

STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD 213 (Rev 06/03)

AGREEMENT NUMBER 24647
REGISTRATION NUMBER

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 Vocational Rehabilitation Services
2. The term of this Agreement is: July 1, 2004 through June 30, 2007
3. The maximum amount of this Agreement is: \$ 767,190.00 (FY 04-05) (Certified Expenditure: \$100,846.00) (Cash Match 220,047.00) CFDA#84.126A
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 Provisions	3 page(s)
Attachment 1 – Program Budgets	11 page(s)
Exhibit C* -- General Terms and Conditions	GTC 304
Check mark one item below as Exhibit D:	
<input checked="" type="checkbox"/> Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)	4 page(s)
<input type="checkbox"/> Exhibit - D* Special Terms and Conditions	
Exhibit E – Additional Provisions	2 page(s)

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

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

CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) San Mateo Vocational Rehabilitation Services		
BY (Authorized Signature) 	DATE SIGNED(Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Mark Church, President-Board of Supervisors		
ADDRESS 550 Quarry Road San Carlos, California 94070		
STATE OF CALIFORNIA		
AGENCY NAME Department of Rehabilitation		
BY (Authorized Signature) 	DATE SIGNED(Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Florence Hughes, Chief-Contracts and Procurement Section		
ADDRESS 2000 Evergreen Street Sacramento, California 95815		
		<input type="checkbox"/> Exempt per:

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

SCOPE OF WORK

I. Introduction

The San Francisco District of the Department of Rehabilitation (DOR) and County of San Mateo Vocational Rehabilitation Services (VRS) are combining staff and resources to provide vocational rehabilitation services to DOR applicant/clients. All DOR applicants/clients referred will be San Mateo County residents, possess a diagnosis of mental illness as designated by the DSM IV, meet DOR and San Mateo County Mental Health (SMCMH) criteria for services, and express motivation to seek employment. Additional services will be provided through a separate case service contract with Caminar Inc.

DOR will determine eligibility and functional limitations, assist a DOR 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 or the case service contractor, Caminar Inc. will supplement the above services by providing case services to include: vocational assessment, situational assessment, work adjustment, and employment services to DOR applicants/clients. This Contract provides for VRS and the Case Service contract agency (Caminar, Inc.) 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 DOR application and assignment of the project code, referral will be made by the DOR counselor to VRS or a Case Service contract agency for DOR applicant/clients referred to VRS and the Case Service contract agency. The Regional Program Manager will provide input as needed regarding contract services provided to DOR applicant/clients referred to VRS and the Case

Service contract agency. The Regional Program Manager will encourage coordination of service delivery to DOR 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 DOR 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, for the 2004/2005 fiscal year it is expected that DOR will:

- Open 200 new cases, 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 62 cases successfully (status 26), 5 to be from the Transition Age Youth Program.

II. Services to Be Provided

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

A. Vocational Assessment

1. Description of Services

This service is provided by the case service contract provider, Caminar, Inc. The 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 DOR applicants/client in the identification of goals leading towards vocational development. Vocational Assessment is used as an ongoing process for the DOR applicants/clients, DOR staff, and Cooperative Program and Case Service agency to assess specific questions about work readiness, motivation, job exploration and match as well as the progress of the DOR 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 DOR service delivery. Upon receipt of written authorization, Caminar will provide Vocational Assessment services and upon completion, provide a report to the DOR counselor.

2. Service Outcomes/Number to be Served

During each fiscal year, there shall be 50 DOR applicant/clients who shall receive Vocational Assessment services by Caminar, Inc. resulting in 45 completing the assessment.

B. Situational Assessment

1. Description of Service

Situational Assessment is provided by VRS. Situational assessment is a comprehensive work evaluation process that utilizes real work as the focal point for assessment and vocational exploration of DOR applicant/clients, as appropriate to assist DOR applicants/clients in the identification of goals leading towards vocational development. Situational Assessments will be provided at the VRS Work Center 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
- And other information, as requested by the DOR counselor

Assessment and vocational exploration is used as an ongoing process for the DOR applicant's/client's IPE. Medical, psychological, social, vocational, cultural, and economic issues are explored and incorporated into the process. Situational Assessment services are typically provided for DOR applicant/clients for 20 - 40 days, but can be extended after a case staffing with the DOR Counselor. Upon receipt of written contract referral checklist from the DOR counselor, Situational Assessment Services will be provided by VRS to address specific issues.

2. Service Outcomes/Number to be Served

During each fiscal year, there shall be 70 DOR applicants/clients who shall receive Situational Assessment services at VRS, resulting in a written report to the DOR counselor.

C. Work Adjustment

1. Description of Service

Work Adjustment services are provided by VRS. Work adjustment is a transitional, time specific, systematic program, which assists DOR clients toward their optimal level of vocational development. This service includes a plan for combination of transitional paid work and life skills to help the DOR clients fully develop marketable work skills and behaviors. The intent of the service is to assist DOR 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 DOR client's adjustment goals, typically six to nine months, but can be extended after a case staffing with the DOR counselor. Work adjustment will be offered in sheltered work settings and in the community. Upon written contract referral checklist from the DOR counselor, VRS will provide Work Adjustment Services.

2. Service Outcomes/Number to be Served

During each fiscal year, there shall be 40 DOR clients who shall receive work adjustment services from VRS, resulting in a written report to the DOR counselor on a quarterly basis.

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

Description of Service

Employment Services are provided by both VRS and Caminar, Inc.

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 DOR 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 DOR client on appropriate attire and grooming, assisting the DOR 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 DOR client and employer, and follow-up with employed client and employer to assure stabilization and mutual satisfaction with the employment relationship. DOR clients may be placed in individual or group work sites depending upon their choice and maximum vocational potential. DOR clients are placed in integrated work environments with work schedules designed to accommodate their disabilities. Upon written receipt of authorization/contract referral checklist, VRS and Caminar, Inc. will provide Employment Services.

2. Service Outcomes/Number to be Served

During each fiscal year, DOR will refer 120 DOR clients for Employment Services. (VRS will receive 75 DOR referrals and Caminar, Inc. will receive 45 referrals.) 100 DOR clients will be placed in supported/competitive employment consistent with their respective approved IPE. (VRS will place 75 DOR clients and Caminar, Inc. will place 25) 62 are expected to obtain and retain suitable employment for 90 days or longer. (45 from VRS and 17 from Caminar.)

III Contract Administrator/Program Coordinator

Diane Nakaji
185 Berry Street, #180
San Francisco, CA 94107
(415) 904-7178
(415) 904-5996 Fax
dnakaji@dor.ca.gov

Robert Manchia
550 Quarry Rd.
San Carlos, CA 94070
(650) 802-6491
(650) 592-7513 Fax
Rmanchia@smchsa.org

IV Linkages To Other Community Agencies.

This Cooperative Program has linkages with the following: Social Security Administration, Workability III and Stepping Stones at Cañada College, Skyline Community College and College of San Mateo, ROP, Adult Education, the Community College District's Supported Education Programs as well as other members of the San Mateo B.E.S.T. (Building Employment Services Team), CID (Center for Independence of the Disabled), OICW, Goodwill, Recreation Center for the Handicapped (RCH), San Mateo County Employment and Services Centers, the County PeninsulaWorks One Stop Career Center sites and other One Stop partner agencies.

V In Service Training.

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

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. 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 was made.
2. This contract is valid and enforceable only if sufficient funds are made available to the State by the United States 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.
3. 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.
4. There are no oral understandings or agreements that are not incorporated in this contract.
5. 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.
6. 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 DR consumers 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)

7. **Staff Percentage of Time/Number of Hours.** The staff position percentages of time/number of hours stated in the budget narrative(s) are considered to be annualized percentages of time/number of hours. Over the term of the contract, the average of each staff position's actual percentage of time/number of hours claimed for the contract period cannot exceed the percentage of time/number of hours stated in the budget narrative for that position. Any changes to the budgeted percentage of time/number of hours of a staff position require a contract revision. The Contractor is responsible for monitoring the percentage of time/number of hours devoted by staff on the contract for overall consistency with the contract terms.
8. **Prompt Payment.** The State of California is obligated to promptly pay all invoices; however, invoices must be properly submitted for prompt processing and payment. Under certain conditions, the State is required to pay vendors a late payment if a correct invoice for services/goods is not paid within 45 calendar days. The vendor does not have to request the late payment. The State will determine and send any late payment to the vendor.

9. 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/quarterly, 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."

10. Certified Expenditure

Contractor shall certify to the State, on a monthly/quarterly 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."

Exhibit B (continued)

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.

11. Cash Match

Each fiscal year, Contractor will pay to State, no less than quarterly, in advance, upon receipt of an invoice from State, all those 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 match to Federal funds at no less than 21.3% as indicated on the "DR Program Budget Summary".

County of San Mateo Vocational Rehabilitation Services

Attachment 1

Program Budget Summary

Fiscal Year 2004/05

July 1, 2004 - June 30, 2005

TOTALS

DOR PROGRAM COSTS
(From DOR Program Budget)

\$568,291

TOTAL PAYMENT BY DOR TO CA
(From Service Budget)

\$767,190

TOTAL COOPERATIVE AGENCY EXPENDITURES
(From Cooperative Agency Certified Expenditure Budget)

\$100,846

TOTAL PROGRAM COST

\$1,436,327

Cooperative Agency Share
(Certified Expenditure)

25.00%

\$100,846

Total DOR Share

75.00%

\$302,396

Cash Expenditure

21.30%

\$220,047

Total DOR Share

78.70%

\$813,038

TOTAL BUDGET

\$1,436,327

Cooperative agency certified expenditure and cash expenditure must be from non-Federal Funds and cannot be used to draw down other Federal Funds. The cash expenditure must equal at least 21.3% of the designated share and the certified expenditure must equal at least 25% of the designated share. Source of match: State realignment funds.

San Mateo County Vocational Rehabilitation Services

DOR Program Budget

Fiscal Year 2004/05

July 1, 2004 - June 30, 2005

2.33

FTE Counselor Units

DEPARTMENT OF REHABILITATION SERVICES

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FTE</u>	<u>TOTAL</u>
Rehabilitation Counselor	1 FTE = \$101,377	2.33	\$236,208
Case Services (Individual Client Expenses)			\$90,162
SUBTOTAL			\$326,370
Case Service Contract/s to:			
Caminar, Inc			\$241,921
			\$0
			\$0
			\$0
			\$0
TOTAL DOR PROGRAM COST			\$568,291

SERVICE BUDGET

DOR 801A (Rev. 2/98)



Original



Amendment



Revision

Contractor Name and Address: County of San Mateo Human Services Agency Vocational Rehabilitation Services 550 Quarry Road San Carlos, CA 94070		Contract Number:	Federal ID Number: ID-94-6000-532	Page <u>1</u> of <u>1</u>	
		Budget Period: 7/1/04to6/30/05	Effective Date:	Effective Date:	
Line No.	Position Title	Amount Budgeted	Budget Change	Budget Change	TOTAL BUDGET
1	PERSONNEL				
2	Rehab. Production Supervisor III	\$27,974.00			\$27,974.00
3	Rehab. Production Supervisor II	\$28,260.00			\$28,260.00
4	Rehab. Production Supervisor II	\$36,442.00			\$36,442.00
5	Rehab. Production Supervisor II	\$18,363.00			\$18,363.00
6	Rehab. Production Staff Supervisor	\$27,130.00			\$27,130.00
7	Job Development Specialist II	\$40,384.00			\$40,384.00
8	Job Development Specialist II	\$37,470.00			\$37,470.00
9	Job Development Specialist II	\$39,086.00			\$39,086.00
10	Placement Program Supervisor	\$48,503.00			\$48,503.00
11	Vocational Specialist II	\$36,509.00			\$36,509.00
12	Vocational Specialist III	\$35,488.00			\$35,488.00
13	Vocational Specialist III	\$47,892.00			\$47,892.00
14	Vocational Specialist III	\$35,488.00			\$35,488.00
15	Vocational Specialist III	\$38,187.00			\$38,187.00
16	Clerical Assessment Coordinator	\$39,149.00			\$39,149.00
17	Subtotal	\$536,325.00			\$536,325.00
18	OPERATING				
19	Training	\$3,000.00			\$3,000.00
20	Rent Occupancy	\$127,797.00			\$127,797.00
21					
22					
23	Subtotal	\$130,797.00			\$130,797.00
24	Subtotal Personnel & Operating Costs:	\$667,122.00			
25	INDIRECT COST	15.0000%	\$100,068.30		\$100,068.30
TOTALS		\$767,190			\$767,190

Indirect costs are allowable costs, incurred by an organization, which support the activities of a program or 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 rate.

San Mateo County Mental Health--VRS
SERVICE BUDGET NARRATIVE
Fiscal year 2004-2005

PERSONNEL (Line 1)

FTE are based on a 40 hour work week

**Lines 2 through 5: Rehabilitation Production Supervisors II and III--
4 FTE: 1 @ 36%, 1@ 36%, 1 @ 48%, and 1 @ 27%**

Non-contract Duties

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

DOR contract duties:

Provides Situational Assessment and Work Adjustment services under the cooperative contract. Under direction and supervision of the Rehabilitation Production Staff Supervisor, duties of this position include supervising, instructing, and directing DOR clients receiving situational assessment and work adjustment services in the work area; observing and evaluating the performance and work behaviors of the DOR clients, conferring with counselors to coordinate program, determine needs and capabilities and handle problems, participate in goal planning, change inappropriate employment behaviors, maintain order in the work areas, and may supervise work performed at off-site locations. Responsible for ensuring that the Situational Assessment and Work Adjustment reports for DOR are completed.

Line 6: Rehab. Production Staff Supervisor 1 FTE @ 25%

Non contract Duties:

75% FTE at 30 hours per week. Under direction and supervision of the Workcenter Manager, this position performs supervision, training and evaluation of Rehab. Production staff providing services to disadvantaged and/or disabled program participants in the Transitional Workshop.

DOR contract Duties:

Under the cooperative contract at 25% FTE per year, duties of this position include: training, supervision and evaluation of Rehab. Production staff serving DOR applicants/clients in situational assessment and work adjustment services, manage and review case load distribution of DOR client cases, prepare and analyze statistical data and reports related to the DOR contract.

**Lines 7 through 9: Job Development Specialist II 3 FTE:
1 @ 47%, 1 @ 50%, and 1 @ 50%**

Non-contract duties:

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.

DOR contract Duties:

Provides Employment services as part of the cooperative contract. Duties include providing the following intensive services to DOR clients: developing job leads, arranging interviews, assisting with applications and resume, instructing the DOR client on appropriate attire and grooming, assisting the DOR client with cold calls, direct employer contact, teach job seeking skills, and/ or explore job readiness and motivation for DOR clients. Job Development Specialists recruit potential employers, assist with reasonable job accommodations, conduct on site job analysis, provide mediation to DOR client and employer, and follow-up with employed DOR client and employer to assure stabilization and mutual satisfaction with the employment relationship. DOR clients may be placed in individual or group work sites depending upon their choice and maximum vocational potential. Responsible for ensuring that the Employment Services reports for DOR are completed.

Line 10 Placement Program Supervisor 1 FTE @ 50%

Non-contract Duties:

50% FTE. Under direction and supervision of the Central Region 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.

DOR contract Duties:

Under the Cooperative Contract at 50% FTE per year, duties include: training, supervision and evaluation of job development staff providing intensive employment services to DOR applicants/clients, manage and review case load distribution of DOR client cases, prepare and analyze statistical data relating to the DOR contract.

Lines 11 through 15: Vocational Specialists II and III 5 FTE: 1 @ 40%, 1 @ 50%, 1 @ 49%, 1 @ 47% and 1 @ 37%.

Non-contract Duties:

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 DOR. This position also coordinates services for mental health clients after DOR case closure, as needed and refers to DR for post-employment services as appropriate.

DOR contract Duties:

Under the DOR Cooperative Contract, duties include provision of the intensive services of Situational Assessment. Works closely with the DOR counselor to ensure that clients receive needed resources such as benefits counseling, housing support, and other vocational needs and keeps records on DOR applicants/clients. Participates in Cooperative meetings. Responsible for ensuring that Vocational Assessment, Situational Assessment, Work Adjustment and Employment Services reports to DOR are completed.

Line 16 Clerical Assessment Coordinator 1 FTE 75%

Non-contract Duties:

25% FTE. Under direction and supervision of the Vocational Program Supervisor, this position performs a variety of office practices and procedures for services to disadvantaged and/or disabled program participants.

DOR contract Duties:

Provides Situational Assessment and Work Adjustment services. Under the DOR Cooperative Contract at 75% FTE, services will be provided to DOR-referred clients and may include: assessment of clerical skill, coordination, assignment, supervision and training of DOR 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 DOR-referred clients and may include: performing case correspondence, organizing and maintaining files, processing management information service functions for DOR cases for auxiliary service counseling staff. Statistical recording and correspondence DOR client services for the Placement and Counseling Program Supervisors. Provide input into the Situational Assessment and Work Adjustment progress reports to DOR. Responsible for ensuring that Situational Assessment and Work Adjustment reports to DOR are completed.

OPERATING EXPENSES (line 18)

Line 19: Training will not exceed \$500 per FTE. Training will be applicable to vocational rehabilitation services for DOR clients and will be with written approval by DR contract administrator. $6.38\text{FTE} \times \$500 = \3190
This contract will use \$3000

Line 20 : Rent Occupancy - 5,983 square feet @ 1.78 per square foot = \$10,649.74 per month for 12 months = \$127,797.

Workcenter 17,000 sq.ft x 20% = 3,400
Warehouse Food Service 19,690 sq.ft x 10% = 1,969
5,369

Office cubicle space for 5.73 FTE staff x 93.5 sq.ft. = 536
Rehab Production and
Placement Program Supervisors .65 FTE x 120 sq.ft.= 78

TOTAL 5983

INDIRECT

Line 25 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 DOR clients.

COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET

Fiscal Year 2004/05

July 1, 2004 - June 30, 2005

Contractor Name and Address	Cooperative agency agrees that it will make the following expenditures during the fiscal year ending June 30, 2005 in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services and are not services that the Cooperative agency otherwise provides. **NOTE** No portion of the below expenditures shall come from Federal Funds.
County of San Mateo Human Services Agency Vocational Rehabilitation Services 550 Quarry San Carlos, CA 94070	

Item Expenditure	FTE	Total Expenditure Dollars	Percent of Expenditure Devoted to Program	Amounts Chargeable to Program
PERSONNEL/POSITIONS				
Vocational Program Supervisor I	1	\$114,865.00	32%	\$ 36,756.80
Vocational Program Supervisor II	1	\$118,748.00	10%	\$ 11,874.80
Regional Program Manager	1	\$142,038.00	17%	\$ 24,146.46
Mental Health Manager	1	\$149,139.00	10%	\$ 14,913.90
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

OPERATING EXPENSES				
		NOT APPLICABLE		

		SUBTOTAL		\$87,691.96
Indirect Cost/Administrative Overhead:	<input type="text" value="15.000%"/>			\$13,153.79
TOTAL EXPENDITURES "CERTIFIED" BY COOPERATIVE AGENCY (Rounded to the Nearest Dollar):				\$100,846

CERTIFIED EXPENDITURE BUDGET NARRATIVE

PERSONNEL:

The following personnel will be assigned to the cooperative program with the concurrence of the DOR 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 DOR 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
Agency Functions

Cooperative Program
Functions

Vocational Rehabilitation Supervisor
1 FTE = 40 hr/wk (12 months) 68%
FTE = 27.2 hr/wk

Vocational Program Supervisor I
1 FTE = 40 hrs/wk (12 months)
32% FTE = 12.8 hrs/wk

Supervise, train, evaluate counseling staff providing rehabilitation services to Mental Health referrals not yet ready for cooperative program services, as well as counseling and follow along services to closed DOR clients.

Supervise, train, and evaluate vocational specialists serving DOR applicants/clients through coordination and linkage to the cooperative program services; manage and review caseload distribution of DOR client cases, prepare and analyse statistical data related to the DOR contract.

Vocational Rehabilitation Supervisor
1 FTE = 40 hrs/wk (12 months)
90% FTE = 36 hrs/wk

Supervise, train, and evaluate counseling staff providing rehabilitation services to mental health referrals not yet ready for cooperative program services, as well as counseling and follow along services to closed DOR clients.

Human Services Program Manager II
1 FTE = 40 hrs/wk (12 months)
83% FTE = 33.2 hrs/wk

Plan, organize, direct and supervise the operations of the VRS rehabilitation programs.

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

Monitor mental health contracts and other revenue programs.

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

Vocational Program Supervisor II
1 FTE = 40 hrs/wk (12 months)
10% FTE = 4 hrs/wk

Supervise, train, and evaluate vocational specialists serving DOR applicants/clients through coordination and linkage to the cooperative program services; manage and review caseload distribution of DOR client cases, prepare and analyse statistical data related to the DOR contract.

Regional Program Manager
1 FTE = 40 hr/wk (12 months)
17% FTE = 6.8 hrs/wk

Direct situational assessment and work adjustment programs for DOR clients in the Work Center.

Direct the preparation of reports for DOR clients receiving cooperative program services.

Prepare monthly reports as required and review invoices for the VRS cooperative contract.

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

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

Direct and coordinate Mental Health participation in the Cooperative Program.

Oversee rehabilitation programs for County Mental Health.

Consult with administrative staff in the cooperative and case service program.

Supervise transitional youth programs. Oversee peer counseling program.

Facilitate San Mateo B.E.S.T. meetings and subcommittees.

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 DOR clients. This is calculated as 15% x salary and benefits of the certified time match position.

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. **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.

2. **Contract Manual**

Contractor acknowledges that it was 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 it specifically agrees that it will comply with all applicable provisions of the Contract Manual. Match requirements are applicable to Cooperative Programs only.

3. **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.

4. **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, as amended, 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

Exhibit D (Continued)

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.

5. 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.

6. Personnel Standards

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

7. 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 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.)

8. 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 laws and regulations, including the applicable Office of Management and Budget Circular.

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 laws and regulations. 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.

9. Principles and Standards for Determining Allowable Costs, including Requirements for Documenting Personnel Activity Chargeable to the Contract

The Federal Office of Management and Budget (OMB) has established cost principles for determining allowable costs chargeable to Federal awards. Contracts awarded by the Department, including this contract, are subject to these cost principles as defined in the OMB Circulars.

The Contractor agrees to abide by the cost principles applicable to its organization as specifically defined in the following:

Exhibit D (Continued)

OMB Circular A-21: Cost Principles for Educational Institutions (Colleges and Universities – CSU/UC)

OMB Circular A-87: Cost Principles for State, Local, and Indian Tribal Governments (Counties, Cities, Special Education Local Plan Areas, School Districts, Regional Occupation Programs, and other State and Local government agencies; generally applicable to Community College Districts)

OMB Circular A-122: Cost Principles for Non-Profit Organizations

Further, documenting and supporting the distribution of personnel activity to the contract is critical. The Contractor agrees to comply with the OMB Circular applicable to its organization regarding documentation for the support of personnel activity chargeable to the contract.

A copy of the OMB Circulars listed above are available for download and review on the Internet at www.whitehouse.gov/omb/circulars.

The applicable Federal and State laws and regulations, including OMB Circulars, take precedence, except where the contract is more restrictive.

10. Pattern of Service

The services provided by the Contractor under this contract cannot be the customary or typical services, but rather the services must have been modified, adapted, expanded, or reconfigured to have a vocational rehabilitation focus.

11. Debarment, Suspension, Ineligibility and Voluntary Exclusion

By signing this contract, contractor certifies that neither it nor its principals is presently debarred, suspended, proposed for department, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

EXHIBIT E

I. Contract Monitoring and Reporting

- Quarterly collaboration meetings, facilitated by the Cooperative Regional Program Manager, between DOR, VRS, and Caminar, Inc. staff assigned to this contract will occur to discuss the contract objectives and responsibilities and address program issues.
- At the quarterly meetings, the monthly statistical encumbrance reports will be reviewed. The status of progress reports and other written documentation of client progress in contracted services on DOR applicants/clients for DOR Counselors will also be reviewed.
- The DOR Contract Administrator will review at least one month of time records for VRS staff during this contract period.
- The DOR Contract Administrator will review and process the certified expenditure invoices.
- The DOR Contract Administrator will monitor, review and process the Service invoices submitted by VRS on a monthly basis.

II. Transportation of DOR Applicant/Clients

- Transportation will be provided to DOR clients by VRS.

III. Insurance

Contractor shall furnish to State evidence of insurance as follows. The insurance must be issued by an insurance company acceptable to Department of General Services, Office of Insurance and Risk Management (DGS/ORIM) or be provided through partial or total self-insurance acceptable to DGS.

The Certificate of Insurance must include:

- A. Commercial General Liability, the certificate of insurance shall state a limit of liability of not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined.
- B. Automobile Liability must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the contract for a minimum of \$1,000,000 combined single limit.

This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability.

Contractor is responsible for any deductible or self-insured retention contained within the insurance program.

In the event said insurance coverage expires at any time or times during the time of this contract, contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less that the remainder of the term of the contract, or for a period of not less that one year. New certificates of insurance are subject to the approval of DGS, and the contractor agrees that no work or services shall be performed prior to such approval. The State may, in addition to any other remedies it may have, terminate this contract upon the occurrence of such event.

- C. Additional Provisions listed below must be on the insurance certificate prior to award of the contract or the contract will not be awarded:
 - 1) The insurer will not cancel the insured's coverage without 30 days prior written notice to the State; and
 - 2) The State of California, its officers, agents, employees, and servants as additional insured, but only with respect to work performed for the State of California under this agreement.