

**FIRST AMENDMENT TO THE AGREEMENT WITH  
SERVICE LEAGUE OF SAN MATEO COUNTY  
FOR ALCOHOL AND DRUG TREATMENT SERVICES**

**THIS FIRST AMENDMENT**, entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2004, by and between the COUNTY OF SAN MATEO (hereinafter called "County") and SERVICE LEAGUE OF SAN MATEO COUNTY (hereinafter called "Contractor~").

WITNESSETH

WHEREAS, on December 18, 2001, the parties hereto entered into an Agreement for the furnishing of certain services by Contractor to County as set forth in that Agreement; and

WHEREAS, it is now the mutual desire and intent of the parties hereto to amend the term of the agreement extending the Nonresidential Alcohol And Drug Treatment Services for an additional three months to December 31, 2004.

1. **Section 1 of the body of the Agreement is amended to read as follows:**

**Exhibit A (Revision 1):** Center for Substance Abuse Treatment (CSAT) Funded Services and Rates of Payment for Those Services  
**Exhibit B:** Outcome Based Management (OBM) and Budgeting Responsibilities.

Attachment 1: Compliance with Section 504  
Attachment 2: Fingerprinting Compliance  
Attachment 3: HIV/AIDS Services  
Attachment 4: Payment Procedures  
Attachment 5: Monitoring Procedures  
Attachment 6: Program Specific Requirements  
Attachment 7: Equal Benefits Compliance

2. Exhibit A is hereby deleted.
3. Exhibit A (Revision 1) is attached hereto and incorporated by reference herein and is hereby added to the Agreement.
4. **Section 11. Compliance With Applicable Laws. is hereby replaced by new Section 11. Compliance with Laws; Payment of Permit/Licenses to read as follows:**

**Compliance with Laws; Payment of Permits/Licenses.**

**FIRST AMENDMENT TO THE AGREEMENT WITH  
SERVICE LEAGUE OF SAN MATEO COUNTY  
FOR ALCOHOL AND DRUG TREATMENT SERVICES**

THIS FIRST AMENDMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_  
2004, by and between the COUNTY OF SAN MATEO (hereinafter called "County") and  
SERVICE LEAGUE OF SAN MATEO COUNTY (hereinafter called "Contractor").

WITNESSETH

WHEREAS, on December 18, 2001, the parties hereto entered into an Agreement for the  
furnishing of certain services by Contractor to County as set forth in that Agreement; and

WHEREAS) it is now the mutual desire and intent of the parties hereto to amend the  
term of the agreement extending the Nonresidential Alcohol And Drug Treatment Services for  
an additional three months to December 31, 2004.

1. **Section 1 of the body of the Agreement is amended to read as follows:**

**Exhibit A (Revision 1):** Center for Substance Abuse Treatment  
(CSAT) Funded Services and Rates of  
Payment for Those Services

Exhibit B: Outcome Based Management (OBM) and  
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Attachment 1: Compliance with Section 504

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Attachment 7: Equal Benefits Compliance

2. Exhibit A is hereby deleted.
3. Exhibit A (Revision 1) is attached hereto and incorporated by reference  
herein and is hereby added to the Agreement.
4. **Section 11. Compliance With Applicable Laws, is hereby replaced by  
new Section 11. Compliance with Laws; Payment of Permits/Licenses  
to read as follows:**

**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, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, 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.

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

1. The Agreement of December 18, 2001, be further amended as set forth herein.
2. This Amendment is hereby incorporated and made a part of the original Agreement and subject to all provisions therein.
3. All provisions of the original Agreement, including references to audit and fiscal management requirements otherwise amended hereinabove, shall be binding on all parties hereto.
4. All provisions of the original Agreement, including all monitoring and evaluation requirements shall be applicable to all amendments herein.

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

COUNTY OF SAN MATEO

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

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of Said Board

\_\_\_\_\_

**SERVICE LEAGUE OF SAN MATEO COUNTY**

ELIZABETH K. CHELETA  
Name Title Print

  
Signature

n~.

## EXHIBIT A (Revision fl

### **Center for Substance Abuse Treatment (CSAT) Funded Alcohol and Drug Treatment Services and Payments SERVICE LEAGUE OF SAN MATEO COUNTY September 30, 2001 through December 31, 2004**

Contractor will provide the following services in accordance with the guidelines and requirements of the Catalog of Federal Domestic Assistance Number TI-01-006; the Grant Award No. 1 U79 T113033-01, Title: San Mateo County Homeless and Substance Abuse Services, dated September 28, 2001, (hereafter referred to as the CSAT grant), which is the sole funding source for these services; and the PHS Grants Policy Statement, and all requirements in the Guidance for Applicants (GFA) document.

Contractor will work in collaboration with homeless services providers and Alcohol and Drug Services staff to increase linkages to related services including housing, primary health care, and mental health services. Contractor will develop a training plan for counselors and key administrative staff working on the homeless linkage project that will ensure that staff have training in areas such as, but not limited to, victimization/violence, veteran issues, Post Traumatic Stress Disorder, dual diagnosis, generational substance abuse, familiarity with the Human Services Agency and other County service linkage requirements, and linkages to detoxification and mental health services, and other issues. Counselors must meet the competency requirements of the State licensing/certification regulations. Contractor will submit to Alcohol and Drug Services their policy on serving individuals who are dually diagnosed, receiving chemically assisted treatment including psychotropic medication, Methadone, LAAM, or have "co-occurring disorders".

Contractor will provide the following alcohol and drug treatment services at a mutually agreed upon location in San Mateo County. All payments under this Agreement must directly support services specified in this Agreement. Contractor will give priority for admission to San Mateo County residents. Contractor will provide the following services to individuals who meet Alcohol and Drug Services treatment criteria, hereinafter referred to as "program participants".

#### **I. RESIDENTIAL ALCOHOL AND DRUG TREATMENT SERVICES (September 30, 2001 through September 29, 2004):**

**Admit** to Contractor's ninety residential alcohol and drug treatment program homeless women who **are identified** through the coordination efforts with the homeless service organizations identified in the **CSAT Grant**.

##### **A. Residential Alcohol and Drug Treatment Units of Service:**

Admit to Contractor's residential alcohol and drug treatment services a **minimum** of six (6) program participants who meet the criteria specified in Federal Grant I U79 T113033-01, and are clinically assessed as needing residential treatment. Provide a total of one thousand ninety five (1,095) days of residential alcohol and drug treatment services to be allocated by Contractor, during the term of the

agreement. Services will be provided **for the period of September 30, 2001 through September 29, 2004.**

- a) **Contractor** will provide approximately one hundred eighty three (183) days of services to be allocated by Contractor to each of two (2) program participants annually.

**B. Residential Alcohol and Drug Treatment Services:**

Contractor's basic services will include, but are not limited to:

1. Intake and assessment using the Addiction Severity Index (ASI), placement protocols, recovery planning, relapse prevention, and case management services for each program participant.
2. Provide weekly educational classes and individual and group counseling on alcohol and drug recovery issues including, but not limited to, adult children of alcoholics, anger management, co-dependency, substance-related abuse, Post Traumatic Stress Disorders, family issues, stress management and relapse prevention.
3. Provide access to 12-step meetings and other peer support services.
4. Develop an aftercare plan with each program participant prior to final phase of treatment program. Plan will include group and individual support for continued recovery, relapse prevention, education and continuing linkages with community services.
5. Provide on-going alcohol and drug-free socialization activities. All events must be alcohol and drug free.
6. Directly, or with the assistance of Mental Health staff provide evaluation and referral for medical and mental health needs.
7. Provide, or make available, ancillary services including access to education and literacy programs, State Disability Income (SDI), Supplemental Security Income (SSI), General Assistance (GA), Temporary Assistance for Needy Families (TANF), and other appropriate benefit resources, job skills assessment and training, employment information, and HIV/AIDS and Hepatitis B/C testing and education.
8. Provide program participants with a minimum of ninety (90) days of alcohol and drug-free residential treatment services, including a minimum of twenty (20) hours of structured programming per week.

9. Ensure that each program participant is administered baseline and follow-up ASI and Government Performance Results Act (GPRA) instruments at six (6) months and twelve (12) months, as specified in the grant.

**C. Residential Alcohol and Drug Treatment Rates Of Payment:**

Monthly County payment to Contractor is determined by dividing the entire fiscal obligation into thirty-six (36) monthly payments, subject to Contractor's performance. County reserves the right to adjust payments, to pay only for services provided, based on the unit rate if Contractor fails to provide the contracted units of service, or fails to serve the number of individuals contracted for. In full consideration of the CSAT services provided by Contractor, County shall pay Contractor in the manner described below, unless otherwise specifically authorized by the Director of the Human Services Agency or her designee:

1. County shall pay Contractor ONE THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$1,750) per month, not to exceed a maximum contract obligation of SIXTY THREE THOUSAND DOLLARS (\$63,000) **for the period of September 30, 2001 through September 29, 2004.**
  - a. Contractor will submit monthly reports including:
    - 1) number of bed days provided each month.
    - 2) number of admissions and discharges each month.

**II. NONRESIDENTIAL ALCOHOL AND DRUG TREATMENT SERVICES (September 30, 2001 through December 31, 2004):**

Contractor will provide alcohol and drug nonresidential treatment services, including assessment and referral, in the three designated homeless shelters to homeless men who are identified through the coordination efforts with the homeless service organizations identified in the CSAT Grant. Contractor will refer those individuals who do not meet the criteria for Contractor's nonresidential alcohol and drug treatment services to other treatment programs throughout the County as needed (i.e., detoxification, residential, day treatment, outpatient, etc.). Contractor will document all referrals made.

**A. Nonresidential Alcohol and Drug Treatment Units of Service:**

1. Admit to Contractor's nonresidential alcohol and drug treatment program a minimum of three hundred sixty (360) program participants who meet the criteria specified in Federal Grant I U79 T113033-01 and are clinically assessed as needing outpatient services. Provide a total of twelve (12) individual and group counseling hours, per week, per program participant to be allocated by Contractor.
2. Contractor will provide a total of fourteen thousand four hundred nine

(14,409) hours of staff availability dedicated to these nonresidential alcohol and drug treatment services including face-to-face contacts, preparation time, and record keeping time. Services will be provided over the contract term as follows:

- a) Contractor will provide approximately four thousand eight hundred three (4,803) staff available hours annually.

**B. Nonresidential Alcohol and Drug Treatment Services:**

Contractor's basic nonresidential alcohol and drug treatment program shall include, but not be limited to:

1. Intake and assessment using the Addiction Severity Index (ASI), placement protocols, recovery planning, relapse prevention, and case management services for each program participant.
2. Provide weekly individual and group counseling on alcohol and drug recovery issues including, but not limited to, adult children of alcoholics, anger management, co-dependency, substance-related abuse, family issues, Post Traumatic Stress Disorders, stress management and prevention, and issues related to homelessness.
3. Provide access to 12-step meetings and other peer support services.
4. Provide on-going alcohol and drug-free socialization activities. Every event must be alcohol and drug free.
5. Directly, or with the assistance of Mental Health staff, provide evaluation and referral for medical and mental health needs.
6. Provide, or make available, ancillary services including access to education and literacy programs, State Disability Income (SDI), Supplemental Security Income (SSI), General Assistance (GA), Temporary Assistance for Needy Families (TANF), and other appropriate benefits resources, job skills assessment and training, employment information, and HIV/AIDS and Hepatitis B/C testing and education.
7. Develop an aftercare plan with each program participant prior to final phase of treatment program. Plan will include group and individual support for continued recovery, relapse prevention, education and continuing linkages with community services.
8. Ensure that each program participant is administered baseline and follow-up ASI and Government Performance Results Act (GPRA) instruments at



six (6) months and twelve (12) months, as specified in the grant.

**C. Nonresidential Alcohol and Drug Treatment Rates Of Payment:**

Monthly County payment to Contractor is determined by dividing the entire fiscal obligation into thirty-six (36) monthly payments, subject to Contractor's performance. County reserves the right to adjust payments, to pay only for services provided, based on the unit rate if Contractor fails to provide the contracted units of service, or fails to serve the number of individuals contracted for. In full consideration of the CSAT services provided by Contractor, County shall pay Contractor in the manner described below, unless otherwise specifically authorized by the Director of the Human Services Agency or her designee:

1. County shall pay Contractor TEN THOUSAND DOLLARS (\$10,000) per month, not to exceed a maximum contract obligation of THREE HUNDRED SIXTY THOUSAND DOLLARS (\$360,000) for the term of the Agreement.
  - a. Contractor will submit monthly reports including:
    - 1) the number of individual counseling hours provided each month.
    - 2) number of group counseling hours provided each month.
    - 3) number of group sessions provided each month.
    - 4) number of staff available hours each month.
    - 5). number of program participants served each month.
    - 6) number of admissions and discharges each month.
    - 7) number of referrals made to other programs each month.

SAN MATEO ~  
MEMORANDUM

DATE: 11/26/03

TO: Priscilla Harris Morse FAX: 363-4864 PONY: EPS 163

FROM: Au Shirkhani  
FAX:650-596-3478 PONY:HSA2IO

STJB.TECT: Contract Insurance Approval

The following is to be completed by the department before submission to Risk Management:

CONTRACTOR NAME: SERVICE LEAGUE OF SAN MATRO COUNTY

DOES T } ~CONTRACTOR TRAVEL .AS A PART OF THE CONTRACT SERVICES?:  
Yes

NU1~BEROF EMPLOYEES WORKING FOR CONTRACTOR: More than one.

DUTIES TO BE PEP.FORMFJ) BY CONTRACTOR FOR COUNTY: Alcohol & Drug  
Treatment

The following will be completed by Risk Management:

INSURANCE COVERAGE:	Amount	Approve	Waive	Modify
Comprehensive General Liability			U	U
Motor Vehicle Liability	(rv~t.		D	U
Professional Liability	~ (cy		U	
Workers <sup>1</sup> Compensation		0		0

REMARKS/COMMENTS: Update Certificate.

(5A~ , W~8~4~(2...Q... 12. - - 02,  
Risk Management Signature Date

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O~ COW

QAA~

# ACURDTh, CERTIFICATE~'FLIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/17/2003

PRODUCER  
Archbold & Father Ins  
505 Rainsville Rd.  
Petaluma, CA. 94952  
707-769-8390

THIS CERTIFICATE IS **NOT** TO BE USED 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.

ENSURED	INSURERS AFFORDING COVERAGE	NAIC#
SERVICE LEAGUE OF SAN MATEO COUNTY 727 MIDDLEFIELD ROAD REDWOOD CITY, CA 94063	INSURER A: FIRST NATIONAL INS. CO.	
	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.

LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY C-IMSMADE-O POLICY OCCUR CLAIMS MADE GEN. AGGREGATE LIMIT APPLIES PER POLICY PROJECT LOC	CP7750417L	11-14-03	11-14-04	EACH OCCURRENCE \$ 1,000,000
					DAMAGE TO PREMISES (Each occurrence) \$ 200,000
					MEDEXP (Any one person) \$ 10,000
					PERSONAL & AD INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 1,000,000
					PRODUCTS - COMPIOP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY ANY AUTO <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	3A7750417L	11-14-03	11-14-04	COMBINED SINGLE LIMIT (Each accident) \$ 1,000,000
					BODILY INJURY (Per person)
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident)
-	GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT \$
					OTHER THAN AUTO ONLY: EA ACC AGG \$
-	EXCESS/UMBRELLA LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$
					AGGREGATE \$
					\$
-	WORKER'S COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/ECU 11VE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				EL EACH ACCIDENT \$
					EL DISEASE - EA EMPLOYS \$
					EL DISEASE - POLICY LIMIT \$
A	OTHER PROFESSIONAL LIABILITY	LP7750417J	11-14-03	11-14-04	1,000,000/OCC. 2,000,000/AGG.

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

## ADDITIONAL INSURED &

### CERTIFICATE HOLDER

COUNTY OF SAN MATEO  
YOUTH & FAMILY SERVICES DIVISION  
400 HARBOR BLVD., BLDG. B  
BELMONT, CA. 94002

### CANCELLATION

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

AUTHORIZED REPRESENTATIVE ~ ~

SECOND AMENDMENT TO THE AGREEMENT WITH  
PROJECT NINETY, INC.  
FOR ALCOHOL AND DRUG TREATMENT SERVICES

THIS SECOND AMENDMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2004, by and between the COUNTY OF SAN MATEO (hereinafter called "County") and PROJECT NINETY, INC. (hereinafter called "Contractor").

WITNESSETH

WHEREAS, on December 18, 2001, the parties hereto entered into an Agreement for the furnishing of certain services by Contractor to County as set forth in that Agreement; and

WHEREAS, on December 16, 2003, the parties hereto entered into a First Amendment to re-allocate funds; and

WHEREAS, it is now the mutual desire and intent of the parties hereto to amend the term of the agreement extending the Nonresidential Alcohol And Drug Treatment Services for an additional three months to December 31, 2004.

1. Section 1 of the body of the **Agreement is amended to read as follows:**

Exhibit **A (Revision 2):** Center for Substance Abuse Treatment (CSAT) Funded Services and Rates of Payment for Those Services

Exhibit B: Outcome Based Management (OBM) and Budgeting Responsibilities.

Attachment 1: Compliance with Section 504

Attachment 2: Fingerprinting Compliance

Attachment 3: HIV/AIDS Services

Attachment 4: Payment Procedures

Attachment 5: Monitoring Procedures

Attachment 6: Program Specific Requirements

Attachment 7: Equal Benefits Compliance

2. Exhibit A (Revision 1) is hereby deleted.
3. Exhibit A (Revision 2) is attached hereto and incorporated by reference herein and is hereby added to the Agreement.
4. Section 11. **Compliance With Applicable Laws.** is hereby replaced by **new Section 11. Compliance with Laws; Payment of Permit/Licenses**

**to read as follows:**

**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, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, 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.

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

1. The Agreement of December 18, 2001, amended on December 16, 2003 be further amended as set forth herein.
2. This Amendment is hereby incorporated and made a part of the original Agreement and subject to all provisions therein.
3. All provisions of the original Agreement, including references to audit and fiscal management requirements otherwise amended hereinabove, shall be binding on all parties hereto.
4. All provisions of the original Agreement, including all monitoring and evaluation requirements shall be applicable to all amendments herein.

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

COUNTY OF SAN MATEO

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

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

ATTEST:

\_\_\_\_\_  
Clerk of Said Board

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

PROJECT NINETY, INC.

41c / ~%~

\_\_\_\_\_  
\_\_\_\_\_

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

**EXHIBIT A (Revision 2)**

**Center for Substance Abuse Treatment (CSAT) Funded  
Alcohol and Drug Treatment Services and Payments  
PROJECT NINETY, INC.  
September 30, 2001 through December 31, 2004**

**Contractor** will provide the following services in accordance with the guidelines and requirements of the Catalog of Federal Domestic Assistance Number TI-01-006; the Grant Award No. 1 U79 T113033-01, Title: San Mateo County Homeless and Substance Abuse Services, dated September 28, 2001, (hereafter referred to as the CSAT grant), which is the sole funding source for these services; and the PHS Grants Policy Statement, and all requirements in the Guidance for Applicants (GFA) document.

Contractor will work in collaboration with homeless services providers and Alcohol and Drug Services staff to increase linkages to related services including housing, primary health care, and mental health services. Contractor will develop a training plan for counselors and key administrative staff working on the homeless linkage project that will ensure that staff have training in areas such as, but not limited to, victimization/violence, veteran issues, Post Traumatic Stress Disorder, dual diagnosis, generational substance abuse, familiarity with the Human Services Agency and other County service linkage requirements, and linkages to detoxification and mental health services, and other issues. Counselors must meet the competency requirements of the State licensing/certification regulations. Contractor will submit to Alcohol and Drug Services their policy on serving individuals who are dually diagnosed, receiving chemically assisted treatment including psychotropic medication, Methadone, LAAM, or have “co-occurring disorders”.

Contractor will provide the following alcohol and drug treatment services at a mutually agreed upon location in San Mateo County. All payments under this Agreement must directly support services specified in this Agreement. Contractor will give priority for admission to San Mateo County residents. Contractor will provide the following services to individuals who meet Alcohol and Drug Services treatment criteria, hereinafter referred to as “program participants”.

- I. RESIDENTIAL ALCOHOL AND DRUG TREATMENT SERVICES (September 30, 2001 through September 29, 2004):**  
Admit to Contractor’s ninety (90) day residential alcohol and drug treatment program homeless men who are identified through the coordination efforts with the homeless service organizations identified in the CSAT Grant.

- A. Residential Alcohol and Drug Treatment Units of Service:**  
Admit to Contractor’s residential alcohol and drug treatment services a minimum of thirty-six (36) program participants who meet the criteria specified in Federal Grant I U79 T113033-01, and are clinically assessed as needing residential treatment. Provide a total of three thousand five hundred forty-eight (3,548) days of residential alcohol and drug treatment services to be allocated by Contractor,

during the term of the agreement. Services will be provided **for the period of September 30, 2001 through September 29, 2004** as follows:

- a) Contractor will provide approximately one thousand one hundred eighty-three (1,183) days of services to twelve (12) program participants annually.

**B. Residential Alcohol and Drug Treatment Services:**

Contractor's basic services will include, but are not limited to:

1. Intake and assessment using the Addiction Severity Index (ASI), placement protocols, recovery planning, relapse prevention, and case management services for each program participant.
2. Provide weekly educational classes and individual and group counseling on alcohol and drug recovery issues including, but not limited to, adult children of alcoholics, anger management, co-dependency, substance-related abuse, Post Traumatic Stress Disorders, family issues, stress management and relapse prevention.
3. Provide access to 12-step meetings and other peer support services.
4. Develop an aftercare plan with each program participant prior to final phase of treatment program. Plan will include group and individual support for continued recovery, relapse prevention, education and continuing linkages with community services.
5. Provide on-going alcohol and drug-free socialization activities. All events must be alcohol and drug free.
6. Directly, or with the assistance of Mental Health staff, provide evaluation and referral for medical and mental health needs.
7. Provide, or make available, ancillary services including access to education and literacy programs, State Disability Income (SDI), Supplemental Security Income (SSI), General Assistance (GA), Temporary Assistance for Needy Families (TANF), and other appropriate benefit resources, job skills assessment and training, employment information, and HIV/AIDS and Hepatitis B/C testing and education.
8. Provide program participants with a minimum of ninety (90) days of alcohol and drug-free residential treatment services, including a minimum of twenty (20) hours of structured programming per week.



9. Ensure that each program participant is administered baseline and follow-up ASI and Government Performance Results Act (GPRA) instruments at six (6) months and twelve (12) months, as specified in the grant.

C. **Residential Alcohol and Drug Treatment Rates Of Payment:**

Monthly County payment to Contractor is determined by dividing the entire fiscal obligation into thirty-six (36) monthly payments, subject to Contractor's performance. County reserves the right to adjust payments, to pay only for services provided, based on the unit rate if Contractor fails to provide the contracted units of service, or fails to serve the number of individuals contracted for. In full consideration of the CSAT services provided by Contractor, County shall pay Contractor in the manner described below, unless otherwise specifically authorized by the Director of the Human Services Agency or her designee:

1. **For the period of September 30, 2001 through November 29, 2004,** County shall pay Contractor **FIVE THOUSAND TWO HUNDRED FIFTY DOLLARS (\$5,250)** per month, not to exceed a maximum contract obligation of **ONE HUNDRED THIRTY-SIX THOUSAND FIVE HUNDRED DOLLARS (\$136,500)**.
  - a. Contractor will submit monthly reports including:
    - 1) number of bed days provided each month.
    - 2) number of admissions and discharges each month.
2. **For the period of December 1, 2003 through September 29, 2004,** County shall pay Contractor **SIX THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$6,750)** per month, not to exceed a maximum contract obligation of **SIXTY-SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$67,500)**.
  - a. Contractor will submit monthly reports including:
    - 1) number of bed days provided each month.
    - 2) number of admissions and discharges each month.

II. **NONRESIDENTIAL ALCOHOL AND DRUG TREATMENT SERVICES (September 30, 2001 through December 31, 2004):**

Contractor will provide alcohol and drug nonresidential treatment services, including assessment and referral, in the three designated homeless shelters to homeless men who are identified through the coordination efforts with the homeless service organizations identified in the CSAT Grant. Contractor will refer those individuals who do not meet the criteria for Contractor's nonresidential alcohol and drug treatment services to other treatment programs throughout the County as needed (i.e., detoxification, residential, day treatment, outpatient, etc.). Contractor will document referrals.

**A. Nonresidential Alcohol and Drug Treatment Units of Service:**

1. Admit to Contractor's nonresidential alcohol and drug treatment program a minimum of three hundred sixty (360) program participants who meet the criteria specified in Federal Grant I U79 T113033-01 and are clinically assessed as needing outpatient services. Provide a total of twelve (12) individual and group counseling hours, per week, per program participant to be allocated by Contractor.
2. Contractor will provide a total of fourteen thousand four hundred nine (14,409) hours of staff availability dedicated to these nonresidential alcohol and drug treatment services including face-to-face contacts, preparation time, and record keeping time. Services will be provided over the contract term as follows:
  - a) Contractor will provide approximately four thousand eight hundred three (4,803) staff available hours annually.

**B. Nonresidential Alcohol and Drug Treatment Services:**

Contractor's basic nonresidential alcohol and drug treatment program shall include, but not be limited to:

1. Intake and assessment using the Addiction Severity Index (ASI), placement protocols, recovery planning, relapse prevention, and case management services for each program participant.
2. Provide weekly individual and group counseling on alcohol and drug recovery issues including, but not limited to, adult children of alcoholics, anger management, co-dependency, substance-related abuse, family issues, Post Traumatic Stress Disorders, stress management and prevention, and issues related to homelessness.
3. Provide access to 12-step meetings and other peer support services.
4. Provide on-going alcohol and drug-free socialization activities. Every event must be alcohol and drug free.
5. Directly, or with the assistance of Mental Health staff, provide evaluation and referral for medical and mental health needs.
6. Provide, or make available, ancillary services including access to education and literacy programs, State Disability Income (SDI), Supplemental Security Income (SSI), General Assistance (GA), Temporary Assistance for Needy Families (TANF), and other appropriate benefits resources, job

skills assessment and training, employment information, and HIV/AIDS and Hepatitis B/C testing and education.

7. Develop an aftercare plan with each program participant prior to final phase of treatment program. Plan will include group and individual support for continued recovery, relapse prevention, education and continuing linkages with community services.
8. Ensure that each program participant is administered baseline and follow-up ASI and Government Performance Results Act (GPRA) instruments at six (6) months and twelve (12) months, as specified in the grant.

C. **Nonresidential Alcohol and Drug Treatment Rates Of Payment:**

Monthly County payment to Contractor is determined by dividing the entire fiscal obligation into thirty-six (36) monthly payments, subject to Contractor's performance. County reserves the right to adjust payments, to pay only for services provided, based on the unit rate if Contractor fails to provide the contracted units of service, or fails to serve the number of individuals contracted for. In full consideration of the CSAT services provided by Contractor, County shall pay Contractor in the manner described below, unless otherwise specifically authorized by the Director of the Human Services Agency or her designee:

1. County shall pay Contractor TEN THOUSAND DOLLARS (\$10,000) per month, not to exceed a maximum contract obligation of THREE HUNDRED SIXTY THOUSAND DOLLARS (\$360,000) for the term of the Agreement.
  - a. Contractor will submit monthly reports including:
    - 1) the number of individual counseling hours provided each month.
    - 2) number of group counseling hours provided each month.
    - 3) number of group sessions provided each month.
    - 4) number of staff available hours each month.
    - 5) number of program participants served each month.
    - 6) number of admissions and discharges each month.
    - 7) number of referrals made to other programs each month.

**ifi. RESIDENTIAL “UNDEREMPLOYED” MEN’S ALCOHOL AND DRUG TREATMENT SERVICES STIPEND:**

Contractor will provide alcohol and drug treatment services in the evenings, which will be paid for by the program participants. Stipends will cover partial costs for a ninety (90) day stay for each program participant to allow homeless working men to enter residential treatment while retaining their employment. Admit to Contractor’s residential “underemployed” men’s alcohol and drug treatment program homeless men who are identified through the coordination efforts with the homeless service organizations identified in the CSAT Grant.

**A. Residential “Underemployed” Men’s Alcohol and Drug Treatment Units of Service. These services will be provided from September 30, 2001 through December 31, 2002**

1. Admit to Contractor’s residential “underemployed” men’s alcohol and drug treatment program a minimum of twelve (12) program participants who meet the criteria specified in Federal Grant I U79 TI13033-01. Provide a total of one hundred eighty-four (184) days of residential alcohol and drug treatment services for underemployed men to be allocated by Contractor. Services will be provided over the contract term as follows:

a) Contractor will provide approximately sixty-one (61) days of services to a total of four (4) program participants annually.

**B. Residential “Underemployed” Men’s Alcohol and Drug Treatment Services**

Contractor’s basic services will include, but are not limited to:

1. Intake and assessment using the Addiction Severity Index (ASI), placement protocols, recovery planning, relapse prevention, and case management services for each program participant.
2. Provide weekly educational classes and individual and group counseling on alcohol and drug recovery issues including, but not limited to, adult children of alcoholics, anger management, co-dependency, substance-related abuse, Post Traumatic Stress Disorders, family issues, stress management and relapse prevention.
3. Provide access to 12-step meetings and other peer support services.
4. Develop an aftercare plan with each program participant prior to final phase of treatment program. Plan will include group and individual support for continued recovery, relapse prevention, education and continuing linkages with community services.
5. Provide on-going alcohol and drug-free socialization activities. All events

**must** be alcohol and drug free.

6. Directly, or with the assistance of Mental Health staff, provide evaluation and referral for medical and mental health needs.
7. Provide, or make available, ancillary services including access to education and literacy programs, State Disability Income (SDI), Supplemental Security Income (SSI), General Assistance (GA), Temporary Assistance for Needy Families (TANF), and other appropriate benefits resources, job skills assessment and training, employment information, and HIV/AIDS and Hepatitis B/C testing and education.
8. Provide program participants with a minimum of ninety (90) days of alcohol and drug-free residential treatment services, including a minimum of twenty (20) hours of structured programming per week.
9. Ensure that each program participant is administered baseline and follow-up ASI and Government Performance Results Act (GPRA) instruments at six (6) months and twelve (12) months, as specified in the grant.

C. **Residential “Underemployed” Men’s Alcohol and Drug Treatment Rates of Payment**

CSAT funding will be used to offset the program participant’s cost for the “underemployed” men’s residential services. Monthly County payment to Contractor is determined by dividing the entire fiscal obligation into thirty-six (36) monthly payments, subject to Contractor’s performance. County reserves the right to adjust payments, to pay only for services provided, based on the unit rate if Contractor fails to provide the contracted units of service, or fails to serve the number of individuals contracted for. In full consideration of the CSAT services provided by Contractor, County shall pay Contractor in the manner described below, unless otherwise specifically authorized by the Director of the Human Services Agency or her designee:

1. County shall pay Contractor FIVE HUNDRED DOLLARS (\$500) per month, not to exceed a maximum contract obligation of THREE THOUSAND DOLLARS (\$3,000) for the term of September 30, 2001 through December 31, 2002.
  - a. Contractor will submit monthly reports including:
    - 1) the number of bed days provided each month.
    - 2) the number of admissions and discharges each month.

# ACQRQ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**06/25/2004**

PRODUCER (415)898-1600 FAX (415)898-3922  
**Anixter & Oser Inc.**  
 License 0E28888  
 205 San Mann Dr  
 Novato, CA 94945-1227

INSURED **Project Ninety, Inc.**  
 720 South B Street  
 Ste 3  
 San Mateo, CA 94401

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

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: <b>Nonprofits Insurance Alliance</b>	
INSURER B: <b>State Compensation Ins- Fund</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.

NSR -DD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A X	GENERALLIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY UR C--MSMADE CCC GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <b>fl</b> ~r <b>fl</b> LOG	200408509NP0	07/01/2004	07/d1/2005	EACH OCCURRENCE \$ <b>1,000,000</b>
	DAMAGE TO RENTED				\$ <b>100,000</b>
	GENERAL AGGREGATE				\$ <b>10,000</b>
	MED EXP (Any one person)				\$ <b>10,000</b>
	PERSONAL & ADV INJURY				\$ <b>1,000,000</b>
					\$ <b>2,000,000</b>
					\$ <b>2,000,000</b>
AX	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	200408509WPO	07/01/2004	07/01/2005	COMBINED SINGLE LIMIT (Eeccc-dent) <b>1,000,000</b>
	BODILY INJURY (Per person)				
	BODILY INJURY (Per accident)				\$
	PROPERTY DAMAGE (Per accident)				
-	GARAGE LIABILITY -ANY AUTO				AUTO ONLY - BA ACCIDENT \$
					OTHER THAN EAACC \$
					AUTO ONLY: AGG \$
-	EXCESS/UMBRELLA LIABILITY OCCUR. CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$
					AGGREGATE \$
					\$
					\$
					\$
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	164224204	07/01/2004	07/01/2005	<input checked="" type="checkbox"/> WORKERS COMPENSATION <input checked="" type="checkbox"/> OTHER
	EL. EACH ACCIDENT				\$ <b>1,000,000</b>
	EL. DISEASE - BA EMPLOYEE				\$ <b>1,000,000</b>
					EL. DISEASE-POLICY LIMIT \$ <b>1,000,000</b>
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / E-(CI,US)ONS, QDEP BY ENDORSEMENT-PECIAL PROVISIONS  
 :ertif,cate nolder is named as aad,t,onai insured per rrom Cci 2026.  
 ~Exceptionis 10-day notice of cancellation for non-payment of premiums.

**CERTIFICATE HOLDER**

**CANCELLATION**

County of San Mateo  
 Alcohol and Drug Program  
 400 Harbor Boulevard  
 Belmont, CA 94002

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 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.

~AUT~ORIZED REPRESENTATIVE  
 • ~ ee ~

**S~M~TEOCOUN~**  
**MEMORANDUM**

DATE~ 2/5/04

TO~ Priscilla Harris Morse FAX 363-4864 PONY: EPS 163

FROM~ Mi Sbirkhani, Hun~ar**Services** Contracts Team

FAX: (650) **596-3478** PONY: HSA210

SUBJECT: Coittract Insurance Approval

**The** foflowl.ng isto be completed by the department before submicision to Risk Management~

CONTRACTOR NAME: Project Ninety<sub>1</sub> I~ac.

**DOES THE CONTRACTOR TRAVEL AS A PAP.T OF THE CONTRACT SERVICES?:**

Yes

NUMBER OP EMPLOYEES WORKINGFOR CONTRACTOR: More than one

DUTIES TO BE PERFORMED BY CONTRACTORFOR COUNTY: Alcohol anddni~  
traflTlent services

**The ~oflo'~'ingill be completed by Risk Management**

INSURANCE COVERAGE: Athount . Approve . Waive . Modify

Comprehensive General Liability \$ / /t~t~ D

Motor Vehicle Liability :S / /i~i~ 0 0

Professional Liability \$ 0 0

Workers' Compensa~on . ..~/i~i~ 0.

REMARKS/COMMENTS: Updated Ce~flcate

\_\_\_\_\_  
~,~iskManagement~at~(

\_\_\_\_\_  
Date