



**DELAWARE HEALTH
AND SOCIAL SERVICES**

DIVISION OF SUBSTANCE
ABUSE AND MENTAL HEALTH

CENTRAL OFFICE

June 26, 2015

Michael Harle
Gaudenzia, Inc.
Fresh Start DE programs
1306 Spring Garden Street
Philadelphia, PA 19123

**RE: Contract #041594 – ADULT SUBSTANCE USE DISORDER (SUD) TRANSITIONAL
HOUSING SERVICES**

Dear Mr. Harle:

Enclosed, please find an executed copy of Contract #041594 with the State of Delaware’s Division of Substance Abuse and Mental Health (DSAMH).

The following DSAMH staff has been assigned to the above-stated contract:

<u>Representative</u>	<u>Title/Role Description</u>	<u>Contact Information</u>
Jonathan Shockley	Contract Manager/Compliance	Jonathan.Shockley@state.de.us
Gwen Cross	Fiscal Manager/Fiscal Ledger	Gwen.Cross@state.de.us
Glen Newmuis	Fiscal Monitor/Auditing	Glen.Newmuis@state.de.us

In addition, please be advised of the following applicable specialized terms and/or deadlines regarding this contract:

<u>Name of Deliverable</u>	<u>Submission Deadline</u>
Indirect Cost Allocation Spreadsheet	Within 30 calendar days of this letter
Monthly Invoice Submission	10 th calendar day of each month
Monthly Data Outcome Report	10 th calendar day of each month
Monthly Expenditure/Revenue Report	10 th calendar day of each month
Monthly Consumer Status Insurance Report	10 th calendar day of each month

For electronic submissions regarding DSAMH contracts, please utilize the central e-mail address:
DSAMHBusinessOperations@state.de.us

If you have any questions or concerns, please contact me at (302) 255-9429, or via e-mail.

Sincerely,

Original on File

Jonathan Shockley
Contract Manager

cc: Darlene Plummer, DSAMH Business Operations
Tom Johnson, DSAMH Provider Relations
Angie Walker, DSAMH QA/Licensure