

**COUNTY OF SAN MATEO
INTERDEPARTMENTAL CORRESPONDENCE**

Date: November 21, 2001
Hearing Date: December 4, 2001

TO: The Honorable Board of Supervisors

FROM: Maureen D. Borland, Director, Human Services Agency

MDB Glen H. Brooks, Jr., Director, Central Region *MB*

SUBJECT: Resolution authorizing the Director of the Human Services Agency to execute a contract and any amendments to the contract with California State Department of Rehabilitation to provide vocational rehabilitation services for County Mental Health clients.

RECOMMENDATION

Adopt a resolution authorizing the Director of the Human Services Agency (HSA) to sign into a Cooperative Contract and amendments thereto between the California State Department of Rehabilitation and the County of San Mateo.

BACKGROUND

HSA and the State Department of Rehabilitation (DR) have jointly provided vocational services to an increasing number of mental health clients for the past ten years. Through the Cooperative Contract process, the Federal Government provides match for funds generated by the State. This match allows for HSA to commit cash, as well as a portion of County management certified time, to generate the funds that cover Mental Health Supported Employment Program cost. It also provides funding for community partner agencies to serve Mental Health clients in San Mateo County. Specifically, the Cooperative Contract designates 21.3% County funds to 78.7% Federal match, while the staff positions as "certified time" generate a three-to-one match. In order to generate a mechanism for receiving the agreed-upon Federal dollars, HSA must provide situational assessment, work adjustment, job development and placement services.

DISCUSSION

The County of San Mateo Vocational Rehabilitation Services (VRS), the Department of Rehabilitation (DR) and Caminar-CLC/Poplar ReCare are combining staff and resources to provide vocational rehabilitation services to DR clients. All DR clients referred will be San Mateo County residents, possess a diagnosis of mental illness and express motivation to seek employment.

The contract and resolution have been approved as to form by the County Counsel's office.

PERFORMANCE MEASURES

Performance indicators for the VRS program are as follows:

FY 00-01 projected performance indicators meet or exceed goal. It is expected that FY 01-02 goals, negotiated before close of FY 00-01, will also be met or exceeded.. This year's goals reflect lower numbers because the contract was submitted to DR early on in the fiscal year '00-'01. At that time VRS had two vacant Job Developer positions and we anticipated that we would not meet the performance standards. VRS filled both positions by February 2001, and coupled with the low unemployment rate and strengthened economy, we were able to exceed our goals. The '02-'03 Contract performance measures will be examined more closely to reflect higher standards.

	Actual FY 00-01	Goal FY 01-02
New Enrollments	152	130
Job Placements	119	75
Job Retention (90)Days	33	45

FISCAL IMPACT

This Contract requires the County to pay a yearly total of \$200,938, in quarterly payments, to the State Department of Rehabilitation along with .80 FTE County Management positions and administrative costs as "certified time" (valued at \$92,541) to generate the combined County cash and in-kind match. The total County match of \$293,479 will be funded with Short Doyle Medi-Cal revenue. Combined with Federal matching funds in the amount of \$1,020,056, the total program budget is \$1,313,535. These funds will then be disbursed as follows: \$326,370 to the State Department of Rehabilitation, \$241,921 to Poplar Recare and Caminar/CLC, \$652,703 to the Human Services Agency, and the remaining \$92,541 is an in-kind match (not to be disbursed). All matching funds and in-kind services have been included in the FY 2000-01 budget and there is no increased Net County Cost as a result of this agreement.

X6579 Glen H. Brooks Jr.

RESOLUTION NO. _____
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF
CALIFORNIA

**RESOLUTION AUTHORIZING THE HUMAN SERVICES AGENCY
DIRECTOR TO EXECUTE AN AGREEMENT AND AMENDMENTS
WITH THE STATE OF CALIFORNIA, DEPARTMENT OF
REHABILITATION FOR VOCATIONAL REHABILITATION SERVICES
FOR MENTAL HEALTH CLIENTS**

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

WHEREAS, County Human Services Agency (HSA) has developed an
agreement with the State of California Department of Rehabilitation for the
expansion of vocational rehabilitation services for mental health consumers for the
period 7/1/01-6/30/02, and

WHEREAS, this agreement with State Department of Rehabilitation
provides situational assessment, work adjustment, and employment preparation,
job development and placement services for County Mental Health consumers who
are served jointly by HSA and State Department of Rehabilitation, and

WHEREAS, this Board acknowledges the benefits and responsibilities to be
shared by both parties to said agreement and contract, and wishes to authorize the
Human Services Agency Director to execute the agreement and amendments
thereto, and

WHEREAS, this Board has been presented with a form of the agreement and
has examined and approved it as to both form and content and desires to enter into
the agreement;

NOW, THEREFORE, BE IT RESOLVED that the Human Services Agency
Director is hereby authorized to sign and execute said agreement and all
amendments hereto with the California State Department of Rehabilitation for and
on behalf of the County of San Mateo.

AGREEMENT NUMBER <p style="text-align: center;">23451</p>

1. This Agreement is entered into between the State Agency and the Contractor named below
-
- STATE AGENCY'S NAME
Department of Rehabilitation
-
- CONTRACTOR'S NAME
San Mateo County Vocational Rehabilitation Services
-
2. The term of this Agreement is: **July 1, 2001 -Through- June 30, 2004**
-
3. The maximum amount of this Agreement is: **\$ 652,703.00** County Cash Match: 200,938.00, Cert. Expend.: \$92,541
-
4. The parties agree to comply with the terms and conditions of the following exhibits which are by this Reference made a part of the Agreement:
- | | | |
|--|---------------|-----------------|
| Exhibit A - Scope of Work | | 6 Page(s) |
| Exhibit B - Budget Detail and Payment Provision | | 3 Page(s) |
| Attachment I - Program Budget Summary | | 1 Page(s) |
| Attachment II - DR Program Budget | | 1 Page(s) |
| Attachment III - DR801A, Service Budget | | 1 Page(s) |
| Attachment IV - Service Budget Narrative | | 5 Page(s) |
| Attachment V - Certified Expenditure Budget | | 1 Page(s) |
| Attachment VI - Certified Expenditure Budget Narrative | | 3 Page(s) |
| * Exhibit C - General Terms and Conditions | GTC201 | 02/20/01 |
| Exhibit D - Special Terms and Conditions | | 4 Page(s) |
| Exhibit E - Additional Provision | | 1 Page(s) |

* View at www.dgs.ca.gov/contracts

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR	CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i> San Mateo County Vocational Rehabilitation Services	
BY <i>(Authorized Signature)</i> 	DATE SIGNED <i>(Do not type)</i>
PRINTED NAME AND TITLE OF PERSON SIGNING Maureen Borland, San Mateo County Human Services Director	
ADDRESS 550 Quarry Road, San Carlos, CA 94070	
STATE OF CALIFORNIA	
AGENCY NAME Department of Rehabilitation	
BY <i>(Authorized Signature)</i> 	DATE SIGNED <i>(Do not type)</i>
PRINTED NAME AND TITLE OF PERSON SIGNING John Doyle, Chief, Budgets and Contracts	
ADDRESS 2000 Evergreen Street, Sacramento, CA 95815-3832	
<input type="checkbox"/> Exempt Per _____	

**EXHIBIT A
COOPERATIVE CONTRACT
COUNTY OF SAN MATEO
VOCATIONAL REHABILITATION SERVICES (VRS)
& DEPARTMENT OF REHABILITATION (DR)
- SAN FRANCISCO DISTRICT
PLAN OF OPERATION**

SCOPE OF WORK

I. Introduction

The San Francisco District of the Department of Rehabilitation (DR) and County of San Mateo Vocational Rehabilitation Services (VRS) Caminar-CLC/ Poplar Recare are combining staff and resources to provide vocational rehabilitation services to DR applicant/clients. All DR applicants/clients referred will be San Mateo County residents, possess a diagnosis of mental illness as designated by the DSM IV, meet DR and San Mateo County Mental Health (SMCMH) criteria for services, and express motivation to seek employment.

DR will determine eligibility and functional limitations, assist a DR client to develop an Individual Plan for Employment (IPE), provide vocational counseling, and provide service and service coordination that will lead to a successful employment outcome. VRS/Camarin-CLC/Poplar Recare will supplement the above services by providing case services to include: auxiliary services, vocational assessment, situational assessment, work adjustment, and employment services to DR applicants/clients. This Contract provides for VRS and the 2 Case Service contract agencies to focus on vocational services for the Mental Health Transition Age Youth population and the North County Mental Health area, in addition to County-wide Adult Mental Health population.

Upon completion of the DR application and assignment of the project code, referral will be made by the DR counselor to VRS or a Case Service contract agency. The Program Manager will provide consultation as needed regarding DR services for DR applicant/clients referred to VRS and the Case Service contract agencies. The Program Manager will encourage coordination of service delivery to

DR clients and network with SMCMH and other mental health providers to focus on seamless services that may result in successful employment outcomes. During each fiscal year, a total of three hundred (300) unduplicated DR clients, with seventy (70) coming from the Mental Health Transition Age Youth population, will be served in the Cooperative Program. As a result of the services provided in this contract, it is expected that DR will:

- Open 200 new cases(status 02), targeting 50 to be from the Transition Age Youth Program
- Develop 150 new Individual Plans for Employment (IPE), 40 targeted to be from the Transition Age Youth Program
- Close 60 cases successfully (status 26), 15 to be from the Transition Age Youth Program.

Of those numbers, VRS, as the Cooperative Contract Agency, will:

- Open 130 new cases(status 02), targeting 20 to be from the Transition Age Youth Program

II. Services to Be Provided

All services noted below shall only be provided to DR clients.

A. Cooperative Program Auxiliary Services

1. Description of Service

This service will provide assessment and service coordination for the DR client from intake through successful rehabilitation. Services will be provided by VRS Vocational Rehabilitation Counselors and include: intake interviewing (after DR case is open), vocational assessment, self assessments, assessment of cultural barriers to employment, job seeking and keeping skills to dispel return to work fears, work exploration, benefit counseling, vocational case service coordination, and linkage to supported education, supported employment, case service agencies, and other resources and services to enable the DR client to choose, get and keep employment. VRS will provide Cooperative Program Auxiliary services.

2. Service Outcomes/Number to be Served

During each fiscal year, there shall be 230 DR clients who shall receive this auxiliary service from VRS.

B. Vocational Assessment

1. Description of Services

Vocational Assessment provides a comprehensive assessment process that systematically utilizes the intake interview, self assessments and /or real and simulated work situations, as appropriate, to assist the DR applicants/client in the identification of goals leading towards vocational development. Vocational Assessment is used as an ongoing process for the DR applicants/clients, DR staff, and Cooperative Program and Case Service agencies to assess the work readiness, motivation, job exploration and match as well as the progress of the DR applicant/client's IPE. Medical, psychological, social, vocational, educational, cultural, and economic issues are explored and incorporated into the vocational assessment process for the duration of DR service delivery. Upon receipt of written authorization, Caminar/CLC and Poplar Recare will provide Vocational Assessment services.

2. Service Outcomes/Number to be Served

During each fiscal year, there shall be 70 DR applicant/clients who shall receive Vocational Assessment services. Caminar/CLC will serve 50 and Poplar Recare will serve 20 DR applicant/clients in Vocational Assessment.

C. Situational Assessment

1. Description of Service

Situational assessment is a comprehensive work evaluation process that utilizes real work as the focal point for assessment and vocational exploration of DR applicant/clients, as appropriate to assist DR applicants/clients in the identification of goals leading towards

vocational development. Situational Assessments will be provided at the VRS Workcenter or Poplar Recare sheltered workshop as well as offsite locations. Services include assessment of:

- Overall quality of work
- Stamina, work tolerance
- Interest in work, attitude
- Relationship with co-worker, supervisors
- Attendance
- Productivity quality and quantity

Assessment and vocational exploration is used as an ongoing process for the DR applicant's/client's I PE. Medical, psychological, social, vocational, cultural, and economic issues are explored and incorporated into the process. Situational Assessment services are typically provided for DR applicant/clients for 20 - 40 days. Upon receipt of written authorization, Situational Assessment Services will be provided by VRS and Poplar Recare.

2. Service Outcomes/Number to be Served

During each fiscal year, there shall be 80 DR applicants/clients who shall receive situational assessment services. VRS will serve 70 and Poplar Recare will serve 10 DR applicant/clients

D. Work Adjustment

1. Description of Service

Work adjustment is a transitional, time specific, systematic program which assists DR clients toward their optimal level of vocational development. This service includes a combination of transitional paid work, benefits workshops, social support, work support, and supported education and life skills to help the DR clients fully develop marketable work skills and behaviors. The intent of the service is to assist DR clients to:

- further understand the meaning, value, and demands of work
- learn or re-establish skills, attitudes, personal characteristics and work behavior
- develop improved functional capacities

- develop appropriate interpersonal skills
- increase self confidence
- identify special work characteristics for a "job match"

Work adjustment is typically provided for the required period of time needed to accomplish the DR client's adjustment goals, typically six to nine months. Work adjustment will be offered in sheltered work settings and in the community. Upon written authorization, VRS will provide Work Adjustment Services.

2. Service Outcomes/Number to be Served

During each fiscal year, there shall be 40 DR clients who shall receive work adjustment services from VRS.

E. Employment Services (Employment Preparation, Job Development, and Job Placement)

1. Description of Service

Employment Preparation will provide for job seeking skills which will include, but is not limited to: career exploration, interviewing skills, resume development, application preparation, appropriate work behaviors, grooming and hygiene, knowledge of work practices and benefits.

Job Development and Job Placement is a package of individualized services that assist job ready DR clients to obtain and retain employment in their community. Services provided may include developing job leads, arranging interviews, assisting with applications and resume, instructing the DR client on appropriate attire and grooming, assisting the DR client with cold calls, direct employer contact, and facilitating a group process to develop motivation. Job Development Specialists recruit potential employers, assist with reasonable job accommodations, conduct on site job analysis, provide mediation to DR client and employer, and follow-up with employed client and employer to assure stabilization and mutual satisfaction with the employment relationship. DR clients may be placed in individual or group work sites depending upon their choice and maximum vocational potential. Difficult-to-place DR clients may require a longer

V. In Service Training.

Cooperative Program staff and DR staff, through joint-unit meetings, will be cross-trained in the other agencies missions, services, procedures, and professional approaches.

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

- I. It is mutually understood between the parties that this contract may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the contract were executed after that determination were made.
- II. This contract is valid and enforceable only if sufficient funds are made available to the State by the United State Government for the Fiscal Year(s) covered by this contract for the purposes of this program. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress, which may affect the provisions, terms, or funding of this contract in any manner.
- III. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this contract shall be amended to reflect any reduction in funds.
- IV. There are no oral understandings or agreements that are not incorporated in this contract.
- V. Either party has the option to void the contract under the 30-day cancellation clause or to amend the contract to reflect any reduction of funds.
- VI. The Contractor may make changes to existing line items within an approved budget category as long as such change is necessary for the provision of services to DOR clients and consistent with the budget narrative. The budget categories are (1) Personnel, (2) Operating Expenses, and (3) Indirect/Administrative Overhead. The Contractor will submit an explanation of the need for such change with the claim for payment. The change cannot result in the deletion of any line item. The State reserves the right to deny payment for any change that is determined by the State to be inappropriate. To make changes between budget categories requires a contract budget revision. Changes in line item amounts may not result in an increase of the total contract amount. Other than changes within categories, any alterations or variations to the contract must be contained in a written contract budget revision approved by State's Contract Office and/or written contract amendment, approved by the Department of General Services.

Exhibit B (Continued)

- VII.** Payment of Expenditures. By signing this contract, Contractor certifies under penalty of perjury that the Service Budget (DR 801A) does not contain line items that are, or will be, during the period covered by this contract, reimbursed/paid by another source of funding.

State will pay the Contractor as invoiced monthly, in arrears for Contractor's actual cost in providing the services as identified on the "Service Budget (DR801A)." Total funds to be paid shall not exceed the amount specified in the "Service Budget."

- VIII.** Certified Expenditure. Contractor shall certify to the State, on a monthly basis the actual expenditure of Contractor funds for Contractor's cost of operation in the Cooperative program as set forth in the "Cooperative Agency Certified Expenditure Budget Summary." All such expenditures shall be under the administrative supervision of State and no portion of the certified expenditures shall come from Federal funds. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the "Cooperative Agency Certified Expenditure Budget Summary."

The total Cooperative Agency certified expenditure share will be matched to Federal funds at no less than 25%, as indicated on the DR Program Budget Summary."

If the value of the actual time certified by the Contractor is below 25% of the actual total program cost, the "Service Budget" may be reduced after review by the DR Contract Administrator. State will not pay the Contractor for actual cost until the certified expenditure has been submitted.

The Contractor contributions, including any in excess of the amount specified in the "Cooperative Agency Certified Expenditure Budget Summary" will be used by State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973, as amended. Federal funds obtained in excess of the "Total Program Cost" as identified on the "Program Budget Summary" shall accrue to the State.

- IX.** Cash Match. Each fiscal year, Contractor will pay to State, quarterly, in advance, upon receipt of an invoice from State, all cash matching funds which are identified within the "Program Budget Summary" for that fiscal year. State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the approved budget, it being understood that all

matching funds obtained by State from Contractor shall be exclusive funds of State.

The total Cooperative Agency cash share will be matched to Federal funds at no less than 21.3% as indicated on the "DR Program Budget Summary".

- X. Annual Percentage of Time/Number of Hours. The percentage of time/number of hours of staff positions reflected on the budgets may be based on an "annual" percent of time/number of hours rather than monthly. As a result, the monthly billing invoice may or may not reflect the percentage of time/number of hours budgeted. However, the Contractor must monitor the time devoted by staff on each contract for overall consistency with the contract terms. Records supporting the amount claimed must be retained for audit purposes. The percentage of time/number of hours claimed "in total" cannot exceed the annual percentage of time/number of hours budgeted. Any changes to the annual percentage of time/number of hours of a staff position requires a contract budget revision.

PROGRAM BUDGET SUMMARY

Fiscal Year 2001/02

July 1, 2001-June 30, 2002

	<u>TOTALS</u>
DR PROGRAM COSTS (From DR Program Budget)	\$ 568,291
TOTAL PAYMENT BY DR TO CA (From Service Budget)	\$ 652,703
TOTAL COOPERATIVE AGENCY EXPENDITURES (From Cooperative Agency Certified Expenditure Budget)	\$ 92,541
TOTAL PROGRAM COST	\$1,313,535

COOPERATIVE AGENCY CERTIFIED EXPENDITURE
AND CASH CONTRIBUTION
MUST BE FROM NON-FEDERAL FUNDS. THE
SOURCE OF FUNDING FOR THE
CERTIFIED EXPENDITURE AND CASH
CONTRIBUTION IS:

State Realignment Funds

CERTIFIED EXPENDITURE	25.00%	\$ 92,541
DR SHARE	75.00%	\$ 277,623
CASH MATCH	21.30%	\$ 200,938
DR SHARE	78.70%	\$ 742,433

TOTAL BUDGET	\$1,313,535
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DR PROGRAM BUDGET SUMMARY

Fiscal Year 2001/02

July 1, 2001 - June 30, 2002

2.33 FTE Counselor Units

DEPARTMENT OF REHABILITATION SERVICES

<u>ITEM</u>	<u>PROGRAM COSTS</u>	<u>TOTAL</u>
Rehabilitation Counseling	\$100,073	\$233,170
Case Services (Individual Client Expenses)		<u>\$93,200</u>
SUBTOTAL		\$326,370
Case Service Contracts to:		
Caminar/CLC Jobs Plus		\$162,382
Poplar Recare		<u>\$79,539</u>
<u>TOTAL DR PROGRAM COST</u>		<u>\$568,291</u>

DR 801A (REV. 02/98)

County of San Mateo Vocational Rehabilitation Services 550 Quarry Road San Carlos, CA 94070		Contract Number:	Federal ID Number: ID 94-6000-532	Page of Pages 1 of 1	
		Budget Period 7/1/01-6/30/02	Effective Date:	Effective Date:	
Line No.	Position Title/% of Time Expense & Description	Amount Budgeted	Budget Change	Budget Change	TOTAL BUDGET
1	Rehab.Production Supvr. III 50%	38,403.00			38,403.00
2	Rehab.Production Supvr. II 30%	17,339.00			17,339.00
3	Rehab.Production Supvr. II 50%	29,057.00			29,057.00
4	Rehab.Production Supvr.II 20%	12,590.00			12,590.00
5	Rehab. Production Staff Sup 20%	17,042.00			17,042.00
6	Job Development Specialist II 50%	36,228.00			36,228.00
7	Job Development Specialist II 50%	37,870.00			37,870.00
8	Job Development Specialist II 50%	30,993.00			30,993.00
9	Placement Program Supervisor 33%	31,249.00			31,249.00
10	Vocational Specialist II 50%	37,898.00			37,898.00
11	Vocational Specialist III 50%	38,900.00			38,900.00
12	Vocational Specialist III 50%	39,880.00			39,880.00
13	Vocational Specialist III 50%	39,155.00			39,155.00
14	Vocational Program Supervisor 33%	32,169.00			32,169.00
15	Clerical Assessment Coordinator 100%	38,783.00			38,783.00
16	Subtotal	477,556.00			477,556.00
17	Training	3,000.00			3,000.00
18	Rent Occupancy	100,514.00			100,514.00
19	Administrative Overhead 15%	71,633.00			71,633.00
20	TOTAL	652,703.00			652,703.00

Indirect costs are allowable costs incurred by an organization which support the activities of contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with Office of Management and Budget (OMB) circulars. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary fixed rate.

SERVICE BUDGET NARRATIVE

PERSONNEL

FTE are based on a 40 hour work week

Lines 1 through 4: Rehabilitation Production Supervisors II and III – Non-contract Duties

Under direction and supervision of the Rehabilitation Production Staff Supervisor, this position performs supervision and monitoring to Sheltered Workshop workers.

DR contract Duties:

Under direction and supervision of the Rehabilitation Production Staff Supervisor, duties of this position include supervising, instructing, and directing DR clients receiving situational assessment and work adjustment services in the work area; observing and evaluating the performance and work behaviors of the DR clients; conferring with counselors to coordinate program, determine needs and capabilities and handle problems, participate in goal planning, change inappropriate employment behaviors, and may supervise work performed at off-site locations.

Line 5: Rehab. Production Staff Supervisor

Non-contract Duties:

80% FTE at 32 hours per week =\$68,170. Under direction and supervision of the Workcenter Manager; this position provides supervision, training and evaluation of Rehab. Production staff providing services to disadvantaged and/or disabled program participants in the Sheltered Workcenter.

DR contract Duties:

Under the Cooperative Contract at 20 % FTE = 8 hrs/wk, salary and benefits = \$17042 per year, duties of this position include: training, supervision and evaluation of Rehab. Production staff serving DR applicants/clients in situational assessment and work adjustment services, manage and review case load distribution of DR client cases, prepare and analyze statistical data and reports related to the DR contract.

Lines 6 through 8: Job Development Specialists II

Non-contract Duties

50% FTE at 20 hours per week. Under direction and supervision of the Placement Program Supervisor, this position refers clients to employers and to support services for disadvantaged and/or disabled program participants.

DR contract Duties:

Under the DR Cooperative Contract at 50 % FTE = 20 hrs/wk, duties include providing the following intensive services to DR clients: developing job leads, arranging interviews, assisting with applications and resume, instructing the DR client on appropriate attire and grooming, assisting the DR client with cold calls, direct employer contact, teach job seeking skills, and/ or explore job readiness and motivation for DR clients. Job Development Specialists recruit potential employers, assist with reasonable job accommodations, conduct on site job analysis, provide mediation to DR client and employer, and follow-up with employed DR client and employer to assure stabilization and mutual satisfaction with the employment relationship. DR clients may be placed in individual or group work sites depending upon their choice and maximum vocational potential.

Line 9: Placement Program Supervisor

Non-contract Duties:

67% FTE at 26.8 hours per week = \$63,445. Under direction and supervision of the Cooperative Program Manager, this position provides supervision and training and evaluation of job development, job coaching, and counseling staff providing services to disadvantaged and/or prevocational service to other disabled and welfare program participants.

DR contract Duties:

Under the Cooperative Contract at 33 % FTE = 13.2 hrs/wk, salary and benefits = \$31,249 per year, duties include: training, supervision and evaluation of job development staff providing intensive employment services to DR applicants/clients, manage and review case load distribution of DR client cases, prepare and analyze statistical data related to the DR contract.

Lines 11 through 13: Vocational Specialists II and III

Non-contract Duties

50% FTE at 20 hours per week. Under direction and supervision of the Counseling Program Supervisor, this position interviews and provides early prevocational services to severely disabled mental health referrals not yet ready for cooperative program services. Refers clients to DR. This position also coordinates services for mental health clients after DR case closure, as needed and refers to DR for post-employment services as appropriate.

DR contract Duties:

Under the DR Cooperative Contract at 50 % FTE, duties include provision of the intensive services of: assessment, coordination and linkage to Cooperative program services of situational assessment, work adjustment, and employment services, counsels and links DR clients to resources such as benefits counseling, housing support, etc. Works closely with the DR counselor and keeps records on DR applicants/clients. Participates in Cooperative meetings.

Line 14 Vocational Program Supervisor

Non-contract Duties:

67% FTE at 26.8 hours per week = \$65,314. Under direction and supervision of the Cooperative Program Manager, this position provides supervision and training and evaluation of Counseling staff providing prevocational services to severely disabled mental health referrals not yet ready for Cooperative program services, as well as counseling and follow along services to closed D R clients.

DR contract Duties:

Under the Cooperative Contract at 33 % FTE = 13.2 hrs/wk, salary and benefits = \$32,169 per year, duties may include: training, supervision, and evaluation of Vocational Specialists serving DR applicants/clients through coordination and linkage to the Cooperatvie program services of situational assessment, work adjustment, and employment services; manage and review case load distribution of DR client cases, prepare and analyze statistical data related to the DR contract.

Line 15 Clerical Assessment Coordinator

DR contract Duties:

Under the DR Cooperative Contract at 100 % FTE = 40 hrs/wk, salary and benefits = \$38,783 per year, duties will be provided to DR authorized clients and may include: assessment of clerical skill, coordination, assignment, supervision and training of DR referrals for situational assessment and work adjustment in the clerical area, prepare documentation on clerical skills and work habits for evaluation report. Additional clerical duties will also be provided to DR authorized clients and may include: performing case correspondence, organizing and maintaining files, processing management information service functions for DR cases for auxiliary services counseling staff. Statistical recording and correspondence DR client services for the Placement and Counseling Program Supervisors.

OPERATING EXPENSES

Line 17 : Training is based on \$500 per FTE. Training will be applicable to vocational rehabilitation services for DR clients and will be with written approval by DR contract administrator. 6FTE x \$500 = \$3000

Line 18 : Rent Occupancy - 5,983 square feet @ 1.40 per square foot for 12 months = \$100,514

Workcenter 17,000 sq.ft x 20% = 3,400
Warehouse Food Service 19,400 sq.ft x 10% = 1,940
5,340

Office cubicle space for 6.03 FTE staff x 93.5 sq.ft. = 563.8

Counseling and
Placement Program Supervisors .66 FTE x 120 sq. ft. = 79.2
643

TOTAL 5983

INDIRECT

Line 19 Administrative Overhead - 15% represents the portion of direct program salaries and benefits against total salaries and benefits . This includes management, fiscal and office support. 15% is then applied to that portion of staff salaries and benefits providing services to DR clients. (.15 X \$477,556) from Line 16 - SUBTOTAL of salary and benefits

Attachment V

COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET

Fiscal Year 2001/02

July 1, 2001 - June 30, 2002

Cooperative Agency agrees that it will make the following expenditures during the fiscal year ending June 30, 2001 in conformity with this agreement section, Staffing - Cooperative Agency. These are not legally mandated services and are not services that the Cooperative Agency otherwise provides.

<u>ITEM EXPENDITURE</u>	<u>FTE</u>	<u>EXPENDITURE \$</u>	<u>PERCENT OF EXPENDITURE DEVOTED TO PROGRAM</u>	<u>AMOUNTS CHARGABLE TO PROGRAM</u>
PERSONNEL/POSITIONS				
Program Manager	1.00	\$100,498	50%	\$50,249
Workcenter Manager	1.00	\$96,742	20%	\$19,348
Mental Health Manager	1.00	\$108,730	10%	\$10,873
OPERATING				
Sub-Total				\$80,470
Indirect Costs/Administrative Overhead			15%	\$12,071
TOTAL EXPENDITURES "CERTIFIED" BY COOPERATIVE AGENCY:				\$92,541

(NO PORTION OF ABOVE EXPENDITURES SHALL COME FROM FEDERAL FUNDS)

**CERTIFIED EXPENDITURE
BUDGET NARRATIVE**

PERSONNEL:

The following personnel will be assigned to the cooperative program with the concurrence of the DR District Administrator. These personnel will function for a specified portion of their time in a VR role, and that portion of their time will be certified for use by DR for General matching purposes (see Cooperative Agency-Certified Expenditure Budget). This role will involve the provision of specific VR services which are other than the traditional personnel roles/services of the Cooperative Agency. In order to identify the difference in function between their Cooperative Agency role and their VR role, the following comparisons are made between their traditional role and their VR role, the following comparisons are made between their traditional and new duties (which constitute a "new pattern of service").

Former/Concurrent Cooperative
Agency Functions

Human Services Program Manager
1 FTE = 40 hrs/wk (12 months)
50% FTE = 20 hrs/wk

Plan, organize, direct and supervise the operations of vocational rehabilitation services in San Mateo County

Represent and coordinate rehabilitation services for the Human Services Agency at the One Stop Career Centers.

Assist in negotiating and monitoring mental health contracts

Cooperative Program
Functions

Cooperative Program Manager
1 FTE = 40 hrs/wk (12 months)
50% FTE = 20 hrs/wk

Provide consultation, coordination and monitoring of the Cooperative Program.

Represent VRS in coordination of rehabilitation services with DR.

Consult with San Mateo County Mental Health for coordinated service delivery between Cooperative and case service agencies.

Administer changes to the DR contract documents throughout the contract year for outcome reporting.

Prepare monthly reports as required.

Collect and analyze data related to the Cooperative and case service agencies.

Review invoices for the VRS Cooperative contract.

Facilitate quarterly meetings with the Cooperative and case service agencies for coordinated services.

Human Services Program Manager
1FTE = 40hrs/wk (12months)
80% FTE = 32 hrs/wk

Supervise the general operation of the Sheltered workshop. Plan, organize, direct and supervise the operations of the VRS Workcenter.

Administer, analyze, and supervise Workcenter client payroll, business budget, and marketing strategies.

Review referrals and services to Case Service agencies.

Cooperative Workcenter Manager
1FTE = 40 hours/wk (12 months)
20% FTE = 18 hrs/wk

Direct situational assessment and work adjustment programs for DR clients in the Workcenter.

Direct the preparation of reports for DR clients receiving Cooperative program services in the Workcenter.

Clinical Program Manager
1FTE = 40 hours/wk (12 months)
90% FTE = 36 hrs/wk

Administer and supervise services and unit chiefs at the regional mental health clinics.

Oversee rehabilitation programs for County Mental Health.

Supervise transitional youth programs.

Oversee peer counseling program.

Mental Health Manager
1FTE = 40 hrs/wk (12 months)
10% FTE = 4 hrs/wk

Direct and coordinate Mental Health participation in the Cooperative Program.

Consult with administrative staff in the Cooperative and Case Service programs.

Provide leadership and resources for the Cooperative program through facilitation of the San Mateo B.E.S.T. meetings and subcommittees.

Provide liaison to clinics providing services to DR Cooperative clients.

INDIRECT

Indirect Costs/Administrative

Overhead – Indirect cost is utilized for certified match and is derived only from that portion of staff salary and benefits providing services to DR clients. This is calculated as 15% x salary and benefits of the certified time match position.

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

I. Pattern of Services

The provision of the specific vocational rehabilitation services under this contract are to be those other than the traditional personnel roles/services of the cooperative agency. The services provided constitute a unique, reconfigured, new or expanded pattern of service with a vocational rehabilitation focus.

II. Software

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

III. Manual

Contractor acknowledges that they were provided with and is familiar with the provisions of the Department of Rehabilitation's Contract Manual for the Fiscal Year(s) covered under this contract, and they specifically agree that they will comply with all provisions of the Contract Manual applicable to Cooperative Agreements.

IV. Settlement of Disputes

Any dispute concerning performance under the terms of this agreement which is not disposed of within a reasonable period of time by the contractor and State shall be brought to the attention the local Department of Rehabilitation District Administrator and a designated representative of the contractor for joint resolution. At the request of either party, the State shall provide a forum for discussion of the disputed item(s), at which time the State representative shall be available to assist in the resolution by providing advice to both parties as to State of California policies and procedures. If agreement cannot be reached through the application of high level management attention, either party may assert its other rights and remedies within this contract or within a court of competent jurisdiction.

V. Rehabilitation Act

By signing this contract, Contractor certifies that it shall comply with all provisions of the Rehabilitation Act of 1973, as amended (29 USC Section 701 et seq.) and applicable federal and state regulations.

Notwithstanding provisions to the contrary, State shall supervise provision of vocational rehabilitation services authorized by the Rehabilitation Act of 1973, and the State Plan for Vocational Rehabilitation Services. Client eligibility, and scope of services to be provided under the terms of this contract shall be determined by State in accordance with all applicable laws and regulations. Program expenditures and staff providing services under the cooperative arrangement are under the administrative supervision of State.

State shall assign to serve as program staff, State employed vocational rehabilitation case carrying staff and other personnel required to discharge its functions under the terms of this contract, the Rehabilitation Act of 1973, as amended (29 USC Section 701 et seq.), and the State Plan for Vocational Rehabilitation Services. This shall include all administrative, supervisory, technical, and consultative services necessary to fulfill State's responsibilities under the terms of this contract.

No provisions of this contract shall be interpreted to authorize expenditures or payments for items not strictly in conformance with applicable State or Federal guidelines.

VI. Travel

The Contractor agrees that all travel and per diem paid its employees under this contract shall be at rates not to exceed those amounts paid to the State's non-represented employees. No expense for travel outside of the State of California shall be reimbursed.

VII. Personnel Standards

Contractor shall maintain personnel standards in accordance with the Code of Federal Regulations, 34 CFR 361.51(b).

VIII. Confidentiality

Contractor agrees that any report or material created during the performance of this contract will not be released to any source except as required by this contract or otherwise authorized by State. Any information obtained by Contractor in the

Exhibit D (Continued)

performance of this contract is confidential and shall not be published or open to public inspection in any manner, except as authorized by State.

Contractor agrees to maintain the confidentiality of any information concerning any individual clients it may obtain in the performance of this contract, and specifically agrees to comply with the provisions applicable to such information as set forth in 34 Code of Federal Regulations, Section 361.38, title 9, California code of Regulations, Section 7140 et seq., and the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.)

IX. Audit Requirements

Contractor shall submit to State such reports, accounts, and records as deemed necessary by State to discharge its obligation under State and Federal law. Contractor shall provide State's staff access to all Contractor's records and evaluations of individuals referred to the program, with the written consent of the individual.

State shall have the right to conduct inspections and/or audits of Contractor to determine whether expenditures by Contractor were made in compliance with this contract, the Department of Rehabilitation's Contract Manual for the fiscal year(s) covered under this contract and other applicable federal or state statutes and regulations. Contractor agrees that Department of Rehabilitation, State Controller's Office, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review, obtain, and copy all records pertaining to performance of the contract or relevant to determining whether expenditures by Contractor were made in accordance with the contract and applicable law. Contractor agrees to provide such auditors with any relevant information requested and shall permit the auditors access to its premises during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to the audit or investigation. Contractor further agrees to maintain such records for a period of three (3) years after final payment under the contract or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the three (3) year period, whichever is later.

X. Time Allocation Documents

For all staff of the contractor working under the term of the contract, either in whole or in part, an acceptable method of cost accounting for the time must be established and such records kept that would satisfy State and Federal audit requirements.

Contractor specifically agrees that all contract staff shall prepare time allocation documents that support the distribution of salaries invoiced to DR. The time allocation documents shall specify:

1. Total hours worked on DR contract activities/services including,
 - a) A specific identification of the DR activities/services provided; and
 - b) A listing of clients who received DR services during this period.

2. Total hours worked for all programs.

Further, time allocation documents shall be completed at least monthly and be signed by the contract staff.

EXHIBIT E

ADDITIONAL PROVISIONS

I. Contract Monitoring and Reporting

- Quarterly collaboration meetings, facilitated by the Cooperative Program Manager, between DR and VRS/Caminar-CLC/Poplar ReCare staff assigned to this contract will occur to discuss the contract objectives and roles and responsibilities.
- At the quarterly meetings, the monthly statistical encumbrance reports will be reviewed. The status of the progress reports on DR applicants/clients for DR counselors will also be reviewed.
- The DR Contract Administrator will review at least one month of time records for VRS/Caminar-CLC/Poplar ReCare staff during this contract period.
- The DR Contract Administrator will review the certified expenditure invoices.
- The DR Contract Administrator will monitor the Service Invoices submitted by VRS/Caminar-CLC/Poplar ReCare on a monthly basis.

II. Transportation of DR Applicants/Clients

Transportation will be provided to DR clients by VRS.

COUNTY OF SAN MATEO
MEMORANDUM

DATE: November 16, 2001
TO: Priscilla Harris Morse
FROM: Janice Jumper, HSA210 Fax: (650) 596-3478
SUBJECT: APPROVAL OF INSURANCE
CONTRACTOR: State Department of Rehabilitation
DO THEY TRAVEL: No

PERCENT OF TIME

NUMBER OF EMPLOYEES More than 1

DUTIES:

COVERAGE:	Amount	Approve	Waive	Modify
Comprehensive Gen Liability	_____	_____	<input checked="" type="checkbox"/>	_____
Motor Vehicle Liability	_____	_____	<input checked="" type="checkbox"/>	_____
Professional Liability	_____	_____	<input checked="" type="checkbox"/>	_____
Worker's Compensation	_____	_____	<input checked="" type="checkbox"/>	_____

REMARKS/COMMENTS: We are requesting this contractor insurance to be waived because they are a department of the state.

Priscilla Morse

Manager, Risk Management

Inc. form

PONY EPS163

SUBMIT TO RISK MANAGEMENT
OR

FAX 363-4864