE WORK ENVIRONMENT

The undersigned certifies that reasonable efforts are made to maintain a drug-free work place in all programs supported by the Block Grant funds.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY
AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

- 1) The prospective lower tier participant certified, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal/application.

Gale Botaille
Signature of Official Authorized
to Sign Application


8/14/01
Date

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offeror/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.



Signature of Official Authorized
to Sign Application



Date

2001-2002
**SAN MATEO COUNTY BLOCK GRANT
PROGRAM NARRATIVE DESCRIPTION**

STATEMENT OF PURPOSE

The San Mateo County block grant has existed since 1982 providing the major portion of consultation and education services in the Mental Health Services Division. Initially the block grant identified the four target populations as older adults, minorities, children and youth (in particular, sexually abused children), and the developmentally disabled. More recently the block grant has focused on the Adult, Older Adult and Child/Youth Systems of Care. In Fiscal Year 2001-02, the block grant will continue to fund a number of Mental Health-Juvenile Probation programs, the Mateo Lodge Intensive Support Team and the Outreach and Support Team for seriously mentally ill adults, the Peer Counseling programs for seriously mentally ill adults, Older Adult Peer Counseling, social activities programs for youth transitioning to adults, and a portion of the Evaluation/Performance Outcomes program conducted by the Research and Evaluation Unit. In addition, one-time activities initiated under enhanced SAMHSA funding in 2000-01 will continue in 2001-02. These include older adult system of care planning and the development of the Recovery Model. Dr. Janet Crist-Whitzel, Deputy Director for Administration, will coordinate the Block Grant Program in the division.

The Block Grant helps anchor a system of care for children, youth and their families (pursuant to AB 904) summarized as follows: To enable children and youth with serious emotional disturbances to fulfill their potential so that they remain at home, succeed in school, and avoid involvement with the juvenile justice system. San Mateo County Mental Health is committed to an interagency system of care that promotes individualized care through an array of services that are culturally competent and family centered. The Mental Health-Juvenile Probation collaborative programs include Crossroads (in-home intensive), Juvenile Hall and Camp Glenwood based services.

The transitional youth program assists young people who have been served in the youth system of care to transition to the adult system of care services. The Mateo Lodge Intensive Support team, the Outreach and Support Team and the adult and older adult Peer Counseling programs embody the key principles of the Adult and Older Adult Systems of Care: peer support based on recovery model framework, focus on desired outcomes of clients and the facilitation of independent living. Our Evaluation/Performance Outcomes program works closely with both youth and adult systems of care to ensure appropriate planning and review.

PROGRAM DESCRIPTIONS

A. Mental Health-Probation Services

Block Grant Mental Health-Probation programs include both in-custody and non-custody services. The non-custody program, **Crossroads**, is a collaborative effort of San Mateo County dedicated to

keeping families together. This effort provides intensive in-home specialized services to families through Mental Health, Probation, and Education intervention to enhance family stability, reduce recidivism in the Juvenile Justice System, and avoid youth out-of-home placement. The Block Grant funds the Mental Health component of Crossroads.

In-custody services include a number of programs operated in both Juvenile Hall and Camp Glenwood. **Juvenile Hall-Crisis and Forensic Assessment Services** include emergency mental health intervention and psychiatric and/or psychodiagnostic evaluations of both pre-adjudicated detainees and court wards in confinement in Juvenile Hall. The mental health staff also provides regular behavior management consultation with detention staff on all units regarding detainees/wards and planning programs for detainees/wards with special behavioral needs.

Camp Glenwood Enhanced Mental Health Services consists of a mental health staff person who works collaboratively with the camp staff and probation officers to provide a variety of direct services and clinical coordination. Activities include: training and consultation to camp staff and probation officers, crisis intervention and short term counseling to camp wards, group counseling focusing on ward entry to and exit from camp, work with families of camp wards, collaborative aftercare planning with camp staff and probation officers, and follow up with wards released from camp-as time allows. **The Juvenile Hall-Substance Abuse Services** program is a collaborative project that provides substance abuse services for wards in custody in Juvenile Hall and Camp Glenwood. These wards have various behavioral and/or emotional disorders. These contract-operated (Youth and Family Assistance) services are supervised by the Mental Health Unit at Juvenile Hall. The work will be closely coordinated with the County Alcohol and Drug Program, Juvenile Probation, and County Health Care staff based in Juvenile Hall. Services include substance abuse referral and case management/follow up for youth returned to the community.

OBJECTIVES

SUCCESS STANDARDS

(With most recent available data)

Crossroads

1. To avoid out-of-home placements for Probation Youth served by Crossroads.

Crossroads youth served will indicate a 75% success rate (still living at home 6 months after program completion). (1999-00 actual was 75.6%).

Substance Abuse Services

1. Will help youth served attain sober lifestyles.

60% of those who participate in a substance abuse program shall report that they have reduced their use of substances by 60% at six months after program completion.

Crossroads, Juvenile Hall Substance Abuse Services, and Camp Glenwood Enhanced Mental Health Services.

1. To reduce recidivism of Probation Youth served by these programs. Reduce the number of police contracts among wards by 50%, by comparing the number of contracts one year prior to entering the program with the number one year following admission to the program. (Police contracts were reduced 66% for youth admitted in 1997-98, allowing a year of follow-up by June 1999).

The Crossroads mental health staff is comprised of the following (**Block Grant Funded Staff in Bold Print**):

- 1 part-time (.55 FTE) Marriage, Family and Child Counselors (licensed eligible), Spanish speaking -- .30 FTE is funded with block-grant rollover funds.**
- 2 part-time (total of 1.0 FTE) PSW/MFCC (Licensed)**
- 1 part-time (.10 FTE) Psychiatrist**

The Juvenile Hall Crisis and Forensic Assessment staff is comprised of the following:

- 1 half time licensed MFCC II (licensed)**
- 1 part-time (.25 FTE) Psychiatrist**

Camp Glenwood Mental Health Enhanced services consist of:

- 1 full-time PSW II (Licensed) -- .5 FTE is funded with rollover block-grant funds.**

The Juvenile Hall\Camp Glenwood based Substance Abuse Services program is operated by Insights, a program of Youth and Family Assistance, community based contract agency. **A total of approximately 1.43 FTE are Block Grant funded.**

B. Peer Counseling for Seriously Mentally Ill

San Mateo County's Peer Counseling Program began in 1991. It was an innovative approach utilizing peers to support peers in the process of rehabilitation and recovery. The program is based on the principles of the self-help/recovery movement. Peer Counseling is part of the county's overall strategy to increase and support consumer involvement in policy development and services design and delivery.

OBJECTIVE

SUCCESS STANDARDS

1. Increase participation of consumers in delivery of services

At least 35 consumers will be enrolled in the peer counseling course. (36 were enrolled in 1999-00).

At least 60% of those enrolled in the course will complete the course with a grade of B or above. (50% completed with B or above in 1999-00).

2. Increase advocacy for consumers by consumer participation in policy committees

Two classes (one each semester) with at least 30 people per class will be held for consumers to stimulate consumer participation in committees and in recovery and advocacy activities throughout the county. (Four classes were held in 1999-00 with at least 35 attendees).

The following comprises the Peer Counseling for Seriously Mentally ill staff:

One part-time (.50 FTE) Mental Health Counselor II (consumer position)

C. Older Adult Peer Counseling Program

The Senior Peer Counselor Program for older adults utilizes trained and clinically supervised volunteers to provide peer counseling services to older adults. This is a non-traditional alternative to the clinical services provided by the professional staff of the mental health division. Peer Counselors provide emotional support to frail, older persons who have physical or mental disabilities that restrict or jeopardize their capacity to live independently.

OBJECTIVE

SUCCESS STANDARDS

1. To help older adults function in the least restrictive environment.

70% of older adults who participate in the Senior Peer Counseling program will not be open to and receiving mental health services.

2. Provide outreach and counseling to senior adults in the community

Senior Peer Counselors will serve at least 80 unduplicated clients. (147 were served in 1999-00).

The Older Adult Peer Counseling staff is comprised of the following:

One part-time (.50 FTE) independent contractor

D. Mateo Lodge Intensive Support Team

The Mateo Lodge Intensive Support Team is a multi-cultural case management team that specializes in serving seriously mentally ill clients for whom the traditional mental health system has been unsuccessful. The team has the capacity to respond to clients, family members and the community 7 days a week. By maintaining a small caseload and following clients throughout their placements including acute and subacute care and criminal justice involvement, the team's purpose is to maintain clients in the community who otherwise would languish for long stays in locked settings. The expected caseload is 25 clients who meet the following criteria: seriously mentally ill adults who, due to their illness, alcohol and drug use or occasional criminal behavior, are high utilizers of high cost acute and subacute services.

The team members consult with county psychiatrists on medication issues and arrange for county staff to provide medications in the field if necessary. When clients are placed in acute or subacute care, the team continues to work with the clients and facility staff to help the clients return to the community when it is appropriate. The team provides assistance to the homeless by providing motel and food vouchers when necessary for emergency placements. In addition, the team collaborates with the criminal justice system to insure that these clients will face appropriate consequences for behaviors that are willful and under their control.

OBJECTIVE

1. To stabilize use of institutional and subacute care.

SUCCESS STANDARDS

Maintain utilization of acute and subacute services by clients within 10% of utilization in prior year. (Utilization in 1999-00 was .03% higher than in the prior year).

The Mateo Lodge Intensive Support Team includes three multi-cultural case managers (2.5 FTE): one African-American male and two bilingual/bicultural Latino males. All three are experienced outreach workers with a strong commitment to the target population.

Approximately .25 FTE case manager is funded by the Block Grant. In addition, the block grant funds homeless assistance (such as motel and food vouchers).

E. The Outreach and Support Team

The Outreach and Support Team works in collaboration with Psychiatric Emergency Services and Psychiatric Inpatient Services at San Mateo County Hospital, the Maguire Facility/Jail, Mateo Lodge Mobile Support Team, Clara Mateo Homeless Shelter, Mental Health Association Spring Street Homeless Shelter, AB 2034 Transitions Program, and Shelter Network's Maple Street Shelter. The "Outreach and Support Team" will provide early identification, engagement and case management services to seriously and persistently mentally ill adults who are homeless or at risk of becoming homeless. This team is actively involved in outreach and engagement activities in support of the Transitions Program (AB 2034).

The Outreach and Support Team will be available 7 days a week with evening hours and on-call capability and will do the following:

- (1) Respond to calls from Psychiatric Emergency Services to assist in the disposition of homeless SPMI adults to shelters, motels, treatment programs; the outcome will be diversion from acute psychiatric inpatient services of individuals who do not need acute psychiatric admission and who do need housing and support services.
- (2) Interim case management of individuals in the shelters, in motels, treatment programs and linkage to Adult System of Care services.
- (3) Outreach to Clara Mateo Shelter, Mental Health Association Spring Street Shelter and Shelter Network Maple Street Shelter to identify SPMI homeless individuals in need of interim case management and linkage to the Adult System of Care, including the AB 2034 Transitions Program.
- (4) Liaison with the Maguire Facility/Jail to identify inmates who are SPMI and not participating in the AB 1485 Options Program and who are in need of interim case management and linkage to the Adult System of Care.

OBJECTIVE

SUCCESS STANDARDS

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|--|---|
| 1. To divert from acute psychiatric inpatient services individuals who do not need acute psychiatric admission but do need housing and support services. | 25 SPMI adults will be diverted from PES (Psychiatric Emergency Services) to a lower level of care and will receive interim case management until integrated into the adult system of care. |
| 2. To link SPMI adults in homeless shelters with the system of care and transition them to a supported living environment. | 40 SPMI adults will be transitioned from shelters to a supported living environment. |
| 3. To link SPMI adults in jail with the system of care and transition them to a supported living environment. | 10 SPMI adults will be transitioned from jail to a supported living environment. |

This program has no data yet available, as it was recently implemented.

The Outreach and Support Team is comprised of **2 FTE Mental Health Workers** and **2 Peer Specialists**, who will work 18 hours per week (**.90 FTE total**). These positions will be funded in total by SAMHSA block grant dollars.

F. Young Adult Transition Program

The **Young Adult Social Activities** program, in coordination with community partner agencies, provides extensive social activities including special weekly outings for small groups of consumers and larger monthly social events for young adults. These activities help the young adults engage in age-appropriate activities and programs like YMCA and Parks and Recreation programs. The SAMHSA grant will fund a staff person who acts as a "shadow" for youth needing extra support

to participate in leisure and recreational activities. The Community Friends program provides for Mental Health consumers to act as supports for young adults to facilitate their participation in leisure and recreational activities in the community.

OBJECTIVES

SUCCESS STANDARDS

- | | |
|--|--|
| 1. To help young adults engage in age-appropriate social activities. | At least one event will be held each month with participation of at least 35 young people. |
|--|--|

Staffing includes **one part-time Mental Health Counselor I (.25 FTE)** for the social activities program, in addition to **two peer counselors who will each work 3 hours per week**. This program component is funded with redirected and rollover block-grant funds.

G. Research and Evaluation

A major activity of the Research and Evaluation unit is measuring client performance outcomes to determine if clients improve in areas of functioning over time. The adult and youth performance outcomes systems include the provision of client profile feedback to clinicians and the periodic analysis and reporting of results.

Over the past five years we have fully implemented the children's performance outcome system. This effort was initiated in response to the evaluation needs of our 5-year federal grant for the children's system of care funded by the Center for Mental Health Services of SAMHSA. In addition the state mandated the implementation of performance outcomes, effective in FY 1997-98. Ratings of child/youth behavior are collected from parents/caregivers (Child Behavior Checklist), youth (Youth Self Report) and clinicians (Child and Adolescent Functional Assessment Scale). Mandated state adult outcome measurement was implemented in July 1999. Adult outcome instruments include the Behavior and Symptom Identification Scale (BASIS-32) and the California Quality of Life (CA-QOL) scale.

Satisfaction measures are collected from parents or caregivers and youth, and a consumer survey is collected from adult consumers. An automated computer system using Teleform and ACCESS has been developed for the outcomes program.

In addition to the overall performance outcome measurement efforts, the research and evaluation unit has conducted more long-term, in-depth evaluations of specific programs. Examples have included the Family Partnership Team and the Youth-to-Adult Transition program. As time and resources are available, we will continue to respond to special program evaluation needs.

OBJECTIVE

SUCCESS STANDARDS

- | | |
|--|--|
| <p>1. To increase the analysis and reporting of outcomes by unit or program.</p> | <p>Results/reports by team or program will be presented at least once during the fiscal year on youth and adult data. (2000-01 outcome results and accountability reports by unit have been prepared and presented to management and will also be presented to units).</p> |
|--|--|

The Research and Evaluation unit staff consists of a total of approximately **3.1 FTE** contract staff, with **approximately .43 FTE funded by the block grant**.

Two research analysts have general responsibility for implementing and maintaining the performance outcome systems: one for the child and youth system (**approximately .15 FTE block grant funded**) and one for the adult system (**approximately .15 FTE block grant funded**). In addition contract research assistant staff will assist in all aspects of evaluation, including data management and tracking (**.125 FTE block grant funded**). Several peer outcomes assistants also serve as data collectors for the adult outcomes program.

Additional One-Time Only Funds

Because of late startup of the new SAMHSA-funded Outreach and Support Team under enhanced funding in 2000-01, we propose to apply some of the rollover to additional one-time activities. Note that the remainder of the rollover has been applied in general to help fund some of the increases in staff costs due to cost-of-living increases as well as increasing the FTE of particular positions in the Mental Health-Probation services as noted. Other rollover funding is budgeted for the young adult transition program, as noted earlier. The remaining rollover funds will fund continuation of activities started with one-time SAMHSA funding in 2000-01.

1. **Older Adult System of Care Planning Process:** San Mateo County Mental Health will continue the planning process for assessing mental health needs and issues of older adults and to plan expansion and better integration of mental health services for seriously and persistently ill older adults in the county

SAMHSA rollover funding (\$10,000) will support consultation by Mary DeMay, M.D., a geriatric fellowship-trained and board certified Geriatric Psychiatrist.

2. **Consultation for Development of Recovery Model:** San Mateo County Mental Health will continue its efforts to develop a Recovery Action Plan, initiated with one-time SAMHSA funding in 2000-01. SAMHSA rollover funding (\$5,000) will support consultation by Allan Fruzetti, M.D., from Stanislaus County's Wellness and Recovery Center.

CULTURAL COMPETENCE

As part of San Mateo County's Mental Health Managed Care Plan, a Cultural Competence Plan for was developed and completed in July of 1998 and will be updated in 2201-02. The Mental Health Division continues to adhere to our Cultural Competence Plan that addresses programs, policy, recruitment and hiring, and community involvement strategies that impact all of the Block Grant programs described above. An interagency Child and Youth System of Care Cultural Competence Advisory Committee provides direction to cultural competence efforts, particularly in the area of training. Our substance abuse services provider agency continues to provide bilingual/bicultural services that respond to the Juvenile Hall/Camp Glenwood multi-cultural population.

DESIGNATED PEER REVIEW REPRESENTATIVE

Deborah Torres, Deputy Director for Child and Youth Services, and **Julie Peck**, Deputy Director for Adult and Older Adult Services, will be San Mateo County's designated Peer Review Representatives.

IMPLEMENTATION PLAN

All programs except the Youth Transition Component are continuing. The Youth transition activities will supplement existing programs. The additional services will be implemented by September 2001.

PROGRAM EVALUATION PLAN

Program evaluation, review and documentation will be coordinated and maintained by Janet Crist-Whitzel, Block Grant Coordinator. Deborah Torres and Julie Peck, Clinical Services Managers, will provide liaison with Youth and Adult/Older Adult Programs, respectively, concerning data collection.

Program Evaluation Methods:

Mental Health-Probation - The methods include: 1) Probation records, 2) Human Service Agency Foster Care Placement reports, and, for Substance Abuse Program only, agency based client discharge follow-ups to determine achievement of sobriety outcomes.

Mateo Lodge Intensive Case Management Team - MIS service records will be analyzed to determine caseload and to compare acute and subacute utilization with the prior year.

Peer Counseling Programs (Adult and Older Adult) - programs will document enrollment, course completion, class offerings (consumer leadership classes), and number of people served (Senior Peer Counseling).

Outreach and Support Team - Intake and assessment data will be collected on all "outreach and support team clients"; and this data as well as all service data will be entered into the management information system and used to comprise quarterly progress reports and an end-of-the-year evaluation report detailing outcomes achieved by the "Outreach and Support Team".

Youth to Adult Transition Program - Program will document social activities participation, attendance and course completion.

Research and Evaluation - The Research and Evaluation unit will document reports.

2001-2002 SAMHSA BLOCK GRANT PROGRAM DATA SHEET
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Complete one sheet for each SAMHSA funded program (as budgeted).

COUNTY: San Mateo PROGRAM TITLE: Mental Health Probation

SAMHSA FUNDING LEVEL: (MH 1779, Line 38, Net Cost) \$ 349,811

TARGET POPULATION(S): (ESTIMATED NUMBER OF CONSUMERS TO BE SERVED IN THE YEAR WITH SAMHSA FUNDS)

SMI ADULT _____ # SMI OLDER ADULT _____ # SED CHILD 375

TYPES OF SERVICE(S) PROVIDED: (CHECK ALL THAT ARE APPLICABLE)

ASSESSMENT	<u>x</u>	CASE MANAGEMENT	<u>x</u>
COLLATERAL SERVICES	<u>x</u>	CRISIS INTERVENTION	<u>x</u>
CRISIS STABILIZATION	<u>x</u>	DAY CARE REHABILITATIVE	_____
GROUP THERAPY	<u>x</u>	INDIVIDUAL THERAPY	<u>x</u>
IN-HOME SERVICES	_____	INTENSIVE DAY TREATMENT	_____
MEDICATION SUPPORT	<u>x</u>	OUTREACH	<u>x</u>
PEER COUNSELING	_____	SOCIALIZATION	_____
SUBSTANCE ABUSE COUNSELING	_____	VOCATIONAL	_____
OTHER: _____	_____		

Please complete the following table if in the above program you have discrete sub-programs serving any of the special populations listed below or a consumer operated program:

	DUAL DIAGNOSIS	HOMELESS	FORENSIC	MINORITIES	CONSUMER OPERATED
ESTIMATED NUMBER OF SMI ADULT					
FUNDING LEVEL	\$	\$	\$	\$	\$
ESTIMATED NUMBER OF SMI OLDER ADULT					
FUNDING LEVEL	\$	\$	\$	\$	\$
ESTIMATED NUMBER OF SED CHILDREN	175		200		
FUNDING LEVEL	\$ 52,530	\$	\$ 297,281	\$	\$

ADDITIONAL COMMENTS:

2001-2002 SAMHSA BLOCK GRANT PROGRAM DATA SHEET
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Complete one sheet for each SAMHSA funded program (as budgeted).

COUNTY: San Mateo PROGRAM TITLE: Older Adult and Adult Peer Counseling

SAMHSA FUNDING LEVEL: (MH 1779. Line 38. Net Cost) \$ 70,178

TARGET POPULATION(S): (ESTIMATED NUMBER OF CONSUMERS TO BE SERVED IN THE YEAR WITH SAMHSA FUNDS)

SMI ADULT 300 # SMI OLDER ADULT 100 # SED CHILD _____

TYPES OF SERVICE(S) PROVIDED: (CHECK ALL THAT ARE APPLICABLE)

ASSESSMENT	_____	CASE MANAGEMENT	_____
COLLATERAL SERVICES	_____	CRISIS INTERVENTION	_____
CRISIS STABILIZATION	_____	DAY CARE REHABILITATIVE	_____
GROUP THERAPY	_____	INDIVIDUAL THERAPY	_____
IN-HOME SERVICES	_____	INTENSIVE DAY TREATMENT	_____
MEDICATION SUPPORT	_____	OUTREACH	<u>X</u>
PEER COUNSELING	<u>X</u>	SOCIALIZATION	<u>X</u>
SUBSTANCE ABUSE COUNSELING	_____	VOCATIONAL	_____
OTHER: _____	_____		

Please complete the following table if in the above program you have discrete sub-programs serving any of the special populations listed below or a consumer operated program:

	DUAL DIAGNOSIS	HOMELESS	FORENSIC	MINORITIES	CONSUMER OPERATED
ESTIMATED NUMBER OF SMI ADULT					300
FUNDING LEVEL	S	S	S	S	S 34,978
ESTIMATED NUMBER OF SMI OLDER ADULT					100
FUNDING LEVEL	S	S	S	S	S 35,200
ESTIMATED NUMBER OF SED CHILDREN					
FUNDING LEVEL	S	S	S	S	S

ADDITIONAL COMMENTS:

2001-2002 SAMHSA BLOCK GRANT PROGRAM DATA SHEET
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Complete one sheet for each SAMHSA funded program (as budgeted).

COUNTY: San Mateo PROGRAM TITLE: Mateo Lodge Intensive Support Team

SAMHSA FUNDING LEVEL: (MH 1779, Line 38, Net Cost) \$ 127,118

TARGET POPULATION(S): (ESTIMATED NUMBER OF CONSUMERS TO BE SERVED IN THE YEAR WITH SAMHSA FUNDS)

SMI ADULT 325 # SMI OLDER ADULT _____ # SED CHILD _____

TYPES OF SERVICE(S) PROVIDED: (CHECK ALL THAT ARE APPLICABLE)

ASSESSMENT	_____	CASE MANAGEMENT	_____ <u>x</u>
COLLATERAL SERVICES	<u>x</u>	CRISIS INTERVENTION	_____ <u>x</u>
CRISIS STABILIZATION	<u>xx</u>	DAY CARE REHABILITATIVE	_____
GROUP THERAPY	_____	INDIVIDUAL THERAPY	_____
IN-HOME SERVICES	_____	INTENSIVE DAY TREATMENT	_____
MEDICATION SUPPORT	<u>x</u>	OUTREACH	_____ <u>x</u>
PEER COUNSELING	<u>x</u>	SOCIALIZATION	_____ <u>x</u>
SUBSTANCE ABUSE COUNSELING	_____	VOCATIONAL	_____
OTHER: <u>Residential Support</u>	<u>x</u>		

Please complete the following table if in the above program you have discrete sub-programs serving any of the special populations listed below or a consumer operated program:

	DUAL DIAGNOSIS	HOMELESS	FORENSIC	MINORITIES	CONSUMER OPERATED
ESTIMATED NUMBER OF SMI ADULT		325			
FUNDING LEVEL	S	S 127,118	S	S	S
ESTIMATED NUMBER OF SMI OLDER ADULT					
FUNDING LEVEL	S	S	S	S	S
ESTIMATED NUMBER OF SED CHILDREN					
FUNDING LEVEL	S	S	S	S	S

ADDITIONAL COMMENTS:

2001-2002 SAMHSA BLOCK GRANT PROGRAM DATA SHEET
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Complete one sheet for each SAMHSA funded program (as budgeted).

COUNTY: San Mateo PROGRAM TITLE: Outreach & Support Team

SAMHSA FUNDING LEVEL: (MH 1779. Line 38. Net Cost) \$ 158,197

TARGET POPULATION(S): (ESTIMATED NUMBER OF CONSUMERS TO BE SERVED IN THE YEAR WITH SAMHSA FUNDS)

SMI ADULT 75 # SMI OLDER ADULT _____ # SED CHILD _____

TYPES OF SERVICE(S) PROVIDED: (CHECK ALL THAT ARE APPLICABLE)

ASSESSMENT	<u>xx</u>	CASE MANAGEMENT	<u>xx</u>
COLLATERAL SERVICES	<u>xx</u>	CRISIS INTERVENTION	<u>xx</u>
CRISIS STABILIZATION	_____	DAY CARE REHABILITATIVE	_____
GROUP THERAPY	_____	INDIVIDUAL THERAPY	_____
IN-HOME SERVICES	_____	INTENSIVE DAY TREATMENT	_____
MEDICATION SUPPORT	_____	OUTREACH	<u>xx</u>
PEER COUNSELING	<u>xx</u>	SOCIALIZATION	_____
SUBSTANCE ABUSE COUNSELING	<u>xx</u>	VOCATIONAL	_____
OTHER: _____	_____		

Please complete the following table if in the above program you have discrete sub-programs serving any of the special populations listed below or a consumer operated program:

	DUAL DIAGNOSIS	HOMELESS	FORENSIC	MINORITIES	CONSUMER OPERATED
ESTIMATED NUMBER OF SMI ADULT		75			
FUNDING LEVEL	S	S 158,197	S	S	S
ESTIMATED NUMBER OF SMI OLDER ADULT					
FUNDING LEVEL	S	S	S	S	S
ESTIMATED NUMBER OF SED CHILDREN					
FUNDING LEVEL	S	S	S	S	S

ADDITIONAL COMMENTS:

2001-2002 SAMHSA BLOCK GRANT PROGRAM DATA SHEET
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Complete one sheet for each SAMHSA funded program (as budgeted).

COUNTY: San Mateo PROGRAM TITLE: Young Adult Transition

SAMHSA FUNDING LEVEL: (MH 1779, Line 38, Net Cost) \$ 18,001

TARGET POPULATION(S): (ESTIMATED NUMBER OF CONSUMERS TO BE SERVED IN THE YEAR WITH SAMHSA FUNDS)

SMI ADULT 50 # SMI OLDER ADULT _____ # SED CHILD _____

TYPES OF SERVICE(S) PROVIDED: (CHECK ALL THAT ARE APPLICABLE)

ASSESSMENT _____	CASE MANAGEMENT _____
COLLATERAL SERVICES _____	CRISIS INTERVENTION _____
CRISIS STABILIZATION _____	DAY CARE REHABILITATIVE _____
GROUP THERAPY _____	INDIVIDUAL THERAPY _____
IN-HOME SERVICES _____	INTENSIVE DAY TREATMENT _____
MEDICATION SUPPORT _____	OUTREACH <u>x</u>
PEER COUNSELING _____	SOCIALIZATION <u>x</u>
SUBSTANCE ABUSE COUNSELING _____	VOCATIONAL _____
OTHER: _____	_____

Please complete the following table if in the above program you have discrete sub-programs serving any of the special populations listed below or a consumer operated program:

	DUAL DIAGNOSIS	HOMELESS	FORENSIC	MINORITIES	CONSUMER OPERATED
ESTIMATED NUMBER OF SMI ADULT					
FUNDING LEVEL	S	S	S	S	S
ESTIMATED NUMBER OF SMI OLDER ADULT					
FUNDING LEVEL	S	S	S	S	S
ESTIMATED NUMBER OF SED CHILDREN					
FUNDING LEVEL	S	S	S	S	S

ADDITIONAL COMMENTS:

2001-2002 SAMHSA BLOCK GRANT PROGRAM DATA SHEET
--

Complete one sheet for each SAMHSA funded program (as budgeted).

COUNTY: San Mateo PROGRAM TITLE: Research and Evaluation

SAMHSA FUNDING LEVEL: (MH 1779. Line 38. Net Cost) \$ 40,336

TARGET POPULATION(S): (ESTIMATED NUMBER OF CONSUMERS TO BE SERVED IN THE YEAR WITH SAMHSA FUNDS)

SMI ADULT _____ # SMI OLDER ADULT _____ # SED CHILD 1,800

TYPES OF SERVICE(S) PROVIDED: (CHECK ALL THAT ARE APPLICABLE)

ASSESSMENT	_____	CASE MANAGEMENT	_____
COLLATERAL SERVICES	_____	CRISIS INTERVENTION	_____
CRISIS STABILIZATION	_____	DAY CARE REHABILITATIVE	_____
GROUP THERAPY	_____	INDIVIDUAL THERAPY	_____
IN-HOME SERVICES	_____	INTENSIVE DAY TREATMENT	_____
MEDICATION SUPPORT	_____	OUTREACH	_____
PEER COUNSELING	_____	SOCIALIZATION	_____
SUBSTANCE ABUSE COUNSELING	_____	VOCATIONAL	_____
OTHER: <u>Research and Evaluation</u>	_____	<u>x</u>	

Please complete the following table if in the above program you have discrete sub-programs serving any of the special populations listed below or a consumer operated program:

	DUAL DIAGNOSIS	HOMELESS	FORENSIC	MINORITIES	CONSUMER OPERATED
ESTIMATED NUMBER OF SMI ADULT					
FUNDING LEVEL	S	S	S	S	S
ESTIMATED NUMBER OF SMI OLDER ADULT					
FUNDING LEVEL	S	S	S	S	S
ESTIMATED NUMBER OF SED CHILDREN					
FUNDING LEVEL	S	S	S	S	S

ADDITIONAL COMMENTS:

**2001-2002 SAMHSA BLOCK GRANT
PROGRAM DATA SHEET**

Complete one sheet for each SAMHSA funded program (as budgeted).

COUNTY: San Mateo PROGRAM TITLE: Older Adult System of Care Planning

SAMHSA FUNDING LEVEL: (MH 1779, Line 38, Net Cost) \$ 11,000 One time only

TARGET POPULATION(S): (ESTIMATED NUMBER OF CONSUMERS TO BE SERVED IN THE YEAR WITH SAMHSA FUNDS)

SMI ADULT _____ # SMI OLDER ADULT _____ # SED CHILD _____

TYPES OF SERVICE(S) PROVIDED: (CHECK ALL THAT ARE APPLICABLE)

ASSESSMENT	_____	CASE MANAGEMENT	_____
COLLATERAL SERVICES	_____	CRISIS INTERVENTION	_____
CRISIS STABILIZATION	_____	DAY CARE REHABILITATIVE	_____
GROUP THERAPY	_____	INDIVIDUAL THERAPY	_____
IN-HOME SERVICES	_____	INTENSIVE DAY TREATMENT	_____
MEDICATION SUPPORT	_____	OUTREACH	_____
PEER COUNSELING	_____	SOCIALIZATION	_____
SUBSTANCE ABUSE COUNSELING	_____	VOCATIONAL	_____
OTHER: <u>Planning</u>	<u>XX</u>		

Please complete the following table if in the above program you have discrete sub-programs serving any of the special populations listed below or a consumer operated program:

	DUAL DIAGNOSIS	HOMELESS	FORENSIC	MINORITIES	CONSUMER OPERATED
ESTIMATED NUMBER OF SMI ADULT					
FUNDING LEVEL	S	S	S	S	S
ESTIMATED NUMBER OF SMI OLDER ADULT					
FUNDING LEVEL	S	S	S	S	S
ESTIMATED NUMBER OF SED CHILDREN					
FUNDING LEVEL	S	S	S	S	S

ADDITIONAL COMMENTS:

2001-2002 SAMHSA BLOCK GRANT PROGRAM DATA SHEET
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Complete one sheet for each SAMHSA funded program (as budgeted).

COUNTY: San Mateo PROGRAM TITLE: Development of Recovery Model

SAMHSA FUNDING LEVEL: (MH 1779, Line 38, Net Cost) \$ 5,500 One time only

TARGET POPULATION(S): (ESTIMATED NUMBER OF CONSUMERS TO BE SERVED IN THE YEAR WITH SAMHSA FUNDS)

SMI ADULT _____ # SMI OLDER ADULT _____ # SED CHILD _____

TYPES OF SERVICE(S) PROVIDED: (CHECK ALL THAT ARE APPLICABLE)

ASSESSMENT	_____	CASE MANAGEMENT	_____
COLLATERAL SERVICES	_____	CRISIS INTERVENTION	_____
CRISIS STABILIZATION	_____	DAY CARE REHABILITATIVE	_____
GROUP THERAPY	_____	INDIVIDUAL THERAPY	_____
IN-HOME SERVICES	_____	INTENSIVE DAY TREATMENT	_____
MEDICATION SUPPORT	_____	OUTREACH	_____
PEER COUNSELING	_____	SOCIALIZATION	_____
SUBSTANCE ABUSE COUNSELING	_____	VOCATIONAL	_____
OTHER: <u>Planning</u>	<u>XX</u>		

Please complete the following table if in the above program you have discrete sub-programs serving any of the special populations listed below or a consumer operated program:

	DUAL DIAGNOSIS	HOMELESS	FORENSIC	MINORITIES	CONSUMER OPERATED
ESTIMATED NUMBER OF SMI ADULT					
FUNDING LEVEL	S	S	S	S	S
ESTIMATED NUMBER OF SMI OLDER ADULT					
FUNDING LEVEL	S	S	S	S	S
ESTIMATED NUMBER OF SED CHILDREN					
FUNDING LEVEL	S	S	S	S	S

ADDITIONAL COMMENTS:

SAMHSA BLOCK GRANT

FEDERAL GRANT DETAILED PROGRAM BUDGET
MH 1779 REV(3/99)

SUBMISSION DATE: August 13, 2001

COUNTY: San Mateo County

FISCAL YEAR: 2001/02

CONTACT PERSON: Debbie Torres

TELEPHONE NUMBER: (415) 573-2630

PROGRAM NAME: Mental Health Probation

PROVIDER NUMBER(S): 4111, 4172

STAFFING		1	2	3
TITLE OF POSITION	FTE	LAST APPROVED BUDGET	REQUEST OR CHANGE	TOTAL
1 Psychiatrist	0.35		\$42,696	\$42,696
2 Marriage Family Counselor	2.05		\$104,769	104,769
3 Psychiatric Social Worker	1.00		\$63,672	63,672
4 Program Coordinator (Contractor staff)	0.12		\$4,545	4,545
5 Operations Analyst (Contractor staff)	0.05		\$901	901
6 Clinical Supervisor (Contractor staff)	0.08		\$1,897	1,897
7 Counselors (Contractor staff)	1.18		\$32,311	32,311
8				
9 Total Fringe Benefits			\$65,796	65,796
10				
11				
12 TOTAL STAFF EXPENSES (sum lines 1 thru 11)	4.83	\$0	\$316,587	\$316,587
13 Consultant Costs (Itemize):				
14				0
15				
16				
17 Equipment (Where feasible lease or rent) (Itemize):				
18				
19				
20				
21				
22 Supplies (Itemize):				
23				
24				
25				
26				
27				
28 Travel -Per diem, Mileage, & Vehicle Rental/Lease				
29				
30 Other Expenses (Itemize):				
31 Operating Expenses			\$6,198	6,198
32				
33				
34				
35				
36				
37 COUNTY ADMINISTRATIVE COSTS			\$27,026	27,026
38 NET PROGRAM EXPENSES (sum lines 12 thru 37)		\$0	\$349,811	\$349,811
39 OTHER FUNDING SOURCES: Federal Funds				
40 Non-Federal Funds				
41 TOTAL OTHER FUNDING SOURCES (sum lines 39 & 40)		\$0	\$0	0
42 GROSS COST OF PROGRAM (sum lines 38 and 41)		\$0	\$349,811	\$349,811

SAMHSA BLOCK GRANT

FEDERAL GRANT DETAILED PROGRAM BUDGET
MH 1779 REV(3/99)

SUBMISSION DATE: 9-Aug-01

COUNTY: San Mateo County

FISCAL YEAR: 2001/02

CONTACT PERSON: Julie Peck

TELEPHONE NUMBER: (650) 573-2037

PROGRAM NAME: Peer Counseling

PROVIDER NUMBER(S): 4103

STAFFING		1	2	3
TITLE OF POSITION	FTE	LAST APPROVED BUDGET	REQUEST OR CHANGE	TOTAL
1 MH Counselor	0.50		\$24,842	\$24,842
2				
3 Total Fringe Benefits			\$6,956	\$6,956
4				
5				
6				
7				
8				
9				
10				
11				
12 TOTAL STAFF EXPENSES (sum lines 1 thru 11)	0.50	\$0	\$31,798	\$31,798
13 Consultant Costs (Itemize):				
14 Coordinator			\$30,000	\$30,000
15				
16				
17 Equipment (Where feasible lease or rent) (Itemize):				
18				
19				
20				
21				
22 Supplies (Itemize):				
23				
24				
25				
26				
27				
28 Travel -Per diem, Mileage, & Vehicle Rental/Lease				
29				
30 Other Expenses (Itemize):				
31 Conference fees/ membership fees/recognition event			\$2,000	2,000
32				
33				
34				
35				
36				
37 COUNTY ADMINISTRATIVE COSTS			\$6,380	6,380
38 NET PROGRAM EXPENSES (sum lines 12 thru 37)		\$0	\$70,178	\$70,178
39 OTHER FUNDING SOURCES: Federal Funds				
40 Non-Federal Funds				
41 TOTAL OTHER FUNDING SOURCES (sum lines 39 & 40)		\$0	\$0	
42 GROSS COST OF PROGRAM (sum lines 38 and 41)		\$0	\$70,178	\$70,178

SAMHSA BLOCK GRANT

FEDERAL GRANT DETAILED PROGRAM BUDGET
MH 1779 REV(3/99)

SUBMISSION DATE: 13-Aug-01

COUNTY: San Mateo County

FISCAL YEAR: 2001/02

CONTACT PERSON: Julie Peck

TELEPHONE NUMBER: (650) 573-2037

PROGRAM NAME: Intensive Support/Case Management Team
Mateo Lodge

PROVIDER NUMBER(S): 4174

	STAFFING		1	2	3
	TITLE OF POSITION	FTE	LAST APPROVED BUDGET	REQUEST OR CHANGE	TOTAL
1	Outreach/Case Manager	0.25		\$8,018	\$8,018
2					
3	Total Fringe Benefits			\$3,244	3,244
4					
5					
6					
7					
8					
9					
10					
11					
12	TOTAL STAFF EXPENSES (sum lines 1 thru 11)	0.25	\$0	\$11,262	\$11,262
13	Consultant Costs (Itemize):				
14					
15					
16					
17	Equipment (Where feasible lease or rent) (Itemize):				
18					
19					
20					
21					
22	Supplies (Itemize):				
23					
24					
25					
26					
27					
28	Travel -Per diem, Mileage, & Vehicle Rental/Lease				
29					
30	Other Expenses (Itemize):				
31	Assistance to Homeless			\$115,855	115,855
32					
33					
34					
35					
36					
37	COUNTY ADMINISTRATIVE COSTS				0
38	NET PROGRAM EXPENSES (sum lines 12 thru 37)		\$0	\$127,117	\$127,117
39	OTHER FUNDING SOURCES: Federal Funds				
40	Non-Federal Funds				
41	TOTAL OTHER FUNDING SOURCES (sum lines 39 & 40)		\$0	\$0	
42	GROSS COST OF PROGRAM (sum lines 38 and 41)		\$0	\$127,117	\$127,117

SAMHSA BLOCK GRANT

FEDERAL GRANT DETAILED PROGRAM BUDGET
MH 1779 REV(3/99)

SUBMISSION DATE: 9-Aug-01

COUNTY: San Mateo County

FISCAL YEAR: 2001/02

CONTACT PERSON: Julie Peck

TELEPHONE NUMBER: (650) 573-2037

PROGRAM NAME: Outreach & Support Team

PROVIDER NUMBER(S): 4103

STAFFING		1	2	3
TITLE OF POSITION	FTE	LAST APPROVED BUDGET	REQUEST OR CHANGE	TOTAL
1 MH Counselor	2.00		\$89,777	\$89,777
2				
3 Fringe Benefits			\$25,138	\$25,138
4				
5				
6				
7				
8				
9				
10				
11				
12 TOTAL STAFF EXPENSES (sum lines 1 thru 11)	2.00	\$0	\$114,915	\$114,915
13 Consultant Costs (Itemize):				
14 Peer Specialists			\$28,900	\$28,900
15				
16				
17 Equipment (Where feasible lease or rent) (Itemize):				
18				
19				
20				
21				
22 Supplies (Itemize):				
23				
24				
25				
26				
27				
28 Travel -Per diem, Mileage, & Vehicle Rental/Lease				
29				
30 Other Expenses (Itemize):				
31				
32				
33				
34				
35				
36				
37 COUNTY ADMINISTRATIVE COSTS			\$14,382	\$14,382
38 NET PROGRAM EXPENSES (sum lines 12 thru 37)		\$0	\$158,197	\$158,197
39 OTHER FUNDING SOURCES: Federal Funds				
40 Non-Federal Funds				
41 TOTAL OTHER FUNDING SOURCES (sum lines 39 & 40)		\$0	\$0	
42 GROSS COST OF PROGRAM (sum lines 38 and 41)		\$0	\$158,197	\$158,197

SAMHSA BLOCK GRANT

FEDERAL GRANT DETAILED PROGRAM BUDGET
MH 1779 REV(3/99)

SUBMISSION DATE: 13-Aug-01

COUNTY: San Mateo County

FISCAL YEAR: 2001/02

CONTACT PERSON: Julie Peck

TELEPHONE NUMBER: (650) 573-2037

PROGRAM NAME: Young Adult Transition Program

PROVIDER NUMBER(S): 4103

STAFFING			1	2	3
TITLE OF POSITION		FTE	LAST APPROVED BUDGET	REQUEST OR CHANGE	TOTAL
1	Mental Health Counselor	0.25		\$9,660	\$9,660
2					
3	Fringe Benefits			\$2,705	2,705
4					
5					
6					
7					
8					
9					
10					
11					
12	TOTAL STAFF EXPENSES (sum lines 1 thru 11)	0.25	\$0	\$12,365	\$12,365
13	Consultant Costs (Itemize):				
14	Peer Counselors			\$3,000	\$ 3,000
15					
16					
17	Equipment (Where feasible lease or rent) (Itemize):				
18					
19					
20					
21					
22	Supplies (Itemize):				
23					
24					
25					
26					
27					
28	Travel -Per diem, Mileage, & Vehicle Rental/Lease				
29					
30	Other Expenses (Itemize):				
31	Activity Fund			\$1,000	\$ 1,000
32					
33					
34					
35					
36					
37	COUNTY ADMINISTRATIVE COSTS			\$1,636	1,636
38	NET PROGRAM EXPENSES (sum lines 12 thru 37)		\$0	\$18,001	\$18,001
39	OTHER FUNDING SOURCES: Federal Funds				
40	Non-Federal Funds				
41	TOTAL OTHER FUNDING SOURCES (sum lines 39 & 40)		\$0	\$0	\$0
42	GROSS COST OF PROGRAM (sum lines 38 and 41)		\$0	\$18,001	\$18,001

SAMHSA BLOCK GRANT

FEDERAL GRANT DETAILED PROGRAM BUDGET
MH 1779 REV(3/99)

SUBMISSION DATE: 7-Aug-01

COUNTY: San Mateo County
CONTACT PERSON: Janet Crist-Whitzel
PROGRAM NAME: Research and Evaluation

FISCAL YEAR: 2001/02
TELEPHONE NUMBER: (415) 573-3986
PROVIDER NUMBER(S): 4115

STAFFING		1	2	3
TITLE OF POSITION	FTE	LAST APPROVED BUDGET	REQUEST OR CHANGE	TOTAL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12	TOTAL STAFF EXPENSES (sum lines 1 thru 11)	0.00	\$0	\$0
13	Consultant Costs (Itemize):			
14	Research Analysts		\$30,591	\$ 30,591
15	Research Assistants		6,078	6,078
16				
17	Equipment (Where feasible lease or rent) (Itemize):			
18				
19				
20				
21				
22	Supplies (Itemize):			
23				
24				
25				
26				
27				
28	Travel -Per diem, Mileage, & Vehicle Rental/Lease			
29				
30	Other Expenses (Itemize):			
31				
32				
33				
34				
35				
36				
37	COUNTY ADMINISTRATIVE COSTS		\$3,667	3,667
38	NET PROGRAM EXPENSES (sum lines 12 thru 37)		\$40,336	\$40,336
39	OTHER FUNDING SOURCES: Federal Funds			
40	Non-Federal Funds			
41	TOTAL OTHER FUNDING SOURCES (sum lines 39 & 40)	\$0	\$0	\$0
42	GROSS COST OF PROGRAM (sum lines 38 and 41)	\$0	\$40,336	\$40,336

SAMHSA BLOCK GRANT

FEDERAL GRANT DETAILED PROGRAM BUDGET
MH 1779 REV(3/99)

SUBMISSION DATE: 9-Aug-01

COUNTY: San Mateo County

FISCAL YEAR: 2001/02

CONTACT PERSON: Julie Peck

TELEPHONE NUMBER: (650) 573-2037

PROGRAM NAME: Older Adult Planning

PROVIDER NUMBER(S): 4103

STAFFING		1	2	3
TITLE OF POSITION	FTE	LAST APPROVED BUDGET	REQUEST OR CHANGE	TOTAL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12	TOTAL STAFF EXPENSES (sum lines 1 thru 11)	0.00	\$0	\$0
13	Consultant Costs (Itemize):			
14	Geriatric Psychiatrist		\$10,000	\$ 10,000
15				
16				
17	Equipment (Where feasible lease or rent) (Itemize):			
18				
19				
20				
21				
22	Supplies (Itemize):			
23				
24				
25				
26				
27				
28	Travel -Per diem, Mileage, & Vehicle Rental/Lease			
29				
30	Other Expenses (Itemize):			
31				
32				
33				
34				
35				
36				
37	COUNTY ADMINISTRATIVE COSTS		\$1,000	1,000
38	NET PROGRAM EXPENSES (sum lines 12 thru 37)		\$11,000	\$11,000
39	OTHER FUNDING SOURCES: Federal Funds			
40	Non-Federal Funds			
41	TOTAL OTHER FUNDING SOURCES (sum lines 39 & 40)		\$0	\$0
42	GROSS COST OF PROGRAM (sum lines 38 and 41)		\$11,000	\$11,000

SAMHSA BLOCK GRANT

FEDERAL GRANT DETAILED PROGRAM BUDGET
MH 1779 REV(3/99)

SUBMISSION DATE: 9-Aug-01

COUNTY: San Mateo County

FISCAL YEAR: 2001/02

CONTACT PERSON: Julie Peck

TELEPHONE NUMBER: (650) 573-2037

PROGRAM NAME: Development of Recovery Model

PROVIDER NUMBER(S): 4103

STAFFING		1	2	3
TITLE OF POSITION	FTE	LAST APPROVED BUDGET	REQUEST OR CHANGE	TOTAL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12	TOTAL STAFF EXPENSES (sum lines 1 thru 11)	0.00	\$0	\$0
13	Consultant Costs (Itemize):			
14	Dialectical Behavioral Therapist		\$5,000	\$ 5,000
15				
16				
17	Equipment (Where feasible lease or rent) (Itemize):			
18				
19				
20				
21				
22	Supplies (Itemize):			
23				
24				
25				
26				
27				
28	Travel -Per diem, Mileage, & Vehicle Rental/Lease			
29				
30	Other Expenses (Itemize):			
31				
32				
33				
34				
35				
36				
37	COUNTY ADMINISTRATIVE COSTS		\$500	500
38	NET PROGRAM EXPENSES (sum lines 12 thru 37)		\$5,500	\$5,500
39	OTHER FUNDING SOURCES: Federal Funds			
40	Non-Federal Funds			
41	TOTAL OTHER FUNDING SOURCES (sum lines 39 & 40)		\$0	\$0
42	GROSS COST OF PROGRAM (sum lines 38 and 41)		\$5,500	\$5,500



MENTAL HEALTH BOARD

December 11, 2001

Mr. Ron Bettencourt
California Department of Mental Health
Planning Grants & Revenue Enhancement
1600 – 9th Street, Room 120
Sacramento, CA 95814

Re: SAMHSA Block Grant Augmentation

Dear Mr. Bettencourt:

The San Mateo County Mental Health Board has reviewed and is pleased to approve and support this proposal for the SAMHSA Block Grant to augment dual diagnosis services for transition age youth and dually diagnosed Proposition 36 clients.

We hope you will look favorably on this proposal.

Sincerely,

Mike Lydon, LCSW, Chair
Mental Health Board

cc: Janet Crist-Whitzel, Financial Services Manager
Julie Peck, Deputy Director, Adults/Older Adult Services
Mental Health Board



HEALTH SERVICES AGENCY

December 7, 2001

Mr. Ron Bettencourt
California Department of Mental Health
Planning Grants & Revenue Enhancement
1600 – 9th Street, Room 120
Sacramento, CA 95814

Dear Mr. Bettencourt:

Attached is our proposal for the SAMHSA Block Grant augmentation. The proposal augments dual diagnosis services for transition age youth and dually diagnosed Proposition 36 clients.

If there are any questions, please contact Julie Peck at (650) 573-2037.

Thank you.

Sincerely,

Gale Bataille, Director
Mental Health Services

Enclosures: SAMHSA Block Grant Allocation Worksheet
SAMHSA Application – FY '01-'02
2001-2002 SAMSHA Block Grant Program Data Sheets (3)
SAMSHA Block Grant – Budget Sheets (3)

MENTAL HEALTH SERVICES DIVISION

Board of Supervisors: Mark Church • Rose Jacobs Gibson • Richard S. Gordon • Jerry Hill • Michael D. Nevin • Health Services Director: Margaret Taylor

12-07-01
225 - 37th Avenue • San Mateo, CA 94403 • PHONE 650.573.2541 • TDD 650.573.3206 • FAX 650.573.2841

SAMHSA BLOCK GRANT ALLOCATION WORKSHEET
MH 1772A (9/94)

STATE FISCAL YEAR 2001-2002 FEDERAL CATALOG NO. 93.958
COUNTY SAN MATEO REVISION NUMBER 0

The State Department of Mental Health (DMH), under provisions of 42 United States Code, Sections 300x et. seq., as it read on January 1, 1992, and as amended by P. L. 106-310, and the State Budget Act of 2001 (Chapter 106, Statutes of 2001), is authorized to allocate the mental health portion of the Federal Substance Abuse and Mental Health Services Administration (SAMHSA) Block Grant funds to counties for State Fiscal Year (SFY) 2001-2002. Please note that these allocation amounts are subject to further adjustments, as amounts are identified, which include, but are not limited to, Gramm-Rudman reductions, prior years' audit recoveries, retained unexpended amounts, etc. Your allocation is identified below.

I. GROSS EXPENDITURE LEVEL

A. SAMHSA Block Grant Funding Base	\$668,676
B. Dual Diagnosis Set-Aside	\$164,338
C. SFY 2000-01 County Rollover Funds	\$0
D. Total Authorized Gross Expenditure Level	<u>\$833,014</u>

II. REIMBURSEMENT ADJUSTMENT(S)

A. SFY 2000-01 County Rollover Fund	<	\$0	>
B.			
C. Total Adjustments	<	<u>\$0</u>	>

III. NET ALLOCATION REIMBURSABLE

\$833,014

.....
PURPOSE: Initial Allocation

DATE: September 7, 2001
.....

I, the undersigned, have accepted the Federal SAMHSA Block Grant funds for the county under those conditions established by governing federal and state laws, policies, regulations, and guidelines as well as the specific conditions included in the County Application.



County Mental Health Director

12/7/01

Date

SAMHSA APPLICATION – FY '01 – '02
Integrated Treatment Services for Dually Diagnosed Individuals

PROGRAM NARRATIVE

A. Statement of Purpose

San Mateo County Mental Health Services Division proposes to utilize the additional SAMHSA allocation in the amount of \$164,338 to integrate dual diagnosis expertise in the multi-disciplinary treatment setting at our soon-to-open residential treatment program for high risk youth transitioning to adulthood; to provide continuity of dual diagnosis treatment for clients transitioning from the residential treatment program to the community; to integrate dual diagnosis expertise on the Young Adult Transition Team serving a target population of primarily dually-diagnosed young adults who are Spanish-speaking; to add a psychiatric consultation component to the Proposition 36 Assessment Team to facilitate the most appropriate treatment of individuals who are seriously mentally ill and who have serious substance abuse problems.

The underlying tenets of the proposed program components are the principles of engagement, motivational interviewing techniques, harm reduction and relapse prevention strategies and rehabilitation and recovery.

B. Client Outcome Objectives

- (1) Twenty (20) dually diagnosed residents of Canyon Oaks will be discharged to a community placement (lower level of care) upon discharge from the program.
- (2) Twenty (25) young adults followed by the Young Adult Transition Team will participate in community-based drug and alcohol recovery and self-help programs/groups.
- (3) The utilization of Psychiatric Emergency Services and acute hospitals by dually diagnosed clients followed by the Young Adult Transition Team will be reduced by twenty percent (20%) compared to last year.
- (4) Seventy-five percent (75%) of dually diagnosed individuals assessed by the Proposition 36 Assessment Team will be admitted into substance abuse residential treatment programs.

C. Program Description

(1) Youth to Adult Transition Services

Intensive case management services to young adults, aged 17 – 22 years, with moderate to high risk factors began in 1994 in San Mateo County. In the past two years, the two most common risk factors and elements identified at the point of assessment for services of this young adult population were:

1. History of hospitalization (86%)
2. History of alcohol and drug abuse (67%)

In early Spring 2002, the Mental Health Services Division will be opening a 12-bed facility, Canyon Oaks Center in Redwood City, to treat the highest risk youth in a structured intensive residential treatment setting that will reduce the need for costly and often unnecessary acute psychiatric hospitalization and out of county placement. Prior treatment experience has demonstrated that substance abuse is a significant problem among this population and, as such, we want to establish a part-time (.50 FTE) position of **Dual Diagnosis Specialist**, funded by SAMHSA, to work as part of a multidisciplinary team at the soon-to-open Canyon Oaks Center.

This psychiatric social worker, aka dual diagnosis specialist, will provide dual diagnosis services to San Mateo County's most at-risk youth on the threshold of young adulthood. Services will include individual, group and family interventions for clients living in the residential treatment program. The goal of the dual diagnosis component will be to help the 16 to 18 year old residents of this program first identify and address their substance abuse problems. A primary goal of the specialist will be to develop relationships with the clients based on trust and, utilizing engagement principles and motivational interviewing techniques, slowly break down the treatment barriers, such as denial. Utilizing a combination of recovery and harm reduction models, treatment services will then focus on helping the young adult client to identify and take responsibility for how their substance use interferes with their goals of independent transition into adulthood. Additional focus will be on how the young adult will lead a more productive substance-free life upon completion of the treatment program.

Once the treatment program is completed, the expectation is that the young adult will be transitioned to the community. To facilitate treatment continuity from the residential program to the community, we would like to establish a full-time position of **Dual Diagnosis Specialist** for the community-based Youth to Adult Transition Team. We are proposing that a bi-lingual,

bi-cultural mental health counselor with dual diagnosis expertise be hired to provide dual diagnosis treatment continuity for individuals transitioning from Canyon Oaks Center to the community. In addition, to meet the increasing need for Spanish-speaking services for young adults who suffer from a serious mental illness and who also have concomitant serious substance abuse problems, the dual diagnosis specialist will provide intensive case management and dual services to Spanish-speaking young adults. Dual services will include co-facilitating dual recovery groups in Spanish with a substance abuse provider.

The dual diagnosis specialist on the community-based Youth to Adult Transition Team will be responsible for facilitating cross-training among team members and community providers who work with young adults in transition, such as Caminar's Y.A.I.L. program and Mental Health Association's SAYAT program.

(2) Psychiatric Consultation to Proposition 36 Assessment Team

We are proposing to add via SAMHSA funds a psychiatrist consultant with dual diagnosis background and expertise to San Mateo County's Proposition 36 (Treatment on Demand) Assessment Team.

The assessment team members will identify individuals who would benefit from a dual diagnosis assessment and referral for such will be made to the psychiatrist, who will complete a dual diagnosis evaluation of the individual, write a treatment plan addressing the co-morbid issues and prescribe medications, as appropriate, that would enable the individual to enter a substance abuse residential treatment program.

The psychiatrist member of the assessment team will also provide dual diagnosis training and consultation to the substance abuse residential treatment programs who will be awarded funds in January, 2002 for Proposition 36 designated treatment slots.

D. Target Population

The target population for all 3 program components described above is individuals, 16 years and older, who are seriously mentally ill and who also have a concurrent substance abuse disorder.

E. Staffing

<u>Position Title</u>	<u>Program FTE</u>	<u>% Paid by Block Grant \$\$</u>
Psychiatric Social Worker	.5 FTE	100%
Mental Health Counselor II	1 FTE	100%
Psychiatrist	.4 FTE	100%

F. Cultural Competency

A bi-lingual, bi-cultural individual will be hired in the Mental Health Counselor II position to meet the increasing needs of Spanish-speaking young adults in San Mateo County. All efforts will be made to hire a psychiatric social worker/dual diagnosis specialist who will reflect the ethnicity/language of the clients to be served at Canyon Oaks. A psychiatrist will be hired to has dual diagnosis background and expertise and all efforts will be made to hire a psychiatrist who will reflect the ethnicity/language of the majority of clients to be assessed by the Proposition 36 Assessment Team.

G. Implementation Plan

Recruitment for the .5 FTE Psychiatric Social Worker/Dual Diagnosis Specialist will begin in February as the Canyon Oaks facility is expected to open in April, 2002. Recruitment for the bi-lingual, bi-cultural Mental Health Counselor II for the Young Adult Transition Team will begin as soon as DMH approves this application. Recruitment for the psychiatrist for the Proposition 36 Assessment Team will begin as soon as DMH approves this application.

H. Program Evaluation Plan

All service data for the Canyon Oaks Program and the Young Adult Transition Team will be entered into the Mental Health Division's Management Information System and used to comprise quarterly progress reports and an end-of-the-year evaluation report detailing outcomes achieved by the 1.5 dual diagnosis specialists funded by the SAMHSA block grant.

Intake and assessment data for individuals identified by the Proposition 36 Assessment Team as "dually diagnosed" will be collected and entered into the Mental Health Division's Management Information System for purposes of producing reports that will measure the activities of the this program component.

SAMHSA BLOCK GRANT

FEDERAL GRANT DETAILED PROGRAM BUDGET
MH 1779 REV(3/99)

SUBMISSION DATE: 7-Dec-01

COUNTY: San Mateo County

FISCAL YEAR: 2001/02

CONTACT PERSON: Julie Peck

TELEPHONE NUMBER: (650) 573-2037

PROGRAM NAME: Canyon Oaks

PROVIDER NUMBER(S): 4104

STAFFING		1	2	3
TITLE OF POSITION	FTE	LAST APPROVED BUDGET	REQUEST OR CHANGE	TOTAL
1 Psychiatric Social Worker (Dual Diagnosis Specialist)	0.50		\$31,952	\$31,952
2				
3 Fringe Benefits			\$9,586	9,586
4				
5				
6				
7				
8				
9				
10				
11				
12 TOTAL STAFF EXPENSES (sum lines 1 thru 11)	0.50	\$0	\$41,538	\$41,538
13 Consultant Costs (Itemize):				\$ -
14				
15				
16				
17 Equipment (Where feasible lease or rent) (Itemize):				
18				
19				
20				
21				
22 Supplies (Itemize):				
23				
24				
25				
26				
27				
28 Travel -Per diem, Mileage, & Vehicle Rental/Lease				
29				
30 Other Expenses (Itemize):				\$ -
31				
32				
33				
34				
35				
36				
37 COUNTY ADMINISTRATIVE COSTS			\$4,154	4,154
38 NET PROGRAM EXPENSES (sum lines 12 thru 37)		\$0	\$45,692	\$45,692
39 OTHER FUNDING SOURCES: Federal Funds				
40 Non-Federal Funds				
41 TOTAL OTHER FUNDING SOURCES (sum lines 39 & 40)		\$0	\$0	\$0
42 GROSS COST OF PROGRAM (sum lines 38 and 41)		\$0	\$45,692	\$45,692

SAMHSA BLOCK GRANT

FEDERAL GRANT DETAILED PROGRAM BUDGET
MH 1779 REV(3/99)

SUBMISSION DATE: 7-Dec-01

COUNTY: San Mateo County

FISCAL YEAR: 2001/02

CONTACT PERSON: Julie Peck

TELEPHONE NUMBER: (650) 573-2037

PROGRAM NAME: Young Adult Transition Team

PROVIDER NUMBER(S): 4103

STAFFING		1	2	3
TITLE OF POSITION	FTE	LAST APPROVED BUDGET	REQUEST OR CHANGE	TOTAL
1 Mental Health Counselor (Dual Diagnosis Specialist)	1.00		\$52,831	\$52,831
2				
3 Fringe Benefits			\$15,850	15,850
4				
5				
6				
7				
8				
9				
10				
11				
12 TOTAL STAFF EXPENSES (sum lines 1 thru 11)	1.00	\$0	\$68,681	\$68,681
13 Consultant Costs (Itemize):				
14				\$ -
15				
16				
17 Equipment (Where feasible lease or rent) (Itemize):				
18				
19				
20				
21				
22 Supplies (Itemize):				
23				
24				
25				
26				
27				
28 Travel -Per diem, Mileage, & Vehicle Rental/Lease				
29				
30 Other Expenses (Itemize):				
31				\$ -
32				
33				
34				
35				
36				
37 COUNTY ADMINISTRATIVE COSTS			\$6,868	6,868
38 NET PROGRAM EXPENSES (sum lines 12 thru 37)		\$0	\$75,549	\$75,549
39 OTHER FUNDING SOURCES: Federal Funds				
40 Non-Federal Funds				
41 TOTAL OTHER FUNDING SOURCES (sum lines 39 & 40)		\$0	\$0	\$0
42 GROSS COST OF PROGRAM (sum lines 38 and 41)		\$0	\$75,549	\$75,549

SAMHSA BLOCK GRANT

FEDERAL GRANT DETAILED PROGRAM BUDGET
MH 1779 REV(3/99)

SUBMISSION DATE: 7-Dec-01

COUNTY: San Mateo County

FISCAL YEAR: 2001/02

CONTACT PERSON: Julie Peck

TELEPHONE NUMBER: (650) 573-2037

PROGRAM NAME: Prop 36 Assessment Team

PROVIDER NUMBER(S): 4103

STAFFING		1	2	3	
TITLE OF POSITION	FTE	LAST APPROVED BUDGET	REQUEST OR CHANGE	TOTAL	
1				\$0	
2					
3				0	
4					
5					
6					
7					
8					
9					
10					
11					
12	TOTAL STAFF EXPENSES (sum lines 1 thru 11)		0.00	\$0	\$0
13	Consultant Costs (Itemize):				
14	Psychiatrist		\$ 39,179	\$ 39,179	
15					
16					
17	Equipment (Where feasible lease or rent) (Itemize):				
18					
19					
20					
21					
22	Supplies (Itemize):				
23					
24					
25					
26					
27					
28	Travel -Per diem, Mileage, & Vehicle Rental/Lease				
29					
30	Other Expenses (Itemize):				
31				\$ -	
32					
33					
34					
35					
36					
37	COUNTY ADMINISTRATIVE COSTS		\$3,918	3,918	
38	NET PROGRAM EXPENSES (sum lines 12 thru 37)		\$0	\$ 43,097	
39	OTHER FUNDING SOURCES: Federal Funds				
40	Non-Federal Funds				
41	TOTAL OTHER FUNDING SOURCES (sum lines 39 & 40)		\$0	\$0	
42	GROSS COST OF PROGRAM (sum lines 38 and 41)		\$0	\$43,097	

**2001-2002 SAMHSA BLOCK GRANT
PROGRAM DATA SHEET**

Complete one sheet for each SAMHSA funded program (as budgeted).

COUNTY: SAN MATEO PROGRAM TITLE: CANYON OAKS

SAMHSA FUNDING LEVEL: (MH 1779, Line 38, Net Cost) \$ 45,692.00

TARGET POPULATION(S): (ESTIMATED NUMBER OF CONSUMERS TO BE SERVED IN THE YEAR WITH SAMHSA FUNDS)

SMI ADULT 20 # SMI OLDER ADULT _____ # SED CHILD _____

TYPES OF SERVICE(S) PROVIDED: (CHECK ALL THAT ARE APPLICABLE)

ASSESSMENT	<u>X</u>	CASE MANAGEMENT	<u>X</u>
COLLATERAL SERVICES	<u>X</u>	CRISIS INTERVENTION	<u>X</u>
CRISIS STABILIZATION	<u>X</u>	DAY CARE REHABILITATIVE	_____
GROUP THERAPY	<u>X</u>	INDIVIDUAL THERAPY	<u>X</u>
IN-HOME SERVICES	_____	INTENSIVE DAY TREATMENT	_____
MEDICATION SUPPORT	<u>X</u>	OUTREACH	_____
PEER COUNSELING	<u>X</u>	SOCIALIZATION	<u>X</u>
SUBSTANCE ABUSE COUNSELING	<u>X</u>	VOCATIONAL	_____
OTHER: _____	_____		

Please complete the following table if in the above program you have discrete sub-programs serving any of the special populations listed below or a consumer operated program:

	DUAL DIAGNOSIS	HOMELESS	FORENSIC	MINORITIES	CONSUMER OPERATED
ESTIMATED NUMBER OF SMI ADULT (16-18 yrs)	20				
FUNDING LEVEL	\$ 45,692.00	\$	\$	\$	\$
ESTIMATED NUMBER OF SMI OLDER ADULT					
FUNDING LEVEL	\$	\$	\$	\$	\$
ESTIMATED NUMBER OF SED CHILDREN					
FUNDING LEVEL	\$	\$	\$	\$	\$

ADDITIONAL COMMENTS:

**2001-2002 SAMHSA BLOCK GRANT
PROGRAM DATA SHEET**

Complete one sheet for each SAMHSA funded program (as budgeted).

COUNTY: SAN MATEO PROGRAM TITLE: YOUTH ADULT TRANSITION TEAM

SAMHSA FUNDING LEVEL: (MH 1779, Line 38, Net Cost) \$ 75,549.00

TARGET POPULATION(S): (ESTIMATED NUMBER OF CONSUMERS TO BE SERVED IN THE YEAR WITH SAMHSA FUNDS)

SMI ADULT 25 # SMI OLDER ADULT _____ # SED CHILD _____

TYPES OF SERVICE(S) PROVIDED: (CHECK ALL THAT ARE APPLICABLE)

ASSESSMENT	<u>X</u>	CASE MANAGEMENT	<u>X</u>
COLLATERAL SERVICES	<u>X</u>	CRISIS INTERVENTION	<u>X</u>
CRISIS STABILIZATION	<u>X</u>	DAY CARE REHABILITATIVE	_____
GROUP THERAPY	<u>X</u>	INDIVIDUAL THERAPY	<u>X</u>
IN-HOME SERVICES	_____	INTENSIVE DAY TREATMENT	_____
MEDICATION SUPPORT	<u>X</u>	OUTREACH	<u>X</u>
PEER COUNSELING	<u>X</u>	SOCIALIZATION	<u>X</u>
SUBSTANCE ABUSE COUNSELING	<u>X</u>	VOCATIONAL	_____
OTHER: _____	_____		

Please complete the following table if in the above program you have discrete sub-programs serving any of the special populations listed below or a consumer operated program:

	DUAL DIAGNOSIS	HOMELESS	FORENSIC	MINORITIES	CONSUMER OPERATED
ESTIMATED NUMBER OF SMI ADULT	25				
FUNDING LEVEL	\$ 75,549.00	\$	\$	\$	\$
ESTIMATED NUMBER OF SMI OLDER ADULT					
FUNDING LEVEL	\$	\$	\$	\$	\$
ESTIMATED NUMBER OF SED CHILDREN					
FUNDING LEVEL	\$	\$	\$	\$	\$

ADDITIONAL COMMENTS:

**2001-2002 SAMHSA BLOCK GRANT
PROGRAM DATA SHEET**

Complete one sheet for each SAMHSA funded program (as budgeted).

COUNTY: SAN MATEO PROGRAM TITLE: PROP. 36 ASSESSMENT TEAM

SAMHSA FUNDING LEVEL: (MH 1779; Line 38, Net Cost) \$ 43,097.00

TARGET POPULATION(S): (ESTIMATED NUMBER OF CONSUMERS TO BE SERVED IN THE YEAR WITH SAMHSA FUNDS)

SMI ADULT 50 # SMI OLDER ADULT _____ # SED CHILD _____

TYPES OF SERVICE(S) PROVIDED: (CHECK ALL THAT ARE APPLICABLE)

ASSESSMENT	<u>X</u>	CASE MANAGEMENT	_____
COLLATERAL SERVICES	<u>X</u>	CRISIS INTERVENTION	_____
CRISIS STABILIZATION	_____	DAY CARE REHABILITATIVE	_____
GROUP THERAPY	_____	INDIVIDUAL THERAPY	_____
IN-HOME SERVICES	_____	INTENSIVE DAY TREATMENT	_____
MEDICATION SUPPORT	<u>X</u>	OUTREACH	_____
PEER COUNSELING	_____	SOCIALIZATION	_____
SUBSTANCE ABUSE COUNSELING	<u>X</u>	VOCATIONAL	_____
OTHER: _____	_____		

Please complete the following table if in the above program you have discrete sub-programs serving any of the special populations listed below or a consumer operated program:

	DUAL DIAGNOSIS	HOMELESS	FORENSIC	MINORITIES	CONSUMER OPERATED
ESTIMATED NUMBER OF SMI ADULT	50				
FUNDING LEVEL	\$ 43,097.00	\$	\$	\$	\$
ESTIMATED NUMBER OF SMI OLDER ADULT					
FUNDING LEVEL	\$	\$	\$	\$	\$
ESTIMATED NUMBER OF SED CHILDREN					
FUNDING LEVEL	\$	\$	\$	\$	\$

ADDITIONAL COMMENTS:



HEALTH SERVICES AGENCY

May 15, 2001

Linda Aaron-Cort
Planning, Grants & Revenue Enhancement
Department of Mental Health
1600 Ninth Street, Rm. 130
Sacramento, CA 95814

Dear Ms Aaron-Cort:

Enclosed is the original and one copy of San Mateo County's application package for the 2001-2002 PATH Grant. Included in the package are the following:

- Enclosure I: PATH Allocation Worksheet
- Enclosure I-A: Checklist for PATH Application
- Enclosure II: Certifications
- Enclosure III: Compliance Assurances
- Enclosure IV: Federal Assurances, Non-Construction Programs
- Enclosure V: Provider Narrative Face Sheet and Application Narrative
- Enclosure VI: Federal Grant Detailed Provider Budget

Documentation of the Mental Health Board review and the Board of Supervisors approval will be sent later.

You may call Julie Peck at (650) 573-3500 regarding program issues or me at (650) 573-3986 regarding other issues.

Sincerely,

Janet Crist-Whitzel
Deputy Director for Administration

Enclosures

Cc: Beverly Abbott
Gale Bataille
Julie Peck
Aurora Pangilinan
Ian Adamson, Mateo Lodge

MENTAL HEALTH SERVICES DIVISION

Board of Supervisors: Rose Jacobs Gibson • Richard S. Gordon • Mark Church • Jerry Hill • Michael D. Nevin • Health Services Director: Margaret Taylor

225 • 37th Avenue • San Mateo, CA 94403 • PHONE 650.573.2541 • TDD 650.573.3206 • FAX 650.573.2841

State of California
Department of Mental Health

Health and Welfare Agency

PATH ALLOCATION WORKSHEET - PLANNING ESTIMATE
MH 1772B (2/01)

STATE FISCAL YEAR: 2001/2002

FEDERAL CATALOG NO. 93.150

COUNTY: SAN MATEO

REVISION NO: PLANNING ESTIMATE

The State Department of Mental Health (DMH) provides (for planning purposes) the Federal Projects For Assistance in Transition From Homelessness (PATH) Formula Grant funds to counties for State Fiscal Year (SFY) 2001/2002. Your Planning Estimate is identified below.

PATH Funds SFY 2001/2002 (Amount Reimbursable):	\$54,743
Rollover:	-
Total PATH Program SFY 2001/2002:	\$54,743

PURPOSE: Planning Estimate

Date: March 26, 2001

I the undersigned Director of Mental Health for SAN MATEO County, have accepted the Federal PATH funds for the county under the specific conditions included in the positive and negative assurances as part of the County Application Package (CAP), as well as those conditions established by other governing federal and state laws, policies, regulations, and guidelines. The CAP, as approved by DMH, will be followed in expending these funds.

Bruce Klusoff

5/15/01

County Mental Health Director

Date

Checklist for PATH Application

Before mailing the application, please use this checklist to be sure your application addresses the following issues as required in the Intended Use Plan.

- Have you described anticipated gaps in mental health and other needed services in your county? Have you described the county's strategies for overcoming the identified gaps?
- Have you identified other services in your county for PATH eligible persons, including services provided by the private sector?
- Have you described how the special needs of homeless clients with co-occurring SMI and substance abuse disorders will be met?
- Have you described how suitable housing services will be made available to PATH eligible individuals, including the names of sponsors and location of housing services? Have you indicated any HUD participation in your local planning process?
- Have you described the coordination of PATH funded and non-PATH funded services?
- Have you described how consumers and family members are appropriately involved in the planning, implementation and evaluation of PATH funded services?
- Have you described how the staffing is sensitive to the age, gender, and racial/ethnic characteristics of the target population?

Enclosure II

Federal Assurances

Forms Included:

1. CERTIFICATIONS
PHS 5161-1 (6/99)

CERTIFICATIONS

1. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the application package.

The applicant agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The undersigned (authorized official signing for the applicant organization) certifies that the applicant will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- (d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central

point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (2), with respect to any employee who is so convicted--
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

For purposes of paragraph (e) regarding agency notification of criminal drug convictions, the DHHS has designated the following central point for receipt of such notices:

Office of Grants and Acquisition Management
 Office of Grants Management
 Office of the Assistant Secretary for Management and Budget
 Department of Health and Human Services
 200 Independence Avenue, S.W., Room 517-D
 Washington, D.C. 20201

3. CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the under-

signed, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.)
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the applicant organization will comply with the Public Health Service terms and conditions of award if a grant is awarded as a result of this application.

5. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE


Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

The Public Health Services strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Director, Mental Health
APPLICANT ORGANIZATION San Mateo County Mental Health Services	DATE SUBMITTED 5/13/01

Federal Assurances

Forms Included:

1. ASSURANCES – CONSTRUCTION PROGRAMS
(Standard Form 424d (Rev. 7-97))

2. ASSURANCES – NON – CONSTRUCTION PROGRAMS
(Standard Form 424b (Rev 7-97))

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

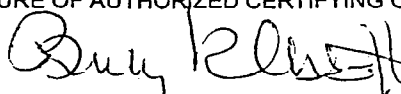
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Director, Mental Health
APPLICANT ORGANIZATION San Mateo County Mental Health Services	DATE SUBMITTED 5-15-01

PATH PROGRAM

PROVIDER INTENDED USE PLAN - FACE SHEET

County San Mateo Fiscal Year: 2001/2002
 Provider Mateo Lodge, Inc. Allocation: \$54,743
 Provider Type Community Mental Health
 Service Area (county, city, region, neighborhood, etc) County

County Contact Person: Julie Peck
 Telephone: (650) 573-3500 FAX: (650) 572-9347
 email: JPeck@co.sanmateo.ca.us

Indicate which of the following essential services will be provided by the provider with PATH funding:

- Outreach
 Housing
 Staff Training
 Community Mental Health Services
 Screening and Diagnostic Services
 Supportive and Supervisory Services in Residential Settings
 Referrals for Primary Health Services, Job Training, Education Services and Relevant Housing Services
 Case Management
 Alcohol or Drug Treatment

Indicate which budget categories are funded by PATH:

Personnel Equipment Travel
 Consultants Supplies Other

Description of the flow of federal PATH funds in California:

PATH funding in California is allocated to the counties from the California State Department of Mental Health. Each county has a Mental Health Program that provides services to the public sector in California; the PATH funds are distributed at the county level to either county or contract providers.

Additional Required Items (ITEMS 1 - 13 OF THE INTENDED USE PLAN)

To complete the INTENDED USE PLAN, please submit items 1 thru 13 as outlined in the Guidelines of these instructions. Limit is THREE additional sheets of plain (not letterhead) paper, with name of county indicated at the top of the sheet.

**SAN MATEO COUNTY
PATH GRANT APPLICATION
FISCAL YEAR 2001-2002**

INTENDED USE PLAN

- (1) This PATH grant funds positions that are part of the Mobile Intensive Support Team operated by Mateo Lodge, Inc. Mateo Lodge, Inc. is a nonprofit provider, who contracts with the San Mateo Mental Health Services Division for the Mobile Intensive Support Team as well as other community-based mental health services.
- (2) This PATH grant funds mobile intensive support services throughout San Mateo County, with a specific neighborhood focus on East Palo Alto and Redwood City, where the majority of the County's Spanish-speaking population resides. Also, the Maguire Jail is located in Redwood City, and it is common for jailed individuals to be released to the streets with no place to go at 12:01 a.m.
- (3) San Mateo Mental Health Services Division distributes PATH funds to Mateo Lodge, Inc. to provide PATH funded services to the community.
- (4) This PATH grant funds 1.5 FTE outreach workers on the Mateo Lodge, Inc. Mobile Intensive Support Team. The full-time position is a Hispanic, bilingual outreach worker who focuses his efforts primarily to the Spanish-speaking population in San Mateo County most notably East Palo Alto and Redwood City. The Housing Department conducted a recent "homeless count" and found that almost 20% of San Mateo County's homeless persons were Hispanic.

The individual filling the .5 FTE position will work 10 p.m. to 8 a.m. on weekends and will respond primarily to the McGuire Jail and to Psychiatric Emergency Services. The McGuire Jail often releases individuals to the streets with no place to go at 12:01 a.m. weekends, and Psychiatric Emergency Services often needs assistance on the p.m. shift with placement of homeless mentally ill persons.

The federal PATH dollars will be utilized by Mateo Lodge, Inc. to provide the following services:

1. Outreach services;
2. Case management services, including:
 - A. Preparing a plan for the provision of community mental health services to eligible homeless individuals and reviewing the plan not less than every three months;
 - B. Providing assistance in obtaining and coordinating social and and maintenance services for eligible individuals, including

- services relating to daily activities, personal financial planning, transportation services, habilitation and rehabilitation services, pre-vocational and vocational services, and housing services;
 - C. Providing assistance to eligible homeless individuals in obtaining income support services, including housing assistance, food stamps, and SSI benefits;
 - D. Representative payee services; and
 - E. Referrals for other appropriate services.
3. Referrals for primary health services, job training, educational services, and relevant housing services.
- (5) The following organizations are not funded by PATH but provide services and housing to PATH-eligible individuals:
- 1. Telecare operates San Mateo County's AB 2034 "Transitions Program", comprised of an Assertive Community Treatment Team that will enroll 75 homeless individuals, who are seriously mentally ill. The program will provide supportive housing for 40 homeless, seriously mentally ill individuals on the Veterans Administration Menlo Park campus.
 - 2. The Spring Street Shelter, operated by the Mental Health Association, has capacity to house 15 individuals who are homeless and seriously mentally ill.
 - 3. The Clara Mateo Shelter, located on the VA Menlo Park campus, has capacity to serve 56 homeless individuals and will soon be opening up a 20-bed transitional wing.
 - 4. The "Homeless Veterans Facility", located on the VA Menlo Park campus has capacity to serve 60 homeless individuals as well as provide case management services.
 - 5. Maple Street Shelter has the capacity to serve 30 homeless individuals as well as provide employment-related referrals and case management services.
 - 6. The Winter Armory, which closed at the end of March, will soon re-open and the hope is that it will be funded to remain open year round to serve 85 homeless individuals.

- (6) The Mateo Lodge, Inc. coordinates with the above agencies by attending a twice monthly meeting, hosted by San Mateo County Mental Health Services, devoted to existing housing resources and individuals in need of placement. Also, the Mobile Intensive Support Team operates 7 days a week, 24 hours a day, and staff are available by a pager system with a timely response to callers.
- (7) This PATH grant does not fund housing services but rather outreach to homeless individuals in need of housing resources. Mateo Lodge, Inc. has an emergency homeless assistance fund, provided via contract with the Mental Health Services Division. Mobile Intensive Support Team members can access these funds to provide emergency housing in motels and hotels for individuals who are homeless and suffer from serious mental illness. Housing resources are made available to homeless individuals through the County's AB 2034 program, Clara Mateo Shelter and Spring Street Shelter that offers both shelter and transitional housing and, in addition, through case management services that will link appropriate individuals to other available housing resources such as Shelter Plus Care and Section 8.
- (8) Housing that is affordable is, by far, the most serious service gap in San Mateo county. The housing prices have skyrocketed the past 2 years due to a booming economy in the Silicon Valley, and this has had a significant and detrimental impact on lower income individuals in San Mateo County. The average rent for a studio apartment in San Mateo County is \$1100, which exceeds by \$300 an individual's monthly SSI income. San Mateo County is considered one of the most expensive counties to reside in the state of California.
- (9) San Mateo County Mental Health Services leads a Supportive Housing Workgroup that meets monthly and is composed of mental health, social service, housing providers and advocacy groups. The Corporation for Supportive Housing provides technical assistance to this group and several projects are being discussed as "pipeline projects" to add more supportive housing units in the County for persons with disabilities.

In March of this year, San Mateo County Mental Health Services contracted with the Veterans Administration Palo Alto to lease a wing on the Menlo Park campus to open 40 beds of supportive housing for homeless mentally ill utilizing AB 2034 dollars. The County is in negotiation for lease an additional wing of the building for the same use.
- (10) Four hundred clients, 80 of whom will be Hispanic, will be served by the Mobile Intensive Support Team. An unduplicated total count of clients served will be compiled from service logs recorded by the Mobile Intensive Support Team. One hundred clients will be PATH ENROLLED CLIENTS. Four hundred clients will receive a PATH SUPPORTED SERVICE.

- (11) It is estimated that seventy percent (70%) of individuals served by the Mental Health Services Division (direct and contract services) have a concomitant substance abuse problem. The Division directly provides an "Extended Evaluation Clinic" in each region of the County for substance abuse evaluation and treatment recommendations. In addition, dual diagnosis support groups and dual recovery groups are provided throughout the county. The Mental Health Services Division has employed a psychiatrist with extensive dual diagnosis interest and experience, and she provides dual diagnosis consultation to the regional outpatient clinics and extended evaluation clinics, as well as to the Division's contractors. Mental Health Services staff currently lead dual recovery groups in the Clara Mateo Shelter and a new group will soon begin in the "Transitions Program" (AB 2034).
- (12) The Mobile Intensive Support Team staff member currently funded by PATH is bilingual, bicultural and he works primarily with Spanish-speaking homeless individuals. He is also a member of the Mental Health Services Division's Cultural Competency Committee. Eighty percent of the Mobile Intensive Support Team staff members are ethnic minorities, who reflect the target client population being served by the PATH grant. Mateo Lodge, Inc. is committed to diversity and this commitment is reflected in their overall staffing pattern. Staff attend cultural competency trainings annually.
- (13) Mateo Lodge, Inc., San Mateo County's PATH funded organization, is sponsored by the Alliance for the Mentally Ill. Their Board of Directors is comprised almost entirely of family and consumer members. The Board is involved in planning, implementation and evaluation of all services provided by Mateo Lodge, Inc.

PATH GRANT
State Fiscal Year 2001/2002

Submission Date: 5/1/01
Telephone Number: (415)573-3500
Co. Internet Address: _____

COUNTY: San Mateo

COUNTY CONTACT: Julie Peck

PROVIDER NAME: MATEO LODGE, INC.

PROVIDER ADDRESS: 420 Cassia Street, San Mateo

PROVIDER NUMBER: 4174 Mode/Cost Centers: 45/20

Line	Staff (List by title of position and number of FTE)	Column 2 Approved Budget SFY 2001/2002
1	Mobile Outreach Worker , 1.5 FTE	\$54,743
2		
3		
4		
5		
6		
7		
8		
9		
10		
11	Total staff expenses (sum lines 1 thru 10)	54,743
12	Consultant Costs: _____	
13		
14		
15	Equipment (Where feasible lease or rent) (Itemize):	
16		
17		
18		
19		
20		
21	Supplies (Itemize): _____	
22		
23		
24		
25		
26	Travel: _____	
27		
28	Other Expenses (Itemize): _____	
29		
30		
31		
32		
33		
34		
35	Total Provider Expenses (sum lines 11 thru 34)	\$54,743
36	Administrative Costs (see instructions)	
37	Total costs Funded From Grant (sum lines 35 and 36)	\$54,743

DMH APPROVAL BY: James R. Collins



HEALTH SERVICES AGENCY

June 4, 2001

Pete Best
Planning, Grants & Revenue Enhancement
Department of Mental Health
1600 Ninth Street, Rm. 130
Sacramento, CA 95814

Dear Mr. Best:

Enclosed is the original Enclosure III for the 2001-2002 PATH Grant. I'm sorry that it was omitted from the application package submitted earlier.

If you have any further questions, please call me at (650) 573-3986 regarding other issues.

Sincerely,

Janet Crist-Whitzel
Deputy Director for Administration

Enclosures

Cc: Gale Bataille
Julie Peck
Aurora Pangilinan

MENTAL HEALTH SERVICES DIVISION

Board of Supervisors: Rose Jacobs Gibson • Richard S. Gordon • Mark Church • Jerry Hill • Michael D. Nevin • Health Services Director: Margaret Taylor

225 • 37th Avenue • San Mateo, CA 94403 • PHONE 650.573.2541 • TDD 650.573.3206 • FAX 650.573.2841

COMPLIANCE ASSURANCES

I hereby certify that the County of San Mateo agrees to the following:

- A. Amounts received under the PATH Formula Grant will be expended solely to provide services to persons who have a serious mental illness, or have a co-occurring serious mental illness and substance abuse disorder, and who are homeless or at imminent risk of becoming homeless.
- B. Grant funds shall be expended only for the following services:
 - 1. Outreach services;
 - 2. Screening and diagnostic treatment services;
 - 3. Habilitation and rehabilitation services;
 - 4. Community mental health services;
 - 5. Alcohol or drug treatment services;
 - 6. Staff training, including the training of individuals who work in sites where homeless individuals require services;
 - 7. Case management services;
 - 8. Supportive and supervisory services in residential settings;
 - 9. Referrals for primary health services, job training, education services, and relevant housing services; and
 - 10. Housing services including minor revision, expansion, and repair of housing; planning of housing, technical assistance in applying for housing assistance, improving the coordination of housing services, security deposits, costs associated with matching eligible homeless individuals with appropriate housing situations, and one-time rental payments to prevent eviction.
- C. Grants will be made pursuant to subsection (a) only to entities that have the capacity to provide, directly or through arrangements, the specified service(s) including coordinating the provision of service(s) in order to meet the needs of eligible homeless individuals who are both mentally ill and suffering from substance abuse.
- D. Special consideration will be given to funding entities with a demonstrated effectiveness in serving veterans who are homeless.
- E. Grant funds will not be given to any entity that has a policy of excluding individuals from mental health services due to the existence or suspicion of substance abuse or which excludes individuals from substance abuse services due to the existence or suspicion of mental illness.
- F. Not more than 2.0 percent of the payments under PATH will be expended for administrative expenses.
- G. The county will verify that the manner and timing of the public notification of the mental health board review of the PATH application provides sufficient opportunity to allow comments from interested persons and agencies at the board hearing.

- H. Not more than 20 percent of the payments will be expended for allowable housing services. The payments will not be expended to support emergency shelters or construction of housing facilities for inpatient psychiatric or inpatient substance abuse treatment costs or to make cash payments to intended recipients of mental health or substance abuse services.
- I. The county will make available, directly or through donations from public or private entities, non-federal contributions toward such costs in an amount that is not less than one dollar for each three dollars of federal funds provided in such payments. The amount of the county match is \$ 18,248.00.
- J. The description of intended use will be revised throughout the year to reflect substantial changes in the programs and activities funded through the PATH grant.
- K. The county agrees to provide all reports required by the State Department of Mental Health.
- L. The county has budgeted SFY 2000-2001 non-PATH funds for services to individuals who are homeless and mentally disabled as follows:

\$ 87,392.00 Federal (non-PATH)

\$ 1,401,232.00 Other

Gale Bataille 6/4/01
Signature of Director Date

**COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST**

DEPARTMENT HEALTH SERVICES, MENTAL HEALTH SERVICES	DATE 1/17/02
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1. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG.	ACCOUNT		
From	See ATR/AER form		82,169.00	See enclosed ATR/AER form.
To	See ATR/AER form	1955	82,169.00	Federal Categorical Programs

Justification. (Attach Memo if Necessary)

See enclosed Board memo and ATR/AER form for justification.

1/17/02 *[Signature]* *1/17/02*

MA
 DEPARTMENT HEAD *Charlene A. Silva* ^{1/23/02}
 BY: *[Signature]* DATE *1/22/02*

2. Board Action Required Four-Fifths Vote Required Board Action Not Required
- Remarks:

COUNTY CONTROLLER
 BY: _____ DATE _____

3. Approve as Requested Approve as Revised Disapprove
- Remarks:

COUNTY MANAGER
 BY: _____ DATE _____

DO NOT WRITE BELOW THIS LINE — FOR BOARD OF SUPERVISORS' USE ONLY

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

RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

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

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____, 19____.

Ayes and in favor of said resolution:

Noes and against said resolution:

Supervisors: _____

Supervisors: _____

 Absent Supervisors: _____

