

PROFESSIONAL SERVICES AGREEMENT

Contract # 2007-08-001

For valuable consideration, the Substance Abuse & Addiction Recovery Alliance of Virginia (hereinafter referred to as SAARA) enters into THIS CONTRACT, made and entered into this 1st day of October, 2008, by and between SAARA, an independent, private, non-profit organization, corporation, duly organized and existing under Virginia law, and **James C. May, Ph.D.**,

Address:	8617 Waxford Road Richmond, VA 23235
Federal I.D. No.:	<i>to be provided separately</i>
Telephone Number:	804-320-8524
Cell Phone:	804-640-7794
Office:	804-819-4012
E-Mail:	nbmaj@verizon.net
Or	majj@rbha.org

herein referred to as **Contractor** and who shall serve an independent contractor, for the purposes of evaluating the SAARA Recovery Community Support Services (RCSP) project entitled Reach 1, Teach 1.

SAARA RCSP project activities will be under the direction of:

Mark Blackwell, Executive Director
SAARA of Virginia
4202 Park Place Court, Suite B
Glen Allen, Virginia 23060
(804) 762-4445 (voice)
(804) 762-4333 (fax),
director@saara.org,

the Project Director for the RCSP Grant. The services to be provided by the **Contractor** shall be those of an independent, contracted professional services provider for SAARA and shall not in any way be construed to be nor represented as work performed as an employee of SAARA of Virginia.

WITNESSETH

WHEREAS, SAARA desires **Contractor** to provide and **Contractor** desires to provide certain services as an independent contractor for SAARA in accordance with the terms and provisions hereinafter set forth.

NOW, THEREFORE, for and in consideration of the premises, the mutual covenants of the parties hereto and other good and valuable consideration, the parties hereby agree as follows:

ARTICLE I - SCOPE OF SERVICES

- 1.1 The services furnished by the *Contractor* hereunder shall be consistent with those proposed to and accepted by the RCSP project funding source, SAMHMSA-CSAT, as described in the **Exhibit A, Evaluation Plan**, included as an attachment to this *Agreement*, which sets forth the terms and conditions of our mutual agreement whereby the *Contractor* will provide the specific program evaluation and related consultation services to include, but not necessarily be limited to, those described in **Exhibit B, Scope of Services**, which is also included as an attachment to this *Agreement*.

ARTICLE II - TERM AND RENEWAL

- 2.1 The initial term of this Agreement shall commence on October 1, 2007 and expire on September 30, 2008, unless sooner terminated in accordance with other provisions of this Agreement. *SAARA* shall have three (3) consecutive renewal options of one (1) year each. Said renewals shall occur automatically, but be documented in writing, in the absence of contractual modifications or contract termination in accordance with other provisions of this Agreement.

ARTICLE III - PAYMENT

- 3.1 As compensation for all services provided by the *Contractor* under this Agreement, *SAARA* shall pay the Contractor a total sum not to exceed **\$24,900.00 per year**, based on the hours of service and related costs as summarized on **Exhibit C, Contractor Budget**.
- 3.2 Payments to the *Contractor* shall be made as follows: **Net 30 days, upon invoice**.
- 3.3 The Contractor shall submit invoices for evaluation services on a monthly or quarterly basis, as convenient for either party, or as specified by *SAARA*. The invoice shall provide the date(s) and summary of the services provided during the billing period, along with the Contract Number. Invoices shall be directed to the attention of Mark Blackwell, Executive Director, *SAARA* of Virginia, at the organizational address specified by Mr. Blackwell. Invoices shall include the address to which Contractor's payment is to be mailed.

ARTICLE IV - ABANDONMENT AND TERMINATION

- 4.1 This Agreement may be terminated by either party hereto without cause upon ninety (90) days prior notice by the terminating party to the other party at any time during the initial term or any renewal term of this Agreement. This Agreement may be terminated for documented cause by *SAARA*, effective within forty-five (45) days upon notice to the Contractor at any time during the initial term or any renewal term of this Agreement.

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- 4.2 If SAARA either abandons the services provided by the Contractor hereunder or terminates this Agreement, SAARA shall be obligated to pay the Contractor only to the extent of satisfactory work completed by the Contractor to the effective date of abandonment or termination, and, if applicable, upon Contractor's delivery of completed or partially completed work to SAARA. SAARA, or its duly authorized representatives and partners, shall have full right to use, at any time and in any manner, any such work delivered by Contractor, with written authorization by the contractor, and shall have no obligation to pay additional compensation to Contractor with respect thereto, unless otherwise agreed to separately in writing.
- 4.3 In the event the Contractor terminates this Contract, SAARA shall pay the Contractor for accrued but unbilled work or any portion thereof performed by Contractor prior to the effective date of Contractor's termination. In the event of any payment by SAARA under this Section 4.3, payment through the date of Contractor's termination will be made in accordance with the terms set forth in Section 3.2 hereof.

ARTICLE V - RESPONSIBILITIES OF THE CONTRACTOR

- 5.1 The Contractor shall comply with all applicable Federal, State and local laws and regulations, including without limitation, confidentiality regulations and labor laws, which may be applicable to the performance of this Agreement and shall have obtained all necessary licenses and permits required for the performance of the services contemplated hereunder.
- 5.2 During the performance of this Agreement, the Contractor shall fully comply with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder, which requirement in essence is codified in Title 42, Section 2000-E-2 of the United States Code which states in pertinent part:

"Unlawful employment practices - Employer practices

- a. It shall be an unlawful employment practice for an employer-
- (1) to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin; or
 - (2) to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's race, color, religion, sex or national origin."

The Contractor hereby affirms and certifies that it is in full compliance with the stated provisions of the Civil Rights Act of 1964, as amended.

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- 5.3 The Contractor shall not use or refer to this Agreement or the services provided to SAARA hereunder for any commercial or advertising purposes without the prior written consent of SAARA.
- 5.4 The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee or other remuneration, or made or agreed to make any gift, or provided or agreed to provide any other consideration contingent upon or resulting from the award or execution of this Agreement. In the event of any breach or violation of this warranty by Contractor, SAARA shall have the immediate right to annul or void this Contract without cost or liability to SAARA, or, in its sole discretion, SAARA may deduct from the Agreement price or consideration or otherwise recover the full amount of any such fee, commission, percentage, brokerage fee, gift or consideration.
- 5.5 Any data or material furnished by SAARA to the Contractor shall remain the property of SAARA, and when no longer needed for performance of this Contract shall be promptly returned by the Contractor to SAARA, unless otherwise agreed to in writing between the respective parties to this Agreement.
- 5.6 Unless otherwise stated herein, any material, report or product that results from this Agreement or the performance of services hereunder is and shall be joint property of SAARA and the Contractor, unless otherwise agreed to in writing.

ARTICLE VI - AVAILABILITY OF FUNDS

- 6.1 SAARA shall have no obligation to the Contractor under this Agreement if and to the extent that SAARA does not have funds available to perform its obligations hereunder, as demonstrated by a reduction in the total federal grant funds awarded to support the overall RCSP project.

ARTICLE VII - TAXES

- 7.1 SAARA shall not be responsible for the payment of any taxes or charges of any type levied by any government or governmental agency against the Contractor, and all such taxes and charges shall be paid solely by the Contractor; provided, however, should SAARA elect to pay any such taxes or charges, the Contractor shall promptly reimburse SAARA therefore.

ARTICLE VIII - INDEMNIFICATION AND INSURANCE

8.1 Indemnification.

The Contractor shall defend, save harmless and indemnify SAARA and SAARA's officers, directors, employees, servants and agents from and against any and all claims, demands,

costs, expenses, including, without limitation, attorney's fees, losses and damages made against or incurred by SAARA or SAARA's officers, directors, employees, servants or agents which is directly attributable to or caused by any act of commission or negligent act committed or suffered by the Contractor or any of its officers, directors, employees, servants, agents or subcontractors in the performance of any services under the terms of this Contract or any related subcontract, or (ii) the Contractor's intentional failure to properly perform services in accordance with the terms and provisions of this Contract.

ARTICLE IX - AUDIT

- 9.1 SAARA reserves the right to review, on demand and without notice, all of the Contractor's files and records associated with this Contract where payments are based on Contractor's record of time, salaries, materials or actual expenses. This same right to review will also apply to any subcontractor(s) utilized by the Contractor.

ARTICLE X - ADDITIONAL PROVISIONS

- 10.1 Additional provisions, as needed, may be added to this Contract as addenda, with the written approval of both parties.

ARTICLE XI - MISCELLANEOUS

11.1 Relationship of Parties.

No provision of this Agreement is intended to create nor shall be deemed or construed to create any relationship between the parties hereto other than that of independent entities which have entered into this Agreement solely for the purpose of expressing the rights and obligations of the parties with regard to the provision of services by the Contractor as an independent contractor. Neither will the respective officers, directors, employees, servants and agents of either party be construed to be the agent, employer, employee or representative of the other, nor will either party have any express or implied right or authority to assume or create any obligation or responsibility on behalf or in the name of the other party, unless and except as explicitly stated in this Agreement.

11.2 Notices.

All notices, demands, requests or other communications required or permitted hereunder shall be in writing and shall be deemed to have been duly provided when delivered in person or sent by certified mail, postage prepaid, return receipt requested to SAARA, addressed to Mark Blackwell, Executive Director, SAARA of Virginia, and to the Contractor at the address set forth on the first page of this Agreement. Either party may change the address to which notices are sent to it by providing the other party with notice of its new address in accordance with this Section 11.2

11.3 Assignment.

This Agreement shall not be assigned, sublet, delegated or otherwise transferred by either party without the prior written consent of the other.

11.4 Waiver.

The waiver by any party hereto of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach thereof.

11.5 Severability.

If any provision of this Agreement or the application thereof in any circumstance shall be held to be unenforceable or invalid for any reason, the remaining provisions of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.

11.6 Binding Effect; No Third Party Beneficiaries.

This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns. Nothing in this Agreement is intended to confer upon any person, other than the parties hereto or their respective successors, any rights or remedies under or by reason of this Agreement.

11.7 Authority.

The undersigned officer or representative of the Contractor has been duly authorized by appropriate corporate or other action to execute and deliver this Agreement in its/his/her behalf. This Agreement constitutes the valid and binding obligation of the Contractor enforceable in accordance with its terms.

11.8 Governing Law.

This Agreement and the rights and obligations of the parties hereunder shall be governed in all respects by the laws of the Commonwealth of Virginia.

11.9 Headings.

The titles and subtitles used in this Agreement are for convenience only and are not to be considered in construing or interpreting any term or provision of this Agreement.

11.10 Complete Agreement; Amendment or Modification.

This Agreement, including the attachments and Exhibits hereto, contains and expresses the complete and final understanding and agreement of the parties hereto with regard to the subject matter hereof. This Agreement may not be amended or modified except by a

written agreement signed by the parties hereto; provided, however, that SAARA may modify any provision of this Contract upon sixty (60) days prior notice to the Contractor, and in such event, should the Contractor fail to notify SAARA of any objection to any such modification by notice within the stated sixty (60) day notice period, the Contractor shall be deemed to have accepted such modification.

IN WITNESS WHEREOF, this Contract has been executed and delivered and shall be effective as of the date first above written.

CONTRACTOR:

By: _____
(signature)

Date: _____

Name (printed): **James C. May, Ph.D.**

SAARA of Virginia:

By: _____
(signature)

Date: _____

Name (printed): **Mark Blackwell**

EXHIBIT A: Evaluation Plan

SECTION D: PERFORMANCE ASSESSMENT AND DATA

Co-Evaluators: SAARA of Virginia will contract with two co-evaluators for the *Reach1Teach1* project: James C. May, Ph.D., current Director of Substance Abuse Services for the Richmond Behavioral Health Authority (RBHA) in Richmond and faculty member of Virginia Commonwealth University (VCU) Department of Epidemiology & Community Health; and Stephen M. Auerbach, Ph.D., Professor of Psychology at VCU. Dr. Auerbach has 30 years experience consulting with SUDs programs in Richmond, including 15 years evaluating programs serving people with SUDs. Dr. May has worked in the public sector behavioral health care field for over 27 years, authored grants and designed related evaluations, and provided training and technical assistance to states, local service systems, and recovery support organizations. The co-evaluators will continue to design and supervise the evaluation for this project. SAARA will also employ one or more, part-time, paid evaluation technicians who, under the direct supervision of Drs. May and Auerbach, will be responsible for obtaining the required follow-up information, for entering the data into the data base, and for maintaining hard copy data files and consent forms in a secure, locked cabinet in a secure, locked office. This(these) person(s) will be recruited from members of SAARA's Central Virginia Chapter and/or from among the *Reach1Teach1* peer support trainees demonstrating appropriate interpersonal, leadership, and consistency skills. Certain focus groups may also involve assistance of the paid peer recovery support / evaluation technicians. Drs. May and Auerbach are proficient in the use of federal web-based data systems, entering data, coaching technicians, setting up tracking and monitoring functions, and producing reports tailored to specific audiences.

Overall Evaluation Plan: The evaluation plan for the *Reach1Teach1* addresses two primary project evaluation goals: (1) participate in and comply with CSAT's required national GPRA accountability/outcome evaluation system; and (2) conduct local evaluations of program implementation fidelity, process, and peer-client outcomes, including assessments of peer-client and stakeholder satisfaction with the overall project. **Evaluation goals are overlaid upon the primary project goals described in earlier sections of this proposal.** The local evaluation is designed to be flexible and to provide formative data in a timely manner so key *Reach1Teach1* management staff can modify the program as needed to maximize program effectiveness. Participation in the evaluation will be strictly voluntary, with signed, informed consents to participate obtained at intake. Special attention has been and will continue to be paid to ensure the evaluation's cultural appropriateness and the inclusion of the target population in the design and implementation of the evaluation. The evaluators will supervise the implementation of the program evaluation; analyze the data that are collected, review and interpret periodic summaries of program evaluation data; write the required evaluation reports; provide summaries of relevant findings to SAARA and its partners; and attend the required CSAT national conferences for grantees. The overall strategy for the program evaluation is briefly summarized in the table below. The program evaluation will address the following *evaluation goals*: (a) evaluate the extent to which the *Reach1Teach1* project is effective in achieving its goals and objectives, *in a manner consistent with the federally required GPRA outcomes measurement, and in a manner*

that is culturally sensitive and meaningful to the recovery community; (b) 80% of program participants will complete the GPRA assessments at intake, 6-, and 12-month evaluation points (measure is % of completed assessments); (c) process evaluation data will be defined, gathered, reviewed and analyzed at appropriate intervals to provide descriptive information about the project such that replication could be undertaken, to assess who is being served, what kinds and amounts of services they are receiving, to provide documentation of the actual versus planned experience in implementing as well as lessons learned from the *ReachITeach1* project, and to inform key project staff if and when benchmarks have not been met.

Type of Evaluation	Areas of Interest:	Evaluation Strategy:
Implementation Fidelity	Assessing how closely the Project Plan was followed, implemented and whether project targets for participation were met. Assessing the how, by whom and when (e.g., timeliness) of project activity implementation, compared to plans. Compliance with evaluation data gathering	Following recommended guidelines of Torrey, et al., 2001. Focus groups with <i>ReachITeach1</i> staff, members and stakeholders. Document reviews
Process	Identify strengths and weaknesses in the process of implementation of <i>ReachITeach1</i> in Chesterfield County and, if applicable, in other regions of the state; identify deviations from the implementation plan, what led to the deviations; and the effect of the deviations. Barrier identification & analyses: what barriers were encountered and how were they overcome; who provided what services and at what cost.	Empowerment evaluation to describe project implementation and modifications (Fetterman, 2001) Systematic counting of service participant members, by service type. Demographic data collection; Focus groups with <i>ReachITeach1</i> paid staff and volunteers, contractors and program members. Document reviews, including communications among stakeholders.
Outcomes/Impact	Stability or change in the appropriate direction for addiction/recovery-specific areas of functioning and quality of life. Extent to which systemic objectives were met Member satisfaction with quality and effectiveness of services delivered Stakeholder satisfaction with quality and effectiveness of peer support services. Peer Leadership Trainees' satisfaction with quality and effectiveness of services delivered Self-efficacy of participating members and peer leadership trainees Stakeholder satisfaction with quality and effectiveness of peer leadership training.	GPRA tool; SF-12 Global Quality of Life VA DMHMRSAS Adult Consumer Survey Social Support Behaviors Scale Focus groups with <i>ReachITeach1</i> paid staff and volunteers, contractors as well as program members regarding specific service area impacts.

Purpose, Goals and *ReachITeach1* Objectives to be Assessed: *ReachITeach1* seeks to provide individuals seeking recovery the support they need to develop self management skills, gain employment and a sense of personal responsibility, and to create a sense of connectedness. The goals and objectives of *ReachITeach1* are detailed elsewhere, but outcomes are to be achieved through the delivery of specific support services including *Emotional, Informational,*

Instrumental, and Affiliational Supports. Simply put, the *Reach1Teach1* project seeks to enhance the quality of life of people who are addicted to alcohol or other drugs, especially those in the earliest stages of recovery from their disease, through the delivery of peer-based recovery support services. The evaluation will determine the extent to which these objectives have been attained and provide tentative information or hypotheses about why the results were obtained.

Types of Recovery Support	Measures
Emotional support	<ul style="list-style-type: none"> • VA DMHMRSAS client satisfaction survey – selected items • Social Support Behaviors (SS-B) Scale • Member focus groups
Informational support	<ul style="list-style-type: none"> • VA DMHMRSAS client satisfaction survey – selected items • Member focus groups • Vocational status, including education, employment, and income • Locally developed questionnaire to assess knowledge and actual use of skills targeted by the peer recovery support services
Instrumental support	<ul style="list-style-type: none"> • GPRA - Housing/living status • Locally developed questionnaire to assess knowledge and actual use of local resources associated with provision of goods or services designed to meet basic life needs, as targeted by the peer recovery support services
Companionship/ Affiliative Support	<ul style="list-style-type: none"> • VA DMHMRSAS client satisfaction survey – selected items • Social Support Behaviors (SS-B) Scale • Member focus groups • Locally developed questionnaire to assess knowledge and use of local resources/opportunities associated with spending time with other recovering persons (e.g., visiting, dining, participating in social/ recreational activities).

Documented ability to collect, manage, and report required GPRA performance measures for SAMHSA Services Grants. The *Reach1Teach1* evaluation will include ongoing outcome evaluation using SAMHSA Services Grant’s GPRA performance measures. Members will show changes in a positive direction or stability over time in the following areas: Currently employed or engaged in productive activities; have a permanent place to live in the community; have reduced their involvement with the criminal justice system; have not used illegal drugs or misused alcohol or prescription drugs during the past month; have experienced reduced health, behavior, or social consequences related to abuse of alcohol or illegal drugs or misuse of prescription drugs. Drs. May and Auerbach have extensive experience with grant projects requiring GPRA-based outcome measurement as well as the difficulties in obtaining follow-up data from participants who have separated from grant-funded programs, and various strategies for overcoming those barriers, including: the importance of meaningful incentives, use of indigenous support staff for making and maintaining contact with participants in the community, the need to “go to the client” when conducting follow-up evaluations, the critical importance of (a) periodically meeting with groups of targeted recipients of services to ensure that all evaluation strategies are meaningful and easily understood by service recipients, and (b) meeting regularly with project staff to discuss barriers to ongoing evaluation and to reinforce that data must be collected at specified events, settings and intervals, and having designated staff assigned to each data gathering task.

Reach1Teach1 staff will administer a GPRA questionnaire to each new client during an intake interview and at discharge, 6-month and 12-month follow-up. When “discharge” evaluation coincides (within 30 days) with the planned 6-month or 12-month evaluation points, only one of those assessments will be taken and will function as both, so as not to inconvenience members. Program staff will employ multiple strategies to contact members to ensure a minimum follow-up rate of 80%, starting with the collection of detailed information from members at intake, including names and contact information for family and non-family members who would know how to contact the member, for times when staff cannot readily locate members within the evaluation time frames. Microsoft Outlook reminders prompt the evaluators, the Project Director and evaluation techs when follow-ups are due. Staff will inform all members during intake that they will be expected to complete 6- and 12-month follow-up interviews, and that they will receive a monetary incentive for completed surveys. Staff will also maintain contact with members through mailings and project events. Follow-up interviews will be conducted by telephone or in person. Key project staff and volunteers involved in initial or service delivery contact with members will be trained, by the evaluators, on how and when to administer GPRA instrument to consenting members. GPRA data will be entered into the GPRA web system in seven business days. SAARA and its evaluators agree to adhere to the terms and conditions of grant award for specification of the data to be submitted and the schedule for submission. A data base will be created by the evaluators and maintained by the Project Director or his designated staff or contract organizations, for tracking critical participant contact information, date of entry, etc., for each consenting participant to ensure that follow-up information can be obtained.

Specification and justification of outcome evaluation measures other than GPRA. GPRA does not collect information related to other objectives of the project, such as meeting the various emotional support and companionship needs of members, nor does GPRA provide information as to whether the members themselves perceive their lives to be improved as a result of participating in **Reach1Teach1**. The evaluation will also include the following measures to assess outcomes or impact of four types of recovery support program interventions:

Plans for data collection, management, analysis, interpretation, and reporting of outcome evaluation other than GPRA. These instruments are included in Appendix 2.

Data Collection: Members, their families, and/or significant others will be asked to complete forms or participate in intake, discharge and 6-month and 12-month interviews. At intake, applicants will complete a membership application, GPRA questionnaire, and local surveys. GPRA will also be administered during the 6- and 12-month follow-up interviews, when participants will also complete local surveys, and satisfaction surveys. Follow-up interviews will be conducted by telephone or in person, in the community or on site. Measures are described below. Each is a *planned instrument*, at this stage, yet to be field-tested with actual participants. The evaluators reserve the right to modify or change these based on feedback from the members.

Local Survey. The Local Survey is a questionnaire that incorporates the following scales: The Social Support Behaviors (SS-B) Scale (Vaux, Riedel, and Stewart, 1987): This scale consists of 45 items designed to measure five dimensions of social support from family and friends: emotional support, socializing, practical assistance, financial assistance, and advice/guidance. Mean alpha scores for the family and friend support mode scales were .86 and .83 respectively, in similar populations. SF-12 Global Quality of Life (QOL). The Medical Outcomes Study, short

form, 36-item health related quality of life measure (MOS SF-36; McDowell & Newell, 1996; Stewart, Hays, & Ware, 1988; Ware, Snow, Kosinski, & Gandek, 1993; Ware & Sherbourne, 1992) assesses health-related quality of life in multiple domains of functional adjustment. The 36-item short form contains eight multi-item scales and factor analytic studies have identified two distinct components: mental health and physical health (Ware, Kosinski, & Keller, 1994). Because of time constraints, we will use the 12-item short form (Gandek et al., 1998; McHorney et al., 1993). *VA DMHMRSAS Adult Consumer Survey*. This questionnaire is a 24-item version of the Consumer Survey developed for the SAMHSA-promoted MHSIP Consumer-Oriented Report Card, measuring consumer perceptions of access to services, appropriateness, quality of services, and perceptions of positive change (outcomes) as a result of services. Respondents self-identify reasons for seeking services and demographic information including: race, gender, ethnicity, age, length of time receiving services and referral source. Questions are included to assess involvement in the justice system, employment, job training and housing.

Peer Leadership Institute Questionnaires: Additional tools, to be created by project leadership during start-up, will yield self-assessed self-efficacy in providing future peer recovery supports in other settings, pre and post training, plus post-assessment of satisfaction with the Institute.

Program Outcome Questionnaire: An additional tool, to be created by peer members during project start-up, will assess relapse patterns & history of SUDs, mental illness and services utilization.

Service Provider Workshop Survey. A Service Provider Workshop Survey will be developed by peer members/leaders to measure whether providers report less stigma and fewer institutional barriers as a result of attending annual provider workshops. Surveys will be sent electronically to workshop attendees six months after attending each workshop based on registration logs.

Data Management and Analysis: Microsoft Access and/or Excel will be used to construct data bases to be downloaded to SPSS-14 for analyses. Staff will enter GPRA data directly into the GPRA web-based system and the local outcomes, provider workshop and client satisfaction surveys, plus Peer Leadership Institute questionnaires will be entered into the data bases by staff. The evaluators will conduct all data analyses, including analysis of variance, linear regression and path analyses, if sample sizes permit, plus basic descriptive statistics. Completed evaluation forms and materials will be kept in locked filing cabinets and electronic data will be stored on password protected computers. Access to data and documentation will be strictly limited to appropriate staff. All evaluation staff will sign confidentiality agreements to work on *Reach1Teach1*.

Interpretation and Reporting: Drs. May and Auerbach will include evaluation findings in semi-annual and annual reports and will meet at least quarterly with program staff and members to discuss findings and project improvement. Additional reports will be provided as requested.

How the process evaluation will reflect the experience and insights of the *Reach1Teach1* project. Empowerment evaluation will be used to describe project implementation and modifications (Fetterman, 2001), because it has demonstrated success across cultures, with

diverse groups, and in a wide range of programs, including SUDs and self-determination (Fetterman, Kaftarian, and Wandersman, 1996). Empowerment evaluation supports a group process that meets people where they are, identifies the core issues from their perspective, and works to overcome differences in participation rooted in power and/or functional limitations. Evaluators will facilitate program members' working through three steps of empowerment evaluation: establish their own mission or vision statement about the program; identify, prioritize, and rate their program's performance on the most significant program activities; and identify goals and strategies. Members will use these goals and strategies to determine future programmatic activity and improvements, to be monitored using credible documentation. With the evaluator's help, members will identify the evaluation method and instruments best suited to document progress toward their goals. Possible instruments include project documentation and records, client satisfaction surveys, member focus groups and interviews, and staff interviews. Because this is a participatory approach, many evaluation methods and instruments will be developed *after* members complete the three steps of the empowerment evaluation process. Program members will meet quarterly with the evaluator to review collected data, discuss findings, assess the need for program changes, and determine if changes need to be addressed.

EXHIBIT B: Scope of Services

A. Responsibilities of SAARA of Virginia:

SAARA agrees to do or provide, within the constraints of available time and financial resources, the following:

1. Environment and workspace, which are adequate and conducive to the provision of the evaluation services, evaluation training, evaluation planning meetings and other evaluation activities provided within the context of the SAARA RCSP project.
2. Materials, equipment and supplies necessary to provide the required evaluation services if and when such equipment or supplies have costs associated with the use or purchase thereof. SAARA shall provide for the purchase, within budgetary constraints, of photocopying and other evaluation-specific materials and supplies for use with the recipients of the SAARA RCSP services, including, but not limited to, GPRA instruments, and other instruments and measurement tools selected or developed for this project.
3. Quarterly appraisals of the evaluation contractors and the products associated with the overall evaluation of the SAARA RCSP project on a quarterly basis, or more frequently as needed or required by any relevant parties.
4. Clear and timely written notice whenever significant changes are made with regard to the staffing, goals, objectives or implementation plans for the SAARA RCSP project.
5. Copies of admission logs or sign-in sheets for any and all grant related services, such as admission to the Recovery Center, attendance of Peer Counselor / Peer Mentoring Training, Recovery Support groups delivered by SAARA RCSP staff or volunteers, etc. as will be necessary to evaluate certain program process, input/output variables.
6. Ensure the collection of signed consent to participate in services and signed consent to participate in the evaluation of those services for all program participants who do so consent to receive the RCSP services and to participate in the evaluation thereof.
7. Ensure that the original signed consents to participate in services and signed consents to participate in the evaluation of those services are stored safely and in accordance with established protocols and are then provided to the evaluation team on a regular a planned bases in accordance with established procedures for same.
8. Ensure that all original, completed evaluation instruments are stored safely and in accordance with established protocols and are then provided to the evaluation team on a regular a planned bases in accordance with established procedures for same.

9. Written (e-mail preferred) notice of all meetings and training events relevant to the implementation of the RCSP project are provided to the evaluation team members in the most timely possible manner. This shall be generally construed to mean one month (30 days) notice for ongoing or regular planning and implementation meetings and important training events, especially ones for which specialized evaluation instruments will need to be developed.
10. Agendas for all relevant planned meetings, and subsequent minutes, where and when such minutes have been taken and published.
11. Electronic copies of, or access to the electronic copies of the site-specific GPRA data provided to and entered onto the CSAT web site, as required for all RCSP grantees.
12. Hire and pay, on an hourly or otherwise negotiated, part-time basis, evaluation technicians to collect and store safely the intake and evaluation data at the point of intake and at grant-specific intervals thereafter.

B. Responsibilities of Contractor:

Contractor agrees to provide, within the constraints of available time and financial resources, the following

1. Positively represent the interests of SAARA and the SAARA RCSP project in all relevant settings.
2. Serve as the Evaluation Director for the SAARA RCSP program evaluation, to include primary negotiations with the SAARA Executive Director and primary representation of the program evaluation activities to and with the SAARA Collaborative Advisory & Planning Team or other external stakeholders, as requested.
3. Regular participation on the SAARA RCSP Collaborative Advisory & Planning Team. Estimated to average **three (3.0) hours per month** over the life of the grant.
4. Develop the initial contracts for both the Evaluation Director and the Lead Report Writing Evaluator and & MOU for evaluation. Estimated at **12 hours total time (average one (1.0) hour per month)**; any additional hours to be billed at the established hourly rate.
5. Preparation of PowerPoint presentations concerning the literature reviews and summaries, evaluation plans, the evaluation instruments, participant protection and confidentiality, etc. as required for staff or volunteer training or for professional conference presentations, as appropriate and negotiated with the SAARA Executive Director. Estimated to average **one (1.0) hour per month** over the life of the grant.

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6. Assist in the selection of, and then co-leading the training for, and evaluate all SAARA evaluation technicians and Peer Support Specialists or other volunteers involved with evaluation data collection, data storage and / or data entry, with regard to their specific evaluation data collection or data entry responsibilities, regardless of whether or not they are to be paid for those services or to provide them on a voluntary basis. Estimated to average **four (4.0) hours per month** over the life of the grant.
 7. Collaboratively work with the SAARA implementation Team and Advisory Group to identify, operationally, which SAARA RCSP participants will be targeted for full GPRA administration (i.e., identify for which participants the captured GPRA data will be entered on to the CSAT GPRA web site, and thus which participants will need to be closely tracked over the life of the grant. Estimated **12 hours total time** (average **one (1.0) hour per month**).
 8. Coordinate with SAARA Project Director or his designee, plans for capturing, entering and retrieving (from the CSAT data base) the GRPA data specific to this (SAARA) RCSP project, managing data storage issues, etc. Estimated **12 hours total time** (average **one (1.0) hour per month**).
 9. Develops or assists in the development of project-specific data collection instruments, surveys, questionnaires, etc., when appropriate instruments or measurement technologies do not presently exist, as is necessary to evaluate specific objectives of the SAARA RCSP project. Contacts other researchers, evaluators or publishers, as necessary, to obtain additional information about potentially useful measurement instruments. Estimated to average **four (4.0) hours per month** over the life of the grant.
 10. Assist in the development of the written products to be completed under this Agreement (estimated **two (2.0) hours** per month, over the life of the grant):
 - (a.) Quarterly management reports to the SAARA RCSP Project Director regarding the implementation of planned program evaluation activities and results thereof; and specific evaluation data collection or data entry responsibilities, to begin no later than the second quarter of the first grant year; and
 - (b.) Annual evaluation report summaries which are to be shared with all members of the RCSP Planning.
 - (c.) Other written evaluation reports as may be negotiated with the SAARA RCSP Project Director.
 11. Coordinate all of the above with the other contracted evaluation consultant for this SAARA RCSP project. Estimated at **three hours per month for the first six months** of the grant, and then **two hours per month thereafter, for an average of two and one-half (2.5) hours per month** over the first year of the grant.

EXHIBIT C: Evaluation Consultant Budget.

(Used for purposes of estimating the actual costs of delivering the Agreed upon services, and then to arrive at the *Annualized, One-Price Purchase of Services Fees* for these services).

COSTS, FEES, PAYMENT FOR SERVICES & LIMITATIONS OF FUNDS

Fees and payment for services rendered pursuant to this Agreement shall conform to the following, but shall be limited to the available funds as described elsewhere in this Agreement:

A. Costs:

For FY-2007-08, commencing on October 1, 2007 and ending on September 30, 2008, the Consultant's costs associated with the delivery of the services described in **Exhibit B, Scope of Services**, are estimated to be as follows:

19.5 hours of evaluation consultation service per month to provide the services described in Exhibit B, at \$100.00 per hour:	\$1,950.00
One and one-half hours of travel time to and from meetings, at \$50.00 per hour:	\$75.00
Personal mileage/travel costs , for estimated 65 miles per month, at federal IRS rate of .505 per mile:	\$40.40
Miscellaneous incidental office supplies (pens & paper):	\$9.60
NOTE: Other travel costs, such as attendance of CSAT required meetings and conferences, including all travel, lodging and per diem costs to be paid separately from this contract, on a reimbursement basis, by SAARA.	\$0.00
Total Monthly Average Costs:	\$2,075.00
Total Annualized Costs:	\$24,900.00

B. Fees:

For year one, the total annual Fees of \$24,900.00 shall be invoiced across twelve monthly invoices in the amount of **\$2,075.00 per month.**

C. Payment:

SAARA or its duly authorized fiscal agent shall make payment of the invoiced fees, as described above in section B., within 30 days of receipt of the signed invoices from Contractor. Payment shall be made to:

James C. May
8617 Waxford Road
Richmond, VA 23235

Unless otherwise requested or directed by the SAARA Executive Director, the Contractor may submit his/her invoices on a monthly, bi-monthly or quarterly basis.

D. Limitation of Funds:

Funding is limited to the receipt of federal RCSP grant funds by SAARA of Virginia. The provisions of evaluation services, as defined in this Agreement, are subject to the availability of funds budgeted under the approved grant Award. No party to this Agreement shall be responsible for the provision of services or payments for services beyond those described herein. In the event of funding reductions, or unforeseen increases in cost of services to be provided, which are beyond the control of any party, the terms of services to be provided under this Agreement and payment for those services may be re-negotiated by mutual consent or agreement of the parties, provided the parties comply with the terms and conditions established by the SAARA of Virginia and the Contractor.