

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND  
MENTAL HEALTH ASSOCIATION OF SAN MATEO COUNTY**

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2004,  
by and between the COUNTY OF SAN MATEO, hereinafter called "County," and MENTAL  
HEALTH ASSOCIATION OF SAN MATEO COUNTY, hereinafter called "Contractor";

WITNESSETH:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of performing the professional services hereinafter described for the Health Services Agency, Public Health Division AIDS Program.

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

**1. Exhibits.**

The following exhibits are attached hereto and incorporated by reference herein:

Exhibit A—Services

Exhibit B—Payments and rates

Attachment H—HIPAA Business Associate requirements

Attachment I—§ 504 Compliance

Attachment II—Budget

**2. Services to be performed by Contractor.**

In consideration of the payments set forth herein and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibit "A."

**3. Payments.**

In consideration of the services provided by contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A", County shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B." The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable. In no event shall the County's total fiscal obligation under this contract exceed SIX HUNDRED EIGHTY-TWO THOUSAND FIVE HUNDRED FIFTY-FIVE DOLLARS (\$682,555).

**4. Term and Termination.**

Subject to compliance with all terms and conditions, the term of this agreement shall be from July 1, 2004 through June 30, 2005.

This Agreement may be terminated by Contractor, the Director of Health Services or his/her designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the County and shall be promptly delivered to the County. Upon termination, the Contractor may make and retain a copy of such materials. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

**5. Availability of Funds.**

The County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon unavailability of Federal, State or County funds, by providing written notice to Contractor as soon as is reasonably possible after the county learns of said unavailability of outside funding.

**6. Relationship of Parties.**

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the County and that Contractor acquires none of the rights, privileges, powers or advantages of County employees.

**7. Hold Harmless.**

Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, (C) any sanctions, penalties or claims of damages resulting from Contractor's failure to comply with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County, its officers, agents, employees, or servants, resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

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

**8. Assignability and Subcontracting.**

Contractor shall not assign this Agreement or any portion thereof to a third party, or subcontract with a third party to provide services required by contractor under this agreement without the prior written consent of County. Any such assignment or subcontract without the county's prior written consent shall give County the right to automatically and immediately terminate this Agreement.

**9. Insurance.**

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

- (1) **Worker's Compensation and Employer's Liability Insurance.** The Contractor shall have in effect during the entire life of this Agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.
  
- (2) **Liability Insurance.** The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractors operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified below.

Such insurance shall include:

(a) Comprehensive General Liability .....	\$1,000,000
(b) Motor Vehicle Liability Insurance .....	\$1,000,000
(c) Professional Liability .....	\$1,000,000

County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the County, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the County or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

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

**10. Compliance with laws; payment of Permits/Licenses.**

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable federal, state, county, and municipal laws, ordinances and regulations, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Federal Regulations promulgated thereunder, as amended, and will comply with the Business Associate requirements set forth in Attachment H, and the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended and attached hereto and incorporated by reference herein as Attachment I, which prohibits discrimination on the basis of handicap in programs and activities receiving any federal or county financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including, but not limited to, appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this agreement and state, federal, county or municipal law or regulations, the requirements of the applicable law will take precedence over the requirements set forth in this agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

**11. Non-Discrimination.**

- A. *Section 504 applies only to Contractors who are providing services to members of the public.* Contractor shall comply with § 504 of the Rehabilitation Act of 1973, which provides that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this contract.
- B. *General non-discrimination.* No person shall, on the grounds of race, color, religion, ancestry, gender, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this agreement.
- C. *Equal employment opportunity.* Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this agreement. Contractor's equal employment policies shall be made available to County of San Mateo upon request.
- D. *Violation of Non-discrimination provisions.* Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to
  - i) termination of this Agreement;
  - ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years;
  - iii) liquidated damages of \$2,500 per violation;
  - iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this section, the County Manager shall have the authority to examine Contractors employment records with respect to compliance with this paragraph and/or to set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contractor between Contractor and County.

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

- E. *Compliance with Equal Benefits Ordinance.* With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.
- F. The Contractor shall comply fully with the non-discrimination requirements required by 41 CFR 60-741.5(a), which is incorporated herein as if fully set forth.

**12. Retention of Records.**

Contractor shall maintain all required records for three years after the County makes final payment and all other pending matters are closed, and shall be subject to the examination and/or audit of the County, a Federal grantor agency, and the State of California.

**13. Merger Clause.**

This Agreement, including the Exhibits attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

**14. Controlling Law.**

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

**15. Notices.**

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

**In the case of County, to:**

San Mateo County  
AIDS Program  
225 37th Avenue  
San Mateo, CA 94403

**In the case of Contractor, to:**

Melissa Platte, Executive Director  
Mental Health Association of San Mateo County  
2686 Spring Street  
Redwood City, CA 94063

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

COUNTY OF SAN MATEO

By: \_\_\_\_\_  
President, Board of Supervisors, San Mateo County

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Clerk of Said Board

MENTAL HEALTH ASSOCIATION OF  
SAN MATEO COUNTY

Melissa Platto  
Contractor's Signature

Date: 4/29/2004

EXHIBIT A  
MENTAL HEALTH ASSOCIATION OF SAN MATEO COUNTY  
JULY 1, 2004 THROUGH JUNE 30, 2005

I. SERVICES

A. Contractor shall provide the following:

1. HIV Housing Assistance Program

- a. HIV Housing Assistance Program staff shall be provided with training that increases their sensitivity and awareness of cultural issues.
- b. Housing assistance shall be provided to at least two hundred (200) unduplicated clients.
- c. Housing assistance shall include the following:
  - 1) rental assistance;
  - 2) emergency housing;
  - 3) mortgage payments (only with Housing Opportunities for People with AIDS (HOPWA) funds);
  - 4) utility payments;
  - 5) minor home repair;
  - 6) assistance in purchasing furniture and equipment; and
  - 7) assistance in paying for services related to obtaining/maintaining housing.

2. Wrap Around Services Fund

- a. Contractor shall manage the fiscal distribution of a Wrap Around Fund to provide emergency assistance to Contractor's clients, such as car repairs, utility bills, etc.
- b. Emergency assistance shall be provided to at least one hundred twenty (120) unduplicated clients.

II. OUTCOME OBJECTIVES

- A. Ninety-five percent (95%) of homeless clients shall be housed by Contractor or referred for appropriate housing within twenty-four (24) hours of intake.
- B. Seventy-five percent (75%) of homeless clients housed by Contractor shall maintain their housing for at least six (6) months.

- C. Eighty percent (80%) of clients in permanent housing shall maintain their housing through the end of the Ryan White fiscal year.
- D. Ninety-five percent (95%) of all clients who respond to an in-house client satisfaction survey shall indicate satisfaction with housing services received from Contractor.
- E. At least five percent (5%) of all clients shall be referred for assessment of cognitive skills and abilities to live independently and, when appropriate, offered training by Contractor's occupational therapists to address deficits.
- F. No client shall lose housing because Contractor is unable to process a payment in a timely manner.

These outcome objectives shall be assessed and tabulated during the month of March 2005. The results of this assessment shall be reported to the AIDS Program by April 15, 2005.

### III REPORTING REQUIREMENTS

Contractor shall provide the following reports and activities:

- A. HIV Housing Assistance Program
  - 1. Monthly Financial Reports specifying costs by funding source, budget category, and with the cost(s) per unit(s) of service(s) shall be due the fifteenth (15<sup>th</sup>) day following the end of the reporting month. (Project Budget attached as Attachment II.) Units of Service (UOS) will be determined by cost. Each TEN DOLLARS (\$10) of expenditure on direct client assistance, or fraction thereof, shall constitute one (1) UOS. There shall be separate financial reports for the HIV Housing Program and the Wrap Around Fund.
  - 2. Quarterly Program Narrative and Demographic Reports (by funding source), detailing program activities and specifying provision and utilization of services by type and volume, shall be due by the fifteenth (15<sup>th</sup>) day following the end of the reporting quarter.
  - 3. Final Program Narrative and Demographic Reports (by funding source) shall be due July 15, 2005. These reports shall specify the utilization of services by type and volume, identify unmet needs and service gaps, and provide a project self-evaluation.
  - 4. HOPWA Annual Progress Reports shall be due on the dates announced by the San Francisco Redevelopment Agency.
  - 5. Ryan White Comprehensive AIDS Resources Emergency (CARE) Act Standard Annual Administrative Reports shall be due on January 15, 2005.



6. Year-end Financial Reports shall be due by July 31, 2005.

B. Wrap Around Fund

1. Monthly Financial Reports specifying costs by funding source, budget category, and with the cost(s) per unit(s) of service(s) shall be due the fifteenth (15<sup>th</sup>) day following the end of the reporting month. (Project Budget attached as Attachment II.) Units of Service (UOS) will be determined by cost. Each TEN DOLLARS (\$10) of expenditure on direct client assistance, or fraction thereof, shall constitute one (1) UOS. There shall be separate financial reports for the HIV Housing Program and the Wrap Around Fund.
2. Quarterly Program Narrative and Demographic Reports (by funding source), detailing program activities and specifying provision and utilization of services by type and volume, shall be due by the fifteenth (15<sup>th</sup>) day following the end of the reporting quarter.
3. Final Program Narrative and Demographic Reports (by funding source) shall be due July 15, 2005. These reports shall specify the utilization of services by type and volume, identify unmet needs and service gaps, and provide a project self-evaluation.
4. Ryan White Comprehensive AIDS Resources Emergency (CARE) Act Standard Annual Administrative Reports shall be due on January 15, 2005.
5. Year-end Financial Reports shall be due by July 31, 2005.

IV. GENERAL

1. Contractor shall participate in County's "AIDS Program County-Wide Client Needs and Satisfaction Survey," if such participation is requested by County.
2. Contractor shall comply with the annual AIDS Program site visit.
3. Contractor shall send a representative to all case management conferences facilitated by County if such participation is required.
4. Contractor is required to send a representative to all AIDS Program Partnership Roundtable meetings.
5. Contractor shall have appropriate procedures to prevent unauthorized disclosure of confidential information. Personally identifying information developed or acquired by Contractor shall be confidential and shall not be disclosed, except as otherwise provided by law for public health purposes by court order, or pursuant to written authorization by the person who is the subject of the record or by his or her guardian or conservator. Contractor is responsible for complying with all applicable state and federal statutes regarding confidentiality and HIV/AIDS, including responsibility for assuring

the security and confidentiality of all electronically transmitted patient material.

6. Contractor agrees to acknowledge in all materials produced pursuant to this Agreement, the contribution in whole or in part, of County, State, and Federal funding sources as applicable. In addition, any copyrighted or copyrightable works developed under this agreement shall be subject to royalty free, non-exclusive and irrevocable license to the government to reproduce, publish or otherwise use them and to authorize others to do so for Federal, State and County government purposes. Income earned from any copyrightable work developed under this grant must be used as program income.
7. County may terminate this Agreement and be relieved of the payment of any consideration to Contractor should Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, County may proceed with the work in any manner deemed proper by County. The cost to the County shall be deducted from any sum due the Contractor under this agreement, and the balance, if any, shall be paid the Contractor upon demand
8. Contractor certifies that to the best of his knowledge and belief i) no County, State or Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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; ii) If any funds other than County, State or 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.
9. By signing the contract, Contractor certifies to the best of his or her knowledge and belief 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. If Contractor is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement. (Required by NNA Amendment 1, Exhibit B, Paragraph 1.)
10. Contractor shall not claim reimbursement from County or apply sums received from County with respect to that portion of its obligations which has been paid by another source of revenue. Contractor shall not charge County for services which clients were entitled to receive regardless of this Agreement. Contractor shall submit no claim to, demand, or otherwise collect reimbursement from, individuals served under

this contract (or persons acting on their behalf) for any services reimbursed in whole or in part under this contract, except to collect co-payment, or share of cost as allowed by regulations specific to funding sources.

11. Contractor shall make all reasonable efforts to ensure that no conflict of interest exists for its officers, agents, or employees. Contractor shall prevent employees, consultants, or members of governing bodies from using their position for purposes that are or give the appearance of being motivated by a desire for private gain for themselves or others, such as those with whom they have family business or other ties. If the County determines that a conflict of interest situation exists, any increase in costs associated with the conflict of interest may be disallowed and recovered by the County or the Department of Health and any such conflict may constitute grounds for termination of this contract.
12. Contractor agrees to establish and maintain a written Client Grievance Procedure, which is to be submitted to and approved by the County.
13. Contractor shall retain any property acquired with funds under this Agreement as long as there is a need for the property to accomplish the purpose of the program. For disposition of equipment or furniture with a unit cost of FIVE HUNDRED DOLLARS (\$500) or more and a life expectancy of one or more years, Contractor shall request disposition instructions from County.
14. Contractor shall annually have its financial records audited by a Certified Public Accountant and a copy of said audit report shall be submitted to County within one hundred eighty (180) days of the end of Contractor's fiscal year. Should Contractor expend a combined total of all federal awards that exceeds THREE HUNDRED THOUSAND DOLLARS (\$300,000) during Contractor's fiscal year, this audit must also meet the requirements of the Federal Single Audit Act and the Federal Office of Management Budget (OMB Circular A-133).
15. In the event Contractor claims or receives payment from County for a service, reimbursement which is later disallowed by the County, the State of California, or the United States Government, then Contractor shall promptly refund the disallowed amount to County upon request, or, at its option, County may offset the amount disallowed from any payment due or become due to Contractor under this Agreement or any other Agreement.

EXHIBIT B  
MENTAL HEALTH ASSOCIATION OF SAN MATEO COUNTY  
JULY 1, 2004 THROUGH JUNE 30, 2005

I. PAYMENTS

A. Housing Assistance Program

Contractor shall submit an invoice for an advance payment of FIFTY-ONE THOUSAND SEVEN HUNDRED NINETY-SIX DOLLARS AND TWENTY-FIVE CENTS (\$51,796.25) on the first (1<sup>st</sup>) day of each month of this Agreement for the HIV Housing Assistance Program. The actual expenditures must be in line with the approved budget attached. The maximum amount for this section of the Agreement shall not exceed SIX HUNDRED TWENTY-ONE THOUSAND FIVE HUNDRED FIFTY-FIVE DOLLARS (\$621,555).

B. Fiscal Distribution of a Wrap Around Fund

Contractor shall manage the fiscal distribution of a Wrap Around Fund under a separate account. Contractor shall receive a maximum amount of SIXTY-ONE THOUSAND DOLLARS (\$61,000) for Wrap Around Fund expenditures and administrative costs, totaling no more than nine percent (9%) of total direct costs. Contractor shall receive TWENTY THOUSAND HUNDRED DOLLARS (\$20,000) in advance, TWENTY-ONE THOUSAND DOLLARS (\$21,000) in November 2004, and the remaining TWENTY THOUSAND DOLLARS (\$20,000) in March 2005, so that Contractor can meet the demands of clients in an expeditious manner. The maximum amount for this section of the Agreement shall not exceed SIXTY-ONE THOUSAND DOLLARS (\$61,000).

C. Contractor shall submit a financial statement for expenses incurred the previous month by the fifteenth (15<sup>th</sup>) day following the end of the previous month for both the Housing Program and Wrap-Around Fund.

D. The AIDS Program Director or his designee shall review and approve all invoices prior to processing for payment. County shall have the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable.

The total amount of this Agreement including all sections shall not exceed SIX HUNDRED EIGHTY-TWO THOUSAND FIVE HUNDRED FIFTY-FIVE DOLLARS (\$682,555).

**Schedule H**  
**Health Insurance Portability and Accountability Act (HIPAA)**  
**Business Associate Requirements**

Definitions

Terms used, but not otherwise defined, in this Schedule shall have the same meaning as those terms are defined in 45 Code of Federal Regulations Sections 160.103 and 164.501. (All regulatory references in this Schedule are to Title 45 of the Code of Federal Regulations unless otherwise specified.)

- a. *Designated Record Set.* "Designated Record Set" shall have the same meaning as the term "designated record set" in Section 164.501.
- b. *Individual.* "Individual" shall have the same meaning as the term "individual" in Section 164.501 and shall include a person who qualifies as a personal representative in accordance with Section 164.502(g).
- c. *Privacy Rule.* "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 Code of Federal Regulations Part 160 and Part 164, Subparts A and E.
- d. *Protected Health Information.* "Protected Health Information" shall have the same meaning as the term "protected health information" in Section 164.501 and is limited to the information created or received by Contractor from or on behalf of County.
- e. *Required By Law.* "Required by law" shall have the same meaning as the term "required by law" in Section 164.501.
- f. *Secretary.* "Secretary" shall mean the Secretary of the United States Department of Health and Human Services or his or her designee.

Obligations and Activities of Contractor

- a. Contractor agrees to not use or further disclose Protected Health Information other than as permitted or required by the Agreement or as required by law.
- b. Contractor agrees to use appropriate safeguards to prevent the use or disclosure of the Protected Health Information other than as provided for by this Agreement.
- c. Contractor agrees to mitigate, to the extent practicable, any harmful effect that is known to Contractor of a use or disclosure of Protected Health Information by Contractor in violation of the requirements of this Agreement.
- d. Contractor agrees to report to County any use or disclosure of the Protected Health Information not provided for by this Agreement.
- e. Contractor agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by Contractor on behalf of County, agrees to the same restrictions and conditions that apply through this Agreement to Contractor with respect to such information.
- f. If Contractor has protected health information in a designated record set, Contractor agrees to provide access, at the request of County, and in the time and manner designated by County, to Protected Health Information in a Designated Record Set, to County or, as directed by County, to an Individual in order to meet the requirements under Section 164.524.
- g. If Contractor has protected health information in a designated record set,

Contractor agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that the County directs or agrees to make pursuant to Section 164.526 at the request of County or an Individual, and in the time and manner designed by County.

- h. Contractor agrees to make internal practices, books, and records relating to the use and disclosure of Protected Health Information received from, or created or received by Contractor on behalf of, County available to the County, or at the request of the County to the Secretary, in a time and manner designated by the County or the Secretary, for purposes of the Secretary determining County's compliance with the Privacy Rule.
- i. Contractor agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for County to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with Section 164.528.
- j. Contractor agrees to provide to County or an Individual in the time and manner designated by County, information collected in accordance with Section (i) of this Schedule, to permit County to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with Section 164.528.

#### Permitted Uses and Disclosures by Contractor

Except as otherwise limited in this Schedule, Contractor may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, County as specified in the Agreement; provided that such use or disclosure would not violate the Privacy Rule if done by County.

#### Obligations of County

- a. County shall provide Contractor with the notice of privacy practices that County produces in accordance with Section 164.520, as well as any changes to such notice.
- b. County shall provide Contractor with any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, if such changes affect Contractor's permitted or required uses and disclosures.
- c. County shall notify Contractor of any restriction to the use or disclosure of Protected Health Information that County has agreed to in accordance with Section 164.522.

#### Permissible Requests by County

County shall not request Contractor to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by County, unless the Contractor will use or disclose Protected Health Information for, and if the Agreement provides for, data aggregation or management and administrative activities of Contractor.

#### Duties Upon Termination of Agreement

- a. Upon termination of the Agreement, for any reason, Contractor shall return or destroy all Protected Health Information received from County, or created or received by Contractor on behalf of County. This provision shall apply to Protected Health Information that is in

- the possession of subcontractors or agents of Contractor. Contractor shall retain no copies of the Protected Health Information.
- b. In the event that Contractor determines that returning or destroying Protected Health Information is infeasible, Contractor shall provide to County notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of Protected Health Information is infeasible, Contractor shall extend the protections of the Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Contractor maintains such Protected Health Information.

#### Miscellaneous

- a. *Regulatory References.* A reference in this Schedule to a section in the Privacy Rule means the section as in effect or as amended, and for which compliance is required.
- b. *Amendment.* The Parties agree to take such action as is necessary to amend this Schedule from time to time as is necessary for County to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act, Public Law 104-191.
- c. *Survival.* The respective rights and obligations of Contractor under this Schedule shall survive the termination of the Agreement.
- d. *Interpretation.* Any ambiguity in this Schedule shall be resolved in favor of a meaning that permits County to comply with the Privacy Rule.

Attachment I

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

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

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

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

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

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

Arlene A. Aquino  
Name of 504 Person - Type or Print

Mental Health Association of San Mateo County  
Name of Contractor(s) - Type or Print

2686 Spring Street  
Street Address or PO Box

Redwood City  
City

CA                      94063  
State                      Zip Code

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

4/29/2004  
Date

Melissa Platte, Executive Director  
Signature and Title of Authorized Official

\*Exception: DHHS regulations state that:

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



## ATTACHMENT II

### Mental Health Association of San Mateo County Housing and Client Assistance Program Budget Fiscal Year 2004-2005

	HOPWA BUDGET	RYAN WHITE	WRAP AROUND	TOTAL
<b>Personnel</b>				
Personnel & Benefits	\$196,663			\$196,663
<b>Operating Expenses</b>				
Rental of Property	\$6,600			\$6,600
Utilities	\$2,835			\$2,835
Bldg. Maintenance & Repair	\$4,300			\$4,300
Office Supplies/Postage	\$3,300			\$3,300
Printing & Reproduction	\$500			\$500
Program/Educational Supplies	\$250			\$250
Insurance	\$1,575			\$1,575
Staff Training	\$900			\$900
Staff Travel	\$1,500			\$1,500
Rental of Equipment	\$5,900			\$5,900
Consultants/Subcontractor	\$1,800			\$1,800
<b>Personnel &amp; Operating Exp. Sub-Total</b>	<b>\$226,123</b>			<b>\$226,123</b>
<b>Direct Housing Assistance</b>	<b>\$278,983</b>	<b>\$75,787</b>	<b>\$55,963</b>	<b>\$410,733</b>
<b>Sub-Total</b>	<b>\$505,106</b>	<b>\$75,787</b>	<b>\$55,963</b>	<b>\$636,856</b>
<b>Administrative Overhead</b>	<b>\$35,357</b>	<b>\$5,305</b>	<b>\$5,037</b>	<b>\$45,699</b>
<b>TOTAL</b>	<b>\$540,463</b>	<b>\$81,092</b>	<b>\$61,000</b>	<b>\$682,555</b>

**COUNTY OF SAN MATEO  
AIDS PROGRAM  
MEMORANDUM**

Number of pages faxed 4

**DATE:** April 26, 2004

**TO:** Priscilla Morse, Risk Manager - X4610, Fax 363-4864, Pony EPS-163

**FROM:** Maria Gonzalez - 573-2031, FAX 573-2875 PONY - PBH 328

**SUBJECT:** Contract Insurance Approval

**CONTRACTOR NAME:** Mental Health Association of San Mateo County

**DO THEY TRAVEL?:** No

**PERCENT OF THE TIME:**

**NUMBER OF EMPLOYEES:** 17

**DUTIES (SPECIFIC):** Contractor will provide a Housing Assistance Program and manage the distribution of Wrap Around Funds to provide services to HIV clients.

<b>COVERAGE:</b>	Amount	approve	waive	modify
Comprehensive General Liability	\$1m/pm	<u>X</u>	_____	_____
Motor Vehicle Liability	\$1m	<u>X</u>	_____	_____
Professional Liability	\$1m/2m	<u>X</u>	_____	_____
Worker's Compensation	statutory	<u>X</u>	_____	_____

**REMARKS/COMMENTS**

SIGNATURE

DATE

Priscilla Morse      4-26-04

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD)  
06/23/2006

**PRODUCER (650)369-2921 FAX (650)369-2929**  
**Boring-Johndrow-Leveroni-Vreeburg, Inc.**  
 Insurance Services  
 845 Marshall St  
 Redwood City, CA 94063

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

**INSURED Mental Health Association of San Mateo County**  
 2686 Spring Street  
 Redwood City, CA 94063

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Great American Ins.	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

**COVERAGES**

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

INSR	ADD'L TR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY	PAC2254572-05	07/01/2003	07/01/2004	EACH OCCURRENCE	\$ 1,000,00
	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,00
	<input type="checkbox"/>	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5,00
	<input checked="" type="checkbox"/>	Institutional Pro. Liability				PERSONAL & ADV INJURY	\$ 1,000,00
		GEN'L AGGREGATE LIMIT APPLIES PER:			GENERAL AGGREGATE	\$ 2,000,00	
		<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			PRODUCTS - COMP/OP AGG	\$ 2,000,00	
A		AUTOMOBILE LIABILITY	CAP-653-62-23	07/01/2003	07/01/2004	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/>	ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/>	ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/>	SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
<input checked="" type="checkbox"/>	HIRED AUTOS						
<input checked="" type="checkbox"/>	NON-OWNED AUTOS						
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
A		EXCESS/UMBRELLA LIABILITY	EXC653-62-62	07/01/2003	07/01/2004	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/>	OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$ 1,000,000
	<input type="checkbox"/>	DEDUCTIBLE					\$
	<input type="checkbox"/>	RETENTION \$					\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS	OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$
		OTHER				E.L. DISEASE - POLICY LIMIT	\$

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

San Mateo County Aids Program is named Additional Insureds per the attached endorsement.

"Revised 08/01/03"

\*Workers Compensation certificate will be issued directly by the carrier.

<p><b>CERTIFICATE HOLDER</b></p> <p>San Mateo County Aids Program                  Attention: Maria Gouzalez                  225 37th Avenue                  San Mateo, CA 94403</p>	<p><b>CANCELLATION</b></p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.</p> <p>AUTHORIZED REPRESENTATIVE                  Daniel Johndrow/JMB </p>
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POLICY NUMBER PAC2254572-05  
Mental Health Association of San Mateo County  
7/1/03 to 7/1/04

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provide under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

### Schedule:

Name of Person or Organization:

**San Mateo County Aids Program**

(if no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect arising out of your ongoing operations performed for that insured.

Such insurance as in afforded by the General Liability policy is primary insurance and no other insurance of the additional insured shall be called upon to contribute to a loss.